



REQUEST FOR QUOTATION: MINOR GENERAL SERVICES

PROVISION OF SECURITY SERVICES FOR SWA VAITELE OFFICE COMPOUND 2026 – 2027

RFQ No. SWA-GS02-2026/2027

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DECEMBER 2025

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 a certified copy of its current Business License;
 - ii. provide an certified copy of its current VAGST Certificate from the Ministry of Customs and Revenue (MCR), Samoa;
 - 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.
- (b) Notwithstanding those requirements i, ii & iii may be waived if previously submitted 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 immediate 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 Service Provider shall enter unit prices, extended prices and total price on the Request for Quotation form.
- (c) In submitting its quotation, the Service 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) The Bidder shall arrange a site inspection prior to the submission deadline (if required) with the Principal's Representative to enable quotation preparation.

7. Bid Security/Bid Securing Declaration

- (a) A 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 & representatives of the concerned ministry or corporation.
- (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) 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.
- (d) Award notification shall be effected by the Principal issuing the Letter of Award (see Part 2) to the most substantially responsive bidder.
- (e) Once the Letter of Award is signed by both parties the:
 - i. Request for Quotation at Part 3; and
 - ii. The General and Special Conditions at Part 4; and

- iii. 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'.

- (f) 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.
- (g) 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: Provision of Security Servies for SWA Vaitele Office Compound 2026-2027

RfQ: SWA-GS02-2026/2027

1. The Government of Samoa (the 'Principal') issued the above request for quotation on [insert date] for the above works. The deadline for the request for quotation closed on 15th **December 2025**. Your company (the 'Service Provider'), as [insert description of the contractor] submitted a quotation on [insert date]. 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 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 Managing Director, of the Samoa Water Authority now signs this letter to confirm that it accepts the 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: Samoa Water Authority
 Address: Level 2, Tui Atua Tupua Tamasese Efi (TATTE) Building, Savalalo, APIA
 Contact Details: (685) 20409

REQUEST FOR QUOTATION: Minor General Services

RFQ NAME.	Provision of Security Services for SWA Vaitele Office Compound		RFQ No.	SWA-GS02-2026/2027
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 Monday 15th December 2025 at 11:00 am (Samoa Local Time) to the marked submission box at the Authority's Head Office, Level 2 TATTE Building, Savalalo, APIA.

Quotation Validity	60 days from Submission Deadline	Defects Liability Period	Not Applicable		
Required Completion Period	1224 months from Commencement Date	Performance Security	Not Applicable		
Required Completion Date	2412 months from Commencement Date	Performance Security type	Not Required		
SUPERVISING TECHNICAL ENTITY IS:		Samoa Water Authority			
THE SUPERVISOR IS :		Faiamio Agaiava – Corporate Manager Phone: 20409 Email: Faiamio.Agaiava@swa.gov.ws			
No	Work Item Description	Qty	Unit Hourly Rate (VAGST Excl.)	Unit Daily Rate (VAGST Excl.)	Total Amount for 2 Years
	Approved security guard <i>(Assumes 24-hour coverage; Rate to be inclusive of all personnel, communication, transportation, stationery, public holidays¹ etc.)</i>	365 days			
				VAGST 15% ²	
	ATTACH SHEET FOR ADDITIONAL ITEMS			TOTAL	
PLEASE SUBMIT THE FOLLOWING (üdenotes required attachments)					
Business License	ü	List of Experience & Current Contracts	ü	Bid Securing Declaration	ü
VAGST Cert or Letter from MfR	ü	Reference	ü	Approach to Services / Work Plan & Personnel	ü
Bank Statement	ü	POA or Letter of Authority	ü		

¹ There shall be no difference in the rate quoted between normal working days, Sundays, and Public Holidays.

² Bidder shall only enter VAGST portion if their company is registered for VAGST at the Samoa Ministry for Revenue AND if the Bidder has not applied to the Ministry for cancellation of its VAGST registration

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 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.
- 15 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 reasonably require to resolve or otherwise deal with the conflict.

16 CURRENCY OF PAYMENT: The currency for payment shall be in Samoan Tala.

17 PRICE ADJUSTMENT: Price adjustment for changes in economic conditions shall not apply to any contract resulting from RFQ processes.

18 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.

19 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.

20 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
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

21 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.

22 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.

23 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.

24 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.

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

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

27 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.

28 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: 23rd January 2026 Completion Period: 12 months from Commencement date Completion Date: 12 months from Commencement date
Clause 6	The Contract Price shall be an amount not exceeding SAT\$100,000.00 (incl. all taxes)
Clause 7	Principal's Representative shall be: Faiamio Agaiava – Manager Corporate Division
Clause 12	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: <i>insert address</i>
Clause 22	The Service Provider stops the work for 14 days when no stoppage of the work is shown on the current Program. The Service Provider is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation. The Service Provider does not maintain a Security, which is required.

PART 5: SERVICES REQUIREMENT OR DESCRIPTION OF GENERAL SERVICES

1. Services to be Provided.

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

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

2. Service Provider Responsibilities

- I. The Service Provider shall deploy guards:
 - a) who are physically and medically fit and able to perform the Services;
 - b) with clean former employment and Police records;
 - c) who are literate in both English and Samoan;
 - d) who are trained in preventing/fighting fires, operating fire equipment such as fire extinguishers as well as First Aid provision;
 - e) who are equipped with equipment and items needed for the performance of the Services; and
 - f) who observe cleanliness and professional courtesy while rendering efficient service for SWA.
- II. The Service Provider is responsible for maintaining a register for marking the attendance of guards deployed and this register must be verified by the SWA on a regular basis and as required by the SWA.
- III. The Service Provider must adhere to an **eight-hour shift schedule**. This measure is necessary to ensure:

1. **Avoidance of excessive working hours**, which may compromise the health, safety, and performance of the guards.
- b) Maintenance of professional standards**, preventing situations where prolonged or irregular hours could lead to staff developing overly familiar relationships with the guards.
- IV. **c) Prevention of inappropriate use of the premises**, as guards must not remain within the campus outside of their assigned shifts or treat the workplace as their residence. Such practices risk undermining professionalism and the integrity of their role. The Service Provider shall not divulge without SWA prior authorization any information about the equipment, assets, property installed or located at the Premises or about the employees or contractors of the SWA or about the activities of the SWA unless authorised to do so by the Managing Director of SWA or by law.
- V. The Service Provider shall not use or allow the use of the Premises for any purpose other than the performance of the Services and shall not act in any manner as to cause nuisance or annoyance to the SWA or SWA's neighbours at Vaitele.
- VI. The successful bidder must comply at all times with all legal requirements for salary and wages, working hours, occupational health and safety as well as other employment issues pursuant to relevant legislation.

3. Duration and Requirements

- I. The successful Bidder will be required to engage in a contractual arrangement with the Authority for a consequent 12 months period depending on performance and quality of service provided.
- II. The Bidder must be licensed to perform security services.
- III. Must have a successful and positive history of providing security services.

PART 6: EVALUATION CRITERIA

Evaluation of Quotes

This Part contains the Compliance Evaluation Grids that will be used by the Principal to assess the bidder's compliance with the requirements of the RFQ.

Compliance Checklist	Bidder 1	Bidder 2	Bidder 3
RFQ Submission Form properly completed together with total cost of offer?			
Power of Attorney or letter of authority submitted?			
Complete Bid Securing Declaration Form provided?			
<u>Declaration of Conflict of Interest (COI) Form</u> <ul style="list-style-type: none"> Is the COI Declaration Form provided and completed by an authorised person delegated via a Power of Attorney or Letter of Authorization? Is the bidder free from conflict of interest with the Principal? If the Bidder has a known conflict of interest, real or perceived, with the Principal, and has/has not declared their conflict, is the conflict perceived and assessed to be able to withstand probity? 			
<u>Copies of current, relevant and valid</u> <ul style="list-style-type: none"> Business License VAGST certificate (if registered) or Letter from the Ministry for Revenue (if not VAGST registered) 			
<u>Experience</u> List of Previous Security Services including services of similar nature & value completed within the last two years with an annual average value of SAT \$25,000 or more provided?			
<u>Current Contract & Capacity</u> <ul style="list-style-type: none"> List of current and future contracts provided? Will bidder have the capacity to meet the contract requirements for this tender if awarded 			
<u>References</u> <ul style="list-style-type: none"> Written references from past and/or present clients provided? Does bidder have a successful and positive history of providing services? If the bidder has been engaged by the Authority in the past five (5) years, does the bidder have a positive history of providing security services with the Authority? 			
<u>Bank Statements</u> <ul style="list-style-type: none"> Bank statements from immediate past three months submitted. Are the bank statements acceptable and demonstrate that the bidder does not pose a financial risk to SWA? 			

<u>Approach to Services & Personnel</u> <ul style="list-style-type: none"> • Any Approach to services provided? • Does the bidder demonstrate their understanding of responsibilities and services required? • Personnel list/hours & tasks assigned? • Do proposed personnel demonstrate relevant experience in providing security services as per the scope of services? • Details of all services currently contracted or in progress provided? 			
Overall Decision? (Accept or Reject for Financial Evaluation)			

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 **"Provision of Security Services at the SWA Vaitele Office Compound 2026-2027" (SWA-GS02-2026/2027)** 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	
Complete Bid Securing Declaration Form	
Experience- List of Previous 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	
Reference Letters from past/present clients	
Approach to Service & Personnel- Work Plan / Delivery Program	
Copy of Current and Relevant Business License <u>OR</u> 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