



**REQUEST FOR QUOTATION:  
MINOR WORKS**



**Falelauniu Tank Construction  
RFQ No. SWA-U34.1/2024**

**Funded by:** *Co-funded by the World Bank under the PPCR – Pilot Project for Climate Resilience*

**August 2024**

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## PART 1: INVITATION TO QUOTE

### 1. Background

The Samoa Water Authority (SWA or “the Principal”) 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.

The Falelauniu tank will be a part of the Falelauniu Supply System. The tank is a 250m<sup>3</sup> XL45/03 pre-fabricated steel tank. This tank has a diameter of 12m and a wall height of 2.2m. The proposed works consist of the installation of one new pre-fabricated tank, soak pit and fencing for the perimeter of the tank site. All tank materials are situated at the SWA wastewater treatment plant in Sogi for immediate collection.

This tank is to be serviced by an existing borehole at Falelauniu.

**Duration of works shall not exceed 45 working days from the Commencement Date.**

### 2. Request for Quotations

Eligible companies are hereby invited to provide quotations for the installation of a new pre-fabricated tank, soak pit and fencing for the perimeter of the tank site. Tendering is open to all qualified and eligible companies who meet the criteria set out in Parts 2 and 3 of this Request for Quotations (RFQ) document.

### 3. Compulsory pre-bid meeting and site visit

A compulsory pre-bid meeting and site visit with the Principal is scheduled to take place on **Thursday 08<sup>th</sup> August 2024 at 10:00am (Local Time); meeting point at the Principals Head Office, Level 2, Tui Atua Tupua Tamasese Efi Building, Savalalo.**

Interested bidders are encouraged to attend the site visit in order to gauge the condition of the sites in preparation of their quotation. Failure to attend the site visit AND indicated attendance by signing the attendance register will result in automatic disqualification.

### 4. Contact Persons

All related queries shall be sent in writing to Hellene Wallwork, Planning and Design Engineer at [Hellene.Wallwork@swa.gov.ws](mailto:Hellene.Wallwork@swa.gov.ws) or Futialo Tafeamaalii Philip Kerslake, Manager Technical Division at [Philip.Kerslake@swa.gov.ws](mailto:Philip.Kerslake@swa.gov.ws)

### 5. Submission of Quotation

Bidders must provide a quotation using the Request for Quotation Form (Part 4). **All bidders shall provide one (1) original + three (3) copies.** 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, TuiAtuaTupuaTamaseseEfi 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 **Thursday 15<sup>th</sup> August 2024 at 11:00am (Local Time)**

## PART 2: INSTRUCTIONS TO BIDDERS

### 1. Scope

- a. The Principal is the *Samoa Water Authority acting by and through the Managing Director*.
- b. The Scope of Works is attached to and forms part of this Contract and is along with all other attached documents to be read together with these Instructions to Bidders.
- c. This Request for Quotation (RFQ) applies to the provision of MINOR GENERAL WORKS up to SAT\$150,000. The term "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. Contractor Eligibility & Qualification-** the Bidder shall be a bona fide small business known by the Principal to be suitably qualified, experienced and financially sound and resourced.

#### **THE BIDDER SHALL ALSO PROVIDE:**

- a. A copy of its currently valid and relevant Ministry for Revenue Business License and VAGST certificate. **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.
- b. A Power of Attorney or Letter of Authority (refer to Annex 1) for the signatory of the Quotation to represent the Contractor, sign the Quotation and accept the Purchase Order, if the signatory is not a company director.
- c. Financial statements from the year 2021 demonstrating the financial stability of the bidder AND a letter from the bidder's bank guaranteeing access to credit of at least **\$100,000.00**.
- d. Detailed work programme detailing stages of the works from its commencement to its completion in accordance with the duration required by the RFQ.
- e. Detailed proposed methodology demonstrating bidder's understanding of the works required.
- f. Signed and dated CVs of the proposed Engineer, Plumber and Foreman. **(Refer to Part 5 for evaluation criteria each nominated key personnel must meet)**
- g. List of company's past works over the last 8 years demonstrating the company's *relevant* experience in the installation of pre-fabricated tanks or works of similar nature and complexity.

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 comprehend applicable drawings, specifications & bill of quantities.

- b. The Bidder shall enter the total price on the Request for Quotation form.
- 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. This form must be used and no alterations shall be made to format and no substitutes shall be accepted by the Principal. An incomplete quotation may be grounds to **REJECT** any quotation submitted.
- e. The Bidder shall bear all costs associated with the preparation and submission of the Bid and in no case whatsoever shall the Principal be responsible or liable for any costs incurred by the Bidder.
- f. Bidders are required to declare **any** conflict of interest which may arise in particular as a result of economic ties/relations, political, family or emotional ties/relationships, or any other relevant connections 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 Tendering Documents as Annex 3. Failure to complete and submit the Form is grounds for disqualification.
- g. 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. 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
  - iii. 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\$). If an item is not priced, the price for that item shall be assumed to be included in the prices of other items listed.
- b. Prices shall be fixed for the duration of the specified completion period for the works and not be made subject to any variations whatsoever unless otherwise approved by the Principal. A Bid submitted with an

adjustable price quotation shall be treated as nonresponsive and be rejected.

- 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.

#### 5. Compulsory Pre-Bid Meeting and Site Visit

- a. A compulsory pre-bid meeting and site visit to inspect the site shall take place on **Thursday 8<sup>th</sup> August 2024 at 10:00am**. The meeting point for the site inspection is specified in the invitation to quote.
- b. The representative attending the site visit is deemed to be the authorised representative of the bidder for the purposes of the site visit and all that it entails. A representative of one bidder **CANNOT** sign for another bidder (ONE REPRESENTATIVE PER BIDDER) and this can be grounds for DISQUALIFICATION.
- c. Failure to attend the site visit AND indicate attendance by signing the attendance register will result in automatic disqualification from the RFQ process unless otherwise determined by the Principal who shall have absolute discretion in the matter.

#### 6. Exclusion

- a. A Bidder who, without good cause, withdraws during the period of Bid 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 the Principal's RFQ processes for one year from the date such exclusion is notified.

#### 7. Quotation Submission

- a. Bidders shall submit only one quotation 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, electronic email any other means other than in accordance with the RFQ. Bids submitted in this matter will be REJECTED AND DISQUALIFIED from consideration.
- c. Quotations shall be submitted to the Principal's **address stated on the Request for Quotation** 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 AND DISQUALIFIED** 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. The Principal may check for and correct arithmetical errors. After such checking and correction, the quotation of the bidder found to be substantially responsive shall be evaluated for lowest evaluated price which shall be the basis of award.
- d. Award notification shall be effected through the issuance of a Purchase Order by the Principal and that shall be the Contract.
- e. The Contractor shall confirm acceptance of the Purchase Order by taking and receiving the Original Contract.
- f. Notwithstanding the above, the Principal reserves the right to accept or **REJECT** any quotations. The Principal also reserves the right 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.

#### 10. Bid Security

- a. A Bid Security is not required
- b. The Bid shall be valid for the Validity Period of 60 calendar days from the Submission Deadline including any extensions. Failure to comply with the Validity Period may be grounds for disqualification.

## **PART 3: SCHEDULE OF WORKS: SCOPE OF WORKS, TENDERING FORMS & LIST OF DRAWINGS**

### **I. SCOPE OF WORKS**

#### **A. EXTENT OF WORKS**

Unless otherwise specified it shall include the supply of all labour, plant and materials for the construction of the Works (i.e. bedding and cover materials, valve boxes and concrete chambers; soak pit, and all concrete and fencing materials; prefabricated tank and fittings to be supplied by SWA). The Contractor will carry out all works specified herein, in compliance with the SWA Technical Specifications, Drawings and Engineering Standards.

**The duration of the works shall not exceed 45 working days.**

Key elements of the Works include:

1. The supply and establishment of all labour and materials on to the site necessary to carry out the works.
2. Site Establishment
  - a. Site setup as necessary; erect temporary shed for construction, provision of temporary water and electricity supply to the site; sanitary system for employees.
  - b. Arrangement of site security for full duration of works.
  - c. Supply and erect signpost according to Drawings.
3. Site Preparation and Earthworks
  - a. Preparation of site; clearance and removal of any debris from site.
  - b. Backfilling, levelling and compaction of the soil foundation for the tank.
  - c. Testing soil foundation for specified minimum bearing capacity in accordance with Specifications.
4. Tank Installation
  - a. Supply and construct concrete ring beam foundation.
  - b. Installation of scour drain; supply and construction of soak pit.
  - c. Installation of one pre-fabricated tank; one tank liner and all other associated fittings and connections i.e. internal and external fixed ladders; access hatch and entry platform; roof ventilator; inlet and outlets; overflow pipe etc.
  - d. Allow for slump tests, preparation of cylinder samples and concrete compression testing in compliance with Specifications. 3 samples to be taken for every concrete pour and is to be tested at 7, 14 and 28 days.
  - e. Allow for water tightness test in accordance with Specifications. Water used for the test must be treated water and supplied by the Contractor.
5. Fencing Works
  - a. Clearance of site perimeter and removal of debris from site.
  - b. Supply and installation of all fencing and concrete materials.
  - c. Supply, fabrication and installation of access gate.
6. The transportation and storage of the tank and all tank accessories.

7. Clean site upon completion of all construction works. Remove all temporary works and debris from site.
8. Reinstatement of all surfaces disturbed by the works.
9. All other work indicated, described or implied in the Drawings, Specifications and Bill of Quantities and all temporary work required for the completion of works.

**Liability for the Tank and Tank Accessories:**

Upon award of Contract, the Contractor will be required to immediately remove the tank and all tank accessories from the SWA Compound at Vaitele and transport to their own facility for storage for the full duration of works. The Contractor must first seek and obtain prior approval from the **Managers of the Urban Division and Technical Division** to access the Compound in order to remove the tank and accessories.

The Contractor is responsible and liable for ensuring that all due care and attention is exercised when handling, transporting, storing and installing the tank and tank accessories and such responsibility and liability continues until the tank is successfully installed in accordance with the Contract and the Principal's requirements. Any damage caused to the tank and tank accessories is the responsibility of the Contractor and the Contractor shall make good any such damage through either remedial work or the full replacement of tank and tank accessories at the Contractor's expense. Method of making good is ultimately the decision of the Principal. Any remedial work or replacement requires the prior written approval of the Principal.

Prior to the Contractor receiving the tank and all accessories from the Principal, a visual inspection of the condition of all parts shall be arranged and is to be conducted in the presence of the Contractor's authorised representative and the Principal's Engineer or Supervisor. Upon the completion of the inspection and both parties agree as to the condition of the tank and accessories, the Contractor shall then take control and possession of all parts. The Principal disclaims any and all liability for the tank and all accessories once it is in the Contractor's control and possession and the Contractor shall ensure the tank and accessories are handled, transported, stored and installed according to best practice and due diligence. The Contractor shall be liable for failure to handle, transport, store and install the tank and all its accessories in compliance with best practice and due diligence.

**B. PROJECT SPECIFICATIONS**

**a. General**

The Contractor shall refer to the Scope of Works and Bill of Quantities for details of specific tasks to be undertaken and specifications to be adhered to. It is assumed that the bidder will have inspected the site at the compulsory site visit with the Principal and taken into consideration the site conditions of every required task. No claims for variations of the Purchase Order or extensions of time in respect of differences in site conditions from those anticipated will be entertained except as elsewhere provided for in these documents.

The foregoing summary is intended to assist bidders to accurately understand the context of the required tasks but no claims will be accepted in respect of work not specifically mentioned in this section but which is provided for, expressed or implied, elsewhere in the Specification or Drawings.

**b. Site Establishment**

Site establishment shall consist of the setup of a temporary shed for construction in addition to the provision of water to site necessary for the completion of works. There is no water available on site at the moment.

The Contractor must also ensure proper sanitation is provided for their employees on site, the surrounding land must not be trespassed on.

### **i. Site Security**

Onsite security arrangements and costs for the protection of facilities, equipment and materials assigned for the Works, shall be the responsibility of the Contractor for the full duration of the Works. The Contractor must also ensure no rubbish is dumped in the surrounding lands for the duration of works; all rubbish must be removed from site and disposed of appropriately.

### **ii. Signpost**

The Contractor must supply and erect a 1300mm × 900mm sign post according to the specifications detailed in the drawings. Only aluminium board must be used for the signpost. The location of the signpost must be checked and approved by the Engineer prior to installation.

### **c. Site Preparation and Earthworks**

The Contractor must ensure that the tank foundation conditions are in accordance with the Specification. Refer to the network layout drawings for individual site specific structures included in the Works. Allowance should be made for any civil earthworks. The site is to be levelled, compacted and free of loose rock, vegetation and water to the satisfaction of the Engineer, prior to works beginning.

An area of approximately 250m<sup>2</sup> around the location proposed for the tank, must be levelled and compacted to enable movement of equipment around the tank. The backfill to be used is scoria fill and must be compacted in layers not exceeding 150 mm in loose thickness. Compaction must be done by means of a vibrating roller to ensure a minimum CBR of 12 as tested by Dynamic Cone Penetrometer.

Should any filling material become contaminated (with excavated material or the like) or should any placed filling be disturbed, such material shall be dug out, replaced and compacted to the Engineer's direction at no extra cost to the Authority.

Upon completion of tank installation GAP 65 aggregate shall be placed and compacted around the ring beam to prevent erosion and minimize vegetation.

### **d. Tank Installation**

#### **i. Ring Beam and Tank Foundation**

The Contractor shall supply and construct the Reinforced Ring Beam Concrete Foundation according to Drawings.

A 150 mm bottom layer of compacted GAP 40 aggregate, followed by a 100 mm layer of clean compacted sand on top, supplied by the Contractor shall be placed inside the ring beam. The sand must be free of sticks, stones and other sharp objects.

Compaction must be done by means of a plate compactor to ensure a minimum bearing capacity of 150kPa or CBR of 12 as tested by Dynamic Cone Penetrometer. Approval by the Engineer of base material and compaction is required before any concreting works.

The Contractor's Engineer must be present for all compaction testing to ensure correct procedures are followed. The Principal's Engineer shall be given at least 48 hours written notice of such an attendance and shall also be present.

The foundations shall be smooth (steel float finish) and level. The levelness on the circumference shall not vary more than +/-0.5 cm from an established plane. Refer to Drawings for Construction Tolerances. The foundations shall be level with differential not exceeding +/- 0.3 cm in any 75 cm circumference under the shell. The levelness on the circumference shall not vary more than +/-0.6 cm from an established plane

## ii. Concrete

The ring beam concrete shall have minimum 28-day compressive cylinder strength of **32MPa**.

All concrete shall be high grade concrete produced in a plant. All ready mixed concrete shall be supplied in agitator trucks. Each batch delivered shall be accompanied by a delivery docket certifying the cement type, maximum aggregate size, specified strength, slump and date.

The Contractor shall supply all materials, labour and equipment required to prepare test samples of concrete delivered to the site. Slump tests shall be taken for each delivery of concrete and the results recorded by the Contractor. The Contractor's Engineer must be present during all concrete pours. The Principal's Engineer shall be given at least 48 hours written notice of such an attendance and shall also be present.

A set of four samples shall be taken from each batch of concrete placed; one of which is to be tested at 7 days, one at 14 days and the remainder at 28 days. The Principal's Engineer/Supervisor shall be present at all concrete testing and must be given at least 24 hours' notice.

The concrete shall have a minimum curing time of three (3) days. All exposed surfaces of the freshly placed concrete shall be kept moist by the use of plastic sheeting or commercial curing compounds.

CONTRACTOR ACKNOWLEDGES that the timeframe and duration of Contract does not accommodate any concrete strength test failures and that any failure which results in the Contractor failing to meet the Completion Date of the Works shall be held against the Contractor. The Principal is not obliged to grant an extension of time but may charge Liquidated Damages for failure to meet Completion Date.

## iii. Tank Structure Installation

The tank structure and included accessories listed in Section V to be provided by Samoa Water Authority and supplied to the Contractor for storage for the duration of the works.

All other materials necessary for the completion of the tank installation shall be supplied by the Contractor.

The tank shall be fastened to concrete ring beam foundation according to Drawings and Specifications. The Contractor is required to check the dimensions of the tank structure; specifications of all its components and confirm the location of all connections according to Drawings provided.

The Contractor's Engineer must be present for all major stages of tank structure installation to ensure correct procedures are followed.

## iv. Water Tightness Test

Following completion of construction and cleaning of the tank, the tank shall be tested for water-tightness by filling the tank to its overflow elevation. Water level measurements must be taken and recorded by the Contractor, once the tank has been filled to the required elevation. The Contractor must supply the water to be used for the test. The Contractor, in accordance with the tank manufacturer's recommendations shall correct any leaks disclosed by this test.

The Contractor's Engineer must be present for this test to ensure correct procedures are followed. The Principal's Engineer shall be given at least 48 hours written notice of such an attendance and shall also be present.

## e. Fencing Works

### i. Chain Link Fence

The total length of fencing to be constructed around the site perimeter is 200m. The minimum height from the ground shall be 1900mm plus a minimum 3 strand barbwire extension, 450mm high. The lower edge shall



be located 100mm above ground. All materials shall be heavy duty galvanized, alternatively black polyvinyl (PVC) coated or otherwise approved by the Engineer.

Alignment of the fence must be checked and approved by the Engineer prior to the erection of concrete footings and fence posts.

All materials and dimensions to be used are indicated in the Drawings.

**Fence posts** shall be of galvanized steel material and fitted with galvanized caps. Posts shall be evenly spaced at a maximum of 3000mm. The sizes of the posts required are:

- Corner Post – DN100 (4”).
- Intermediate Posts – DN50 (2”).
- Bracing Posts – DN50 (2”).

**Chain link mesh** shall be heavy duty galvanized mesh 1800mm high with 100mm spacing from ground level.

- **Chain-link wire thickness – 3.5mm minimum.**

Wires and Cabling

- Support Cable Tie Wire – 2.5mm
- Tie Wire - 1.6mm diameter.
- Barbed Wire –1.6mm high tensile, long life.

#### ii. Access Gates

All materials and dimensions to be used for the access gate are specified in the Drawings.

Gate posts shall be of galvanized steel material of size DN100 (4”). Each gate leaf shall be fabricated with DN25 (1”) galvanized steel posts and must use the same chain link mesh specified for the fence; with heavy duty welded hinges, drop rod and concreted latch, padlock chain and coated with anti-rust primer and finish coat with oil paint of colour approved by the Engineer.

#### d. Site Completion Works

Upon completion of Works the site shall be left in a clean state and must be cleared of all materials, equipment, rubbish and debris. The Contractor must also ensure the access road is reinstated to the original state upon completion of works. The Engineer’s approval of all cleaning and completion works is required before demobilization.

## II. BILL OF QUANTITIES

Bidder must complete and provide the below Bill of Quantities in their quotation.

GRAND SUMMARY – BILL OF QUANTITIES - Falelauniu Storage Tank		
BILL No:	TITLE: Falelauniu STORAGE TANK	TOTAL AMOUNT (SAT\$)
<b>BILL - 1</b>	<b>PRELIMINARIES &amp; GENERAL</b>	
1.1	Fixed Charges	
1.2	Provisional Sums	
<b>SUB-TOTAL BILL 1 GRAND TOTAL (excl VAGST)</b>		
<b>BILL-2</b>	<b>Tank Installation</b>	
2.1	Earthworks	
2.2	Soil Compaction Testing	
2.3	Tank Installation	
2.4	Water Tightness Testing	
2.5	Fencing and Signage	
<b>SUB-TOTAL BILL 2 GRAND TOTAL (excl VAGST)</b>		
<b>TOTAL ALL BILLS (excl VAGST)</b>		
<b>VAGST ON TOTAL (15% of TOTAL ALL BILLS)</b>		
<b>GRAND TOTAL (incl VAGST)</b>		

BILL NO./ Item	DESCRIPTION	UNIT	QTY.	RATE (SAT\$)	TOTAL (SAT\$)
<b>BILL-1</b>	<b>PRELIMINARIES &amp; GENERAL</b>				
<b>1.1</b>	<b>FIXED CHARGES</b>				
1.1.1	Mobilisation and Storage	LS	1		
1.1.4	Site Establishment	LS	1		
1.1.6	Provision of As-built Drawings	LS	1		
<b>SUB-TOTAL ITEM - 1.1 FIXED CHARGES</b>					
<b>1.2</b>	<b>PROVISIONAL SUMS</b>				
1.2.1	Contingency Provisional Sum to cover Bill items	PS	1	\$ 10,000.00	\$ 10,000.00
A	Labour				\$ -
B	Plant				\$ -
C	Works				\$ -
<b>SUB-TOTAL ITEM 1.2 - PROVISIONAL SUMS</b>					
<b>SUB-TOTAL BILL-1 TO GRAND SUMMARY</b>					

BILL NO. 2	Description	Unit	Qty.	Rate (SAT\$)	Total
					(SAT\$)
<b>2.1</b>	<b>Prepare Falelauniu Tank Site and carry out necessary Earthworks according to Drawings and SWA Standards and Specifications. Allow for all required scarification, clearance, site drainage, clean up and removal of excess spoil or debris.</b>				
2.1.1	Clearing and removal of any vegetation debris on site.	LS	1		
2.1.2	Import approved additional scoria fill (Provisional Quantity).	m <sup>3</sup>	300		
2.1.3	Levelling and soil compaction (by means of a vibrating roller).	m <sup>2</sup>	800		
2.1.4	Import GAP 65 aggregate, place and compact around tank ring beam (Provisional Quantity).	m <sup>3</sup>	10		
<b>SUB-TOTAL ITEM 2.1 SAT\$ (excluding VAGST)</b>					<b>\$ -</b>
<b>2.2</b>	<b>Soil Compaction Testing</b>				
2.2.1	Allow for soil compaction testing of backfilled site by Dynamic Cone Penetrometer.	LS	1		
<b>SUB-TOTAL ITEM 2.2 SAT\$ (excluding VAGST)</b>					
<b>2.3</b>	<b>Construct concrete ring beam and install one pre-fabricated steel tank constructed to Manufacturers Drawings and SWA Standards and Specifications. Allow for all required excavation, concrete works, bedding, compaction, clearance, clean up and removal of excess spoil or debris.</b>				
2.3.1	Supply and construct concrete ring beam foundation.	LS	1		
2.3.2	Import GAP 40 aggregate, place and compact inside the ring beam by means of a plate compactor (Provisional Quantity).	m <sup>3</sup>	18		
2.3.3	Import sand, place and compact inside the ring beam by means of a plate compactor (Provisional Quantity).	m <sup>3</sup>	13		
2.3.4	Install tank structure (tank to be anchored to ring beam), one tank liner and all other associated fittings and connections i.e. internal and external ladders; access hatch and entry platform; inlet and outlets; overflow pipe etc.	LS	1		
2.3.5	Installation of scour drain; supply and construction of soak pit.	LS	1		
<b>SUB-TOTAL ITEM 2.3 SAT\$ (excluding VAGST)</b>					<b>\$ -</b>
<b>2.4</b>	<b>Conduct water-tightness test and concrete testing in compliance with SWA Standards and Specifications</b>				
2.4.1	Allow for water-tightness test in accordance with SWA Standards and Specifications.	LS	1		

2.4.2	Allow for slump tests, preparation of cylinder samples and concrete compression testing in compliance with SWA Specifications.	LS	1		
<b>SUB-TOTAL ITEM 2.4 SAT\$ (excluding VAGST)</b>					<b>\$ -</b>
<b>2.5</b>	<b>Install fencing and gate according to Drawings and SWA Standards and Specifications. Allow for all required earthworks, concrete works, civil works, clearance, clean up and removal of excess spoil or debris.</b>				
2.5.1	Clearing and levelling of site perimeter; removal of debris from site.	LS	1		
2.5.2	Excavation of pits; supply and construction of concrete footings; supply and erection of steel posts and supports.	LS	1		
2.5.3	Supply and installation of 3.5mm thick chain-link mesh and all support cables, tie wires and barbed wire.	m	200		
2.5.4	Supply, fabrication and installation of gate according to Drawings.	LS	1		
2.5.5	Supply, fabrication and installation of 1300mm x 900mm sign post according to Drawings.	LS	1		
<b>SUB-TOTAL ITEM 2.5 SAT\$ (excluding VAGST)</b>					
<b>TOTAL ALL BILLS (excluding VAGST)</b>					

### III. DAYWORKS SCHEDULES

When Dayworks is ordered by the Engineer, payment will be made for Labour, Materials and Plant as follows.

#### Daywork Labour Table (to be completed by Bidder)

Labour Class	Definition	Unit	Rate (SAT\$) (excl. VAGST)
A	Registered Engineer	Hour	\$
B	Project Leader	Hour	\$
C	Foreman	Hour	\$
D	Registered / Experienced Plumber	Hour	\$
E	Labourer (including minor plant operators)	Hour	\$
F	Ganger (working team)	Hour	\$
G	Craftsman (incl. pipe fitters, carpenters, concreters, electricians or any other skilled tradesman)	Hour	\$
H	Plant Operator (specialists)	Hour	\$
I	Unskilled Labour	Hour	\$

No further percentage additions or reductions shall be applied to the rates entered in the table.

#### 1. Materials

Materials used on work carried out on a Daywork Basis shall be paid at invoiced cost plus \_\_\_\_\_ % of ex-VAGST cost (to be inserted by Contractor when tendering)

#### 2. Hired Plant

Hired plant employed for work carried out on a Daywork basis shall be paid at invoice cost plus \_\_\_\_\_ % of ex-VAGST cost (to be inserted by Contractor when tendering)

## Contractor's Own Plant (to be completed by Bidder)

When work is undertaken on a Daywork basis and the Contractor's own plant is used, this plant shall be paid for using the rates in the schedule below.

**THE TENDERER SHALL ONLY ENTER A RATE FOR THE PLANT THE TENDERER INTENDS TO USE TO CONSTRUCT THE WORKS**

Labour Class	Definition	Unit	Rate (SAT\$) (excl. VAGST)
1	20 tonne excavator/rock breaker	Hour	\$
2	12 tonne excavator/rock breaker	Hour	\$
3	6 tonne excavator	Hour	\$
4	6 tonne excavator with rock breaker	Hour	\$
5	3-4 tonne excavator	Hour	\$
6	3-4 tonne excavator with rock breaker	Hour	\$
7	1-3 tonne excavator	Hour	\$
8	7 tonne wheel loader	Hour	\$
9	Trench rammer (compactor)	Hour	\$
10	Plate Compactor	Hour	\$
11	6 Wheel Truck	Hour	\$
12	10 Wheel truck	Hour	\$
13	3 tonne Roller	Hour	\$
14	12 tonne Roller	Hour	\$
15	Dewatering Pump	Hour	\$
16	Crane truck	Hour	\$
17	Generator	Hour	\$
	<b>Any other Contractor owned plant deemed necessary by the Contractor to complete the Works:</b>	Hour	\$
Etc		Hour	\$

#### IV. LIST OF KEY PERSONNEL

The bidder shall provide the names of suitably qualified personnel to meet the specified key position requirements stated in **Part 6** using the form provided below. The data on their experience should be supplied in the resume.

##### Proposed Key Personnel

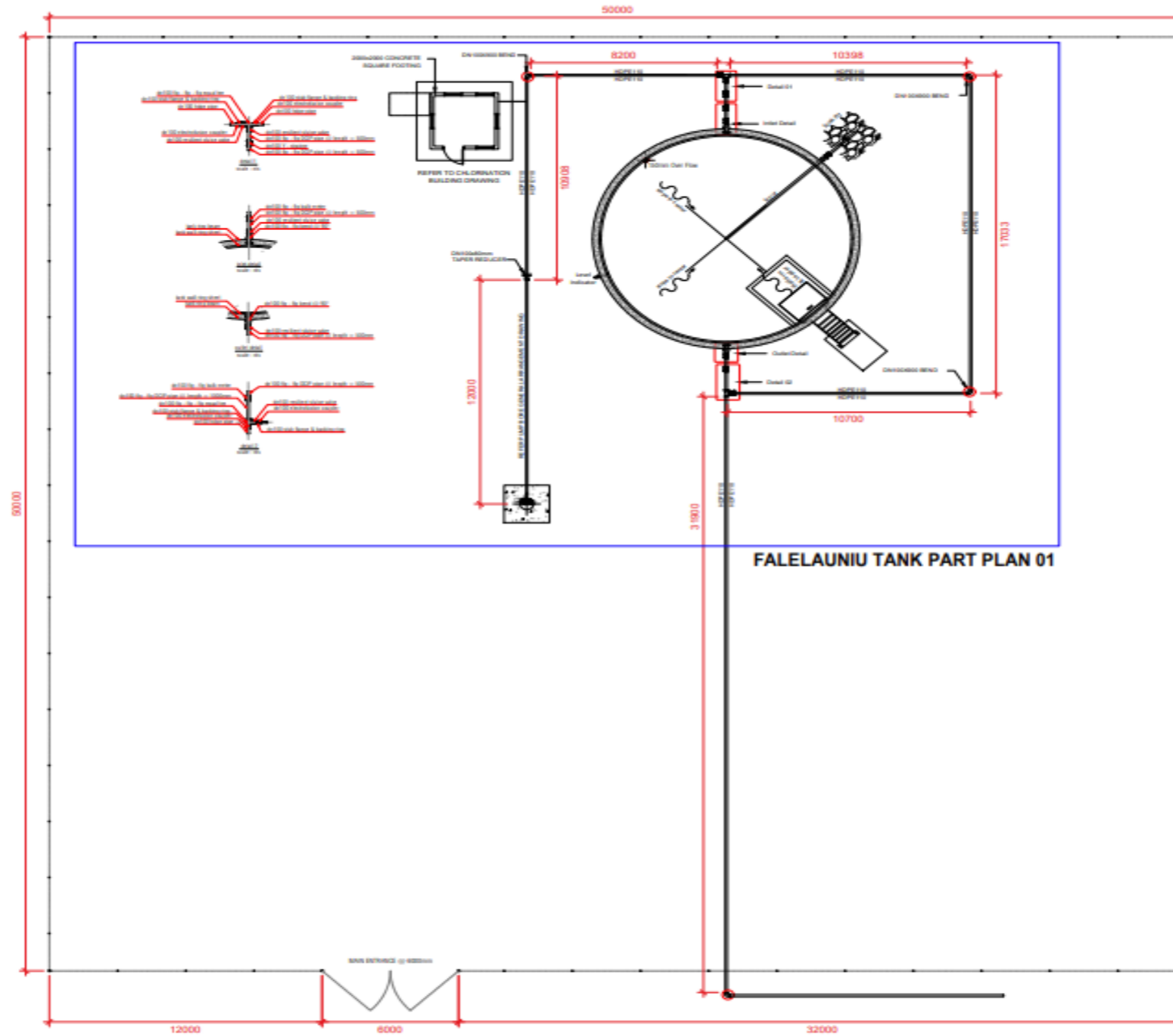
1.	Title of position: <b>Registered Engineer</b>
	<b>Name:</b>
2.	Title of position: <b>Plumber</b>
	<b>Name:</b>
3.	Title of position: <b>Foreman/ Supervisor</b>
	<b>Name:</b>
etc.	

**Note:**

Bidders may nominate one person to fulfill the roles and duties of the foreman and plumber and must take care to demonstrate that the nominated person meets the experience and qualification criteria for both roles (refer to Part 6).

V. DRAWINGS

FALELAUNI TANK SITE PLAN – SWA-U34.1/2024



NO.	DATE	BY	DESCRIPTION	NO.	DATE	BY	DESCRIPTION
DESIGNED:	HLB	lll		lll			
DRAWN:	HLB	lll		lll			
DESIGN CHECKED:	HW	lll		lll			
DATE CHECKED:	HLB	lll		lll			
APPROVED:	HLB	lll		lll			

PROJECT TITLE:	<b>FALELAUNI</b>
----------------	------------------

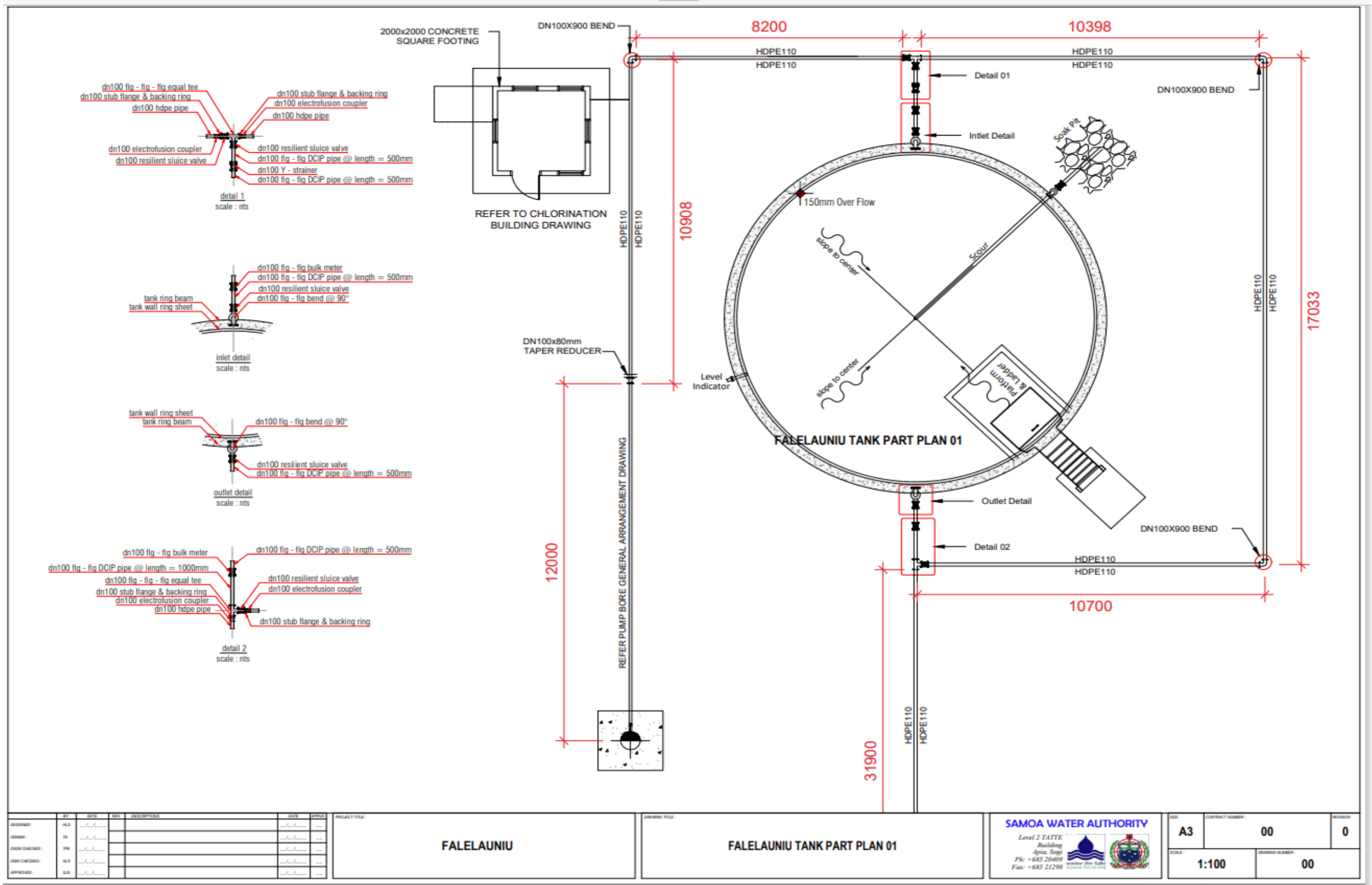
DRAWING TITLE:	<b>FALELAUNI OVERALL TANK SITE PLAN</b>
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**SAMOA WATER AUTHORITY**  
 Level 2 TAFE  
 Building  
 Apia, Samoa  
 PH: +685 20409  
 Fax: +685 21298



SIZE:	A3	CONTRACT NUMBER:	00	REVISION:	0
SCALE:	1:230	DRAWING NUMBER:	00		







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

**PART 4: REQUEST FOR QUOTATION FORM: Minor Works up to SAT\$150,000**

<b>RFQ NAME.</b>	<b>FALELAUNI TANK CONSTRUCTION</b>	<b>RFQ No.</b>	<b>SWA-U34.1/2024</b>
<b>TO</b>	<b>CONTRACTOR NAME</b>		
	<b>CONTACT PERSON</b>		<b>TEL. No.</b>
	<b>OFFICE ADDRESS</b>		

Please provide your quotation to the above office by Thursday 15<sup>th</sup> August 2024 at 11:00am (Local Time)

<b>Bid Validity</b>	60 days	<b>Defects Liability Period</b>	12 months
<b>Required Completion Period</b>	45 working days from Start Date	<b>Bid Security</b>	Not required
<b>Required Completion Date</b>	45 working days from the Start Date	<b>Bid Security type</b>	Not applicable
<b>THE SUPERVISING TECHNICAL ENTITY IS:</b>	Technical Division, Samoa Water Authority		
<b>THE DELEGATE IS:</b>	Futalo Tafeamaalii Philip Kerslake (p) 20409 (m) 777-6035		

PLEASE SUBMIT THE FOLLOWING TECHNICAL SCHEDULES ( "✓" denotes required attachments)					
<b>METHOD STATEMENT</b>	✓	<b>PROJECT PERSONNEL ORGANISATION CHART</b> -key personnel and designation and/or teams	✓	<b>WORK PROGRAMME/ BAR CHART</b> -logical and within given timeframe	✓
<b>DAY WORKS SCHEDULES</b>	✓	<b>SIGNED &amp; DATED CV's of KEY PERSONNEL</b> -demonstrate relevant experience and / or qualifications	✓	<b>LIST OF PAST &amp; RELEVANT WORKS</b>	✓

Work Item Description		Amount(SAT)
1	Total All Bills (VAGST excl.)	
2	VAGST (15% of Total All Bills)	
3	GRAND TOTAL (VAGST incl.)*	
	Attach sheet for additional items	

\*The Grand Total Amount VAGST inclusive is also the "Contract Price" for the purposes of the Contract.

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 required minor services in accordance with our offer above, and the schedules, quantities & specifications provided by the Principal; and (b) to abide by this quotation for the Validity Period stated above

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Full name and position of authorized representative

(Company Seal)

Signed this ..... day of .....2024

## PART 5: TERMS AND CONDITIONS OF CONTRACT

The following documents shall form part of the Purchase Order:

- (a) The Purchase Order Form
- (b) Terms and Conditions of Contract
- (c) Schedule 1 – Scope of Works
- (d) Schedule 2 - The Drawings
- (e) Schedule 3 - Bill of Quantities
- (f) Schedule 4 - Dayworks Schedules
- (g) Schedule 5 - List of Key Personnel

### **THE PARTIES HERETO AGREE AS FOLLOWS:**

#### **1. SCOPE OF WORKS**

1.1 The Contractor, as an independent Contractor, shall perform the works set out in the Scope of Works (Schedule 1) (collectively referred to as the Works):

#### **2. COMMENCEMENT OF CONTRACT**

2.1 The Contractor shall commence the Works on (*insert date*) (referred to as the Commencement Date).

#### **3. DURATION OF CONTRACT**

3.1 The duration of the Contract shall be 45 working days from the Commencement Date unless otherwise extended in accordance with the contract.

3.2 The Intended Completion Date shall be 45 working days from the Commencement Date. The duration and the Intended Completion Date may be extended at the discretion of the Managing Director.

#### **4. CONTRACTOR'S ADHERENCE TO LAW**

4.1 The Contractor shall in executing the Works 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 Works.

#### **5. ENTIRE PURCHASE ORDER 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 Purchase Order.

5.2 No amendment, or variation of this Contract 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 Contractor agrees to perform the Works in accordance with statutory requirements and best practice.

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

6.3 The Contractor shall ensure that safety measures and precautions are adhered to by its employees/agents. The Contractor shall also take measures to ensure the safety of the public and inspecting officers and property under this Contract while undergoing the works. The Contractor shall be responsible for any injury, loss or damage caused

due to its failure to undertake these safety measures and precautions.

6.4 The Contractor shall take all necessary steps to ensure that Liner and other tank elements are not lost, stolen or damaged from time of receipt, transportation, storage, installation and completion and handover of works. Damage to Liner and other elements during this period will result in Contractor immediately making good the damage or loss either by remedial works or by replacement of a new liner and other elements. Both parties may discuss the method to make good the damage(s)/loss but the final decision belongs to the Principal and the Contractor shall abide by it. Failure by the Contractor to abide by the Principal's decision is grounds for termination and DISQUALIFICATION of the Contractor from any future procurement with the Principal. The Principal reserves the right to seek consequential damages from the Contractor as a result of contractor's failure to abide decision.

#### **7. PRINCIPAL'S REPRESENTATIVES**

7.1 For the duration of the Works (including the Defects Liability Period) the Principal shall be represented by the following persons:

(a) The Manager Technical Division who shall be the Delegate appointed by the Principal. The Delegate instructs the Engineer and the Supervisor.

(b) The Planning & Design Engineer Technical Division who shall be the Engineer. Receives instructions from the Delegate and is responsible for instructing the Supervisor and the Contractor so as to ensure the successful completion of the Works;

(c) The appointed on-site Engineering Officer or Team Leader who shall be the Supervisor responsible for the daily supervision of the Works (including but not limited to issuing orders and instructions to the Contractor).

7.2 Overall authority continues to rest with the Managing Director who also in the event the Delegate is unavailable, shall assume the role of Delegate unless that role is otherwise delegated to the Engineer.

#### **8. CONTRACTOR'S REPRESENTATIVES**

8.1 For the duration of the Works (including the Defects Liability Period) the Contractor shall be represented by the following persons as provided in their quotation:

(a) The Project Leader. Responsible for planning and executing the Works to ensure all project objectives are met to the standard required and within the contract duration and Contract Price. The Project Leader instructs the Registered Engineer and Foreman.

(b) The Registered Engineer. Supports the Project Leader and is responsible for quality assurance of the Works. The Registered Engineer shall be present for all quality assurance tests and is the Contractor's authorised person to certify the results of the test in addition to the Principal's representative. The Registered Engineer is responsible for overseeing the daily works, reviewing project submittals and preparing project status reports.

The Registered Engineer instructs the Foreman and all project labourers.

(c) The Foreman. Receives instructions from the Registered Engineer. The Foreman supervises and leads the project staff / labourers including the registered plumber. The Foreman shall be responsible for the daily coordination of the project/works and shall be on-site at all times.

(d) The Plumber. Receives instructions from the Foreman. The plumber is responsible for all plumbing works inclusive of pipe laying works and connection of fittings, ensuring water tightness of pipes and tanks. The plumber must be present at all times on-site for all plumbing work.

## 9. INSPECTION & COMPLETION

9.1 The Principal may inspect the Works at any time convenient to the Principal.

9.2 The Contractor shall ensure that all Works are completed within the agreed Completion Period, without exceeding the Contract Price and in accordance with contract requirements including the Scope of Works, applicable drawings and quality requirements.

## 10. LIQUIDATED DAMAGES

10.1 Unless the Intended Completion Date is extended in accordance with the contract, the Contractor shall pay damages to the Principal at 0.25% of the Contract Price per day for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed 10% of the contract price. Invocation of this clause and/or payment of liquidated damages shall not operate to limit or reduce the Contractor's liability to perform its obligations under this contract (save for the obligation to complete Works by the Intended Completion Date).

## 11. REMUNERATION

11.1 The Principal shall make payment to the Contractor within 14 working days of the approval and certification of payment by the Delegate. Certification and approval of payment will only be made by the Delegate where the items in the invoice have been performed in satisfaction of the contract requirements.

11.2 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 Contractor on the gross amount from any payments made under this Purchase Order and pay these direct to the Samoa Ministry for Revenue.

## 12. RETENTION

12.1 The Principal shall retain 10% from each payment due to the Contractor until Completion of the whole of the Works.

12.2 Upon the issue of a Certificate of Completion of the Works, 50% of the total amount retained shall be paid to the Contractor. The remaining 50% shall be paid to the Contractor when the Defects Liability Period has passed and the Delegate has certified that all Defects notified by the Delegate to the Contractor before the end of this period have been corrected. The Contractor may

substitute retention money with an "on demand" bank guarantee from a reputable bank in Samoa.

12.3 The Defects Liability Period shall endure for 12 months from the Completion Date.

## 13. INSURANCE & INDEMNITY

13.1 The Contractor will bear all risks which are Contractor's risks.

13.2 Accordingly the Contractor shall arrange appropriate insurance cover to insure against these risks.

13.3 The Contractor shall indemnify the Principal for and against all losses and liabilities which may arise as a result of the Contractor's negligence including the negligence of the Contractor's sub-contractors and agents. This clause shall survive completion or termination of contract.

## 14. CORRUPT & FRAUDULENT PRACTICES

14.1 The Principal requires that the Contractor 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 may result in DISQUALIFICATION or debarment from the Principal's future procurement, termination of this purchase order and/or other sanctions as the Principal in its absolute discretion may determine.

## 15. TERMINATION

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

- (a) fails to commence the Works at the time and manner required by the Contract;
- (b) fails to execute the Works to the standard required under the Contract;
- (c) fails to comply with any instruction or order issued by the Delegate, the Engineer or the Supervisor and as a result of that non-compliance the Principal suffers loss or incurs additional costs;
- (d) fails to comply with any requirement in this contract;
- (e) fails to declare a conflict of interest;
- (f) is found to have breached standards of ethics in the procurement process whether for this contract or other;
- (g) fails to abide by the decision made in Condition 6.4;
- (h) breaches its obligations under this Agreement;
- (i) assigns or subcontracts the performance of any of the Works without the prior written approval of the Principal;

**and** the Contractor 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 Contractor.

15.2 The Contractor 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 Contractor.

**16. NOTICES**

16.1 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 by electronic mail 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:  
**The Managing Director**  
Samoa Water Authority  
PO Box 245  
**APIA**  
Telephone: (685) 20409
  - (ii) in the case of the Contractor at the address and number:  
*(Insert address, contact number, and email)*

**PART 6: PERSONNEL EXPERIENCE and QUALIFICATION REQUIREMENTS & SAMPLE QUOTATION EVALUATION CRITERIA**

The bidder must *demonstrate* that their nominated personnel meet the following experience and qualification criteria:

Personnel	Experience and Qualification Criteria
<b>Registered Engineer</b>	<ul style="list-style-type: none"> <li>- Minimum of Bachelor of Engineering Degree</li> <li>- <i>Professional</i> engineer must be registered with the Institute of Professional Engineers Samoa as a Graduate or higher.</li> <li>- Must demonstrate minimum of two (2) years relevant experience in tank installation (or works similar in complexity) and civil works.</li> </ul>
<b>Plumber</b>	<ul style="list-style-type: none"> <li>- <i>Registered Plumber</i> with PAS with at least five (5) years' experience, with experience in pre-fabricated tank installation and associated plumbing works.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>- Plumber with at least five (5) years experience plumbing works, with experience in pre-fabricated tank installation and associated plumbing works.</li> </ul>
<b>Foreman/Supervisor</b>	<ul style="list-style-type: none"> <li>- At least five (5) years' experience in civil construction works (Building related) with a relevant qualification in civil construction works (carpentry, building construction etc) and with (2) years' experience in pre-fabricated tank installation;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>- Minimum of eight (8) years' experience in civil construction works (Building construction) with related experience in pre-fabricated tank installation.</li> </ul>

The bidder shall provide the curriculum vitae for each nominated personnel. The CV must be signed and dated by the corresponding person and shall not be signed by anyone else on his / her behalf.

**I. EVALUATION CRITERIA:**

**Evaluation of Quotes**

This Part contains the Administrative and Technical Evaluation Grids 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.

**Sample Administrative Evaluation Grid:**

Administrative Compliance Checklist	Bidder 1	Bidder 2
Did the bidder attend any of the compulsory site visits? Did the bidder sign the attendance register? (Yes/No) <b>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'</b>		
Has the Bidder completed and provided the conflict of interest declaration form? (Yes/No) Is the bidder free from conflict of interest with the Principal? (Yes/No) 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? (Yes/No) Is the Conflict of Interest declaration form signed by an authorized personnel equivalent to person assigned in the Power of Attorney OR Letter of Authority? (Yes/No)		
<p style="text-align: center;"><b>Does the Bidder meet the Pre-requisite requirements of the RFQ? (PASS or REJECT for further consideration)</b></p>		
RFQ Submission Form properly completed and signed? (Yes/No)		
Copy of current, valid and relevant Business License from the Ministry for Revenue Samoa provided? (Yes/No)		
Copy of VAGST Certificate or Letter from the Ministry for Revenue Samoa if not register for VAGST? (Yes/No)		
Power of Attorney or Letter of Authority for the signatory of the Quotation to represent the contractor submitted? <b>(If signatory is not a company director).</b> (Yes/No)		
Completed Bill of Quantities provided? (Yes/No)		

Completed Dayworks Schedules provided? (Yes/No)		
Detailed work plan / construction schedule provided? (Yes/No)		
Financial statement for 2021 submitted AND bank guarantee of access to credit of at least \$100,000? Are the Financial statements and bank guarantee acceptable? (Yes/No)		
Completed List of Key Personnel submitted? (Yes/No)		
Signed CV of proposed personnel submitted? <ul style="list-style-type: none"> <li>• IPES registered engineer (Graduate or higher)</li> <li>• Experienced and/or qualified plumber</li> <li>• Foreman / Site Supervisor</li> </ul> (Yes/No)		
<b>Overall Decision? (Accept/ Reject for Technical Evaluation)</b>		

**Sample Technical Evaluation Grid:**

EVALUATION CRITERIA	Bidder 1	Bidder 2
<b>1. Proposed Key Personnel</b> CV's of following key personnel demonstrate relevant experience and /or qualification <ul style="list-style-type: none"> <li>• Registered <u>Engineer</u> (Graduate or higher)</li> <li>• Registered <u>Plumber</u></li> <li>• Qualified/Experienced <u>Foreman</u></li> </ul>		
<b>2. Bidder's Experience</b> Does the list of past experience (last 8 years) demonstrate the bidder has relevant experience in the installation of pre-fabricated tanks or works of a similar nature and complexity?		
<b>3. Work Programme</b> Must show brief descriptions of major activities showing sequence and timeframe for the execution of works (graphic work chart showing assigned tasks, timelines, and deadlines in undertaking project works from start to finish)  Is schedule within timeframe as stipulated in the RFQ?		
<b>4. Methodology</b> Comprehensive, logical and detailed to provide understanding of the works required.		
<b>Technical Compliance (Yes/No)</b>		



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")*

Afioga 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 **"Falelauniu Tank Construction (RFQ No. SWA-U34.1/2024)"** minor works contract 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
Complete and <i>signed</i> RFQ Form	
Letter of Authorisation (signed by the same person signing the RFQ Form) or Power of Attorney  (Not applicable if the signatory is a company director)	
COI declaration form signed by authorize personnel assigned in Letter of Authority and Power of Attorney.	
Copy of Current and Relevant Business License and VAGST Certificate or Letter from the Ministry for Revenue if business is not registered for VAGST.	
Power of Attorney or Letter of Authorisation (signed by the same person signing the RFQ form)	
Methodology	
Work Programme (in the form of a bar chart)	
<i>Signed</i> CVs of Key Personnel <ul style="list-style-type: none"> <li>- Registered engineer</li> <li>- Registered Plumber</li> <li>- Qualified/experienced Foreman</li> </ul>	
Project Personnel Organisation Chart	
List of company's past works	
Completed Bill of Quantities	
Completed Dayworks Schedules	
Financial statement for the year 2021 <b>AND</b> Bank guarantee of access to credit of at least \$100,000.00	
Completed Declaration of Conflict of Interest form	

*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. It is the Bidder's sole responsibility to ensure the quotation submitted is complete.*

# **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, state of affairs 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 are, 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 this .....day of .....2024....**