

Project Management Tender 2022  
Terms of Reference

1. Essential Tender Requirements:

- a. A copy of the Tenderer's IPA registration certificate confirming they are registered to carry out business in PNG
- b. A copy of the Tenderer's Tax Certificate confirming their TIN and that they pay tax in PNG
- c. A copy of the Tenderer's Employer Registration Certificate confirming they are registered with and contribute to a superannuation fund in PNG, preferably, NASFUND
- d. All current professional liability and other relevant insurance Certificates of Currency and other relevant information
- e. The Tenderer's full company profile and capability statement including a list and brief summary of experience and qualifications of the senior engineering staff that will be undertaking the works.
- f. A full company profile and capability statement including a list and brief summary of experience and qualifications of the senior staff of any strategic partners that will be utilised in the management works.

2. Project Management:

- a. Competent management of projects within budget as required by NASFUND within set timelines
- b. Periodical progress reporting to be issued as and when required
- c. Effective communications with stakeholders to ensure smooth progress.
- d. Understanding that the outcome of a project is vitally important and that there must be effective handover for proper management of completed works with regard to provision of manuals or instructions.
- e. Close eye on neat and tidy documentation for audit purposes.
- f. Compliance to Nasfund standing policy on existing financial and procurement requirements.

3. Project management services for the Nasfund Property portfolio:

- a. The management function must be software driven.
- b. Services to be in accordance with the attached Services & Service Levels document.
- c. Deliver the highest standard of project management.
- d. Liaise on a regular basis with the Investments Division to deliver on NASFUND's goals.
- e. Provide a dashboard system to aid periodic reporting matters

4. Provide property development advisory support to Nasfund:

- a. To provide advisory support from a property and property development perspective on existing and new property development.

All bids to be placed in envelopes clearly marked **"Nasfund Project Management Tender 2022"** and lodged in the Tender Box located on Level 4 BSP Haus, Konedobu, Poreporena Freeway by 4pm Monday 6 June 2022.