



REQUEST FOR QUOTATION: MINOR GENERAL SERVICES

SURVEY FOR CUSTOMARY LAND LEASE

RFQ NO. SWA-LS01/2025

(LOT 1 – SAVAII COMPOUNDS & LOT 2 UPOLU COMPOUNDS)

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PART 1: Instructions to Bidders

1. Scope

- (a) The Principal is the Government of Samoa, represented by **Samoa Water Authority**.
- (b) This Request for Quotation applies to the provision of minor general services of simple nature.

2. Bidder Eligibility

- (a) The **Bidder** shall be a bona fide business unit known by the Principal to be suitably qualified, experienced and financially resourced;
 - i. provide an authenticated copy of its current Business License;
 - ii. provide an authenticated copy of its current VAGST Certificate from the Ministry of Customs and Revenue (MCR), Samoa; or Confirmation Letter from MCR if not registered for VAGST;
 - iii. provide a notarized power of attorney OR Letter of Authority (Annex I) authorizing the signatory of the Quotation to represent the Bidder, sign the Quotation and accept a Purchase Order.
 - iv. provide authenticated copy of Surveyor's MNRE Annual Practice Certificate
- (b) Notwithstanding those requirements i, ii, iii & iv may be waived if previously submitted and documents are valid for the specified Completion Period.
- (c) The Principal reserves all rights to reject any or all quotations submitted and request for other quotations.

3. Bidder Qualification – A bidder or a contracting firm must provide;

- (a) A list of services of a similar nature & value that it satisfactorily completed within the last two years – these services shall have an annual average value of **SAT\$ 25 000 or more**;
- (b) Details of all services currently contracted or in progress;
- (c) A bank statement in the name of the bidder for the immediately past three months;

- (d) References & contact details of past and present clients who can attest to good character & reliability;
- (e) Detailed work plan or delivery program detailing stages of the services of how the bidder will provide the service within the timeframe of the services presently the subject matter of the RFQ.

4. Responding to the Request for Quotation

- (a) The Bidder shall take care to comprehend applicable general services specifications, OHS instructions & activity schedule services items.
- (b) The Services Provider shall enter unit prices, extended prices and total price on the Request for Quotation form.
- (c) In submitting its quotation, the Services Provider shall conform to the stated provisions for quotation validity, completion period, and defects liability period & performance security. All proposed variations from stated conditions shall be justified in a covering letter.
- (d) The Bidder is responsible for providing a complete and correct quotation. An incomplete quotation may be grounds to reject any quotation submitted.

5. Quotation Price :

- (a) All prices shall be quoted in Samoan Tala.
- (b) Prices shall be fixed for the duration of the specified completion period.
- (c) Unless the service(s) are exempted from VAGST, pursuant to the VAGST Act 1992/1993, the total quoted price shall be inclusive of VAGST and any relevant tax.

6. Site Inspection

- (a) A compulsory site visit to inspect the sites shall take place as follows:

Savaii Compounds: Monday 22nd September 2025 at 10:00am meeting point at the SWA Salelologa Office in Savaii

Upolu Compounds: Wednesday 24th September 2025 at 10:00am, meeting point a at the SWA Head Office TATTE Building, Savalalo, APIA.

- (b) The representative attending the site visit is deemed to be the authorized

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

7. Bid Security/Bid Securing Declaration

- (a) A Bid Bid Securing Declaration Form must be signed and submitted.
- (b) The Bid shall be valid for the period identified in the Request for Quotation.
- (c) A Bidder who, without good cause, withdraws during the period of quotation validity, or does not accept corrections of errors, or fails to accept the Purchase Order if offered or fails to produce the Performance Security (if required) will be excluded from participating in Request for Quotation process for one year.

8. Quotation Submission

- (a) Bidders shall submit only one quotation.
- (b) Quotations shall be submitted to the address specified on the Request for Quotation, no later than the specified time & date and in pursuant to section C.5.1 (a) or (b) of the Procurement Operating Manual 2020
- (c) Bidders /shall not submit their quotation electronically.
- (d) Late quotation will not be considered and shall be returned to the Bidder unopened.

9. Quotation Opening

- (a) The opening of quotations will be undertaken by officers of the Principal.
- (b) The opening of the quotation shall be opened to interested members of the public to attend.
- (c) The results of the quotation evaluation shall be available on request, denoting only the successful Bidder.

10. Quotation Evaluation & Contract Award

- (a) Quotations shall be evaluated to establish substantial responsiveness to eligibility & qualification requirements, specified technical schedules, commercial conditions and instructions to Bidders.
- (b) The bidder found to be substantially responsive after the evaluation shall be awarded the contract. The abider then becomes the Successful Bidder.
- (c) The Principal reserves the right to award multiple contracts under this RFQ.
- (d) After arithmetical checking and correction, the quotation of the Bidder found to be substantially responsive shall be evaluated for lowest price, which shall be the basis of award.
- (e) Award notification shall be effected by the Principal issuing the Letter of Award (see Part 2) to the most substantially responsive bidder.
- (f) Once the letter of Award is signed by both parties the:
 - v. Request for Quotation at Part 3; and
 - vi. The General and Special Conditions at Part 4; and
 - vii. Services Requirement & Description of General Services at Part 5;

Shall be the terms and conditions which will govern the implementation of the Service. The Principal shall be termed the 'Principal' and the most substantially responsive bidder shall be termed the 'Service Provider'.

- (g) Notwithstanding the above, the Principal reserves the right to accept or reject any quotations, or to cancel the quotation process at any time prior to the award.
- (h) The unsuccessful Bidder may, within 10 days of the announcement of the award, request reasons why it/they were not successful, but cannot request reasons why other Bidders were not successful

11. Performance Security

- (a) If a Performance Security is required, the Principal shall issue a Letter of Acceptance which shall serve as notification of award.
- (b) The Bidder shall provide a Performance Security within 7 days, in the amount specified in the Request for Quotation.

12. Insurance

- (a) The Bidder will bear all risks before the services and within the agreed completion period.
- (b) Accordingly the Bidder shall arrange appropriate insurance cover

13. Inspection & Completion

- (a) The Bidder shall ensure that all Services are completed within the agreed Completion Period, without exceeding the agreed Price and in accordance with applicable schedules & quality requirements.

14. Payment

The Principal shall make payment to the Bidder within 30 days of receipt of a monthly Payment Certificate approved by the Supervisor.

15. Corrupt & Fraudulent Practices

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

Eligibility/ Qualifications Compliance

No.	Complies? tick	No.	Complies? tick
2a (i)		3a	
2b (ii)		3b	
2c		3c	
2d		3d	
		3e	

PART 2: LETTER OF AWARD

Insert Principal's letterhead

Insert date

Insert the address of the Contractor

LETTER OF AWARD: Insert title of Minor General Services

RfQ: insert the RfQ No.

1. The Government of Samoa (the 'Principal') issued the above request for quotation on Wednesday 10th September 2025 for the above works. The deadline for the request for quotation closed on Wednesday 01st October 2025. Your company (the 'Service Provider'), as *insert description of the contractor* submitted a quotation on 24th September 2025. The evaluation of the said quotation took place on *insert date*.
2. We wish to inform that your quotation has been successful. The Principal is desirous for you, the Service Provider, to perform the Minor General Services in accordance with the:
 - (a) The Request for Quotation, RfQ Ref No. *insert Ref No.* (the 'RfQ') inclusive of Instructions to Contractors;
 - (b) General Conditions of Contract attached to the RfQ;
 - (c) Special Conditions of Contract attached to the RfQ;
 - (d) Services Requirement and Description of General Services at Part 5.
3. The Principal, acting by and through the Chief Executive Officer of the insert procuring entity now signs this letter to confirm that it accepts RfQ by the Service Provider. Please sign the space indicated as confirmation of your acceptance to carry out the work in accordance with documents canvassed in paragraph 2 of this letter.

SIGNED AND EXECUTED by the)
MANAGING DIRECTOR, FUIMAONO
DOMINIC SCHWALGER, for and on behalf of
SAMOA WATER AUTHORITY)

In the presence of:)

.....
(Witness)

.....
(Name & Designation)

AFFIXED HERETO is the **COMMON**)
SEAL of insert name of Service Provider)

(Director)

In the presence of:

.....
(Director/Secretary)

PART 3: REQUEST FOR QUOTATION – MINOR GENERAL SERVICES



GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

Employer Name: department name/ division name
 Address: department address
 Contact Details: telephone no / fax no and email address

REQUEST FOR QUOTATION: Minor General Services

RFQ NAME.	SURVEY FOR CUSTOMARY LAND LEASE		RFQ No.	SWA-LS01/2025
TO	SERVICES PROVIDER NAME	enter Services Provider name		
	CONTACT PERSON	enter name of coordinator/ liaison person	enter telephone no.	
	OFFICE ADDRESS	enter street/ road name and township name		

Please provide your quotation for the following minor GENERAL SERVICES by Wednesday 01st October 2025, 11:00am (Local Time) at the following address Samoa Water Authority, Head Office, Level 2 TATTE Building, Savalalo, APIA.

Quotation Validity	60 days from Submission Deadline	Defects Liability Period	Not Applicable
Required Completion Period	30 working days from Contract Start Date	Performance Security	Not Applicable
Required Completion Date	30 working days from Contract Start Date	Performance Security type	Not Applicable
SUPERVISING TECHNICAL ENTITY IS:		Samoa Water Authority	
THE SUPERVISOR IS :		Mulitalo William Sene Tupa'i – Manager Technical Division (p) 20409 ext 132enter name of supervising engineer/ contact tel. no.	
No	Service Item Description	Grand Total (VAGST Inclusive/Exclusive)	
1	Lot 1 - Savaii Compounds		
2	Lot 2 - Upolu Compounds		
ATTACH SHEET FOR ADDITIONAL ITEMS			
TOTAL			
PLEASE SUBMIT THE FOLLOWING TECHNICAL SCHEDULES (put "X" for required attachments)			
Service Programme/ Schedule – Bar Chart	x	List of Personnel	x
Methodology	x	CV Lead Surveyor	x
List of Equipment	x	Price Schedule	x
We certify that we comply with eligibility & National Ownership requirements of Instructions to Service Providers clauses 2a to 2d. (overleaf). If our offer is accepted, we undertake (a) to deliver required minor services in accordance with our offer above; and the General Condition of Contract ('GCC') and Special Condition of Contract ('SCC'); and the services requirement, (b) to provide the Performance Security in the prescribed form, amount & time (c) to abide by this quotation for the Validity Period stated above.		Service Provider's Authorized Officer Sign, Stamp where applicable and Date	

Bid-Securing Declaration

The bidder shall fill in this Form in accordance with the instructions indicated under the Bidder's official letterhead.

Date: *date (as day, month and year)*

RFQ No.: *(number of bidding process)*

To: *(complete name of procuring entity)*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the procuring entity for the period of time of *number of months or years* starting on *date*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have materially modified or withdrawn our bid during the period of bid validity specified in the Request for Quotation Form; or
- (b) do not accept a correction of errors;
- (c) having been notified of the acceptance of our bid by the procuring entity during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand if the Bid Securing Declaration becomes forfeit we will be disqualified from participating in any Government procurement for one year regardless of the source of funding. We understand this Bid Securing Declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us advising the execution of the contract with the successful bidder; or (ii) twenty-eight (28) days after the expiration of our bid.

Signed: *signature of person whose name and capacity are shown* In the capacity of *legal capacity of person signing the Bid Securing Declaration*

Name: _____

Duly authorized to sign the bid for and on behalf of: *complete name of bidder*

Dated on _____ day of _____, _____ *date of signing*

Corporate Seal (where appropriate)

Note: *In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid*

PART 4: GENERAL CONDITIONS OF CONTRACT: MINOR GENERAL SERVICES

- 1 APPLICATION CONTEXT: These Conditions apply only for use within the Government of Samoa for contracts awarded through Request for Quotation processes for Minor General Services in accordance with section C.2.2.6 of the Procurement Operating Manual 2020.
- 2 NAMES OF PARTIES: relative to the categories name in #1 above, the Principal will also be named the Employer.
- 3 CONTRACT DOCUMENTS: Subject to the order of precedence set forth in clause 4 of these GCC, all documents forming the Contract (and all of its parts) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.
- 4 ENTIRE AGREEMENT: The Contract constitutes the entire Agreement between the Principal and the Service Provider and includes the following documents which replaces all communications, negotiations and agreements (whether written or oral):
 - a. the Request for Quotation, RfQ Ref No. insert Ref No. (the 'RfQ') inclusive of Instructions to Contractors;
 - b. these General Conditions of Contract;
 - c. Special Conditions of Contract;
 - d. Services Requirement & Description of General Services.
- 5 CONTRACT PERIOD: This Contract shall commence on the date specified in the SCC and shall be for a period as identified in the SCC (the 'Completion Period') and shall be completed by the Completion Date identified in the SCC.
- 6 CONTRACT PRICE: The Employer shall ONLY pay to the Service Provider the Contract Price set out in the SCC. The Service Provider shall provide the Principal or the Representative with a Claims for Payment which shall:
 - a. state the amount of the contract price received to date each head of costs;
 - b. the amount of the Claim for Payment including the Head of Cost under which it is claimed;
 - c. detail the general services performed and completed since the previous claim for Payments including the materials used;

d. report on the progress of the general service.

The Principal's Representative shall issue a Progress Payment Certificate once he/she are satisfied that the Claim for Payment is bona fide. The Employer must pay the amount in the Claims for Payment 14 days from when he/she is satisfied with the Claim for Payments.

- 7 PRINCIPAL'S REPRESENTATIVE: The Principal's representative shall be the authorized representative of the Employer responsible for liaising with the Service Provider and general administration and supervision of the General Services. The Principal's Representative is set out in the SCC.
- 8 AMENDMENT: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to this Contract and is signed by a duly authorized representative of each of the Parties to the Contract.
- 9 LANGUAGE: The applicable language of the Contract is English.
- 10 LAW: The applicable law of the Contract is the law of the Independent State of Samoa.
- 11 INTERPRETATION: If the context requires it, singular means plural and vice versa. The reference to one gender shall mean the other gender.
- 12 COMMUNICATIONS/NOTICES: Communications between parties to the Contract shall be effective only when communicated or delivered in written form with proof of receipt, to the address specified in the SCC.
- 13 COPYRIGHT: Both parties shall observe requirements of the Samoa Copyright Act 1998 and international conventions concerning material produced by third parties.
- 14 DOCUMENT OWNERSHIP: Unless otherwise provided in Contract schedules and as applicable to Contract category, all plans, specifications, designs, reports, other documents and software prepared by the Contractor shall become and remain the property of the Employer, without encumbrances of ownership by other parties. The Employer shall establish proof of ownership of existing materials provided to the Contractor for contract performance and the Contractor shall establish the right to use and reproduce any materials produced by third parties to be used in contract performance.

- 15 CONFIDENTIALITY: The Parties shall keep confidential and shall not divulge to any third party any documents, data or other information furnished directly or indirectly in regard to the Contract, without written consent of the other Party.
- 16 CONFLICT OF INTEREST: The Service Provider shall not have a conflict of interest. The Service Provider warrants that to the best of its knowledge and after making diligent inquiry, at the date of signing the contract, does not have a conflict with the interests of the Employer or is likely to arise in the performance of the Works. If during the performance of the Works a conflict of interest arises or appears likely to arise, the Contractor agrees to:
- (a) Immediately notify the Employer in writing;
 - (b) make full disclosure of all relevant information relating to the conflict; and
 - (c) take such steps as the Employer may reasonable require to resolve or otherwise deal with the conflict.
- 17 CURRENCY OF PAYMENT: The currency for payment shall be in Samoan Tala.
- 18 PRICE ADJUSTMENT: Price adjustment for changes in economic conditions shall not apply to any contract resulting from RFQ processes.
- 19 TAXES AND DUTIES: The Service Provider is liable for all taxes and duties, in accordance with the particular application context and the laws of the Independent State of Samoa.
- 20 ACCOUNTING, INSPECTION & AUDIT: The Contractor shall permit and also require its subcontractors and consultants to permit, the Government and/or its authorized appointees to inspect the Contractor's office and all accounts and records relating to contract performance and/or tender submission and to have such accounts and records audited by the Government's appointed auditors. Moreover, acts by the Contractor to materially impede inspections and audits are a prohibited practice subject to termination and declaration of ineligibility.
- 21 LIMITATION OF LIABILITY: Except for its negligence or misconduct in performing the Contract and its related obligation to pay liquidated damages, the Service Provider will not be liable to the Principal for any form of consequential loss or damage, loss of use, loss of production or loss of profits plus interest cost. The total liability of the Service Provider under the Contract or civil law shall not exceed one hundred and fifty percent of the Contract Price, except that this shall not apply to costs of rectifying defective equipment, works or other deliverables.
- 22 SUSPENSION: The Employer may, with written notice of the nature of default, suspend all payments to the Service Provider if the Supplier fails to perform particular requirements of the Contract and shall require the Service Provider to remedy the default within thirty (30) days of Service Provider receiving the suspension notice.
- 23 TERMINATION: Where a party defaults on any of its obligations under this Contract, the other party may give notice requiring that the failure be remedied within fourteen (14) days and if not remedied within that time, may terminate the Contract immediately.
- The Principal may terminate the contract if any of the events set out in the SCC occurs.
- 24 FORCE MAJEURE: If, because of the result of an event of Force Majeure causing delay and the Service Provider is unable to perform its Contract obligations, it shall not be liable for its Performance Security forfeiture, liquidated damages or termination for default. The Service Provider shall notify the Principal in writing of such condition, its cause and the nature of the delay or its inability to perform its Contract obligations as soon as practicable.
- 25 LIQUIDATED DAMAGES: Unless the Completion Date is extended in accordance with clause 8, the Service Provider shall pay damages to the Principal at a rate per day stated in the SCC for each day that the Completion Date is later than the intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. Payments under this provision shall not affect the Service Provider Liability. The Principal may deduct liquidated damages from payments due to the Service Provider.
- 26 GOOD FAITH: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the contract's objectives, operate fairly together without detriment to each other and exercise their best efforts to agree on actions which may be needed to remove causes of unfairness. Provided that failure of such action shall not be the subject of formal legal redress indicated in Clause 24 following

27 AMICABLE SETTLEMENT: Either Party with an unresolved issue concerning actions or inaction of the other Party may seek resolution through an independent third party empowered to enable resolution.

28 DISPUTE SETTLEMENT: Any dispute arising out of the Contract which cannot be settled amicably according to Clause 27 shall be settled in accordance with the provisions of the Arbitration Act 1976 of Samoa and best international practice.

29 INDEMNITY: The Service Provider shall, at all times indemnify, hold harmless and defend the Principal, its officers, employees and agents from and against any loss or liability reasonably incurred or suffered by any of those indemnified arising from any claim, suit, demand action or proceeding by any person against any of those indemnified where such loss or liability was caused by any willful, unlawful or negligent act or omission of the Service Provider, its employees, agents or Sub-Suppliers in connection with the Contract.

30 COMPLIANCE WITH POLICIES AND PROCEDURES: The Service Provider must, when using the Principal's Premises or facilities, comply with all reasonable directions of the Principal and all procedures and policies of the Principal including those relating to occupational health (including no smoking), safety and security in effect at those premises or in regard to those facilities, as notified by the Principal or as might reasonably be inferred from the use to which the Premises or facilities are being put.

31 INSURANCE: The Service Provider will be responsible for taking out any appropriate insurance coverage during the duration of the Contract.

32 ASSIGNMENT: The Service Provider shall not assign this Contract or sub-contract any portion of it without the Principal's prior written consent.

33 WAIVER: If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights. A single or partial exercise by a party of any of its rights does not prevent the further exercise of any right. In this clause, "rights" means rights or remedies provided by this Contract or at law.

34 WARRANTY: The Contractor acknowledges and confirms Contractor its workers have the necessary expertise to carry out the services to completion in accordance with the terms and

conditions of this Contract. Further, that it will carry out the services and prepare all the necessary documents, plans, details, calculations, specifications and other information in accordance with the Specifications and all the other provisions of this Contract.

SPECIAL CONDITIONS OF CONTRACT: MINOR GENERAL SERVICES

GCC	Details
Clause 5	Commencement date: TBC Completion Period: 30 working days from Commencement Date Completion Date: 30 working days from Commencement Date
Clause 6	The Contract Price shall be an amount not exceeding insert amount (incl. all taxes)
Clause 6	% of the Retention: Not Applicable
Clause 7	Principal's Representative shall be: Mulitalo William Sene Tupa'i - Manager Technical Division
Clause 11	For communications to the: (a) Principal It must be delivered to the following address: Managing Director Samoa Water Authority Head Office, Level 2 TATTE Building, Savalalo, APIA (b) Contractor It must be delivered to the following address: insert address
Clause 22	(a) The Service Provider stops the work for 14 days when no stoppage of the work is shown on the current Program. (b) The Service Provider is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation. (c) The Service Provider does not maintain a Security, which is required; (d) The Service Provider has delayed the completion of the works by the number of days for which the maximum amount of liquidated damages can be paid i.e. 0.5% of the contract price per day. The total

	amount must not exceed 15% of the Contract Price)
Clause 24	Rate per day: 0.5% Maximum amount: 15% of the Contract Price

PART 5: SERVICES REQUIREMENT OR DESCRIPTION OF GENERAL SERVICES

I. SCOPE OF SERVICES:

I. INFORMATION

The Principal requires a survey of customary land at locations where SWA assets are situated, in order to prepare and formalise lease agreement document for leasing customary land.

II. EXTENT OF SERVICES

Survey of following compounds/site for lease of Customary Land with provision of survey plan to MNRE and SWA.

Lot 1 Savaii Compounds

1. Mauga borehole (new)
2. Saleaula tank (relocation of existing tank)
3. Auala exiting tank

Lot 2 – Upolu Compounds

1. Aleisa Sisifo Tank & Pump (1)
2. Salani pump

III. OUTPUTS

1. Approved Survey Plan for Customary Land Leases
2. Copies (approved and awaiting approval) survey plans for customary land leases (while await approval of MNRE of plans)

IV. INSTRUCTIONS

The Surveyor shall refer to the Scope of Services for details of specific tasks to be undertaken and specifications to be adhered to.

The duration of the entire survey and submission of the required outputs (maps, pegging etc) shall be no more than 30 working days (from the Start Date of Contract) for each Lot. The required boundaries must be confirmed and pegged, and the required maps must be provided by the completion date for each compound/site. For boreholes and tanks, access roads from the nearest adjacent access road (whether a national road or not) must also be surveyed and depicted on each survey plan.

Surveyor to take all required and necessary steps for survey to be approved by MNRE in a timely manner. The Surveyor shall follow up with the MNRE on approval and shall expedite any requisitions as instructed by MNRE in order for the survey plan to be approved in a timely and expedient manner. Failure to attain timely and expedient approval shall be cause for the Principal to deduct liquidated damages from monies owing to the Surveyor.

II. SCHEDULE OF PRICE LOT 1 – SAVAII COMPUNDS

The Bidder must complete and provide the below Schedule in their quotation if bidding for Savaii Compounds.

Site	Price (SAT\$)
1. MAUGA BOREHOLE (NEW)	
2. SALEAULA TANK (RELOCATION OF EXISTING TANK)	
3. AUALA EXISTING TANK	
SUB-TOTAL	
VAGST (15%)	
TOTAL (SUB-TOTAL + VAGST)	

II. SCHEDULE OF PRICE LOT 2 – UPOLU COMPOUNDS

The Bidder must complete and provide the below Schedule in their quotation if bidding for Upolu Compounds.

Site	Price (SAT\$)
1. ALEISA SISIFO TANK & PUMP (1)	
2. SALANI	
SUB-TOTAL	
VAGST (15%)	
TOTAL (SUB-TOTAL + VAGST)	

III. MAPS

SAVAII LOT 1

SALEAULA



MAUGA



AUALA TANK



UPOLU LOT 2

ALEISA SISIFO



SALANI



ANNEX 1: SAMPLE LETTER OF AUTHORISATION

(“Insert Date”)

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 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 **“Surveys Customary Land Lease” (SWA-LS01/2025)** 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	
Methodology	
Experience- List of Previous survey works including services of similar nature & value completed within the last two years with an annual average value of SAT \$25,000 or more	
Capacity – List of current and future contracts/projects	
List of Equipment	
List of Personnel	
Work Programme (in the form of a bar chart)	
<i>Signed</i> CV of the Lead Surveyor	
Completed Schedule of Price	
Copy of Current and Relevant Business License	
Copy of Surveyor's current license and registration	
Copy of VAGST Certificate/Signed Letter from the Ministry for Revenue confirming business is not currently registered for VAGST	
Bank statements for the immediate past three (3) months (must be under the bidder's/business name)	
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.

ANNEX 3: DECLARATION OF CONFLICT OF INTEREST FORM

CONFLICT OF INTEREST DECLARATION:

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

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

If you are in any doubt about whether a relationship, arrangement, 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:

The Bidder named above DOES have a conflict of interest as follows (state clearly the conflict of interest and reasons for conflict):

OR

A. 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 thisday of2025

ANNEX 4: SAMPLE EVALUATION GRIDS

The following is a sample evaluation grid used to assess the bidder's compliance with the requirements of the RFQ.

	Administrative Compliance Checklist (Yes/No for Administrative Evaluation)	Bidder 1	Bidder 2	Bidder 3
1.	RFQ Submission Form properly completed?			
2.	Was the quote submitted within the submission deadline?			
3.	Did the bidder attend the compulsory site?			
4.	Did the bidder sign the attendance register?			
5.	Copy of current and relevant business license submitted?			
6.	Copy of VAGST certificate submitted? OR Signed letter from the Ministry for Revenue submitted, if not registered for VAGST?			
8.	Copy of Surveyor's current license and registration submitted?			
9.	Letter of Authorisation (Annex I) or Power of Attorney submitted?			
10.	Bank statements from immediate past three months submitted? Do the bank statements show that the Bidder is financially resourced to perform the Contract?			
11.	Method statement provided?			
12.	Work programme provided?			
13.	Completed Schedule of Price submitted?			
14.	List of equipment provided?			
15.	List of relevant employees provided?			
16.	List of Previous survey works including services of similar nature & value completed within the last two years with an annual average value of SAT \$25,000 or more			
17.	List of current and future contracts/projects			
18.	Completed Declaration of Conflict of Interest Form submitted?			
	Administratively Compliant? (Accept/ Reject for Technical Evaluation)			
	Technical Evaluation Criteria (Yes/No for Technical Evaluation)			
	CV of Lead Surveyor and Survey Team Composition - Lead Surveyor demonstrate suitable experience in carrying out land survey services of a similar size and complexity. - Demonstrates Team composition suitable to implement works (workers, supervisor etc)			

	Equipment - Bidder demonstrates sufficient equipment to perform the survey. - Clearly demonstrate that they either own or has reasonable access to the Equipment?			
	Work Schedule - Must show descriptions of major activities showing sequence and timeframe for the execution of works and services in undertaking project from start to finish. - Proposed work schedule is within given timeframe			
	Methodology Statement - Logical, sound and detailed to provide understanding of services and works required. Statement outlines bidder's approach to achieve the required services.			
	Technically Compliant? (Pass/Fail for Financial Evaluation)			

Financial Evaluation Grid			
BIDDER	TOTAL BID AMOUNT	VERIFIED AMOUNT	RANK (1 = lowest evaluated bid)

EVALUATION CRITERIA	Bidder 1	Bidder 2	Bidder 3
1. Is the bid amount offered reasonable and not very high or very low relative to the SWA's estimate?			
2. Has the bidder demonstrated financial capacity to conduct the works within the required timeframe?			