



**INVITATION TO PREQUALIFY
AND PROVIDE RATES - MINOR
WORKS UNDER FRAMEWORK
ARRANGEMENT METHOD**

28th August 2026

The purpose of this Request is to establish a Multi-Supplier Framework Agreement with pre-qualified contractors to perform Minor Works (small scale frequent works) for the period of the Framework Arrangement.

PART 1: INVITATION TO PREQUALIFY AND PROVIDE RATES

1. Background

The Samoa Water Authority ("SWA", "the Principal", or "the Authority") is a public trading body established under the Samoa Water Authority Act 2003 and the Public Bodies (Performance & Accountability) Act 2001. SWA is Samoa's national provider of water services.

SWA is streamlining procurement for Minor Works, particularly small-scale submain installations in rural and urban Upolu. These works have traditionally been carried out in-house, but demand has increased as the Authority expands service coverage and undertakes replacement works. Contracting these works to qualified private-sector contractors will help meet growing demand while also strengthening contractor capacity, performance, and compliance with SWA's minimum standards and best practice.

2. Framework Arrangement Method

To that end, the Samoa Water Authority is using the Framework Arrangement Method as allowed under the Government of Samoa *Procurement Operating Manual 2020* to prequalify contractors for these Minor Works.

What is prequalification?

Prequalification is the process by which contractors apply to the Authority and are assessed against defined criteria.

In the first stage, SWA will use predefined criteria to select one or more contractors for prequalification to carry out minor works during the 12-month Framework Arrangement period using the fixed rates set out in the Schedule of Rates.

If an application is successful, the contractor will be added to the Panel of Prequalified Contractors. The Authority may then invite panel members to participate in Call-Offs or Mini Competitions for minor works contracts, using the Ministry of Finance's standard contract conditions.

Contracts awarded through a Call-Off or Mini Competition will generally go to the lowest evaluated bidder that can deliver the works on the most economically advantageous basis, taking into account rates, availability, delivery, and other commercial conditions stated in the relevant documents. If no contract is awarded under the Framework, the Authority may seek quotes from contractors outside the Panel only as a last resort. There is no limit to the number of contractors that may be included on the Panel.

What is required for prequalification?

To be eligible for the Panel of Prequalified Contractors, a contractor must submit a successful application for prequalification together with a completed Schedule of Rates.

Why prequalify?

Only contractors on the Panel of Prequalified Contractors may be invited to participate in selective bidding through Call-Offs or Mini Competitions for small-scale submain installation works. This will be the Authority's primary method for procuring these minor works in the foreseeable future.

Prequalification is intended to save time and reduce costs for both the Authority and contractors, as prequalified contractors will not need to resubmit information already assessed during this process. This process, and any subsequent bidding from the Panel, will be conducted in accordance with the relevant provisions of the

Procurement Operating Manual 2020 and Section 6 Part K of the Treasury Instructions, as amended from time to time.

What does prequalification cost?

Applying for prequalification is free. All costs incurred in preparing and submitting an application must be borne by the applicant and will not be reimbursed by the Authority.

Can a contractor be removed from the Panel?

Yes. The Authority may review the Panel at any time, add contractors who meet the same prequalification criteria, or remove contractors based on performance, conflicts of interest, government sanctions, pending or current litigation with the Authority, or any other issue affecting the contractor's suitability to remain on the Panel. A contractor may also be removed for failing to notify the Authority of any changes or issues that affect its status as a Panel contractor.

What if a contractor's status changes?

All Panel contractors must immediately notify the Authority in writing of any change or issue that may affect their status. This includes changes in ownership, dissolution, changes to core business activities, business licence status, or technical and financial capacity.

Does prequalification guarantee work?

No. The Authority does not guarantee that it will invite tenders, seek quotes, or award any volume of work as a result of this prequalification process. Any minor works contracts issued under the Framework Arrangement will depend on the Authority's operational needs as they arise.

Successful contractors will be included in the Framework as members of the Panel, from which Call-Offs or Mini Competitions may be issued for specific minor works.

Can the Invitation or deadline be changed?

Yes. At any time before the application deadline, the Authority may amend the Invitation and these Instructions by issuing an addendum on its website. The Authority may also extend the deadline at its sole discretion.

3. Invitation to Prequalify

Eligible companies are hereby invited to prequalify and provide rates in accordance with the Schedule of Rates.

Contractors must use all forms and submit these completed by the submission deadline (**provide one (1) original + three (3) copies** in the marked box, addressed as follows:

Minor Works Framework Arrangement Prequalification
Managing Director
Samoa Water Authority
Level 2, Tui AtuaTupuaTamaseseEfi Building
SAVALALO

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

The submission deadline for Applications is **Monday 14th September 2026 at 11:00am**

4. Contact Persons

All related queries shall be sent in writing to Mulitalo William Sene Tupai, Manager Infrastructure and Engineering Division at William.Tupai@swa.gov.ws Cc Ester Tohi, Team Leader Procurement at Ester.Tohi@swa.gov.ws

PART 2: INSTRUCTIONS TO INTERESTED CONTRACTORS

1. Scope

- a. The Principal is the *Samoa Water Authority acting by and through the Managing Director*.
- b. The Contractor is the Contractor named in the Application to Prequalify and minor works contract awarded through Call Off or Mini Competition.
- c. This document applies to prequalifying to perform MINOR GENERAL WORKS up to SAT\$150,000 under the Framework Arrangement by way of Call-Off or Mini Competition.
- d. The Framework Arrangement is a streamlined contracting arrangement for the supply of Goods and Services under a Purchase Order Contract and this Arrangement.
- e. To be prequalified the Contractor must be eligible based on the requirements of the Invitation and as per the documentation required under Contractor Prequalification Eligibility (see Box).

2. **The General Scope of Works** is included in the Invitation to assist contractors in completing the Application and the Schedule of Rates. The General Scope of Works is illustrative only as to the type of scope of works to be contracted under Call Off or Mini Competition. The Authority will call off or conduct a mini competition to award contracts for minor works as the need arises for these works during the 12 months Framework period using the information in the Application including the Schedule of Rates.

3. Responding to the Invitation to Prequalify

- a. The Contractor shall take care to comprehend all requirements to prequalify including the Contractor Prequalification Eligibility and submission of the Schedule of Rates.
- b. The Contractor shall provide all the Contractor Prequalification Eligibility documentation and complete the Schedule of Rates which shall form the basis of any contract awarded under Call Off or Mini Competition. This Schedule of Rates as further stated in these Instructions shall be fixed for the 12 months duration of the Framework Arrangement although there is nothing preventing a contractor from offering lesser rates during Call Off or Mini Competition.
- c. A contract for works will use the rates in the Schedule of Rates pursuant to the terms and conditions of contract under Call Off or Mini Competition.
- d. The Contractor is responsible for providing a complete Application which must include the Contractor Prequalification Eligibility documents and information.
- e. The Contractor must submit the complete Application by the Submission Deadline including all completed forms (no alterations other than completion shall be made to format and no substitutes shall be accepted by the Principal). An incomplete Application may be grounds to **REJECT** any Application submitted.

- f. The Contractor shall bear all costs associated with the preparation and submission of the Application and in no

CONTRACTOR PREQUALIFICATION ELIGIBILITY- To be prequalified, the Contractor shall be a bona fide licensed and qualified business known by the Principal to be suitably qualified, experienced and financially sound and resourced. In assessing eligibility, the following documentation must be completed and provided in the Application:

- a. A copy of current valid and relevant Business License in the name of the Contractor.
- b. A Copy of current VAGST certificate or a signed current letter from Ministry of Customs and Revenue confirming VAGST registration **OR** if not VAGST registered a signed current letter from the Ministry of Customs & Revenue confirming that the Contractor is not registered for VAGST.
- c. A signed and registered Power of Attorney or Letter of Authority (refer to Annex 1) for the signatory to represent the Contractor, sign the Application to Prequalify and accept any Purchase Order to be issued under Call Off or Mini Competition.
- d. List of Key Personnel
- e. Contractor's Plant and Equipment
- f. Contractor's Organisational Structure
- g. Method Statement
- h. Mobilisation Schedule
- i. Works Schedule
- j. Performance – Past and Current Contracts
- k. Government Sanction & Pending Litigation Disclosure
- l. Current Contracts Commitments/Works in Progress
- m. General and Specific Experience
- n. Financial Capacity - Financial statements in the Contractor's name from the preceding 3 years demonstrating that the Contractor is financially resourced and has financial capacity to be on the Panel and carry out Works under contract without issue. **Also** a letter from a reputable bank guaranteeing that the Contractor has access to credit of at least **SAT\$100,000.00**.
- o. Conflict of Interest Declaration
- p. Schedule of Rates
- q. Supplementary Information (if any)

Failure to submit any of the required documents as above may result in the Application to Prequalify being DECLINED.

case whatsoever shall the Principal be responsible or liable for any costs incurred by the Contractor.

- g. Contractors 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

procurement 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 Contractor for Failing to declare. **ALL** Contractors must complete and submit with their Application the Declaration of Conflict of Interest form included in these Framework Arrangement Invitation Documents. Failure to complete and submit the Form is grounds for disqualification.

- h. Contractors are required to declare if it has been or is being sanctioned by the Government of Samoa or any public body and if it is involved in any pending litigation or civil proceedings. The Principal reserves the right to terminate any subsequent contract and seek costs or compensation against the Contractor for Failing to declare. **ALL** Contractors must complete and submit with their Application the Government Sanctions and Pending Litigation form included in these Framework Arrangement Invitation Documents. Failure to complete and submit the Form is grounds for disqualification.
- i. In making and submitting the Application, the Contractor represents that it:
 - i. has read, understood and made the Application in accordance with the provisions of the Framework Arrangement Invitation;
 - ii. the Contractor has the expertise, human resources, plant and machinery and financial capacity to perform works under Call Off or Mini Competition and to discharge all the obligations of contract it is awarded under this Framework Arrangement ; and
 - iii. that at the time of submitting the Application, the Contractor (and all approved subcontractors if any) has the appropriate current and active licenses to carry on business and perform the works.

4. Schedule of Rates

- a. All Interested Contractors **MUST** complete the Schedule of Rates forming part of this Framework Arrangement Invitation document. All prices and rates 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 in the Schedule of Rates.
- b. Prices shall be fixed for the duration of the Framework Arrangement and not be made subject to any variations whatsoever unless otherwise approved by the Principal. An Application submitted with an adjustable price structure shall be treated as nonresponsive and be rejected unless otherwise decided by the Authority.
- c. Unless the service(s) are exempted from VAGST, pursuant to the VAGST Act 2015, all rates in the Schedule of Rates shall be inclusive of VAGST and any relevant tax. **DO NOT** include VAGST in your rates if your company is not registered for VAGST or if the annual value of your supplies has fallen below the threshold imposed by the Ministry for Revenue and your company has applied to the Ministry for cancellation of registration.

d. The Authority will not consider unreasonable rates where contractors have included a premium to compensate for having to fix rates during the 12 months Framework period or a premium based on the non-exclusivity of contracts under the Framework. Upon request by the Authority contractors must validate or explain the rates as needed by the Authority for its analysis on reasonableness. The Authority will analyse the rates vigilantly and reserves the right to consider previous rates submitted by contractors for previous similar works for the Authority. An application which in the opinion of the Authority submits unreasonable rates may not be prequalified under this process.

5. Zones

- a. The Authority will call off or conduct a mini competition to award contracts for minor works as the need arises for these works in the duration of the Framework Arrangement. These contracts will be performed within the Zones set out in the Schedule of Rates. Contractors are expected to price their rates for doing works in the Zones and those rates are all inclusive and fixed during the Framework Arrangement duration.
- b. At Call Off or Mini Competition, the Authority may organise to visit the Sites for the works in the respective Zone. Otherwise, if there is no Site Visit, Contractors are expected to visit on their own time and accord.

6. Exclusion

- a. A Contractor who, without good cause, withdraws from the Panel of Contractors during the Framework Arrangement Period, does not accept corrections of errors, fails to accept the Purchase Order if offered, attempts to or increases their rates submitted in their Invitation will be removed from the Panel and excluded from participating in the Principal's RFQ processes for one year from the date such exclusion is notified.

7. Application Submission

- a. Contractors shall submit only one Application which must be signed by the Authorised Officer who is authorized to submit the Application on behalf of the Contractor.
- b. The Application may not be submitted orally, electronic email any other means other than in accordance with this Invitation. Applications submitted in this manner will be **REJECTED AND DISQUALIFIED** from consideration.
- c. Applications shall be submitted to the Principal's **address stated on this Invitation** no later than the Submission Deadline.
- d. Late Applications will not be considered and shall be returned to the Contractor unopened. However, the Principal reserves the right to retain and open late Applications if the number of Applications received is less than two.
- e. A contractor requiring clarification of the Invitation to Prequalify documentation or process may contact in writing the Authority's contact persons denoted in the Invitation no later than 3 days before the Submission Deadline. The Authority may respond and copy in all

contractors who are known to the Authority to have acquired the Invitation to Prequalify.

8. Application Opening

- a. The opening of Applications will be undertaken by officers of the Principal and shall not be open to Contractors to attend as the Applications contain commercially sensitive and confidential information.
- b. The results of the Application evaluation shall be notified to all Contractors who submitted applications and shall only denote the outcome of that Contractor's application as well as notification of the final Panel members.

9. Application Evaluation and Selection

- a. Information relating to the evaluation of applications and recommendations for prequalification shall not be disclosed until the notification of prequalification is made to all applicant contractors. Application evaluation shall be strictly confidential.
- b. To assist the evaluation of applications the Authority may at its discretion as the contractor for a clarification of its application and the contractor shall respond within the stated time otherwise risk disqualification. The Authority reserves the right to make verification inquiries to parties denoted in the Application (such as the contractor's bank or previous clients/principals) and the Contractor shall allow the Principal to verify as needed. The Principal may also require the Contractor to verify any information in the Application including prices and rates in the Schedule of Rates, and any Application may be **REJECTED AND DISQUALIFIED** if the Principal is not satisfied with the information furnished.
- c. Application shall be evaluated to establish substantial responsiveness to eligibility & qualification requirements, specified schedules and commercial conditions. The financial capacity of the Contractor will also be considered. The Authority may reject any application which is not responsive to the requirements of this Invitation to Prequalify although the Authority reserves the right to waive minor deviations or omissions if these do not materially affect the capability of the applicant contractor to perform contract under the Framework.
- d. The Principal may check for and correct arithmetical errors in the Schedule of Rates.
- e. A successful application allows the Contractor to be included in the Panel of Contractors to whom the Authority may (under Call Off or Mini Competition) award contracts to. Award notification shall be effected through the issuance of a Purchase Order (with terms and conditions of contract) by the Principal and that shall be the Contract.
- f. The Contractor shall confirm acceptance of the Purchase Order by signing the Purchase Order. If the Contractor for no good or valid reason does not accept the Purchase Order, the Authority reserves its right to remove the Contractor from the Panel of Contractors.
- g. Notwithstanding the above, the Principal reserves the right to accept or **REJECT** any Applications. The Principal

also reserves the right to cancel this Prequalification process at any time. In no event shall the Principal be liable for any damages or loss whatsoever in any way connected to the acceptance or rejection of an application or with the cancellation of the Prequalification process.

- h. Notwithstanding the above, the Framework Arrangement does not oblige the Authority to award any contracts for Minor Works and the Authority shall not be liable for any damages or loss whatsoever in that respect.

10. Bid Security No Bid Security is required

PART 3: GENERAL SCOPE OF WORKS, FORMS

I. SCOPE OF WORKS (Illustrative Only)

1. PROJECT INFORMATION

1.1 Background Information

The Construction of Water Supply Submains is a development initiative by the Samoa Water Authority, to increase and secure access to potable water supply in urban and rural areas. The network will be installed along main road and access roads in areas/villages/locations within the Zones defined and specified by the Authority under Call Off or Mini Competition.

1.2 Scope of Works

The Framework Arrangement anticipates that several contracts will be awarded under Call Off or Mini Competition over the duration of 12 months. Each contract awarded shall comprise its own specific Scope of Works depending on the extent of the works and location of the works. This General Scope of Works illustrates on a tentative basis and for the purposes of assisting the completion of the Schedule of Rates the type of works to be performed.

Unless otherwise specified, Scope shall include the supply of all labour, plant and materials for the construction of the Works. The Contractor will carry out all works specified herein in compliance with the SWA Technical Specifications, Drawings and Engineering Standards.

Key elements of the Works will include:

- 1 The supply and establishment of all labour, plant and materials (bedding and cover material, concrete valve boxes and concrete chambers) on the site necessary to carry out the works;
- 2 The construction of the pipeline, including all fittings (pipes and fittings will be supplied by the Principal) within 1.0 – 1.8m from the utility reserve boundary.
- 3 Trenching, bedding and backfill in compliance with SWA Standards for the installation of water supply pipelines.
- 4 The supply and installation of marker posts and chamber boxes for new valves.
- 5 Pressure testing and disinfection of newly constructed pipelines.
- 6 Trenching and backfill for the installation of pipelines and valves.
- 7 Reinstatement of all roads, footpaths, drainages and grass verges disturbed by the works.
- 8 Protection and support of all utilities during construction.

1.3 Extent of works

The Contractor shall liaise with the landowners and communities as directed by the Engineer. Confirmation of access shall be obtained by the Contractor in writing before carrying out work on any land. The Principal is not liable for any works undertaken by the Contractor which is not authorized under

the written access confirmation and the Contractor shall be completely liable to make good on any complaint or claim for loss or damage.

The Contractor will carry out the entire Works specified in the Contract and Drawings.

1. Installation of new pipeline, air valves, washouts, chamber boxes, anchors and associated fittings.
2. The transportation of all pipes and fittings provided by SWA, from SWA Stores at Vaitele to a designated holding place approved by SWA.
3. The installation of OD63mm PE100, PN16 submains as shall be specified in the Drawings and Specifications.
4. The installation of all connections in accordance with the relevant Branch Detail.
5. Implementation of road crossings required for pipe laying works.
6. Liaison with SWA including field operations staff, the Land Transport Authority (LTA), the Planning and Urban Management Agency (PUMA) and where needed Ministry of Works Transport and Infrastructure (MWTI).
7. Dewatering of trenches when needed and pumped water disposed of into a tank provided by the contractor, as directed by the Engineer. Dewatering onto the road or land will not be accepted.
8. Pressure testing and disinfection for all pipelines installed, in accordance with SWA Standards and Specifications.
9. Complete site reinstatement of all works.
10. Protection and support of all utilities during construction.
11. All other works indicated, described or implied in the Drawings, Specifications and Bill of Quantities and any temporary work required for the completion of works.

II. SCHEDULE OF RATES (**MUST COMPLETE**)

Contractor **MUST** complete and provide the below Schedule of Rates in their Application¹. **CAUTION:** The Authority will not consider unreasonable rates where contractors have included a premium to compensate for having to fix rates during the 12 months Framework period or a premium based on the non-exclusivity of contracts under the Framework. Contractors may be requested to validate or explain the rates as needed by the Authority for its analysis on reasonableness. The Authority will analyse the rates vigilantly and reserves the right to consider previous rates submitted by contractors for previous similar works for the Authority. An application which in the opinion of the Authority submits unreasonable rates may not be prequalified under this process.

MOBILISATION & DEMOBILISATION (Rate Per Zone (to mobilise and demobilise) ²)	Unit	Rate (SAT\$)	Notes
Urban Central Business District area	Lump Sum		
Urban (Malololelei – Afiamalu)	Lump Sum		
Urban (Alaoa)	Lump Sum		
Urban (Vailele)	Lump Sum		
Urban (Fuluasou)	Lump Sum		
Urban (Tapatapao)	Lump Sum		
Rural (Aleisa)	Lump Sum		
Rural (Aleipata)	Lump Sum		
Rural (Faleapuna)	Lump Sum		
Rural (Vaitele Fou)	Lump Sum		
Rural (Faleula-Mulifanua)	Lump Sum		
Rural (Tufulele – Leulumoega)	Lump Sum		
Rural (Fasitoo-Tai – Mulifanua)	Lump Sum		
Rural (Manono Uta – Samatau)	Lump Sum		
Rural (Lefaga – Saanapu)	Lump Sum		
Rural (Tafitoala – Siumu)	Lump Sum		
Rural (Saleilua – Salani)	Lump Sum		

¹ All Rates are fixed during Framework Arrangement Period.

² Rate per Zone of mobilization (and demobilization) from Contractor's headquarters to Site. Rate shall be inclusive of mobilizing/demobilizing all machinery, transport, personnel, materials etc to and from the Site.

³ INSTALLATION RATE (Rate to install) ⁴	Unit	Rate (SAT\$)	Notes
PEOD63mm	Per meter		
PE100 OD90mm	Per meter		
PE100 OD110mm	Per meter		
mPVC DN150	Per meter		
mPVC DN200	Per meter		

Pressure Test Rate ⁵	0-200m (SAT\$)	201-500m (SAT\$)	501-999m (SAT\$)	1km-2km and above (SAT\$)
PEOD63mm	\$	\$	\$	\$
PEOD90mm	\$	\$	\$	\$
PEOD110mm	\$	\$	\$	\$
mPVC DN150mm	\$	\$	\$	\$
mPVC DN200mm	\$	\$	\$	\$

Provisional Quantities Rate ⁶	Unit	Rate (SAT\$)
Rock Excavation per m ³	Per m ³	
Under Road construction ⁷	Per meter	
Additional backfill	Per m ³	
Reinstatement Driveway- concrete ⁸	Per meter	
Reinstatement Driveway- scoria ⁹	Per meter	
Reinstatement - Sealed Road ¹⁰	Per meter	

Installation of Connections	Rate per Connection (SAT\$)	Notes
200mm PVC		rate- Tee connection with sluice valve (1) on new submain connection including marker post

³ Installation completion to be achieved per day = 100-200meters

⁴ Pipes supplied by the Authority.

⁵ Pressure Test Rate inclusive of testing as well as cleaning/disinfecting pipeline

⁶ Earth materials to be supplied by Contractor and must meet Standards and Specifications

⁷ LTA Road permits (if required) will be invoiced separately. DO NOT include in this rate.

⁸ LTA Road Works permits (if required) will be invoiced separately. DO NOT include in this rate

⁹ LTA Road Works permits (if required) will be invoiced separately. DO NOT include in this rate

¹⁰ LTA Road Works permits (if required) will be invoiced separately. DO NOT include in this rate

150mm PVC		rate- Tee connection with sluice valve (1) on new submain connection including marker post
PE OD110mm		rate- Tee connection with sluice valve (1) on new submain connection including marker post
PE OD63mm		rate- Tee connection with sluice valve (1) on new submain connection including marker post
PE OD90mm		rate- Tee connection with sluice valve (1) on new submain connection including marker post
Installation Valves, hydrants ...¹¹	Rate per unit (SAT\$)	
Air valve- 25mm		
Air valve - 50mm		
Sluice Valve (50mm - 200mm)		
Wash out		
Fire hydrant		
Construction of PRV Chambers¹²	Rate (SAT\$)	
PRV chamber for 50mm PRV		
PRV chamber for 80mm PRV		
PRV chamber for 100mm PRV		
PRV chamber for 150mm PRV		

¹¹ Valves, wash out, hydrants to be supplied by the Authority unless otherwise agreed

¹² PRV Chamber construction rate must be all inclusive of concrete, concrete tests, reinforcements, excavation, machine hire, trenching etc.

III. TECHNICAL CAPACITY

To be eligible for prequalification, Contractors shall demonstrate, to the satisfaction of the Authority, that they possess the requisite technical capability, resources, experience, systems, and capacity to undertake and complete minor works for the full twelve-month duration of the Framework Arrangement.

For the purpose of establishing its eligibility for appointment as a Panel Contractor, and to perform the minor works contemplated under the scope of this Framework Arrangement, the Contractor must submit all information, documentation, declarations, and supporting evidence required herein and hereunder.

The Authority shall assess and evaluate the information submitted to determine whether the Contractor has the necessary technical capacity, operational capability, and demonstrated competence to be prequalified and appointed to the Panel, and to perform works under any resulting contract in a manner that does not expose the Authority to unacceptable technical, commercial, operational, contractual, or performance risk.

Where the Authority identifies any actual or potential risks, deficiencies, ambiguities, or issues arising from the Contractor's submission, the Authority reserves the right, at its sole discretion, to request further information, clarification, evidence, undertakings, or assurances from the Contractor for the purpose of assessing, managing, mitigating, or resolving such risks or issues.

By submitting the required information, the Contractor acknowledges and agrees that the Authority may undertake such checks, enquiries, due diligence, verification, and validation as it considers necessary or appropriate to confirm the accuracy, completeness, and reliability of the information provided, and to determine the Contractor's suitability for prequalification as a Panel Contractor under this Framework Arrangement.

(A) LIST OF KEY PERSONNEL

Personnel

The Contractor must nominate suitably qualified and experienced personnel who satisfy the specified requirements for each key position necessary for the performance of the minor works under the Framework Arrangement.

Details of each nominated personnel's qualifications, relevant experience, technical competence, and role-specific capability must be submitted in the form of signed curriculum vitae, together with any supporting documentation reasonably required by the Authority.

The Authority reserves the right to verify the qualifications, experience, professional standing, employment status, availability, and commitment of any nominated personnel. Where any proposed personnel are to be provided through secondment, subcontracting, consultancy, or other third-party arrangement, the Authority may require additional evidence confirming their availability, contractual commitment, and authority to perform the relevant role for the duration required.

Contractors are further advised that the personnel proposed for key positions shall be deemed material to the Contractor's prequalification and any subsequent contract award. Accordingly, substitution, replacement, or change of any nominated key personnel prior to commencement of any contract shall not be permitted without the prior written approval of the Authority.

Any request for substitution must be supported by reasonable justification and must demonstrate that the proposed replacement personnel possess qualifications, experience, and capability equal to or greater than those of the originally nominated personnel, to the satisfaction of the Authority.

Proposed Key Personnel:

No.	Position	Qualification and Experience Criteria
1	Project Leader	- Minimum project management experience in: ▪ General construction works of five (5) years; and ▪ Works of a similar nature of four (4) years.
2	Registered Engineer	- Minimum of Bachelor of Engineering Degree; - Professional Engineer must be registered with the Institute of Professional Engineers Samoa as a Graduate or higher. - Must demonstrate: ▪ minimum of four (4) years general civil works experience; and ▪ minimum of four (4) years relevant experience in any form of pipeline installation works (eg: PE pipe installation and electrofusion welding; PVC pipe laying; DI pipe laying etc.).
3	Foreman	- A relevant qualification in construction and at least four (4) years' experience in construction of structures of a similar nature, size and complexity or greater than those to be constructed under this contract, earthworks and civil works. OR - Minimum of eight (8) years' experience in construction of structures of a similar nature, size and complexity or greater than those to be constructed under this contract, earthworks and civil works.
4	Electrofusion Welder	- Has successfully completed a minimum of three (3) PE pipe installation contracts of similar or greater size. - Training in electrofusion welding is desirable (attach evidence if applicable).
5	Plumber	- Registered Plumber with a relevant qualification, who is a qualified member of the Plumber's Association of Samoa (PAS), but shall not be a provisionally registered plumber, with: ▪ at least four (4) years' experience in pipe installation works of similar or greater size and of any nature (PE pipe laying, PVC and DI pipe laying etc.).

		▪ Experience in electrofusion welding is desirable (attach evidence if applicable) OR - Experienced Plumber with: ▪ Eight years (8) experience in pipeline installation works. ▪ Training in electrofusion welding is required (attach evidence).
--	--	---

Note to Contractors:

1. The Registered Engineer shall:

- 1.1. *Be a fully qualified corporate member of the Institute of Professional Engineers Samoa (IPES) as a Graduate or higher, or be in possession of an alternative professional qualification recognised by IPES as qualifying for membership of IPES as a Graduate or higher and who will register as a member of IPES within one calendar month of the Commencement Date. IPES members with an “Associate” membership will not be accepted to undertake the role of the Registered Engineer.*
- 1.2. *Prove full time commitment to the project and must be available for all queries related to work on site, project meetings and overall supervision of all works on site. The Registered Engineer will be responsible for Quality Assurance of the Project.*

2. The Plumber:

- 2.1. *May be either a Registered Plumber who is a member of the PAS or an unregistered plumber. However, the Tenderer must demonstrate that their nominated plumber meets the relative criteria provided in the table above.*
- 2.2. *Must be present all times on-site for all plumbing work i.e. all pipe laying works, connection of all pipes and fittings as well as any other remedial pipe laying works.*
- 2.3. *The Plumber and Electrofusion Welder may be the same person and must satisfy the qualification and experience criteria for each role as required.*

The Contractor MUST provide details of the proposed personnel and their experience records.

(B) Contractor’s Plant & Equipment

The Contractor shall provide adequate information to clearly demonstrate that it has the capability to meet the requirements for key equipment to perform the minor works.

A separate form shall be prepared for each item of equipment listed below or for alternative equipment proposed by the Contractor.

For all items of equipment, the Contractor should demonstrate ownership or reasonable access to all items of plant and equipment from reputable rental or leasing companies as well as details on the equipment (manufacturer, model, ratings, capacity year of manufacture, current location and current commitments etc). A summary list of key equipment should be produced.

The Method Statement shall provide a clear statement of the Contractor's understanding of the scope and nature of the works, together with a practical and strategic approach for achieving the Authority's required timeframes, technical standards, quality requirements, and delivery objectives. The proposed methodology must demonstrate the Contractor's ability to implement minor works in a cost-effective, time-efficient, safe, environmentally responsible, and technically compliant manner.

The Contractor's Method Statement must further demonstrate a realistic and achievable implementation strategy, including appropriate planning assumptions, logical sequencing, realistic milestones, efficient use of proposed resources, and the ability to promptly and effectively commence contract activities in the event of award of a Call-Off Contract or Mini-Competition.

The Method Statement shall include at minimum and in sufficient detail the following elements:

1. Surveying and Setting Out: A description of the proposed surveying, verification, alignment confirmation, level control, setting out, and site measurement procedures anticipated for the works.
2. Sectioning and Work Sequencing: A description of the principles and methodology for sectioning the works, where required, including sequencing, access management, continuity of services, and coordination of work fronts.
3. Quality Management and QA/QC Procedures: A description of the proposed Quality Management Plan, including quality assurance and quality control procedures, inspection and test plans, hold points, records, compliance checks, and corrective action processes anticipated for the works.
4. Environmental Management: A description of the Contractor's proposed environmental management approach, including measures for erosion and sediment control, spoil management, dust suppression, noise control, reinstatement, waste management, and protection of surrounding land, waterways, communities, and existing infrastructure.
5. Health, Safety and Traffic Management: A description of the proposed health, safety, and traffic management arrangements applicable to the works, taking into account the relevant Zones, road conditions, community access, public safety, worksite hazards, traffic control requirements, and any location-specific constraints.
6. Materials Sourcing, Testing and Storage: A description of the Contractor's approach to sourcing, procurement, delivery, testing, inspection, handling, protection, and storage of materials required for the works, including measures to ensure compliance with the Authority's technical specifications and applicable standards.
7. Other Relevant Methodology Matters: A description of any additional matters, constraints, risks, innovations, coordination requirements, or technical considerations that the Contractor considers relevant to achieving an effective, efficient, and compliant methodology for carrying out the works.

At Call Off or Mini Competitions, Contractors will be required to provide Method Statements specific to the Minor Works which are the subject of the Call Off or Mini Competition.

(e) Mobilisation Schedule

The Contractor MUST provide adequate information to demonstrate a clear, complete and effective understanding and plan for mobilizing the necessary personnel and equipment resources taking into account inter alia the Zones etc. The Mobilisation Schedule should be consistent with the other Technical Capacity requirements.

At this stage of the process the Contract must demonstrate a clear, complete and effective understanding of an efficient and effective mobilisation programme for personnel, equipment and resources to ensure a smooth mobilisation.

At Call Off or Mini Competitions, Contractors will be required to provide Mobilisation Schedule specific to the Minor Works which are the subject of the Call Off or Mini Competition.

(f) Works Schedule

At this stage of the process, the Contractor must provide a clear, complete and effective understanding of anticipated work activities comprising a proper and complete Works Schedule. The Contractor **MUST** provide a tentative work schedule of anticipated minor works activities to be undertaken clearly showing their content and duration, phasing and interrelations, milestones (including interim approvals by the Engineer) and delivery dates of specific tasks/activities or sections of the works taking into account the Zones, time of year, seasonal weather conditions and existing baseline site conditions. The Works Schedule should be consistent with other elements of Technical Capacity.

At Call Off or Mini Competitions, Contractors will be required to provide a Works Schedule specific to the Minor Works which are the subject of the Call Off or Mini Competition.

(g) Performance Past and Current Contracts

The Contractor **MUST** complete the following forms:

PERFORMANCE PAST AND CURRENT CONTRACTS			
(Insert "✓" as applicable in highlighted boxes)			
	Contract non-performance <u>DID NOT OCCUR</u> in the past three (3) years		
	Contract non-performance <u>DID OCCUR</u> in the past three (3) years as indicated below:		
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, SAT\$ equivalent)
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Current status:	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Current Status:	

		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Current Status:	
GOVERNMENT SANCTION & LITIGATION DISCLOSURE <i>(Insert " ✓ " as applicable in highlighted boxes)</i>			
☐ There is NO current Sanction against or involving the Contractor			
☐ There IS a current sanction against or involving the Contractor <u>as indicated below</u> : Contract Identification: Name of Employer: Address of Employer: Reason for Sanction: Current Status:			
☐ There is NO pending litigation against or involving the Contractor			
☐ There IS Pending litigation against or involving the Contractor <u>as indicated below</u>			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, SAT\$ equivalent)
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Current Status:	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Current Status:	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Current Status:	

(h) Current Contract Commitments/Works in Progress

Contractors MUST provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Contractors MUST also disclose any other financial obligations that materially affect the implementation of any minor works contract to be awarded if it were a Panel Contractor:

Name of contract	Principal, contact address/tel/email	Value of outstanding work (current SAT\$ equivalent)	No of months remaining to substantial completion	Average monthly cash flow requirement (SAT\$/month)
		A	B	A/B
1.				
2.				
3.				
4.				
5.				
etc.				

(i) General and Specific Experience

Contractor MUST complete the following table setting out its general (Table 1) and specific experience (Table 2) to perform minor works as scoped in the General Scope of Works:

TABLE 1 – General Experience		
Years	Contract Identification	Role of Contractor
	Contract name: Brief Description of the Works performed by the Tenderer: Name of Employer: Address:	
	Contract name: Brief Description of the Works performed by the Tenderer: Name of Employer: Address:	

TABLE 2 – Specific Experience	
Details	Information
Methods/Technology	
Physical Production Rate	

IV. **FINANCIAL CAPACITY**

To prequalify, contractors must have and demonstrate the financial capacity to perform minor works contracts under the Framework Arrangement for the duration of 12 months.

Contractors must provide in their Application the following documentation:

- i. Copies of financial statements in the Contractor's name from the preceding 3 years. Audited financial statements for these periods are acceptable. The financial statements must reflect the financial situation of the Contractor. The Authority will evaluate these statements for the purpose of determining if the Contractor is financially resources and has financial capacity to be a prequalified contractor on the Panel and to carry out works under contract without risk or issue. Where there are risks or issues, the Authority reserves the right to request from a contractor information or assurances to manage or mitigate such risks or issues. In providing financial statements information the Contractor is deemed to allow the Authority to check and verify the same so as to evaluate whether to prequalify the contractor as a Panel Contractor under this Framework Arrangement.
- ii. Each contractor must also provide a letter from a reputable bank guaranteeing that the contractor has access to credit of at least SAT\$100,000.

V. Conflict of Interest Declaration 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 contractors under the proposed Framework Arrangement for Minor Works declare relationships or arrangements or state of affairs with any party involved in this prequalification process (including the Authority and employees of the Authority) 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 prequalification process and any subsequent contracts. This may include a relationship with the Authority, the Authority's employees, other contractors or other parties to this process. Failure to disclose a conflict of interest may disqualify a contractor from being prequalified to perform minor works under this Framework Arrangement or cause termination of any subsequent contract and also entitle the Authority 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.

[Please circle either A or B (below) as applicable. If A, please follow instructions below]

- 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 Authority if there are any changes to be made to this Declaration.

Name of Contractor:

Signature of Declarant:.....

Full Name of Declarant:

Declared thisday of2021

VI. Supplementary Information