



MARITIME SAFETY AUTHORITY OF FIJI (MSAF)

**TERMS AND CONDITIONS
of
Expression Of Interest (EOI)**

**FOR THE REVIEW OF THE FIJI
STANDARDS OF TRAINING,
CERTIFICATION WATCHKEEPING
(STCW) REGULATIONS 2014**

EOI NO. 01/2024

1. Purpose and Description of the Review of the Fiji STCW 2014 Regulations

The Maritime Safety Authority of Fiji (MSAF) wishes to carry out a comprehensive review of Fiji's 2014 Standards of Training, Certification and Watchkeeping (STCW) Regulation as contained in the Maritime Transport Act 2013.

Therefore, MSAF is seeking expressions of interest from qualified and experienced applicant's who can carry out this review.

2. NO CONTRACTUAL OBLIGATIONS

This Expression of Interest is not to be construed as a contract between the Maritime Safety Authority of Fiji (MSAF) and the prospective applicant. Nothing in this EOI or in any submission document is to be viewed to give rise to any contractual obligations either related, expressed or implied.

The successful applicant shall be required to enter into a contractual agreement with MSAF.

3. Eligibility Criteria/Pre-qualification of the Applicant

Interested applicants should possess the following qualifications and experience:

- a. At least 10 years' experience doing consultancy work, preferably possessing experience in undertaking projects of a similar nature, within the maritime sector
- b. Hold an appropriate Maritime Bachelor's Degree. Postgraduate qualifications are desirable
- c. Demonstrate sound knowledge of the Standards of Training, Certification, and Watchkeeping (STCW) Code and Convention 1978 as amended.
- d. Possess experience in legal drafting
- e. Have thorough knowledge and understanding of maritime conventions, legislations, standards, and their practical implementation.

4. Scope

The selected consultant will be responsible for the following tasks:

- a. Review relevant sections of the Fiji Maritime Transport Act 2013, that are related to the STCW Code and Convention 1978 as amended and the Fiji Maritime (STCW Convention) Regulations 2014 and identify gaps (if any) including requirements for policy decisions.
- b. Ensuring Fiji's obligations under the STCW Convention are appropriately implemented.
- c. Assisting in making any required policy decisions to align regulations with international standards.
- d. Preparing a comprehensive review report outlining findings and recommendations.
- e. Providing drafting instructions for necessary amendments and/or additions to regulations.
- f. Addressing any queries from management and drafters throughout the review process.

5. Reporting Arrangements and Timeframe

This role will report to the Chief Executive Officer of MSAF.

The successful applicant(s) will work closely with MSAF's Heads of Departments and industry stakeholders. The successful applicant (s) will need to have a flexible approach and understand that specific roles and responsibilities may change.

It is expected that the successful applicant (s) will provide substantive inputs as and when required **between June 2024 to June 2026** based on availability and funding. The work will be completed remotely at the successful applicant's home-base. Consultations and meetings with partners and other stakeholders will predominantly be conducted online. Some travel may be required depending on the situation.

6. Notes to Applicants

This section outlines basic requirements that must be met. Failure to accept any of these conditions or part thereof will result in your application being excluded from the evaluation process.

MSAF shall not be liable to reimburse any costs incurred by the applicants during this process.

Evaluation of EOI's will be carried out by a Evaluation Committee (EC). The EC will, if necessary, contact applicants to seek clarification on any aspect/s of the EOI.

Applicants should identify any work they are currently carrying out or competing for, which could cause a conflict of interest, and indicate how such a conflict would be avoided.

7. Questions about EOI

All technical or procedural questions regarding the EOI or contractual documents shall be directed to the Manager Qualifications and Licensing one week before the due date of the closing of submissions for EOIs.

8. Evaluation criteria of the qualified Applicants

Expressions of Interest will be evaluated in accordance with the MSAF Procurement Policy.

9. ACCEPTANCE OF SUBMISSIONS

MSAF is not bound to accept the lowest priced submission. Applicants whose submissions are not accepted will be notified. MSAF reserves the right to negotiate with other Applicants in the event that a contract cannot be successfully negotiated between MSAF and the preferred Applicant.

10. Applicant Submittals

Please indicate on your submittal if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum:

- Company Profile
- Comprehensive Proposal on the Product and Services
- Reference Sites
- Copies of any Contracts/Service Level Agreements
- Business Certifications
- Fiji Revenue & Customs Services Tax Compliance Certificate (applicable to Fiji based applicants)
- Fiji National Provident Fund Compliance Certificate (applicable to Fiji based applicants)
- Work Plan, inclusive of costing per stages of work.

11. Submission of EOIs

Expressions must be lodged no later than 23rd May 2024 at 4.00pm.

Submissions received after the closing date stated above will not be considered.

12. Amendment of EOI

The MSAF may, at its sole and absolute discretion, vary, add to, or amend the terms of this EOI, including the nature and/or scope of the products and/or services required under this EOI; and any other subject matter to which this EOI relates.

13. Cancellation/Termination of EOI

The MSAF may, at its sole and absolute discretion, cancel, suspend, terminate or abandon part or the whole of this EOI, at any time prior to the execution of a formal written agreement without any liability.

14. LODGEMENT OF EOI

Manual submissions must include one (1) hard copy in sealed envelopes and placed in the tender box provided at MSAF – 4 Level, Kadavu House Building, Victoria Parade, Suva Fiji. The submission must be clearly addressed:

CONFIDENTIAL

Maritime Safety Authority of Fiji,
Review of Fiji's 2014 Standards of Training, Certification and Watchkeeping
(STCW) Regulations,
P.O. Box 326,
Suva.

For Applicant's outside of Fiji, e-copy of PDF submissions can be emailed to jwilliams@msaf.com.fj no later than the date stated above.

15. EOI Submission - Instruction to applicants

EOI CHECKLIST

The Applicants must ensure that the details and documentation mention below must be submitted as part of their Submission.

EOI Number _____

EOI Name _____

1. Full Company / Business Name: _____

(Attach copy of Registration Certificate)

2. Director/Owner(s): _____

3. Postal Address: _____

4. Phone Contact: _____

5. Fax Number: _____

6. Email address: _____

7. Office Location: _____

8. TIN Number: _____

**(Attach copy of the VAT/TIN Registration Certificate - Local Applicants Only
(Mandatory)**

9. FNPF Employer Registration Number: _____ **(For Local Applicants only)
(Mandatory)**

10. Provide a copy of Valid FNPF Compliance Certificate **(Mandatory for Local Applicants only)**

11. Provide a copy of Valid FRCS (Tax) Compliance Certificate **(Mandatory for Local Applicant only)**

12. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____