

CIT-RFQ-2026-09-005 — EVALUATOR ASSESSMENT FORM

Supply and Delivery of Field End User Computing Devices and Associated Hardware Components

Internal Evaluation Instrument — Not Bidder Facing

This Form applies the final issued RFQ and any formal Amendments or Clarifications having evaluative effect.

No new requirement, criterion, weighting, preference, normalisation or award rule may be introduced through this Form.

Where there is any inconsistency, the final issued RFQ prevails.

1. EVALUATION CONTROL

1.1 Procurement Particulars

Particular	Record
Purchaser	Samoa Water Authority
RFQ Reference	CIT-RFQ-2026-09-005
Procurement	Supply and Delivery of Field End User Computing Devices and Associated Hardware Components
Classification	Goods & Related Services
Submission Deadline	Tuesday, 6 October 2026 at 5:00 PM Samoa Time
Quotation Validity	90 days
Permitted Currency	SAT or NZD — one currency for the entire Commercial Offer
Evaluation Currency	SAT
Tax Basis	VAGST exclusive
Evaluation Method	Compliance-based; lowest Evaluated Price among substantially responsive Quotations for each Award Unit
Award Basis	G-01 to G-07 separately awardable
Alternative Offers	Not permitted

1.2 Evaluation Sequence

Eligibility → Qualification → Commercial Responsiveness → Technical Responsiveness → Responsiveness Gate → Financial Evaluation → Award Recommendation

Only substantially responsive Award Units proceed to financial evaluation.

G-01 to G-07 are evaluated and ranked independently.

No aggregate, weighted or overall Bidder price or ranking shall be created.

1.3 Source Control

Source	Controlled Record	Verified
Part 1 — Instructions to Bidders	Final issued version	☐
Part 2 — Description / Requirements	RFQ-005 Part 2 v0.2 / final issued version	☐
Part 3 — Request for Quotation / Commercial Offer	RFQ-005 Part 3 v0.2 / final issued version	☐
Part 4A — GCC — Goods & Related Services	Final issued version	☐
Part 4B — SCC	RFQ-005 Part 4B / final issued version	☐
Annexes	Final issued versions	☐
Amendments / Clarifications	[Insert / None]	☐

2. EVALUATION RECORD

2.1 Bid Evaluation Committee

Role	Name	Position	Conflict Declaration Confirmed
Chair			☐
Member			☐
Member			☐
Other, if applicable			☐

2.2 Quotations Received

Bidder Ref.	Bidder	Quotation Currency	Date / Time Received	Proceed to Evaluation
B-01				☐
B-02				☐
B-03				☐

Add rows as required.

3. PRELIMINARY ASSESSMENT

3.1 Eligibility

Finding: Comply / Does Not Comply / Clarification Required / N/A

Ref.	Assessment	Finding	Evidence / Rationale
EL-01	Bona fide business entity		
EL-02	Samoa Bidder — current authenticated MCIL registration / incorporation		
EL-03	Samoa Bidder — current authenticated Business Licence or VAGST Certificate		
EL-04	Overseas Bidder — current authenticated legal registration / incorporation		
EL-05	Overseas Bidder — current authenticated tax registration / equivalent business tax identification		
EL-06	Notarised power of attorney for Quotation signatory		
EL-07	Annex 1 — Conflict of Interest Declaration completed and signed		
EL-08	Disclosed conflict of interest assessed, where applicable		

Eligibility Outcome: ☐ Eligible ☐ Not Eligible

Comments:

[Insert / None]

3.2 Qualification

Finding: Comply / Does Not Comply / Clarification Required / N/A

Ref.	Assessment	Finding	Evidence / Rationale
QL-01	Experience, capability and capacity to perform the RFQ requirements		
QL-02	Similar Goods / Services satisfactorily supplied or performed within the last two years		
QL-03	Client contact details provided for performance verification		
QL-04	Bank-issued evidence confirms active account in Bidder's registered legal name		
QL-05	Procurement-specific qualification evidence expressly required by the RFQ, if applicable		

Qualification Outcome: ☐ Qualified ☐ Not Qualified

Comments:

[Insert / None]

4. COMMERCIAL RESPONSIVENESS

Finding: Comply / Does Not Comply / Clarification Required / N/A

Ref.	Commercial Check	Finding	Evidence / Rationale
CR-01	One Quotation submitted		
CR-02	Quotation received by the Submission Deadline		
CR-03	Required submission format / method satisfied		

Ref.	Commercial Check	Finding	Evidence / Rationale
CR-04	Complete Part 3 Commercial Offer submitted		
CR-05	Commercial Offer covers G-01 to G-07		
CR-06	One permitted Quotation Currency used throughout		
CR-07	Supply Basis completed for G-01 to G-07		
CR-08	Overseas DAP delivery/collection point completed where applicable		
CR-09	Unit Price completed for G-01 to G-07		
CR-10	VAGST Component completed for G-01 to G-07		
CR-11	Required / Recommended accessories separately identified and priced where applicable		
CR-12	Qualifications, exceptions and proposed variations disclosed		
CR-13	Commercial Offer Declaration completed and signed		
CR-14	Bid-Securing Declaration completed and signed		
CR-15	Quotation validity and applicable fixed-price requirements satisfied		
CR-16	No prohibited Alternative Offer		
CR-17	No material qualification, exception or variation to applicable Part 4 contractual requirements		

4.1 Commercial Outcome

Bidder	Commercially Responsive	Clarification Required	Comments
B-01	☐	☐	
B-02	☐	☐	
B-03	☐	☐	

5. TECHNICAL RESPONSIVENESS

Finding: Comply / Does Not Comply / Clarification Required / N/A

Assess against Part 2 and the evidence contained in the Quotation.

5.1 Common Goods Requirements

Ref.	Applies To	Assessment Point	Finding	Evidence / Rationale
G-REQ-57	G-01–G-07	New, genuine, unused and current manufacturer-supported Goods		
G-REQ-58	G-01–G-04	Manufacturer, model and applicable product identifier provided		
G-REQ-59	G-01–G-04	Manufacturer warranty/support eligibility		
G-REQ-60	Applicable Goods	Samoa mains-power compatibility		
G-REQ-61	G-01–G-04	Manufacturer-standard components included		
G-REQ-62–66	G-01–G-04	Required / Recommended accessory treatment compliant		
DEL-01/02	G-01–G-07	Applicable Domestic / Overseas DAP delivery basis		
DEL-03	G-01–G-07	Required Fulfilment Period		
DEL-05	G-01–G-07	Packaging requirement		
SUP-01	G-01	Required manufacturer warranty/support		
SUP-02–04	G-02–G-04	Applicable manufacturer warranty/support		

5.2 G-01 — Rugged / Field Laptop

Ref.	Assessment Point	Finding	Evidence / Rationale
G-REQ-01	Current-generation rugged enterprise field laptop		
G-REQ-02	Dell Pro Rugged 14 or equivalent/better		
G-REQ-03	Processor performance $\geq$ Intel Core Ultra 5 135U class		

Ref.	Assessment Point	Finding	Evidence / Rationale
G-REQ-04	≥ 32 GB DDR5 memory		
G-REQ-05	≥ 1 TB PCIe NVMe SSD with required hardware-backed storage security		
G-REQ-06	Approx. 14-inch FHD+ high-brightness touchscreen		
G-REQ-07	Windows 11 Pro or later supported professional edition		
G-REQ-08	Integrated 5G WWAN		
G-REQ-09	Integrated GNSS/GPS		
G-REQ-10	Gigabit Ethernet or better		
G-REQ-11	Wi-Fi 6E+ and Bluetooth 5.3+		
G-REQ-12	Required USB4/Thunderbolt, HDMI and RS-232 connectivity		
G-REQ-13	≥ 3-year manufacturer business warranty/support		

G-01 Technical Outcome: ☐ Responsive ☐ Non-Responsive ☐ Clarification Required

5.3 G-02 — Field Handheld

Ref.	Assessment Point	Finding	Evidence / Rationale
G-REQ-14	Current rugged enterprise Android handheld		
G-REQ-15	Zebra TC58e or equivalent/better		
G-REQ-16	≥ 8 GB RAM / 64 GB storage		
G-REQ-17	5G / Wi-Fi / Bluetooth		
G-REQ-18	GNSS/GPS		
G-REQ-19	NFC		

Ref.	Assessment Point	Finding	Evidence / Rationale
G-REQ-20	Enterprise 1D/2D barcode and QR scanning with hardware activation		
G-REQ-21	Front and rear cameras		
G-REQ-22	Removable / field-replaceable battery		
G-REQ-23	Standard and extended-capacity battery options		
G-REQ-24	Multi-device and direct charging options		
G-REQ-25	Managed restricted-purpose enterprise deployment capability		
G-REQ-26	Rugged enterprise field design / rating		

G-02 Technical Outcome: ☐ Responsive ☐ Non-Responsive ☐ Clarification Required

5.4 G-03 — Field Tablet

Ref.	Assessment Point	Finding	Evidence / Rationale
G-REQ-27	Current rugged enterprise Android tablet		
G-REQ-28	Zebra ET65 Android or equivalent/better		
G-REQ-29	≥ 8 GB RAM / 128 GB storage		
G-REQ-30	Approx. 10-inch FHD+ high-brightness touchscreen		
G-REQ-31	5G / Wi-Fi / Bluetooth		
G-REQ-32	GNSS/GPS		
G-REQ-33	NFC		
G-REQ-34	Front and rear cameras		
G-REQ-35	Removable / field-replaceable battery		

Ref.	Assessment Point	Finding	Evidence / Rationale
G-REQ-36	Standard and extended-capacity battery options		
G-REQ-37	Managed restricted-purpose enterprise deployment capability		
G-REQ-38	Rugged enterprise field use		

G-03 Technical Outcome: ☐ Responsive ☐ Non-Responsive ☐ Clarification Required

5.5 G-04 — Rugged Mobile Field Printer

Ref.	Assessment Point	Finding	Evidence / Rationale
G-REQ-39	Current rugged mobile direct-thermal printer		
G-REQ-40	Zebra ZQ521 non-RFID or equivalent/better		
G-REQ-41	Approx. 4-inch media / ≥ approx. 104 mm print width		
G-REQ-42	Continuous receipt/document and adhesive label media		
G-REQ-43	Text, graphics, 1D barcodes and QR codes		
G-REQ-44	Wi-Fi / Bluetooth		
G-REQ-45	Manufacturer-supported Android printing		
G-REQ-46	Rechargeable field-replaceable battery		
G-REQ-47	Rugged enterprise field use		

G-04 Technical Outcome: ☐ Responsive ☐ Non-Responsive ☐ Clarification Required

5.6 G-05 — Standard Receipt / Document Media

Ref.	Assessment Point	Finding	Evidence / Rationale
G-REQ-48	Direct-thermal continuous media compatible with G-04		
G-REQ-49	Suitable for required field documents		
G-REQ-50	Manufacturer, product family, part/SKU, width and roll length identified		

G-05 Technical Outcome: ☐ Responsive ☐ Non-Responsive ☐ Clarification Required

5.7 G-06 — Standard Adhesive Label Media

Ref.	Assessment Point	Finding	Evidence / Rationale
G-REQ-51	Direct-thermal adhesive labels compatible with G-04		
G-REQ-52	Suitable for general identification / barcode / QR labelling		
G-REQ-53	Required product and media particulars identified		

G-06 Technical Outcome: ☐ Responsive ☐ Non-Responsive ☐ Clarification Required

5.8 G-07 — Durable Field Label Media

Ref.	Assessment Point	Finding	Evidence / Rationale	
G-REQ-54	Durable synthetic direct-thermal adhesive labels compatible with G-04			
G-REQ-55	Suitable for specified field exposure and use			
G-REQ-56	Required product, media and durability particulars identified			

G-07 Technical Outcome: ☐ Responsive ☐ Non-Responsive ☐ Clarification Required

5.9 Compatibility

Ref.	Assessment	Finding	Evidence / Rationale
COMP-01	G-05 compatible with offered G-04		
COMP-02	G-06 compatible with offered G-04		
COMP-03	G-07 compatible with offered G-04		

5.10 Technical Outcome Summary

Award Unit	Outcome	Material Finding / Reference
G-01	Responsive / Non-Responsive / Clarification Required	
G-02	Responsive / Non-Responsive / Clarification Required	
G-03	Responsive / Non-Responsive / Clarification Required	
G-04	Responsive / Non-Responsive / Clarification Required	
G-05	Responsive / Non-Responsive / Clarification Required	
G-06	Responsive / Non-Responsive / Clarification Required	
G-07	Responsive / Non-Responsive / Clarification Required	

6. CLARIFICATION / VERIFICATION / CORRECTION RECORD

6.1 Clarification / Verification

Ref.	Bidder	Award Unit / Subject	Issue	Request / Action	Response / Evidence	Evaluation Effect
CL-01						

If none: **None.**

Clarification / verification shall not be used to negotiate, replace or materially improve the submitted Quotation.

6.2 Arithmetic / Documentary Corrections

Ref.	Bidder	Award Unit / Subject	Original	Correction / Treatment	Bidder Confirmation, if required	Evaluation Effect
COR-01						

If none: **None.**

7. RESPONSIVENESS GATE

Only substantially responsive Award Units proceed to financial evaluation.

7.1 Bidder-Level Findings

Bidder	Eligibility	Qualification	Commercial
B-01	Eligible / Not Eligible	Qualified / Not Qualified	Responsive / Non-Responsive
B-02	Eligible / Not Eligible	Qualified / Not Qualified	Responsive / Non-Responsive
B-03	Eligible / Not Eligible	Qualified / Not Qualified	Responsive / Non-Responsive

Add rows as required.

7.2 Award-Unit Responsiveness

Bidder	G-01	G-02	G-03	G-04	G-05	G-06	G-07
B-01							
B-02							
B-03							

Use:

- **P** — Substantially Responsive / Proceed to Financial Evaluation
- **NP** — Non-Responsive / Do Not Proceed

Bidder-level Eligibility, Qualification and material Commercial findings apply to the Award Units they govern.

An Award Unit-specific failure shall not automatically affect an unrelated Award Unit.

7.3 Material Responsiveness Findings

Bidder	Award Unit	Finding / Basis
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Add rows as required.

8. FINANCIAL EVALUATION

8.1 Evaluation Basis

For each substantially responsive Award Unit:

Evaluated Price = applicable VAGST-exclusive Procurement Object Unit Price expressed in SAT

Required and Recommended accessories are **Information Only (IO)** and are excluded from the Evaluated Price.

G-01 to G-07 are financially evaluated independently.

8.2 FX Record

Complete where at least one substantially responsive Quotation is denominated in NZD.

Particular	Record
Submission Deadline	Tuesday, 6 October 2026 at 5:00 PM Samoa Time
ANZ Samoa NZD TT Sell Rate	
ANZ Rate Date	
BSP Samoa NZD TT Sell Rate	
BSP Rate Date	
Arithmetic Average	
Fallback Applied	Yes / No
Fallback Basis, if applicable	
Evidence Reference	

$$\text{Evaluation FX Rate} = (\text{ANZ Samoa NZD TT Sell Rate} + \text{BSP Samoa NZD TT Sell Rate}) \div 2$$

Evaluation FX Rate:

NZD 1.00 = SAT __

If no substantially responsive NZD Quotation: **N/A**

8.3 Evaluated Price Working

Bidder	Award Unit	Quoted Currency	Unit Price excl. VAGST	Correction, if applicable	Evaluation FX Rate	Evaluated Price SAT
	G-01					
	G-02					
	G-03					
	G-04					
	G-05					
	G-06					
	G-07					

Add rows for each substantially responsive Bidder.

For SAT Quotations:

Evaluated Price = VAGST-exclusive Unit Price

For NZD Quotations:

Evaluated Price = VAGST-exclusive Unit Price × Evaluation FX Rate

Do not include:

- VAGST;
 - Required accessories;
 - Recommended accessories; or
 - any undisclosed financial adjustment.
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8.4 Financial Ranking

Award Unit	Bidder	Evaluated Price SAT	Rank
G-01			
G-02			
G-03			
G-04			
G-05			
G-06			
G-07			

Add Bidder rows for each Award Unit as required.

No aggregate or overall Bidder ranking shall be calculated.

9. ACCESSORY REVIEW

Required and Recommended accessories are excluded from the Evaluated Price.

Bidder	Related G-Ref.	Classification	Accessory / Component	Part / SKU	Unit Price excl. VAGST	Review / Selection Note
		Required / Recommended				

Add rows as required.

Accessory selection does not alter the Evaluated Price or financial ranking of the related Award Unit.

10. AWARD RECOMMENDATION

10.1 Award-Unit Recommendation

Award Unit	Purchase Quantity	Responsive Bidders	Lowest Evaluated Responsive Bidder	Accepted Unit Price / Currency	Selected Accessories, if any	Recommendat
G-01						
G-02						
G-03						
G-04						
G-05						
G-06						
G-07						

The Contract Price for an awarded Procurement Object is derived from the accepted Commercial Offer and the quantity actually awarded.

Evaluation conversion to SAT does not alter the currency of the accepted Commercial Offer.

Only Procurement Objects, accessories, quantities and prices accepted through the Award, Purchase Order or Contract become commitments of SWA.

11. CONSOLIDATED ASSESSMENT

11.1 Bidder Summary

Bidder	Eligible	Qualified	Commercially Responsive	Responsive Award Units	Financially Evaluated Award Units
B-01					
B-02					
B-03					

Add rows as required.

11.2 Material Findings

Area	Finding
Eligibility / Qualification	
Commercial Responsiveness	
Technical Responsiveness	
Clarifications / Verification / Corrections	
Financial Evaluation	
Accessory Selection, if applicable	
Other Material Matter	

11.3 BEC Recommendation

[Insert concise recommendation by Award Unit.]

11.4 Reservations / Dissent

[Insert / None.]

12. BEC SIGN-OFF

The BEC confirms that the evaluation was conducted against the final issued RFQ and applicable formal Amendments or Clarifications, and that the recommendation follows the evaluation and award methodology established by that RFQ.

Role	Name	Position	Concur / Dissent	Signature	Date
Chair					
Member					
Member					
Other, if applicable					

13. EVALUATION COMPLETION GATE

RFQ Control

- ☐ Final issued RFQ and applicable Amendments / Clarifications used.
- ☐ No undisclosed criterion, weighting, preference, normalisation or award rule introduced.

Eligibility / Qualification

- ☐ Applicable Samoa / Overseas eligibility branch applied.
- ☐ Conflict of Interest Declaration assessed.
- ☐ Qualification requirements assessed.
- ☐ Findings supported and traceable.

Commercial / Technical

- ☐ Submission requirements assessed.
- ☐ Part 3 Commercial Offer assessed.
- ☐ Supply Basis / DAP information assessed.
- ☐ Pricing and VAGST responses assessed.
- ☐ Material Part 4 qualifications / exceptions assessed.
- ☐ Part 2 technical requirements assessed.
- ☐ Common Goods requirements assessed.
- ☐ G-05 to G-07 compatibility with G-04 assessed.

Clarification / Correction

- ☐ Clarifications / verification recorded.
- ☐ Corrections recorded where applicable.
- ☐ No negotiation or material improvement permitted.
- ☐ No missing material proposition reconstructed.

Responsiveness

- ☐ Bidder-level findings determined.
- ☐ Award-Unit responsiveness determined.
- ☐ Findings applied only to the scope they govern.
- ☐ Only substantially responsive Award Units proceeded to financial evaluation.

Financial Evaluation

- ☐ Authoritative Part 3 Unit Prices used.
- ☐ VAGST excluded.
- ☐ NZD converted only using the disclosed methodology.
- ☐ FX evidence retained where applicable.
- ☐ Required / Recommended accessories excluded from Evaluated Price.
- ☐ G-01 to G-07 ranked independently.
- ☐ No undisclosed financial adjustment introduced.
- ☐ No aggregate Bidder ranking created.

Recommendation

- ☐ Purchase quantities recorded.
- ☐ Accessory selections, if any, recorded separately.
- ☐ Award recommendation recorded by Award Unit.
- ☐ Accepted Unit Price distinguished from Evaluated Price.
- ☐ NZD accepted prices remain denominated in NZD.
- ☐ BEC recommendation completed.
- ☐ Reservations / dissent recorded.
- ☐ BEC sign-off completed.

VERSION CONTROL

Field	Record
Document	CIT-RFQ-2026-09-005 — Evaluator Assessment Form
Version	v0.2
Status	Working Draft
Classification	Internal Evaluation Instrument
Procurement	Supply and Delivery of Field End User Computing Devices and Associated Hardware Components
RFQ Reference	CIT-RFQ-2026-09-005
Procurement Category	Goods & Related Services
Evaluation Architecture	Independent evaluation and award by G-01 to G-07
Downstream Interface	RFQ Evaluation Report

END OF CIT-RFQ-2026-09-005 — EVALUATOR ASSESSMENT FORM