



**REQUEST FOR QUOTATION:
MINOR GENERAL SERVICES**



**PROVISION OF SECURITY SERVICES AT THE SWA VAITELE OFFICE
COMPOUND 2023- 2024**

RFQ No. SWA-GS02-2023/2024

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PART 1: INVITATION TO QUOTE

1. Background

The Samoa Water Authority (SWA) is a Government Corporation governed by its principal Legislation, the Samoa Water Authority Act 2003. SWA is the national service supplier of water services in Samoa. This includes wastewater services provided only for the central business area. SWA has offices at the Tui Atua Tupua Tamasese Efi Building at Savalalo, its compound at Vaitele and its Savaii Division offices in Asau and Salelologa, Savaii. The Savalalo office houses the office of the Managing Director and three Divisions.

The SWA compound at Vaitele (next to LTA) houses the main Operations divisions of the Authority in Upolu. This is where all the tools, equipment, machineries, materials, and stores of the Authority are kept and operated. The Authority therefore put emphasis on surveillance at its compound at Vaitele given the value of assets, equipment and materials held inside its compound.

2. Request for Quotations

Eligible firms are hereby invited to provide quotations for the provision of 24-hours security services to the Samoa Water Authority Vaitele Office Compound on a **24-months / 24 hours basis**. (Refer to the scope of works for full details of the services required).

Tendering is open to all qualified and eligible firms who meet the criteria set out in Parts 2 and 3 of this Request for Quotations (RFQ) document.

3. Preparatory site visit

Interested bidders may inspect the premises prior to the quotation submission deadline upon request to Ruby Sheck – Manager Administration, Corporate Management Division at email Ruby.Sheck@swa.gov.ws or on telephone +685 20409 or Procurement Unit at emails Ester.Tohi@swa.gov.ws or Dulcie.Masoe@swa.gov.ws.

4. Submission of Quotation

Interested firms must provide **1 Original Quotation & 3 Copies** using the Request for Quotation Form (Part 4). Quotations must include all fees and expenses to be incurred during the provision of the service.

Quotations must be submitted with a cover letter and supporting documents including the business license and business details such as history, previous and current clients, and any particular achievements. The bidder must ensure provision of appropriate guards as per the scope of services.

All quotations must attach supporting documents in accordance with the requirements of the RFQ Document and deposited in the marked tender box, addressed as follows:

**Managing Director
Samoa Water Authority
Level 2, Tui Atua Tupua Tamasese Efi Building
SAVALALO**

E-mail and /or faxed submissions will not be accepted, and late submissions will not be considered.

The submission deadline for quotations is **Friday 17 November 2023 at 11:00am (Samoa Local Time)**

PART 2: INSTRUCTIONS TO SERVICE PROVIDERS

1. Scope

- a. The Principal is the *Samoa Water Authority*
- b. The Supervisor is the Supervising Entity representative stated on the Request for Quotation
- c. This Request for Quotation (RFQ) applies to the provision of MINOR GENERAL SERVICES up to SAT\$100,000

2. Service Provider Eligibility & Qualification- the Service Provider shall be a bona fide small business known by the Principal to be suitably qualified, experienced and financially resourced.

In addition to the items specified on the RFQ Form, the Bidder shall also provide the following:

- a. A copy of its currently *valid and relevant* Ministry for Revenue Business License.
- b. A copy of its current VAGST certificate from the Ministry for Revenue (if registered for VAGST); **OR**
A signed letter from the Ministry for Revenue confirming that their business is not currently registered for VAGST. The letter must be dated no later than one (1) month from the Submission Deadline for this RFQ .
- c. A Power of Attorney or letter of authority for the signatory of the Quotation to represent the Contractor, sign the Quotation and accept the Purchase Order. (Refer to Annex 1 for sample Letter of Authorisation).
- d. a bank statement for the immediately past six (6) months
- e. Two **(2) written** references from past and/or present clients who can attest to good character & reliability in provision of same or similar services
- f. Cover letter detailing the company / firm's history, past and present clients, and any particular achievements.
- g. Approach to services (maximum of one page) including the list of personnel, hours and tasks assigned.
- h. Letter from Ministry Commerce Industry and Labour confirming the bidder has not been investigated for breaches of labour laws.

Failure to submit any of the required schedules and documents may result in disqualification of the Quote and the Principal reserves the right to DISQUALIFY any non-conforming quote.

3. Responding to the Request for Quotation

- a. The Bidder shall take care to fully comprehend the nature, extent & deliverables of the Service.
- b. The Bidder shall enter Work Activities / Deliverable lump sum prices and total price on Request for Quotation Form and note the Schedule of Service attached to and forming part of this RFQ.
- c. In submitting its quotation, the Bidder should conform to stated provisions for quotation validity and completion period. All proposed variation from stated conditions shall be justified in a covering letter.

d. The Bidder is responsible for providing a complete and correct quotation which includes a completed RFQ Form signed by the Authorised Officer. An incomplete quotation may be grounds to reject any quotation submitted.

e. Bidders must declare **any** conflict of interest which may arise in particular as a result of economic ties/relationships, political, family or emotional ties/relationships, or any other relevant connection or shared interest with any party involved in the RFQ process including officers and employees of the Principal. Failure to declare conflicts of interest is grounds for disqualification and the Principal reserves the right to terminate any subsequent contract and seek costs or compensation against the Bidder for failing to declare. **ALL Bidders** must complete sign and submit with their Quotation the Declaration of Conflict of Interest Form included in these RFQ Documents as Annex 3. Failure to complete and submit the Form is grounds for disqualification.

4. Quotation Price

- a. All prices shall be quoted in Samoan Tala (SAT\$)
- b. Prices shall be fixed for the duration of the specified completion period and rate not subject to change.
- c. Unless the service(s) are exempted from VAGST, pursuant to the VAGST Act 2015, the total quoted price shall be inclusive of VAGST and any relevant tax including Withholding Tax.
- d. There shall be no difference in the rate quoted between normal working days, Sundays and Public Holidays.

5. Site Inspection

- a. The Bidder shall arrange site inspection with the Supervisor to enable quotation preparation.

6. Exclusion

- a. A Bidder who, without good cause, withdraws during the period of quotation validity, does not accept corrections of errors, fails to accept the Purchase Order if offered or fails to produce the Performance Security (if required) will be excluded from participating in RFQ processes for one year.

7. Quotation Submission

- a. Service providers shall submit only one quotation which must be signed by the Authorised Officer who is authorized to submit the quotation on behalf of the service provider.
- b. The Quotation may not be submitted orally or by telecommunications which include but are not limited to electronic email or telephone transmission of facsimiles. These Quotations will be rejected.
- c. Quotations shall be submitted to the **Samoa Water Authority, Tui Atua Tupua Tamasese Efi Building, Savalalo**, no later than the Submission Deadline.
- d. Late quotation will not be considered and shall be returned to the bidder unopened. However, the Principal reserves the right to retain and open late quotations if the number of quotations received is less than three.

8. Quotation Opening

- a. The opening of quotations will be undertaken by officers of the Principal. It shall be open to bidders to attend and shall take place immediately after the submission deadline unless otherwise delayed by unforeseen circumstances.
- b. Public opening shall only denote the name of the bidder and the total price quoted and shall not disclose commercially sensitive information.
- c. The results of the quotation evaluation shall be notified, denoting only the successful bidder.

9. Quotation Evaluation & Contract Award

- a. The Principal reserves the right to require the bidder to verify any information in the quotation including price, and any Quotation may be rejected if the Principal is not satisfied with the information furnished.
- b. Quotation shall be evaluated to establish substantial responsiveness to eligibility & qualification requirements, specified schedules and commercial conditions
- c. After arithmetical checking and correction, quotations found to be substantially responsive shall be evaluated for lowest price, which shall be the basis of award
- d. Award notification shall be affected through the issuance of a Purchase Order by the Principal. The successful bidder shall confirm acceptance of the Purchase Order in writing or by taking the Order in Original.
- e. Notwithstanding the above, the Principal reserves the right to accept or reject any quotations, or to cancel the quotation process at any time prior to award. In no event shall the Principal be liable for any damages or loss whatsoever in any way connected with the cancellation of the quotation process.
- f. The Principal reserves the right to disqualify a bidder who is found to have a conflict of interest which potentially conflicts or impacts on the bidder's ability to participate in this procurement process.

10. Performance Security

- a. A Performance Security is not required.

PART 3: SCOPE OF SERVICES

1. Services to be Provided.

The Service Provider is required to provide the following services for SWA:

- I. Surveillance of the entire SWA Vaitele Compound ("the Premises") comprising several buildings including a hangar area where vehicles are parked.
- II. Guarding of the front entrance and boundaries of the compound including the following:
 - a) Ensuring that entry to the Premises is restricted and only authorized persons enter the Premises. An authorized person must provide proper verification (issued by the SWA) prior to the duty guard allowing access and entry to the Premises.
 - b) Active surveillance checks and monitoring actions to ensure 24 hour safeguard and protection of the Premises and SWA property (movable and immovable), staff, personnel, and other authorized persons.
 - c) Keeping a register or log of the movement of vehicles (all vehicles) and all persons in and out of the compound. This register or log shall be submitted to the SWA no later than 9am every subsequent Monday morning or as required by the SWA;
 - d) Provide a duty roster to SWA before 4pm every preceding Friday and keep SWA informed of any changes to the roster;
 - e) Record and log events and status of security on an hourly basis. Provide this record/log to the SWA no later than 9am every subsequent Monday morning or as required by SWA;
 - f) Immediately report to the relevant authorities (such as emergency and Police services) and to SWA contact person any emergencies or high risk event (to person or property) which occur at or around the Premises.
 - g) Provide a written report to SWA no later than three (3) calendar days after the event;
- III. Ensure that all room doors and gates are locked, and all room lights are turned off after normal working hours. Any lights or electrical appliances left on inside locked rooms shall be reported to the SWA contact person in a timely manner.

2. Service Provider Responsibilities

- I. The Service Provider shall deploy guards:
 - a) who are physically and medically fit and able to perform the Services;
 - b) with clean former employment and Police records;
 - c) who are literate in both English and Samoan;
 - d) who are trained in preventing/fighting fires, operating fire equipment such as fire extinguishers as well as First Aid provision;
 - e) who are equipped with equipment and items needed for the performance of the Services; and
 - f) who observe cleanliness and professional courtesy while rendering efficient service for SWA.
- II. The Service Provider is responsible for maintaining a register for marking the attendance of guards deployed and this register must be verified by the SWA on a regular basis and as required by the SWA.
- III. The Service Provider shall not divulge without SWA prior authorization any information about the equipment, assets, property installed or located at the Premises or about the employees or contractors of the SWA or about the activities of the SWA unless authorised to do so by the Managing Director of SWA or by law.
- IV. The Service Provider shall not use or allow the use of the Premises for any purpose other than the performance of the Services and shall not act in any manner as to cause nuisance or annoyance to the SWA or SWA's neighbours at Vaitele.

- V. The successful bidder must comply at all times with all legal requirements for salary and wages, working hours, occupational health and safety as well as other employment issues pursuant to relevant legislation.

3. Duration and Requirements

- I. The successful Bidder will be required to engage in a contractual arrangement with the Authority for a consequent 24 months period depending on performance and quality of service provided.
- II. The Bidder must be licensed to perform security services.
- III. Must have a successful and positive history of providing security services.



GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

Principal Name

Samoa Water Authority

Principal Address

Tui Atua Tupua Tamasese Efi Building, Savalalo

Contact Details

Phone: (685) 20409

PART4: REQUEST FOR QUOTATION FORM: Minor General Services up to SAT\$100,000

Eligible Bidders are requested to respond to this Request for Quotation subject to the provisions contained herein. Complete the Bidder Details and the Quotation Details before the authorized representative signs the Certification. **YOU MUST go through the Checklist before submitting your Quotation otherwise risk failing RFQ requirements and disqualification.** Please provide your quotation for the following minor general services by **11:00am on Friday 17 November 2023**

I. RFQ DETAILS

RFQ Title:	Provision of Security Services at the SWA Vaitele Office Compound	RFQ Ref. Number:	SWA-GS02-2023/24
Responsible Division:	Corporate Management Division	Responsible Manager:	Ruby Sheck
Quotation Validity	90 days	Defects Liability Period	Not applicable
Required Completion Period	Twenty-Four (24) months	Performance Security	Not required
Required Completion Date	Twenty-Four (24) months from the commencement date	Performance Security type	Not applicable

II. BIDDER DETAILS (COMPLETE BELOW):

1	Bidder Name:		
2	Office Location:		
3	Contact Details:		
	a. Telephone Number:	b.	Mobile phone Number:
	c. E-mail address:		
4	Contact Person:		
	a. Name:	b.	Designation:
	c. Telephone / Cell phone Number:	d.	Email address:
5	Current Business License¹ No: _____ (Date of Expiration - attach copy)		
6	VAGST No: _____ (If not registered for VAGST please state Not Applicable - attach copy)		

¹ The Business License must be in the name of the Bidder and not any other person.

III. QUOTATION DETAILS (COMPLETE BELOW):

No.	Work Item Description	Qty	Unit Hourly Rate (VAGST excl.)	Unit Daily Rate (VAGST excl.)	Total Amount for 21 Year
1.	Approved security guard <i>(Assumes 24-hour coverage; Rate to be inclusive of all personnel, communication, transportation, stationery, public holidays² etc.)</i>	730 days			
	VAGST³ (15% of Annual Rate)				
	TOTAL (VAGST Inclusive)⁴				

ATTACH SHEET FOR ADDITIONAL ITEMS

IMPORTANT! THE BIDDER MUST SUBMIT THE FOLLOWING ("✓" denotes required attachments) -Please review Clause 2 of the "Instructions" for additional eligibility and qualification requirements							
Cover Letter	✓	Approach to services (1 page max)	✓	Bank Statements from past 6 months	✓	Minimum of two written references	✓
Business License	✓	VAGST Certificate OR Letter from MfR if not VAGST registered	✓	Letter of Authorisation	✓	Letter from MCIL	✓

CERTIFICATION

We the bidder having examined and read the RFQ documents (Form, Instructions, Schedule, Purchase Order Conditions) for this RFQ as issued by the Samoa Water Authority (the Principal), do hereby bid, and agree to accept the terms and conditions set out in this RFQ and if awarded the contract the terms and conditions in the subsequent Purchase Order.

Name of Bidder

Signature of authorized representative

Full name and position of authorized representative

² There shall be no difference in the rate quoted between normal working days, Sundays, and Public Holidays.

³ Bidder shall only enter VAGST portion if their company registered for VAGST at the Samoa Ministry for Revenue AND if the Bidder has not applied to the Ministry for cancellation of its VAGST registration.

⁴ Bidders reminded that the resultant purchase order is subject to taxation laws including withholding tax. Refer to Part 2 Instructions to Bidders clause 4 and Purchase Order Condition 8.3.

The bidder confirms that:	Yes	No
All nominated Security Guards are physically and medically fit to perform the Services.		
All nominated Security Guards are literate in Samoan and English and can communicate effectively in both languages		
All nominated Security Guards are trained in preventing / fighting fires and operating fire equipment and in First Aid.		
It is compliant with all employment requirements under law for salary and wages, working hours, occupational health, and safety and that it is not investigated by MCIL for breaches of labour law.		

PLEASE NOTE: The bidder must complete the following by ticking the applicable box.

IV. DECLARATION OF BIDDER

WARNING: Failure to complete, sign and submit the following Certification with the quotation package may disqualify your Quotation.

I,the undersigned, declare that
..... (name of Bidder) meets the
requirements provided above.

PART 5: PURCHASE ORDER CONDITIONS

The following documents shall form part of the Purchase Order

- (a) The Purchase Order Form
- (b) Purchase Order Conditions
- (c) Scope of Services

THE PARTIES HERETO AGREE AS FOLLOWS:

1. SCOPE OF SERVICES

1.1 The Service Provider, as an independent Service Provider, shall perform the services set out in the Scope of Services (collectively referred to as the Services):

2. COMMENCEMENT OF CONTRACT

2.1 The Service Provider shall commence the Services on the day which this Purchase Order is executed or as agreed by both parties (referred to as the Commencement Date).

3. DURATION OF CONTRACT

3.1 The duration of the Contract shall be approximately twenty-four (24) months from the Commencement Date.

3.2 The duration of Contract is subject to a probationary period of three (3) months from the Commencement Date during or after which time the Principal may terminate the Purchase Order with the Service Provider on the grounds of poor performance.

3.3 The Intended Completion Date shall be 24 months from the Commencement Date. The duration and the Intended Completion Date may be extended at the discretion of the Managing Director.

4. SERVICE PROVIDER'S ADHERENCE TO LAW

4.1 The Service Provider shall in performing the services under this Purchase Order comply with any Acts of Parliament, regulations, ordinances, local laws, and by-laws or of any lawful direction of any authority that has jurisdiction over the Services.

5. ENTIRE PURCHASE ORDER AND VARIATIONS

5.1 This Purchase Order contains the entire agreement between the parties and supersedes all prior agreements, negotiations, representations and proposals, written and oral. Any Schedules attached hereto form part of this Purchase Order.

5.2 No amendment, or variation of this Purchase Order shall be effective unless set forth in writing signed by a duly authorized representative of each party prior to any such variation taking place.

6. PERFORMANCE AND SAFETY STANDARDS

6.1 The Service Provider agrees to perform the Services in accordance with statutory requirements and best practice.

6.2 The Service Provider and its employees and/or agents must also ensure that all required safety and protection clothing and equipment are used when performing the Services.

6.3 The Service Provider shall ensure that safety measures and precautions are adhered to by its employees/agents. The Service Provider shall also take

measures to ensure the safety of the public and inspecting officers and property under this Contract while undergoing the services. The Service Provider shall be responsible for any injury, loss or damage caused due to its failure to undertake these safety measures and precautions.

6.4 The Service Provider shall abide by the instructions and directions of the Supervisor in carrying out the Services. Failure to do so may result in termination of the Contract.

7. MONITORING & COMPLETION

7.1 The Principal appoints the Manager Corporate Management Division to inspect and monitor the services carried out by the Service Provider and the Manager or his/her authorized delegate shall inspect the performance of the Services at any time convenient to the Principal.

7.2 The Service Provider shall ensure that all Services are completed within the agreed Completion Period, without exceeding the agreed Price and in accordance with the Scope of Services and quality requirements.

8. REMUNERATION

8.1 The Principal shall make payment to the Service Provider within 14 days of receipt of an invoice approved and certified by the Supervisor.

8.2 All payments to be made by the Service Provider under this Purchase Order for the carrying out of the Services shall be made within fourteen (14) calendar days of the certification by the Principal of the performance of the Services to which the invoice relates.

8.3 This Purchase Order is subject to taxation in Samoa including withholding tax. The Principal reserves the right to exclude the value of tax(es) charged or payable by the Service Provider on the gross amount from any payments made under this Purchase Order and pay these direct to the Samoa Ministry for Revenue.

9. INSURANCE & INDEMNIFICATION

9.1 The Service Provider will bear all risks which are Service Provider's risks

9.2 Accordingly the Service Provider shall arrange appropriate insurance cover

9.3 The Service Provider shall indemnify the Principal for and against all losses and liabilities which may arise as a result of the Service Provider's negligence. This clause shall survive termination or expiration of this purchase order.

10. CORRUPT & FRAUDULENT PRACTICES

10.1 The Principal requires that the Service Provider observes the highest standards of ethics during the procurement and execution of Government of Samoa contracts, to the extent that corrupt, fraudulent, collusive and coercive practices and conflict of interest occurring in quotation, delivery & completion processes may result in disqualification, termination of purchase order and penal sanctions.

11. TERMINATION

11.1 The Principal may by notice in writing terminate the Purchase Order without prejudice to or limitation of its rights or remedies if the Service Provider:

- (a) fails to perform during the probationary period set out in clause 3.2 of this ;
- (b) fails to commence the Services at the time and manner required by the Purchase Order;
- (c) fails to execute the Services to the standard required under the Purchase Order;
- (d) breaches its obligations under this Agreement;
- (e) poor performance following the probation period;
- (f) fails to follow the Supervisor's instructions;
- (g) fails to declare a conflict of interest;

and the Service Provider persists in any such failure or breach for a period of seven (7) calendar days after notice in writing specifying the same has been sent to the Service Provider.

11.2 The Service Provider may by notice in writing terminate the Purchase Order without prejudice to or limitation of its rights or remedies if the Principal:

- (a) fails to make the payments in accordance with this Purchase Order;
- (b) breaches its obligations under this Purchase Order;

and the Principal persists in any such failure or breach for a period of fourteen (14) calendar days after notice in writing specifying the same has been sent to the Principal from the Service Provider.

12. NOTICES

12.1 Any notice, demand, consent in writing or other communication required to be given or made under or pursuant to this Purchase Order will be:

- (a) given by being delivered by hand delivery to the party to which that notice, demand, consent or other communication is required or permitted to be given or made under this Purchase Order at the following addresses:

- (i) in the case of the Principal at the address:

Managing Director

Cc: Ruby Sheck– Manager
Administration – Corporate
Management
Samoa Water Authority
PO Box 245

APIA

Telephone: (685) 20409

Email: Ruby.Sheck@swa.gov.ws –
Corporate Management Division

- (ii) in the case of the Service Provider at the address and number:

*(Insert address, contact number,
and email)*

PART 6: EVALUATION GRID (Office Use Only)

Evaluation of Quotes

This Part contains the Compliance Evaluation Grids that will be used by the Principal to check and record the compliance of the Quotation with the RFQ requirements as set out in Parts 2, 3 and 4 of the RFQ document.

Compliance Checklist	Bidder 1	Bidder 2	Bidder 3
RFQ Submission Form properly completed together with total cost of offer?			
Power of Attorney or letter of authority submitted?			
<p>Declaration of Conflict of Interest (COI) Form</p> <ul style="list-style-type: none"> • Is the COI Declaration Form provided and completed by an authorised person delegated via a Power of Attorney or Letter of Authorization? • Is the bidder free from conflict of interest with the Principal? • If the Bidder has a known conflict of interest, real or perceived, with the Principal, and has/has not declared their conflict, is the conflict perceived and assessed to be able to withstand probity? 			
<p>Copies of current, relevant and valid</p> <ul style="list-style-type: none"> • Business License • VAGST certificate (if registered) or Letter from the Ministry for Revenue (if not VAGST registered) 			
<ul style="list-style-type: none"> • Letter from MCIL confirming the bidder has not been investigated for breaches of labor laws provided? (12MONTHS from tender's due date) 			
<p>Bank Statements</p> <ul style="list-style-type: none"> • Bank statements from immediate past SIX months submitted. • Are the bank statements acceptable and demonstrate that the bidder does not pose a financial risk to SWA? 			

<p>Approach to Services & Personnel</p> <ul style="list-style-type: none"> • Any Approach to services provided? • Does the bidder demonstrate their understanding of responsibilities and services required? • Personnel list/hours & tasks assigned? • Do proposed personnel demonstrate relevant experience in providing security services as per the scope of services? • Details of all services currently contracted or in progress provided? 			
<p>Cover letter</p> <ul style="list-style-type: none"> • Does the Cover letter concisely view the bidder's operation and any particular achievements? 			
<p>References</p> <ul style="list-style-type: none"> • Written references from at least two past and/or present clients provided? • Does bidder have a successful and positive history of providing services? • If the bidder has been engaged by the Authority in the past five (5) years, does the bidder have a positive history of providing security services with the Authority? 			
<p style="text-align: center;">Overall Decision? (Accept or Reject for Financial Evaluation)</p>			

The Bidder is also advised to draw their attention to **Clause 9** of the *Instructions to Bidders* for more information on the Evaluation of Quotations.

ANNEX 1: SAMPLE LETTER OF AUTHORISATION

(“Insert Date”)

Fuimaono Dominic Schwalger
Managing Director
Samoa Water Authority
Level 2, TATTE Building
SAVALALO

Dear Sir,

I /We, [Full Name(s)]am/are the [Position in company] of [(Name of Company)]. I am/ We are the authorised entity(ies) to represent [Name of Company] for and on its behalf to execute the following:

- (a) To submit, sign or execute the quotation, proposal, or tender for the **“Provision of Security Services to the SWA Vaitele Office Compound 2023 - 2024” (RFQ No. SWA-GS02-2023/2024)** issued by the Samoa Water Authority.
- (b) To sign or execute and bind the company to any contract, purchase order, or commitment whatsoever in connection with this request for quotation or contract.

Signed:

(Signature)

[Insert Full Name]

[Insert Designation]

ANNEX 2: QUOTATION PREPARATION CHECKLIST

Use the following checklist to ensure that your quotation is complete:

Item	Check
Completed and Signed RFQ Form.	
Power of Attorney / Letter of Authorisation (signed by the same person signing the RFQ form)	
Completed Declaration of Conflict-of-Interest form – please ensure to declared YES or NO and SIGNED.	
Copy of current, and relevant Business License	
Copy of Current VAGST Certificate <i>OR</i> Letter from the Ministry for Revenue if business is not VAGST registered	
Approach to Services (methodology/scope of services)	
Signed Cover Letter	
References of past services (minimum of two) 12months from tender's due date.	
Bank statements from immediate past six months.	
Letter from MCIL confirming the bidder has not been investigated for breaches of labour laws. (Must be 12months from Tenders Due Date)	

Whilst the Principal has taken reasonable care to ensure all required items are included in the checklist, the Principal shall not be held responsible for the omission of any required document from within the checklist.

ANNEX 3: DECLARATION OF CONFLICT-OF-INTEREST FORM

CONFLICT OF INTEREST DECLARATION:

The Samoa Water Authority operates a procurement process in accordance with national policies and guidelines and which is fair, transparent, and able to withstand probity.

In view of this, the Samoa Water Authority requires that all BIDDERS declare relationships or arrangements or state of affairs with any party to this tendering process (including the Principal and the Principal's employees) which may reasonably be perceived to be a conflict of interest or which may potentially conflict or impact on their ability to participate in the procurement process. This may include a relationship with the Principal, the Principal's employees, other bidder, or party to the tendering process. Failure to disclose a conflict of interest may disqualify a bidder or cause termination of any subsequent contract and also entitle the Principal to seek costs or compensation for loss or damages.

If you are in any doubt about whether a relationship, arrangement, situation etc. is a potential conflict of interest, you are advised to declare it.

Bidder Name: _____

Name of Declarant Person making the Declaration:

I..... (name of Declarant) on behalf of

.....(name of Bidder) wish to declare the following:

- A. The Bidder named above has a conflict of interest as follows (state clearly the conflict of interest and reasons for conflict):

OR

- B. The Bidder has NO conflict of interest to declare.

I confirm that the declaration I have made above is, to the best of my knowledge, correct. I also undertake to notify the Principal if there are any changes to be made to this Declaration.

Signature of Declarant.....

Declared thisday of2023.