



REQUEST FOR QUOTATION: MINOR GENERAL SERVICES



MAINTENANCE OF SAMOA WATER AUTHORITY FACILITY COMPOUNDS 2024 - 2025

UPOLU & SAVAI

RFQ No: GS-CM01-2024-2025

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PART1:



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

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

Please provide your quotation for the above minor GENERAL SERVICES by **20 November 2023 at 11am.**

RFQ NAME.	Maintenance of Samoa Water Authority Facility Compounds 2024-2025 UPOLU AND SAVAII		RFQ No.	GS-CM01- 2024-2025
TO:	BIDDER NAME			
	CONTACT PERSON		Telephone/Mobile (at least two contact numbers please)	
	OFFICE ADDRESS		_____	
	EMAILS:		_____	
BID VALIDITY PERIOD	90 days from Submission Deadline	BID SECURITY	Not required	
CONTRACT PERIOD	12 months	BID SECURITY TYPE	Not applicable	
CONTRACT EXPIRY DATE	12months from Commence Date	SUBMISSION DEADLINE	20 November 2023 at 11am.	
SUPERVISING DIVISIONS:	Urban Division: Upolu Zone 1 & 2 Rural Division: Upolu Zone 3, 4, 5, 6 & 7 Savaii Operation Division: Savaii Zone 1, 2, 3 & 4			
THE SUPERVISORS ARE:	Namulauulu Irasa Mauala (Manager Urban O&M) or Authorized Delegate. Taiulu Savelio Imo (Manager Rural O&M) or Authorized Delegate. William Tupa'I (Savaii O&M) OR Authorized Delegate.			
No.	Service Item Description	MONTHLY RATE (exclusive of VAGST*)	ANNUAL RATE (exclusive of VAGST)	
UPOLU COMPOUNDS				
1.	Zone 1			
2.	Zone 2			
3.	Zone 3			
4.	Zone 4			
5.	Zone 5			
6.	Zone 6			
7.	Zone 7			
SAVAII COMPOUNDS				
1.	Zone 1			
2.	Zone 2			
3.	Zone 3			
4.	Zone 4			

We certify that we comply with eligibility & National Ownership requirements of Instructions to Bidders Clause 2 (overleaf). If our offer is accepted, we undertake (a) to deliver the Services in accordance with our Bid above and the schedules, quantities & specifications.

Signature of authorized representative

Full name and position of authorized representative

PART 2: INSTRUCTIONS TO BIDDERS

1. Scope

- a. The Principal is the Samoa Water Authority.
- b. The Supervising Division and Supervisors:
 - The Urban Operations Division for all urban compounds. The Supervisor is the Manager of the Urban Operations Division or authorised delegate.
 - The Rural Operations Division for all rural compounds. The Supervisor is the Manager of the Rural Operations Division or authorised delegate.
 - The Savaii Operations Division for all Savaii compounds. The Supervisor is the Manager of the Savaii Operation Division or authorised delegate.

This Request for Quotation (RFQ) applies to the provision of MINOR GENERAL SERVICES up to SAT\$100,000. The terms "Bid" and "Quotation" shall be used interchangeably to mean the bid submitted by the bidder by the Submission Deadline in response to the RFQ

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

In addition to the completed RFQ Form, the Bidder shall provide:

- a. A copy of its currently valid and relevant Business License (in the name of the Bidder) from the Samoa Ministry for Revenue. Refer to Instruction 3d (IV).
- b. A copy of its VAGST Certificate (if currently registered); **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 letter of authority for the signatory of the Quotation to represent the Contractor, sign the Quotation and accept the Purchase Order. Unsigned Quotation is also grounds for disqualification of tender submission.
- d. A bank statement for the past **six (6)** months **immediately** preceding the submission deadline for this RFQ. Account name on the bank statement must be of the bidder's name and not a third party. Bank statement must demonstrate access to available funds and have the financial capacity to conduct the service, **OR** sufficient credit letter from the bank which must be dated no later than 1 month from the tender's due date.
- e. At least two (2) written references with contact details of past and present clients who can attest to good character & reliability. References without official letter heads and contact details are unacceptable.
- f. Programme of Services/Work Schedule (Must be clearly demonstrated) Clarity of dual maintenance in a month must be reflected on the Program of Services.
- g. List of adequate equipment that best covered all the Zones you have been tendered for. Tools and Equipment inspections will be conducted. **(Capacity)**
- h. List of Relevant Employees, including details of Team Leaders. A must to provide Team Leaders telephones for ease of communication between the Principal/Supervisors and Contractor during follow ups and monitoring works. Must not less than 8 laborers if quoted more than 1 zone. **(Capacity)**

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 respond to this RFQ shall take care to fully comprehend the nature, extent, locations & deliverables of the Service to be provided for each of the Zones. Bids are considered and evaluated by zones and not by individual compounds.
- b. The monthly amount (including VAGST if the Bidder is registered for the same) shall be included in each of the Zones the Bidder wishes to bid or quote for. The total amount (including VAGST if any) is to be calculated and set out in the relevant box in the RFQ Form. The calculation of these amounts is the responsibility of the Bidder and any material errors and/or omissions may result in the disqualification of the Bid/Quotation. Non-material computational or arithmetical errors may at the Principal's discretion be adjusted as necessary.
- c. 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 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.
- d. In making and submitting the Quotation, the Bidder represents that it:
 - (i) has read, understood and made the Quotation in accordance with the provisions of the RFQ Documents;
 - (ii) has attended the compulsory site visit and is familiar with the nature, extent, locations and conditions under which the Services are to be performed and that these have all been factored into its Quotation.
 - (iii) the Bidder has the expertise, human resources, plant and machinery and financial capacity to perform the Services and discharge all the obligations under the RFQ Documents; and
 - (iv) that at the time of submitting the Quotation, the Bidder (and all approved subcontractors if any) has the appropriate current and active licenses to carry on business and perform the Services.

4. Quotation Price:

- a. All prices shall be quoted in Samoan Tala (SAT\$)
- b. Prices shall be fixed for the duration of the Contract Period including any extension to that period.
- 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. **DO NOT** include VAGST in your quote if your company is not registered for VAGST or if the annual value of your supplies has fallen below the threshold imposed by the Ministry for Revenue and your company has applied to the Ministry for cancellation of registration.

- d. All prices shall be inclusive of withholding tax and the Principal reserves the right to withhold the required portion and forward these to the Ministry for Revenue.

5. COMPULSORY Pre-Bid Meeting & Site Visits

UPOLU	
Zone 1 & 2	13 November 2023 at 9.30am - Mon
Zone 3 & 4	14 November 2023 at 9.30am – Tue
Zone 5 & 6	15 November 2023 at 9.30am – Wed
Zone 7	16 November 2023 at 9.30am – Thu
SAVAII	
Zone 1 & 2	16 November 2023 at 9.30am – Thu
Zone 3 & 4	17 November 2023 at 9.30am – Fri

- a. The Principal will only consider bids or quotations from bidders who attend the Compulsory site visits, and these will be held as follows (or otherwise at a date and time to be determined and notified by the Principal):

- b. Bidders must meet with the Principal’s Personnel prior to the specified time at the principal’s:

- Vaitele Office (SWA Compound)
- Savaii Main Office at Salelologa (for Savaii site visits).
- Tender fee of \$50.00 is required for transport during site visits.
- Tender fee of \$20.00 for RFQ (tender document) if printed by the Authority.

- c. The representative attending the site visit on behalf of a bidder is deemed to be the authorised representative of the bidder for the purposes of the site visit and all that it entails. There must be one representative per bidder and a representative of one bidder **CANNOT** act in any way or capacity for another bidder (ONE REPRESENTATIVE PER BIDDER). **Signing for another bidder is grounds for DISQUALIFICATION. Failure to attend the site visit is grounds for DISQUALIFICATION. Failure to sign the attendance register may also be grounds for DISQUALIFICATION.**

- d. Only those who are evidently confirmed by the Principal that have attended all the facilities compounds (all zones) **in the last year’s attendance register will be exempted** from attending this year’s site visits.

6. The Principal reserves the right to allow the consideration of a bid which would otherwise be disqualified under this section if the failure was caused by an emergency or the fault of the Principal, **Bid Security**

- a. A Bid Security is NOT required.
- b. The Bid shall be valid for the Validity Period of **90 days** from the Submission Deadline including any extensions. Failure to comply with the Validity Period may be grounds for disqualification.
- c. A Bidder who, without good cause, withdraws or amends or attempts to amend prices during the Validity Period, does not accept corrections of errors or fails to accept the Purchase Order if offered will be excluded from participating in the Principal’s RFQ processes for one year from the date such exclusion is notified.

7. Submission of Bids/Quotations

- a. Bidders shall submit only one **Bid/Quotation (1 Original and 3 Copies)** which must be signed by the Authorised Officer who is authorized to submit the quotation on behalf of the bidder.

- b. The Quotation may not be submitted orally, electronically or by any other means other than in accordance with this RFQ. Any such Subject to section 7(d) of these Instructions, bids submitted in this manner will be **REJECTED AND DISQUALIFIED** from consideration.

- 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 quotations 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 five or less.

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 for each Zone 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 clarify or verify any information in the quotation including price, and any Quotation may be **REJECTED AND DISQUALIFIED** if the clarification or verification is materially inconsistent with the requirements of the RFQ or if the Principal is not satisfied with the information furnished.

- b. Quotations shall be evaluated to establish substantial responsiveness to eligibility & qualification requirements, specified technical schedules and commercial conditions including whether the bidder has the capacity (including financial capacity) to perform the Services for the duration of the contract. For the purpose of the financial evaluation, quotations will be checked for arithmetical errors and correction, quotations found to be substantially responsive shall be evaluated for lowest price based on VAGST exclusive and aligns with the Principal’s Estimates for each Zones, which shall be the basis of the award.

- c. Award notification shall be affected through the issuance of a Purchase Order by the Principal to the Bidder.

- d. **An award of more than one Zones may be considered at the discretion of the Managing Director if the bidder is able to satisfactorily demonstrate capacity and means to deliver performance within the timeframes.**

- e. The Bidder’s acceptance of the Purchase Order and terms and conditions shall constitute a binding contract for the performance of the Service.

- f. Notwithstanding the above, the Principal reserves the right to accept or reject any quotations, or to cancel the RFQ process at any time prior to award notification. In no event shall the Principal be liable for any costs, damages or loss whatsoever in any way connected with the cancellation of the procurement process.

PART 3: TERMS AND CONDITIONS

The following documents shall form the Contract:

- (a) The Purchase Order Form
- (b) Part 3 Terms and Conditions of Contract
- (c) Part 4 Schedule 1 – Schedule of Prices
- (d) Part 4 Schedule 2 – Scope of Services

THE PARTIES HERETO AGREE AS FOLLOWS:

1. SCOPE OF SERVICES

1.1 The Parties to this Contract are the Samoa Water Authority (the Principal) and the Service Provider. The Principal shall be represented by the Supervisor who shall be the Manager of the Division or an authorised delegate.

1.2 The Service Provider, as an independent Service Provider, shall perform the services set out in the Scope of Services (Schedule 2) (collectively referred to as the Services) in accordance with the Contract.

2. COMMENCEMENT OF CONTRACT

2.1 The Service Provider shall commence the Services on

the proposed dates advised by the Principal for each Zones for 2024 (referred to as the Commencement Date).

3. DURATION OF CONTRACT (Contract Period)

3.1 The duration of the Contract shall be approximately twelve (12) months from the Commencement Date. This Contract Period may be extended prior to the Contract Expiry 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 Contract with the Service Provider on the grounds of poor performance.

4. SERVICE PROVIDER'S ADHERENCE TO LAW

4.1 The Service Provider shall in performing the Services under this Contract 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 CONTRACT AND VARIATIONS

5.1 This Contract 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 Contract.

5.2 This Contract may be amended or varied. No amendment, or variation shall be effective unless set forth in writing signed by a duly authorized representative of each party prior to any such amendment or variation taking place.

5.3 The Service Provider shall not assign or subcontract the performance of any part of the Services without the

prior written approval of the Principal. Failure to comply with this condition is grounds for termination.

6. PERFORMANCE AND SAFETY STANDARDS

6.1 The Service Provider agrees to perform the Services in accordance with the terms and conditions of the Contract as well as statutory requirements and best practice.

6.2 The Service Provider shall ensure the occupational health and safety of its employees and officers while 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. 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 indemnify and hold harmless the Principal against any claims for damage or loss resulting from the performance of the Services.

7. INSPECTION

7.1 The Principal appoints the Manager of the relevant SWA Division (either Rural, Urban, Savaii or Wastewater) to inspect 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 the Services are completed within the agreed timeframes for each Zone without exceeding the Contract Price and in accordance with contract requirements including the Scope of Services and quality requirements.

7.3 It is compulsory to inform the Supervising Divisions (Urban, Rural & Savaii [contacts listed in the RFQ Form]) instantaneously after every service is provided for inspection purposes and to closely monitor service performance on a monthly basis.

8. PAYMENT

8.1 The Principal shall make payment to the Service Provider within 30 days of receipt of an invoice approved by the Supervisor.

8.2 In the event the Service Provider fails to complete all the Services, the value of those services will be deducted from any payment to the Service Provider. In the event the Service Provider does not perform the Service in accordance with the standards in the Contract (specifically in the Scope of Services), the Principal may either suspend or terminate this Contract in accordance with clause 11 and prohibit the Service Provider from bidding or participating in any future compound maintenance contracts. Otherwise, if the Service Provider accepts a

written justification for this failure, the Principal may waive suspension and or termination and instead deduct the value of the substandard service from any payment to the Service Provider and put the Service Provider back on a probation period for performance review, such period to be determined by the Principal.

8.3 All payments to be made by the Service Provider under this Contract 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.

8.4 This Contract 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 Contract and pay these direct to the Samoa Ministry for Revenue.

8.5 In the event of prolonged procurement procedures undertaken or any other justified reason verified by the Contract Supervisors, where the Authority Compounds left un-maintained for months; a one-off payments is allowable whenever the new contractors completed the works requested and approved.

9. RISK MANAGEMENT

9.1 The Service Provider will bear all risks which are Service Provider's risks including but not limited to occupational health and safety of its employees and safety of the public and the Principal's employees while the Services are being performed.

9.2 Accordingly the Service Provider shall arrange appropriate insurance cover.

9.3 For the removal of doubt, the Service Provider shall indemnify the Principal from any and all claims related to the performance of the Services.

10. CORRUPT & FRAUDULENT PRACTICES

10.1 The Principal requires that the Service Provider observes the highest standards of ethics during the procurement process and for the duration of the contract 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. SUSPENSION OR TERMINATION

11.1 The Principal may suspend the performance of the Services at its convenience upon giving the Service Provider **7 days' notice**.

11.2 The Principal may also suspend the performance of the Services for a period to be determined by the Principal in the event that the Service Provider breaches this Contract or in the event the Service being performed by the Service Provider is not up to standard.

11.3 The Principal may by notice in writing terminate the Contract 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 Contract;

- (c) fails to execute the Services to the standard required under the Contract;
- (d) fails to comply with any instruction or order issued by the Supervisor, and as a result of that non-compliance the Principal suffers or incurs additional costs;
- (e) fails to comply with any requirement in this contract;
- (f) fails to declare a conflict of interest;
- (g) breaches its obligations under this Agreement;
- (h) poor performance following the probation period;
- (i) assigns or subcontracts the performance of any of the Services without the prior written approval of the Principal;

and the Service Provider 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 Service Provider.

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

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

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 Contract will be:

- (a) given by being delivered by hand delivery or sent by facsimile transmission (to the listed facsimile number and/or electronic mail address) to the party to which that notice, demand, consent or other communication is required or permitted to be given or made under this Contract at the following addresses:

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

The Managing Director

cc: Rural/Urban Manager (for Upolu Zones) Or
Savaii Manager (for Savaii Zones)
Samoa Water Authority,
PO Box 245, **APIA**

Telephone: (685) 20409 ext 208

Email: Rural Manager –
Savelio.lmo@swa.gov.ws

Telephone: (685) 20409 ext 202

Email: Urban Manager –
Irasa.Mauala@swa.gov.ws

Telephone: (685) 51215 ext 401

Email: Savaii Manager –
William.Tupai@swa.gov.ws

- (ii) at the address and number: *(Insert address, contact number, and email)*

PART 4: SCHEDULE OF SERVICE: SCOPE OF SERVICES & SCHEDULE OF PRICES

I. SCOPE OF SERVICES

1.1 Description of the Services

This Scope of Services details all works/services involved in the maintenance of the Principal's sites/compounds.

The required areas for maintenance shall be in accordance with the following:

- a. Whole area within fenced compound;
- b. A minimum width of one metre **(1.0m) outside the perimeter of the fence;**
- c. The road frontage (fence corner to fence corner) from compound fence to road pavement or gravel road;
- d. A **minimum width of 3m for vehicle access points from the nearest road towards** the compound gates; and
- e. **Any other areas** as made known by the Supervisor during site inspection.

If the area outside the fence encroaches onto private properties, then requirement (b) is not applicable. Where a borehole or reservoir compound is within another property fence, then the access clearing shall only be from the property gate to the bore compound gate. Other areas that may need cleaning will be indicated by the Supervisor during the site visit.

The Service Provider is required to carry out the following duties:

- a. Mow lawns inside and outside of the compounds as specified above;
- b. Bag and remove all rubbish, debris and grass clippings from the compound;
- c. Cut down any growing trees and hanging branches over reservoirs, plant facilities and buildings such as pump houses, and compound fences;
- d. Clear out creepers and vines from fences; and
- e. Trim any hedges within the compounds.

The Service Provider is required to bag and remove all rubbish, debris and grass clippings from the compounds and dispose of in an appropriate manner at the end of each cleaning event. The Service Provider **shall not burn anything in or around the compounds and or use Weed control chemicals at any sites.**

When performing the Services, the Service Provider shall take care to avoid causing loss or damage to person and property including the Principal's assets, properties, fences and existing utilities. The Service Provider will be held liable for any damages or loss incurred. The Service Provider shall notify the Supervisor immediately if while performing the Services the Service Provider causes damage to person or property. The Service Provider shall also notify the Supervisor as soon as reasonably possible if while performing the Services the Service Provider is made aware of a situation which may cause loss or damage to the Principal.

Equipment and Fuel

The Service Provider is responsible for the provision and maintenance of its sawing, mowing and cleaning equipment as well as transportation to and from each site. The Service Provider must ensure that its plant and equipment are in good operating condition. the Principal will not accept faulty plant and equipment as an excuse for delay in completion of the services. Inspection of plant and equipment to be used shall be carried out by the Principal prior to commencement of the Contract. However, if the Principal does not

carry out the inspection this shall not act as a waiver to this requirement for plant and equipment in good condition and order.

Fuel and other consumables and chemicals required for the operation of the Service Provider's equipment shall be left off the site and handled with extreme caution and care.

The Service Provider shall ensure the occupational health and safety of its employees and ensure the safety of the Principal's employees and members of the public while performing the Services. The Service Provider shall ensure that proper measures and safeguards are applied to protect person and property while performing the Services.

1.2 Programme of Services

- 1.2.1 Upon commencement of the contract, the Service Provider shall submit a Programme of Services seven days (7) before the end of every month. The Programme should detail the timeframes for the following month and will also ensure the Supervisor is accorded enough time to allow access to any compound.
- 1.2.2 All compounds (Urban, Wastewater, and Rural and Savaii) are required to be serviced and maintained **twice a month** with cleaning events approximately 2 weeks apart. The Service Provider must reflect this requirement in its Program of Services. Speeding up of monthly cleaning to make up the two maintenance events per month will not be accepted by the Principal and shall be grounds for termination of contract.
- 1.2.3 Services shall be carried out in accordance with the Program of Services submitted by the Service Provider. The Service Provider is to immediately notify the Principal of any issues or changes that might prevent performance of service/maintenance or cause delay to the completion of the services.
- 1.2.4 Shall provide a timetable in a form of a bar graph or similar to reflect dual maintenance schedule within a month for a 12 months period
- 1.2.5 It is compulsory to inform the Supervising Divisions (Urban, Rural & Savaii [contacts listed in the RFQ Form]) instantaneously after every service is provided for inspection purposes and to closely monitor service performance on a monthly basis.

1.3 Clean Up

The Service Provider shall leave all compounds in a clean and tidy condition. Any materials and equipment used for the Service Provider's operations shall be removed from the compound at the end of every cleaning event.

1.4 Additional Compounds

The Principal may add or remove compounds from each zone as the Principal deems fit and the Service Provider must accept the addition or removal of compounds without reservation. The Service Provider for a zone for which a compound is added subsequent to the signing of the contract must accept the addition and promptly provide a reasonable competitive rate for this additional compound(s) for the approval of the Principal. Failure to accept the additional compound, failure to perform Services on the additional compound and/or failure to promptly provide a reasonable competitive rate for the additional compound (for the prior approval of the Principal) shall be grounds for the Principal to penalise the Service Provider by way of charging the Service Provider the costs incurred by the Principal of having to perform the Services as a result of the Service Provider's failure.

II. SCHEDULE OF PRICES

The Bidder may bid/quote for any zone or all the zones in this Schedule of Prices Form. Bids are by zones and not by compound and the Principal reserves the right to disqualify a bid for a zone which is incomplete. All bidders are put on notice that the Principal may add or remove compounds from each zone as the Principal deems fit and the bidder awarded each zone must accept the addition or removal of compounds to the zone(s) without reservation. The bidder awarded the contract for a zone for which a compound is added subsequent to the signing of the contract must accept the addition and promptly provide a reasonable competitive rate for this additional compound(s) for the approval of the Principal. Please fill in the columns for the Zone(s) which you wish to bid or quote for and cross out the columns which are not included in your quote. Note that the amount quoted is the unit monthly rate to perform the Services.

All Zones (Upolu & Savaii) shall be *maintained twice a month*. The bidder shall care to consider the *maintenance frequency for each zone when pricing their quote*.

UPOLU COMPOUNDS – URBAN (Zones 1 & 2)

Upolu Zone 1

No	Location of Compound	Distance from Main Road (km).	Amount /Monthly Rate (SAT\$ VAGST excl.)
1	Maagiagi Reservoir	Located on Main Rd	
2	Maagiagi Air Valve	Located on Main Rd	
3	Fagali'i Treatment Plant	2.6km	
4	Vailele Reservoir	3.3km	
5	Vailele Water Treatment Plant Compound	3.3km	
6	Vailele Intake and Access Road	1.1km from Intake	
7	Toomatagi Reservoir	0.7km	
8	Afiamalu Tank	Main Rd frontage	
9	Malololelei Tank site	Main Rd frontage	
10	Malololelei Water Treatment Plant	0.2km	
11	Alaoa Water Treatment Plant (Compound 1)	1.2km	
12	Alaoa Settling Tanks Roughing Filters (Compound 2)		
13	BPT 1 Bank Street	Located on Main Rd	
14	BPT 2 Mynas	Located on Main Rd	
15	BPT 3 Nafanua	Located on Main Rd	
16	Wastewater Treatment Plant, Sogi	Located on Main Rd	
17	Vaivase-uta Reservoir	0.2km	
18	BPT Vaivase-uta	Located on Main Rd	
19	Vailima Water Treatment Plant	0.5km	
20	Vailima Intake & Access Road	0.9km from Plant to intake	
	Sub-Total for Upolu Zone 1 Per Month (excl. VAGST)		
	VAGST* (15% of Sub-Total)		
	Total for Upolu Zone 1 per Month (incl. VAGST)		

*Bidder shall **NOT** charge/add VAGST to their quote if they are not currently registered with the Ministry for Revenue for VAGST.

Mo le silafia faamolemole, e lē moomia ona faatumuina pusa o loo ta'ua ai le "VAGST" pe afai e le'i lesitalaina lau pisinisi mo le aoina o le lafoga o le VAGST i le Matagaluega mo Tupe Maua.

Upolu Zone 2

No	Location of Compound	Distance from Main Road (km).	Amount Monthly Rate (SAT\$ VAGST excl.)
1	Fuluasou Water Treatment Plants (<i>EU</i> and <i>JR</i>)	Located on Main Rd	
2	Fuluasou Pump House	Located on Main Rd	
3	Fuluasou West Coast Tank	Located on Main Rd	
4	Falelauniu Borehole and Reservoir Compound (including access road)	1.3 km	
5	Falelauniu Borehole #2	Located on Main Rd	
6	Tuanaimato Tank Compound	Located on Main Rd	
7	Vaitele Reservoir	Located on Main Rd	
8	Vaitele Borehole	Located on Main Rd	
9	Vaitele Office Compound	Next to LTA main office	
10	Vaimoso Uta Booster Pump	3.5km	
11	Vaimoso Uta Reservoir	4.5km	
12	Seesee Borehole & Reservoir	Located on Main Rd	
13	Seesee Reservoir # 2	Located on Main Rd	
14	Tapatapaō Water Treatment Plant	Located on Main Rd	
15	Tapatapaō BPT 1	Located on Main Rd	
16	Tapatapaō BPT 2	Located on Main Rd	
17	Tapatapaō BPT 3	Located on Main Rd	
	Sub-Total for Upolu Zone 2 Per month (excl. VAGST)		
	VAGST* (15% of Sub-Total)		
	Total for Upolu Zone 2 Per month (incl. VAGST)		

*Bidder shall **NOT** charge/add VAGST to their quote if they are not currently registered with the Ministry for Revenue for VAGST.

Mo le silafia faamolemole, e lē moomia ona faatumuina pusa o loo ta'ua ai le "VAGST" pe afai e le'i lesitalaina lau pisinisi mo le aoina o le lafoga o le VAGST i le Matagaluega mo Tupe Maua.

UPOLU COMPOUNDS – RURAL (Zones 3 - 7)

Upolu Zone 3

No	Location of Compound	Distance from Main Road (km).	Amount Monthly Rate (SAT\$ VAGST excl.)
1	Lufilufi Reservoir & access road	2.7km	
2	Tiavea Uta Access Road and Borehole	0.2km	
3	Tiavea Uta Access Road and Reservoir	0.25km	
4	Tiavea Tai Borehole & access road	0.7 km	
5	Tiavea Tai Reservoir /Samusu	Main Road	
6	Saleaumua Tank, Borehole & Road frontage	0.35km	
7	Satittoa Borehole	0.03km	
8	Satittoa Reservoir & access road	0.7km	
9	Vailoa Aleipata Reservoirs (2)	Main Road	
10	Lalomanu Borehole	Main Road	
11	Lalomanu Reservoir	Main Road	
12	Lake Lano (Saleapaga) Access Road from Tank 1 & 2 to Pump House	1.0km	
13	Lake Lano Tanks # 1, 2, 3 & 4 Pump House	Tanks 5 & 6 = 3.7km from the Main Rd. Tank 3 & 4 = 1km from the Tank 5&6 Tank 1 & 2 = 1.3km from the tank 3& 4.	
14	Lake Lano (Saleapaga) Access Road & Access to Pontoon	0.6km from the Lake Lano Pump House	
15	Lepa Rapid Sand Filter Treatment Plant	Road Frontage	
16	Lepa Intake & Access Road	1.2km	
17	Lepa Borehole & Reservoir	1km from main to reservoir, 0.2km from reservoir to borehole	
18	Matatufu Access road (from main road to Borehole)	1.2km	
19	Matatufu Borehole & Reservoir	Road Frontage	
	Sub-Total for Upolu Zone 3 Per Month (excl. VAGST)		
	VAGST* (15% of Sub-Total)		
	Total for Upolu Zone 4 Per Month (incl. VAGST)		

Upolu Zone 4

No	Location of Compound	Distance from Main Road (km).	Amount Monthly Rate (SAT\$ VAGST excl.)
1	Piu Rapid Sand Filter (RSF) Treatment Plant	1.7km	
2	Piu RSF Intake & Access Road	2.7km (1km from RSF/Reservoir/Treatment Plant.	
3	Saleilua Borehole & Reservoir	1km	
4	Vaovai Borehole & Reservoir	Main Road	
5	Togitogiga Rapid Sand Filter (RSF) Treatment Plant	0.4km	
6	Togitogiga Intake Access Road	0.4km	
7	Tiavi Chlorination Building & Access Road to Intake	0.1km	
8	Tiavi EPS	0.15km	
9	Tafitoala RSF Treatment Plant	2.9km	
10	Tafitoala Intake Access Road	2.9km	
11	Tafitoala Waterfall Access Road	2.9km	
12	Saanapu Borehole & Access Road	Main Road	
13	Salamumu Borehole	Main Road	
14	Lefaga Safaatoa Tank and Booster Pump Compound	Main Road	
15	Tanumalala Reservoir	0.06km	
16	Prison lower reservoir and booster pump house	0.8km	
17	Prison upper reservoir	2.5km	
	Sub-Total for Upolu Zone 4 Per Month (excl.VAGST)		
	VAGST* (15% of Sub-Total)		
	Total for Upolu Zone 4 Per Month (incl. VAGST)		

Upolu Zone 5

No.	Location of Compound	Distance from Main Road (km)	Amount/Monthly Rate (SAT\$ VAGST Excl)
1	Aleisa East / Laloanea Reservoir	1.1km from Laloanea tar sealed road.	
2	Aleisa Rapid Sand Filter Water Treatment Plant (EU)	Main Road	
3	Transmission main access to Cecilia Road. (Tapatapao).	1km from main road (Tapatapao rd)	
4	Saleimoa Borehole & Reservoir (EU)	1.1km	
5	Faleasiu Tauoo Borehole & Reservoir (EU)	1.3km	
6	Faleasiu Tauoo Borehole (old)	0.4km	
7	Faleasiu Sapulu Borehole & Reservoir (EU)	3.3km	
8	Lepale Reservoir (EU)	Main Road	
9	Fasitoo Uta Borehole & Reservoir (EU)	1.8km	
	Sub-Total for Upolu Zone 5 Per Month (excl.VAGST)		
	VAGST* (15% of Sub-Total)		
	Total for Upolu Zone 5 Per Month (incl. VAGST)		

Upolu Zone 6

	Location of Compound	Distance from Main Road (km).	Amount / Monthly Rate (SAT\$ VAGST excl.)
1	Nofoalii Borehole & Reservoir (EU)	1.3km	
2	Nofoalii Borehole (old)	1.5km	
3	Nofoalii/Leulumoega new borehole	Road frontage	
4	Leulumoega Borehole & Reservoir	Road Frontage	
5	Fasitoo Tai Borehole	1.3km from the Main Road	
6	Satapuala Tank Site & Satapuala Borehole	2.4km from Main Road	
7	Faleolo Borehole	Main Road	
8	Faleolo Access Road from Pump house to 4 corner inland cross Access road.	1.5km	
9	Faleolo Reservoir & Inland cross Access Road to 4 corner intersection to Tank	1.5km	
10	Mauga Borehole & Access Road (access road from Biogas to Borehole)	1.5km from Olo Borehole	
11	Olo Borehole & Access Road	2.4km from the Main Road	
12	Olo & Mauga Reservoir & Road Frontage	Road Frontage	
13	Satui Reservoir & Road Frontage	Road Frontage	
14	Satui Borehole & Road Frontage	Road Frontage	
15	Samatau Borehole	1.2km from the old Borehole	
16	Samatau Reservoir	Road Frontage	
	Sub-Total for Upolu Zone 6 Per Month (excl.VAGST)		
	VAGST (15% of Sub Total)		
	Total for Upolu Zone 6 Per Month (incl. VAGST)		

Upolu Zone 7

No	Location of Compound INLAND MAIN (From Nu'u Chamber (Item No.1) to Leulumoega Chamber (Item No.42))	Amount Monthly Rate (SAT\$ VAGST excl.)
1	NUU CHAMBER	
2	NUU to MALIE 1 ACCESS	
3	MALIE 1 CHAMBER	
4	MALIE 1 to MALIE 2 ACCESS	
5	MALIE 2 CHAMBER	
6	MALIE 2 to MALIE 3 ACCESS	
7	MALIE 2 & 3 RELIEF / HYDRANT CHAMBER	
8	MALIE 3 CHAMBER	
9	MALIE 3 to AFEGA 2 ACCESS	
10	AFEGA 2 CHAMBER	
11	AFEGA 2 to AFEGA STREAM ACCESS	
12	AFEGA 2 & TUANAI RELIEF / HYDRANT CHAMBER	
13	TUANAI CHAMBER	
14	LEAUVAA 1 CHAMBER	
15	LEAUVAA 2 CHAMBER	
16	LEAUVAA 2 to LEAUVAA 3 ACCESS	
17	LEAUVAA 3 CHAMBER	
18	LEAUVAA 3 to LEVI SALEIMOA	
19	LEVI CHAMBER	
20	LEVI to ALAMUTU ACCESS	
21	ALAMUTU CHAMBER	
22	SALEPOUA'E CHAMBER	
23	NONOA CHAMBER	
24	MALUA CHAMBER	
25	UTUALII CHAMBER	
26	UTUALII to TUFULELE ACCESS	
27	TUFULELE CHAMBER	
28	FALEASIU 1 CHAMBER (SAPULU)	
29	FALEASIU 2 CHAMBER (LEALALII)	
30	FALEASIU 3 CHAMBER (MOAMOA)	
31	FALEASIU 4 CHAMBER (TAUOO)	
32	FALEASIU 4 to FASITOO-UTA (MATAILILI) ACCESS	
33	FASITOO-UTA MATAILILI CHAMBER	
34	FASITOO-UTA MATAILILI to AVANO ACCESS	
35	Fasitoo-Uta AVANO Chamber	
36	FASITOO-UTA AVANO to SATUI 1 ACCESS	
37	FASITOO-UTA SATUI 1 CHAMBER	
38	FASITOO-UTA SATUI 1 to NOFOALII 1 ACCESS	
39	NOFOALII 1 CHAMBER to NOFOALII 2 ACCESS	
40	NOFOALII 2 CHAMBER	
41	NOFOALII 2 to LEULUMOEGA ACCESS	
42	LEULUMOEGA CHAMBER	
	Sub-Total for Upolu Zone 7 Per Month (excl.VAGST)	
	VAGST* (15% of Sub-Total)	
	Total for Upolu Zone 7 Per Month (incl. VAGST)	

SAVAII COMPOUNDS (1 – 4)

Savaii Zone 1:

No	Location of Compound	Kilometres form Main Road	Amount / Monthly Rate (SAT\$ VAGST excl.)
1	Gataivai Borehole Compound	2.0km	
2	Gataivai Access Road (Between Compounds)	2km from the Main Road	
3	Gataivai Reservoir Compound	2km from the Main Road	
4	BPT Vailoa Palauli and access road to BPT	0.4km from Treatment Plant	
5	Vailoa Treatment Plant	2km from main road	
6	Access Road to Vailoa Intake	1.3km from the Treatment Plant	
7	Salelologa Main Office & SWA Staff Residence Compound	Main Road Frontage	
8	Salelologa New Township Compound	Main Road Frontage	
9	Salelologa Borehole	1.8km from main road	
Sub-Total for Savaii Zone 1 Per Month (excl. VAGST)			
VAGST* (15% of Sub-Total)			
Total for Savaii Zone 1 Per Month (incl. VAGST)			

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Mo le silafia faamolemole, e lē moomia ona faatumuina pusa o loo ta’ua ai le “VAGST” pe afai e le’i lesitalaina lau pisinisi mo le aoina o le lafoga o le VAGST i le Matagaluega mo Tupe Maua.

Savaii Zone 2

No	Location of Compound	Kilometres from Main Road	Amount / Monthly Rate (SAT\$ VAGST excl.)
1	Iva Borehole	2km	
2	Lalomalava Borehole	2.3km	
3	Sapapalii Borehole	1.8km	
4	Logoipulotu Borehole (Fusi)	5km	
5	Logoipulotu Reservoir & Chlorination	2.8 km from Borehole	
6	Faga Borehole 1	1.9km from the Main Road	
7	Faga Borehole 2	1.7km from the Main Road	
8	Faga Reservoir & Access Road	1.6km from the Main Road	
9	Faga Chlorination	1.9km from the Main Road	
10	Saipipi Borehole	2km	
11	Lano Borehole	2.3km	
12	Pu'apu'a Borehole	1.8km	
	Sub-Total for SAVAII Zone 2 Per Month (excl. VAGST)		
	VAGST* (15% of Sub-Total)		
	Total for Savaii Zone 2 Per Month (incl. VAGST)		

Savaii Zone 3:

No	Location of Compound	Kilometres from Main Road	Amount /Monthly Rate SAT\$ VAGST excl.)
1	Saleaula Tank Site	2.3km from Main Road	
2	Saleaula Borehole	1.5km from the Main Road	
3	Safotu Borehole	1.2km from the Main Road	
4	Safotu Reservoir	1.2 from the Main Road	
5	Matavai Borehole 1	0.3km from the Main Road	
6	Matavai Borehole 2	0.5km from the Borehole 1	
7	Lefagaoalii Reservoir	0.1km from the Main Road	
8	Letui Borehole	Main Road Frontage	
9	Aopo Booster Pump Compound	Main Road Frontage	
10	Aopo Reservoir	Main Road Frontage	
11	Asau Borehole, Reservoir & Access Road	Main Road Frontage	
12	Asau Office	Main Road Frontage	
13	Auala Borehole & Reservoir	1.5km from the Main Road	
	Sub-Total for SAVAII Zone 3 Per Month (excl. VAGST)		
	VAGST* (15% of Sub-Total)		
	Total for Savaii Zone 3 Per Month (incl. VAGST)		

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Mo le silafia faamolemole, e lē moomia ona faatumuina pusa o loo ta’ua ai le “VAGST” pe afai e le’i lesitalaina lau pisinisi mo le aoina o le lafoga o le VAGST i le Matagaluega mo Tupe Maua.

Savaii Zone 4:

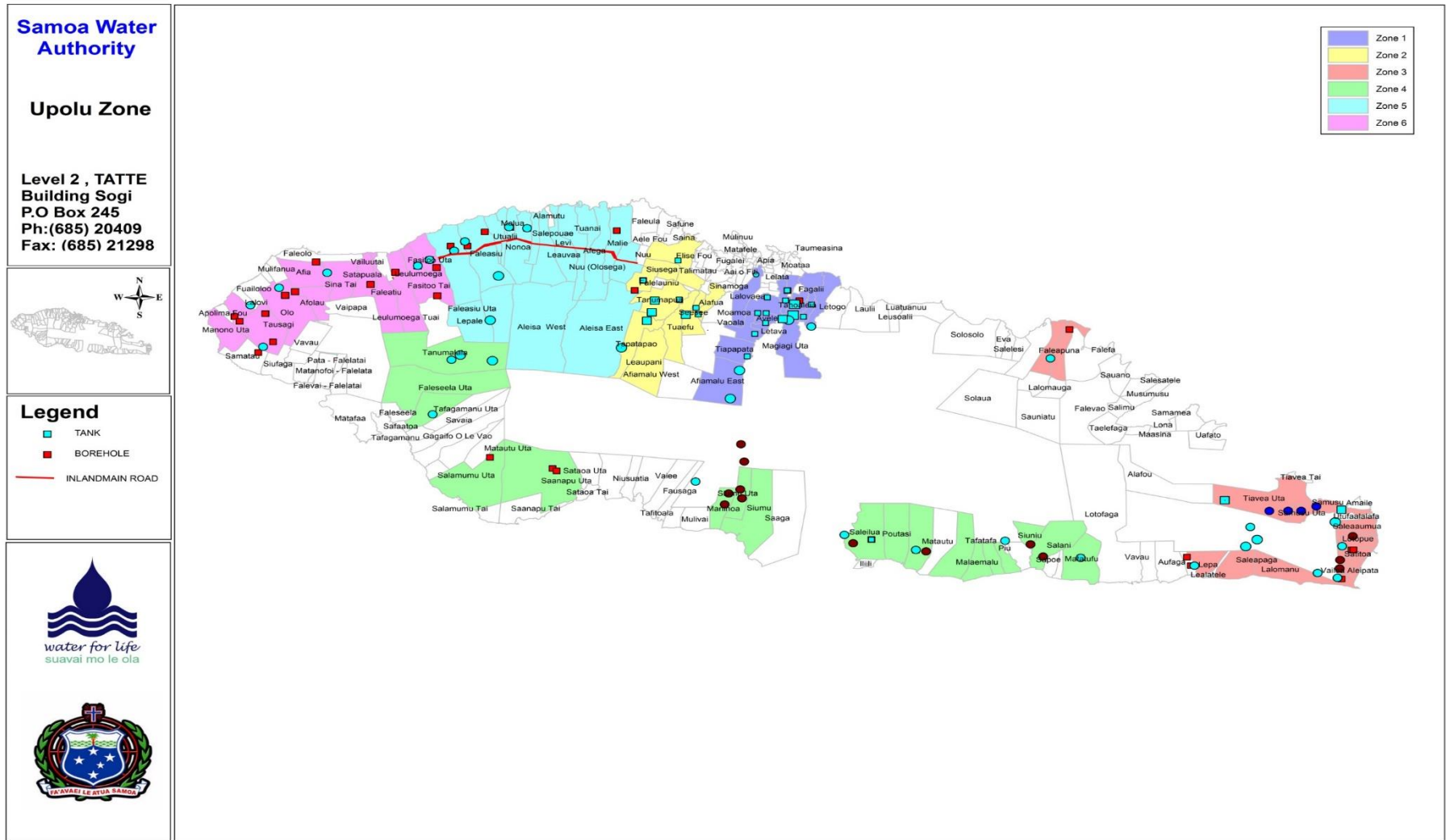
No	Location of Compound	Kilometres from Main Road	Amount Monthly Rate (SAT\$ VAGST excl.)
1	Sataua New Tank & Borehole compound	1.8km from Main Road	
2	Sataua Old Borehole & Access Road	1.5km from the Main Road	
3	Sataua Old Reservoir	Main Road Frontage	
4	Papa Sataua Reservoir and Access Road to Reservoir	0.5km from the Main Road	
5	Falealupo Reservoir	0.6km from the Reservoir	
6	Falealupo Borehole & Access Road	0.6km from the Main Road	
7	Neiafu Borehole	0.6km from the Main Road	
8	Neiafu Reservoir		
9	Samata Tank Site	0.5km from main road	
10	Samata Borehole	0.3km from the Main Road	
11	Fogatuli Borehole & Reservoir	0.3km form the Main Road	
12	Fogasavaii Borehole & Reservoir	0.6km from the Main Road	
13	Sagone Borehole	0.2km from the Main Road	
14	Taga Borehole	0.8km from main road	
15	Taga Reservoir	Main road frontage	
	Sub-Total for SAVAII Zone 4 Per Month (excl. VAGST)		
	VAGST* (15% of Sub-Total)		
	Total for Savaii Zone 4 Per Month (incl. VAGST)		

*Bidder shall **NOT** charge/add VAGST to their quote if they are not currently registered with the Ministry for Revenue for VAGST.

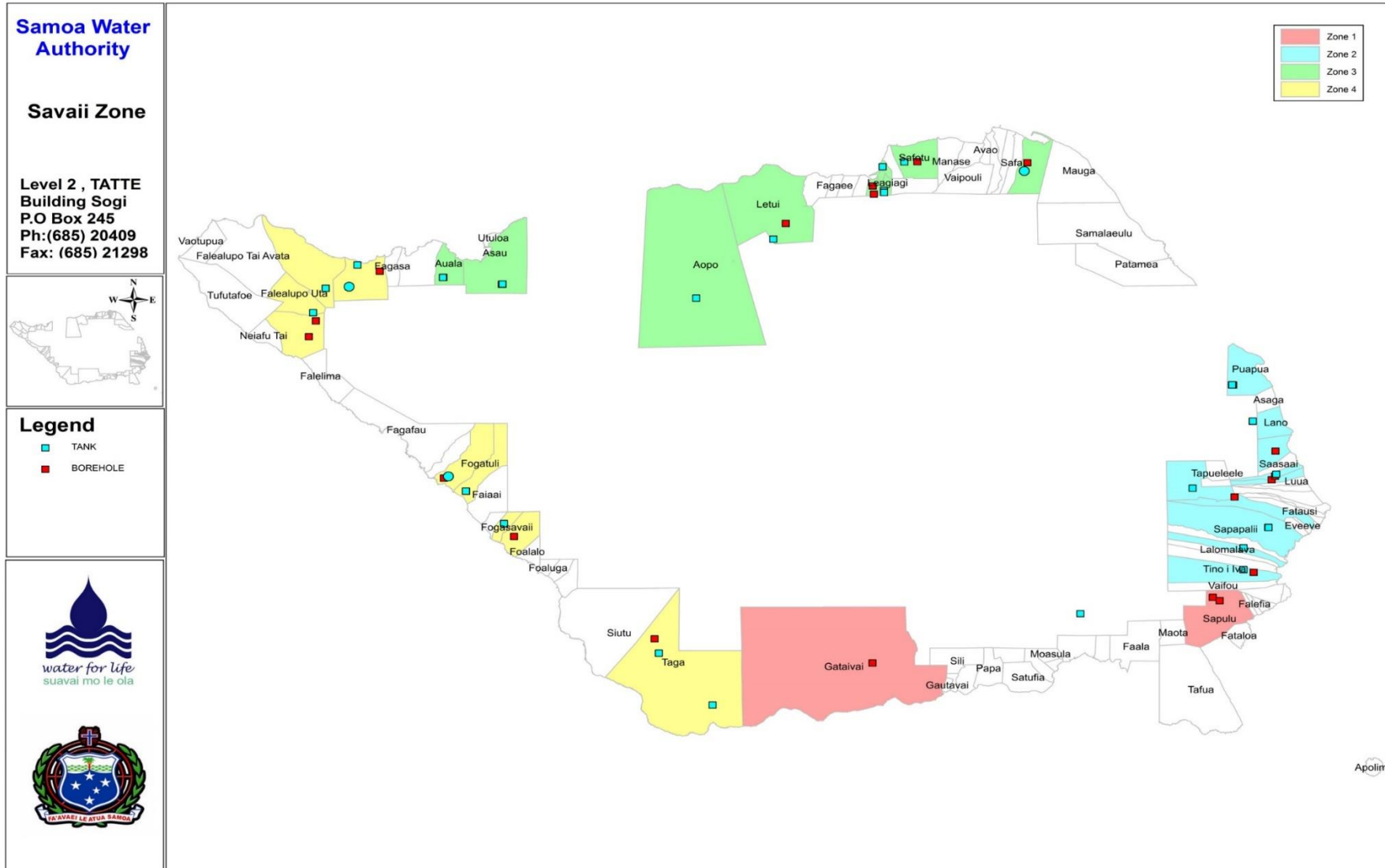
Mo le silafia faamolemole, e lē moomia ona faatumuina pusa o loo ta’ua ai le “VAGST” pe afai e le’i lesitalaina lau pisinisi mo le aoina o le lafoga o le VAGST i le Matagaluega mo Tupe Maua.

PART 5: MAPS

UPOLU ZONES (1-7)



SAVAII ZONES (1-4)



PART 6: EVALUATION CRITERIA

Evaluation of Quotes

This Part contains the Administrative Evaluation Grid that will be used by the Principal to check and record the compliance of the Quotation with the Request for Quotation (RFQ) requirements as set out in Part 1 and Part 2 of the RFQ document. 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.

ADMINISTRATIVE COMPLIANCE CHECKLIST (YES/NO)	Bidder 1	Bidder 2
1. Attended Compulsory Site Visits and Prebid Meeting? 2. Did the Bidder sign the attendance register? Quotation shall be automatically disqualified and rejected from further consideration at this stage (unless otherwise determined by the Principal) if the answer to either question is 'No'		
3. Has the Bidder completed and provided the conflict of interest declaration form? 4. Is the Bidder free from conflict of interest with the Authority? 5. If the Bidder has a known conflict of interest, real or perceived, with the Authority, and has / has not declared their conflict: Is the conflict considered to have no impact on the integrity of the Authority's procurement process?		
DOES THE BIDDER MEET THE PRE-REQUISITE REQUIREMENTS OF THE RFQ? (PASS OR REJECT FOR FURTHER CONSIDERATION)		
6. Quotation submitted before the Submission Deadline? 1 ORIGINAL + 3 COPIES		
7. RFQ Submission Form properly completed and signed by authorized personnel?		
8. Letter of Authority for signatory of the Quotation to represent the contractor submitted? Unsigned Letter of Authority by Authorised Personnel is grounds for disqualification.		
9. Copy of current and relevant Business License from the Ministry for Revenue Samoa provided? NOTE TO BIDDERS: The business license should bear the relevant business activity for these Services.		
10. Did the Bidder provide a copy of their current and valid VAGST certificate from the Ministry for Revenue Samoa OR a signed letter from the Ministry confirming that the Bidder is not registered for VAGST or has been deregistered (if previously registered)?		
11. Bidder's Bank statement from immediate past 6 months submitted or Bank Credit Letter 1month from Tender Due Date. (The bank statement must be strictly under the bidder's /company's name.)		
12. Equipment schedule / List of Equipment provided? Inspections to be conducted.		

ADMINISTRATIVE COMPLIANCE CHECKLIST (YES/NO)	Bidder 1	Bidder 2
13. List of Team members provided?		
14. At least two (2) references from past/present clients provided?		
Overall Decision? (Accept or Reject for Technical Evaluation)		
TECHNICAL COMPLIANCE CHECKLIST (YES/NO)	Bidder 1	Bidder 2
1. Does the Bidder demonstrate they have <u>enough equipment</u> (Capacity)?		
2. Are there <u>enough personnel</u> to execute the services satisfactorily (Capacity)?		
3. Are the two <u>references acceptable</u> ?		
If the Bidder has been awarded a compound maintenance contract with the Principal within the past three financial years:		
4. Does the Bidder have an acceptable history of compliance with the terms and conditions of their contract?		
5. Work schedule provided (in the form of a bar chart OR a clear explanation of dual maintenance a month)?		
6. Does the Bidder understand that cleaning must be executed twice a month for all Compounds?		
Overall Decision? (Accept or Reject for Financial Evaluation)		
FINANCIAL COMPLIANCE CHECKLIST (YES/NO)		
1. Does the Bank Statement(s) indicates/ prove any financial risk to the Authority? (Financial Stability) Or Bank credit letter sufficient to support quoted zones?		
2. Is the contract price offered agreeable with the Principal's Estimate? Note: Bid prices that are 15% above and/or below the SWA Estimate will be considered for financial ranking otherwise will be measured as a financial failure in this criterion.		

ANNEX 1: SAMPLE LETTER OF AUTHORISATION

(“Insert Date”)

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

Dear Madam,

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

- (a) To submit, sign or execute any quotation, proposal or tender for the Samoa Water Authority contracts or purchase orders;
- (b) To sign or execute and bind the company to any contract, purchase order, or commitment whatsoever associated with or incidental to the Samoa Water Authority tender, request for quotation or contract;
- (c) To sign or execute any document relating to this tender on behalf of [Name of Company]

Signed:

[Signature(s)]

[Insert Full Name(s)]

[Insert Designation(s) & Company/Bidder’s Name]

ANNEX 2: QUOTATION PREPARATION CHECKLIST

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

No.	Item	Check
1	Complete and <i>signed</i> RFQ Form NOTE TO BIDDERS: Part 1 – <u>Page 2 and 3</u> of tender document (RFQ)	
2	Copy of Current Business License NOTE TO BIDDERS: The business license should bear the relevant business activity for these Services otherwise your quotation will be rejected.	
3	Copy of Current VAGST Certificate (if registered) OR Signed letter dated no longer than one month from the RFQ Submission Deadline from the Ministry for Revenue confirming that the Bidder is not registered for VAGST or has been deregistered (if previously registered)	
4	Programme of Services / Work Plan. NOTE TO BIDDERS: In the form of a bar chart or detailed work schedule to reflect two maintenances in a month	
5	Minimum two (2) written references from past and/or present clients. NOTE TO BIDDERS: At least within 12 months from Tender Due Date.	
6	List of Team Members including details of Team Leader NOTE TO BIDDERS: Personnel Capacity is adequate in servicing all the <u>quoted facility</u> compounds	
7	List of Equipment. NOTE TO BIDDERS: Equipment Capacity is sufficient to maintain all the quoted facility compounds	
8	Bank Statements from immediate past 6 months. (Financial Capacity) NOTE TO BIDDERS: The bank statement must be strictly under the bidder's /company's name.	
9	Letter of Authorisation (signed by the same person signing the RFQ form) NOTE TO BIDDERS Unsign Letter or RFQ form is grounds for disqualification.	
10	Complete & Signed Declaration of Conflict-of-Interest form NOTE TO BIDDERS: Declaring DOES or DOES NOT and SIGN? – Unsigned and Undeclared Declaration Form is also grounds for Disqualification	

* Bidder should have also attended the compulsory site inspection for each zone it wishes to quote for in accordance with clause 5 of the Instructions to Bidders

ANNEX 3: DECLARATION OF CONFLICT OF INTEREST

CONFLICT OF INTEREST DECLARATION:

I, the undersigned declarant,[insert full name], the authorised representative of[insert full name of the bidder], submitting a bid in response to the RFQ GS-CM01-2024-2025 (Maintenance of Samoa Water Authority facility Compounds) hereby declare that:

- (i) that the Bidder **DOES/DOES NOT (Circle DOES OR DOES NOT)** have any conflict of interest. A conflict of interest may arise particularly as a result of economic interests, political, family or emotional ties or relationship, or any other relevant connection or shared interest(s) (including with any party involved in the RFQ including officers and employees of the Principal);

TO BE COMPLETED IF THE BIDDER HAS A CONFLICT OF INTEREST:

I, _____ the undersigned declare the following conflict of interest:

- 1. _____
- 2. _____
- 3. _____

**Complete on separate sheet of paper if necessary*

- (ii) that the Bidder will inform the Principal without delay of any situation constituting a conflict of interest or could give rise to a conflict of interest;
- (iii) that the Bidder has not made and will not make an offer of any type whatsoever from which an advantage can be derived under the contract;
- (iv) that the Bidder has not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;
- (v) that the Bidder understands and accepts that the Principal reserves the right to verify this information and that the Bidder is aware of the consequences which may derive from any false declaration in respect of the information required by the Principal as a condition of participation in this RFQ process.

Signature of Declarant:_____ **Full Name of Declarant:**_____

Name of Bidder:

Declared thisday of2024