Pacific Labour Mobility Support Program (PLMSP)

Solomon Islands Labour Support Services Request for Proposal

August 2025

Purpose: To engage an eligible provider to manage and deliver the Solomon Islands Labour Support Services

Type of Contract: Subcontract with Deliverable/Milestone payments associated on the management fee. Reimbursable on all the actual/direct costs

Contract Term: 36months – October 2025 to September 2028

Anticipated Timelines

Release of RFP	The RFP for the SILSS released to the market.	Tuesday 15 July 2025
Close of questions	Any questions relating to the RFP must be submitted to the Procurement@plmsp.com.au by the cut-off date.	Friday 22 August 2025
Release of responses to questions	Responses to all questions received by any potential bidders will be compiled and released in a single document as an attachment to the RFP on the Palladium website. This will ensure all bidders have equal access to the information.	Wednesday 27 August 2025
Close of Bid submissions	**No submissions will be accepted after the cut-off date and time**	Monday 15 September 2025 9am AEST
Handover period	A one-month handover period will be included in the successful bidder's contract to allow for any novation of staff contracts and for continuity of service delivery to the Solomon Islands government.	November & December
New provider handover complete	The new Subcontractor will take on full responsibility for the Solomon Islands Labour Support Program.	Thursday 01 January 2026

Evaluation

Submission Criteria

- **Be submitted in English.**

- **Submission via email at the Procurement email address provided on the cover page, with the email subject of "RFP #Solomon Islands Labour Support Services (SILSS)"**

- **Technical proposal be limited to 15 pages (excluding annexes)**

- **Include the following Annexes in the Technical proposal:**
    1. Evidence of registration and ability to conduct business and ability to employ staff in Solomon Islands (This might include business registration certificate, insurances, annual filed financial statements etc).
    2. CV of Contractor Representative and Program Manager
    3. Credential table of related experience with the contact information of client references.

- **Financial proposal in excel format. It shall include a detailed budget in AUD covering all the costs associated with all SILSS activities:**

    Staff time/salary/costs.
    Travel including staff travel/accommodation, local transport and visa costs.
    Venue hire.
    The cost of any goods/services including training.

Evaluation

Assessment Criteria

Tenderers will be assessed on their ability to deliver the services as well as the best value for money offering

- **Past Experience – 20%**
  Evidence of experience with managing similar services in the Solomon Islands or elsewhere in the Pacific.

- **Understanding of the assignment – 20%**
  Demonstrating understanding the role of the Service Provider and how SILSS can be delivered effectively.

- **Approach to Delivering the Services – 20%**
  Describing how tasks will be carried out with timelines, including identifying the key risks and appropriate risk-mitigation strategies.

- **Value adds proposition – 15%**
  Key value-add initiatives for the delivery of the services. This should not include activities that are described in the scope of services, but other activities that may improve the outcomes related to the services. Tenderers can indicate separate budget category (if required) in the financial proposal for these initiatives.

- **Contractor Representative and Program Manager – 10%**
  CV of Contractor Representative and Program Manager, responsible for the delivery of the services and be the key liaison point between the Service Provider and the LMU/PLMSP. Tenderers shall include the CVs in the Technical Proposal annex.

- **Value for Money – 15%**
  Realistic and cost-effective resourcing of technical staff, support staff and other inputs/materials to achieve the required outcomes within the given timeframe.