

GOVERNMENT OF SAMOA



TENDERS BOARD

25th July 2024

CIRCULAR MEMORANDUM GTB 2024/2025-01

TO: All Heads of Government Ministries/Department
All Heads of State-Owned Enterprises/Public Bodies

**RE: GOVERNMENT TENDERS BOARD CALENDAR OF MEETINGS AND
PROCUREMENT PROCEDURES FOR FINANCIAL YEAR 2024/2025**

Purpose:

The main objective of this Circular is to notify all Government Ministries and Public Bodies of the Government Tenders Board ('Tenders Board') Calendar of Meetings and procurement procedures and processes.

i. Calendar of Virtual Meetings:

All Government Ministries and Public Bodies are hereby advised to observe the calendar of virtual meetings of the Tenders Board for the financial year ending **30th June 2025**.

Please note that the **Tenders Board Weekly Virtual Meetings** will be held on **Thursdays at 10.00am** unless any change is conveyed and directed otherwise.

ii. Informing Responsible Ministers on Development Projects and Procurement Activities under their Ministerial Portfolios:

a) The Public Finance Management ("PFM") Act 2001 explicitly outlines the responsibilities of the Head of Department in the following provisions (part of which):

i. **Section 13 - Responsibilities of Heads of Department** – "...each head of department has the authority and legal capacity to do so each head of department is responsible to his Responsible Minister for putting systems in place designed to ensure that in relation to his department:

- (a) Advice on financial management is provided to the Responsible Minister; and
- (b) All accounts and records relating to the functions and operations of the department are properly maintained;
- (g) All expenditure is incurred with due regard to economy, efficiency and effectiveness and the avoidance of waste; and
- (m) Estimates and forecasts in respect of collection and expenditure of public moneys are prepared in the format specified in the Treasury Instruction and Operating Manual; ..."

- b) The planning and preparation phase for any development project (local or donor-funded) is coordinated and initiated by the procuring entities based on their needs and requirements to achieve their respective outputs as well as the national objectives of the Government.
- c) The Head of the Procuring Entity is responsible for informing the Responsible Minister of any development projects and related procurement activities conducted by the Ministry or Public Body. This is crucial to avoid delays in obtaining Cabinet approval, which could lead to project implementation delays due to the Responsible Minister's lack of prior knowledge of the project.

The process to be followed for informing the Responsible Minister is presented below for ease of information and necessary action:

- i. With regards to any grants received from a Development Partner for the purposes of procurement of works, goods, general services or consulting services, the Responsible Minister must be informed immediately for a development project.
- ii. The planning, preparation and tendering of a procurement activity must follow the Government's procurement procedures. However, the Responsible Minister must be informed and updated on the progress of such project activities.
- iii. For procurement activities that are subject to the prior approval of the Tenders Board and Cabinet, the Responsible Minister must be briefed and updated on the progress beforehand, so that in the event the evaluation report or request is later brought to the Tenders Board and Cabinet for its final approval, the Responsible Minister already has prior knowledge of the project.

iii. Confidentiality of the Government's Procurement Information:

- a) All Government Ministries and Public Bodies are reminded that pursuant to **Section K.9C. Confidentiality of the Treasury Instructions, Section 6, Part K: Procurement and Contracting** the following is to be strictly adhered to:
 - a) Unless there is a legal or professional obligation to disclose information, any information provided or required during the course of any procurement proceeding or any stage of the process must, at all times, be treated as confidential and used solely for the purpose of the procurement proceedings.
 - b) Any person involve in the procurement process must:
 - a) be prudent in the use and protection of information acquired in the course of their duties; and,
 - b) not use information for any personal gain or in any manner that would contrary to these Instructions or the Procurement Operating Manual ("POM") or detrimental to the legitimate and ethical objectives of a procuring entity.
 - c) Disclosure under sub-clause (1) may be for an investigation involving a suspected irregularity or fraud or a criminal investigation or prosecution.
- b) The practice of disclosing confidential procurement information to any form of media without proper authorization before it becomes public information is not in line with Government Procurement Procedures and Processes. Such practice is considered "bad practice" since it undermines the integrity and credibility of the Government's Procurement System, its best interests and its decision-making.
- c) Government procurement requires the highest level of ethical conduct and represents a minimum standard. An officer responsible for any aspect of the procurement of a procuring entity, including the requisitioning, planning, preparing and conducting procurement

proceedings and administering the implementation of procurement contracts, shall adhere to the following principles:

- i. not to reveal confidential information received in connection with procurement proceedings and bids, including bidders' proprietary information;
 - ii. avoid circumstances in which he or she might personally benefit from a decision, either directly or indirectly through family and associates, from his or her official actions;
 - iii. not to commit corrupt or fraudulent acts, such as solicitation or acceptance of bribes.
- d) As public servants and government officials, we swore an oath to uphold the integrity and credibility of the Government's Procurement System in order to gain the confidence of our Development Partners, stakeholders, and the public at large.
- e) A breach by a public servant involved in any procurement activities is considered 'misconduct' which shall be dealt with under the PSC Act 2004 for an officer in a Ministry and relevant provisions of the Public Body's Act for an officer in a public body.

iv. **Procurement Operating Manual ('Operating Manual') 2020:**

- a) The Operating Manual 'provides procurement practitioners and non-practitioners alike with a clear and concise guide that is easy to read and understand. It will guide practitioners through their execution of duties while being a source of information to others, for any procurement financed using public funds'. It is considered a living document and is subject to continuous amendment when there is a change in the Legislation, Policies, Needs or the Commercial Environment.
- b) The Operating Manual outlines the procurement procedures, processes and methods for procurement officers who are responsible for planning and managing the procurement of goods (or goods and related services), works, consultancy services and general services on behalf of Government in accordance with its public sector procurement policy. It also provides information for suppliers, contractors and consultants to better understand Government procurement policies and to assist them in submitting competitive bids and proposals while meeting the objectives set by the Government.
- c) The Operating Manual covers the entire procurement cycle, from conception through contract completion. It provides guidance on all methods of procurement, including the procurement of goods (or goods and related services), works, consultancy services and general services.
- d) Sections A, B, & C of the Operating Manual covers the procurement legal system and Government Procurement procedures and procedures in its entirety.

The **Operating Manual 2020** can be downloaded from this link:
<https://www.mof.gov.ws/services/procurement/legal-framework/>

v. **Standard Bidding Document:**

- a) The Operating Manual provides as part of the document, a set of **Standard Bidding Documents ('SBDs')** for **Major** and **Minor** procurement activities. The SBDs are formulated to cater for each category of procurement, as reflected in the table below:

CATEGORY	MAJOR TEMPLATE	THRESHOLD	MINOR TEMPLATE	THRESHOLD
Works ('WRKS')	RFT - WRKS	costs valued above SAT \$150,000	RFQ - WRKS	costs valued up to SAT \$150,000
Goods and Related Services ('GRS')	RFT - GRS	costs valued above SAT \$100,000	RFQ - GRS	costs valued up to SAT \$100,000
General Services ('GS')	RFT - GS		RFQ - GS	
Consulting Services ('CS')	RFP - CS	costs valued above SAT \$50,000	RFP - CS (Low Value)	costs valued up to SAT \$50,000
RFT - Request for Tender		RFP - Request for Proposal	RFQ - Request for Quotation	

- b) The SBDs have been updated to suit the current circumstances and evolving good procurement practices. The review of the SBDs was thoroughly carried out by the Ministry of Finance and the Attorney General's Office ("AGO") to ensure the Government is highly guarded in terms of its procedures and legal obligations. Moreover, the review focused on standardizing the templates to be adopted by all Government Agencies (Line Ministries and Public Bodies).
- c) The use of SBDs is **mandatory** for **ALL** Government Procurement Activities. **Provided that the SBDs have been pre-cleared by AGO, the office's prior clearance is no longer required.** However, any **substantial revisions** to the Instructions to Bidders or General Conditions of Contract of the SBDs will require the prior clearance of AGO before the procurement may proceed.
- d) The SBDs for Major Procurement Activities are divided into three (3) parts, provided as follows for ease of information:

Part 1: Bidding Procedures

- i. Instruction to Bidders
- ii. Bid Data Sheet
- iii. Evaluation and Qualification Criteria
- iv. Bidding Forms

Part 2: Procuring Entity's Requirement

- i. Works Requirement – WRKS
- ii. Technical Specification – GRS
- iii. Entity's Requirement – GS
- iv. Terms of Reference – CS

Part 3: Conditions of Contract and Contract Forms

- i. General Conditions of Contract ("GCC")
- ii. Special Conditions of Contract ("SCC")
- iii. Contract Forms

- e) The **Standard Bidding Documents** (*incl. of contract templates*) can be downloaded from this link: <https://www.mof.gov.ws/services/procurement/standard-tender-document-templates/>

vi. Procurement Financial Delegation Threshold (B4 Schedule):

- a) The Financial Delegation Threshold, or B4 Schedule, is part of the Government **Operating Manual 2020** provided under **Section C.2.1 Procurement Thresholds**. As stated in the Operating Manual, 'the procurement thresholds stipulate the financial limits for the mandatory application of the procurement methods'.
- b) According to F.K.(12)29 and in line with the **Operating Manual 2020**, the financial delegation thresholds for procurement and contracting of Government tendered goods, works, general services and consulting services for all Ministries and Public bodies are hereby advised as follows:

Government Ministries:

- 1.1 For procurement of goods, works, general services and consulting services valued up to and inclusive of **SAT \$50,000**, the **Chief Executive Officer** or **Head of the Procuring Entity** has the authority to approve and award contracts for these procurements.
- 1.2 Any procurement of goods, works, general services, or consulting services valued **above SAT \$50,000** and inclusive of **SAT \$500,000** requires the **Tenders Board** approval.

Public Bodies (Beneficiary, Trading & Mutual):

- 1.1 Public Bodies are permitted to authorize the procurement of goods, works, general services and consulting services valued up to and inclusive of **SAT \$200,000** through their **Board of Directors** or otherwise directly through the Tenders Board if appropriate.
 - 1.2 Any procurement of goods, works, general services or consulting services valued **above SAT \$200,000** up to and inclusive of **SAT \$500,000** requires the **Tenders Board** approval.
- c) For any procurement of goods, works, general services or consulting services valued **above SAT \$500,000** the prior approval of the **Cabinet** is mandatory. The B4 Schedule is attached as **Annex II** for ease of information.
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vii. Bid Submissions (Closing and Opening):

- a) To prevent any delays in the processing of tender and bid submissions, all Ministries and Public Bodies are instructed to plan their procurement of goods, works, general services and consulting services ahead of time. This will ensure and guarantee that the following requirements are observed and adhered to:
- i. Any invitations for tendering to be closed with the Government Tenders Board are closed on **Mondays on or before 11.00am** so that tenders are opened by the Board or its Sub-Committee immediately after. For public holidays that fall on a Monday, Ministries and Public Bodies are advised to seek the assistance of the Secretariat for an appropriate date to close and open the tenders.
 - ii. Electronic submissions of bids (REOI, IFB, IFT, RFT, ITQ, RFQ, RFP) are now permitted through the **Government of Samoa e-Tendering and Procurement Portal**, https://portal.tenderlink.com/mof_samoa/ as approved by **Cabinet through F.K.(20)17 dated 29th April 2019**. The e-Tendering Portal will be used for the opening of bids submitted electronically.
- b) In the event a procuring entity wishes to extend the deadline for the closing date of a particular tender, the Tenders Board's Secretariat must be informed accordingly by **one (1) week** prior to the closing date through the email address, procurementteam@mof.gov.ws. Furthermore, use the same email address when issuing addenda or addendums to all bidders for our information and record-keeping.
- c) A copy of the bid document for proposed tendered works, goods, general services or consulting services must be submitted to the Tenders Board's Secretariat for publication on the Government e-Tendering Portal and the Ministry of Finance website, as well as for the preparation of tender boxes and record keeping.
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viii. Government of Samoa e-Tendering/Procurement Portal:

- a) The Cabinet through its directive referencing **F.K.(20)17 dated 29th April 2020** approved the **Establishment of the Government Electronic Procurement and Tendering Portal (e-tendering portal)** for the procurement of its Goods, Works, General Services and Consulting Services.
- b) Ministries and Public Bodies are encouraged to use the **Government e-Tendering Portal** through this link: https://portal.tenderlink.com/mof_samoa/ for publication of advertisements of Government-tendered projects by submitting tender notices, addenda, and relevant documents to the Tenders Board Secretariat or the Procurement Monitoring Division, Ministry of Finance.

- c) It is recognized that e-Procurement offers many benefits over traditional manual procedures and processes in terms of speed, efficiency, and transparency among other things. Furthermore, it automates and streamlines processes, reduces human errors, and increases productivity as well as transaction speed.
- d) The e-Tendering Portal will further promote improved transparency within the Government's procurement processes and procedures and cater for the following procurement services:
 - i. Publication: posting of tender advertisement, addenda and tender documents
 - ii. e-Submission: submission of tenders and bids on-line or electronic submissions
 - iii. e-Opening: opening of bids or tenders electronically
 - iv. e-Evaluation: evaluation of bids on line
- e) The e-Tendering Portal is centralised and administered by the Ministry of Finance, therefore MOF being the Administrator of the portal, is responsible for posting all tender advertisements and notices of projects on behalf of Government Agencies.

ix. Bid Evaluation Committee ('Committee'):

- a) The Operating Manual clearly states that **'the head of the procuring entity shall arrange for the appropriate members (as specified in the box below) to form the Bid Evaluation Committee and this shall apply in respect of ALL procurements valued above SAT \$50,000'.** (section B.7.2.3. Bid Evaluation Committee):

(a) the officer responsible for preparing the bidding document;

- refers to the procurement officer or technical personnel responsible for preparing the bidding document (scope of services, works requirement, technical specifications & terms of reference)

(b) a representative from the Ministry of Finance ('MOF');

- refers to MOF's representative as the financial evaluator and as a mandated member of the Board,

(c) a representative from the Attorney General's Office ('AGO');

- refers to AGO's representative as the legal evaluator and as a mandated member of the Board,

(d) a representative from the Ministry of Works, Transport and Infrastructure ('MWTI');

- refers to MWTI's representative being the regulator of infrastructure and as a mandated member of the Board,

(e) any other member to provide technical or commercial expertise, as required;

- refers to technical personnel, advisor, consultant with a technical background and expertise on particular project.

- b) The committee members each have **one** vote, as outlined in the Operating Manual 2020. This is designed to ensure that all aspects of the tendered project, including administrative, technical, and financial compliance, are thoroughly evaluated and met by the actual bidders. Evaluators in categories (a) and (e) play a crucial role as **key members** of the committee, relying on their background knowledge and technical expertise of the tendered project. Other committee members heavily depend on them to make an anonymous and well-informed recommendation or decision as the bid evaluation committee.

The roles and responsibilities of each evaluator as clearly defined in the POM should be followed when conducting the evaluation. The procuring entity should lead the evaluation discussion, leveraging their technical expertise, while the rest of the committee focuses on their specific roles, such as legal, infrastructural and financial considerations. They should not overlap and cause delays in signing the evaluation report

- c) When evaluating bids for projects such as building construction, civil works, and information technology, it is important to have technical personnel and experts from relevant ministry or public body as evaluators. For example:
 - i. EPC: standby generators (installation & commissioning) and etc;
 - ii. LTA: civil road works, seawalls, bridges and drainages and etc;
 - iii. MCIT: information technology software upgrades and etc.
- d) Procuring entities must ensure that the members of the bid evaluation committee are briefed on the background and objectives of the project before the assessment of bids. Furthermore, the invited evaluators shall be at the **ACEO or the Principal level** to ensure the calibre of assessors and their capacities to evaluate minimum requirements and technical aspects for a quality and detailed report.

x. Bid Evaluation Reports:

- a) Government Ministries and Public Bodies are hereby advised that evaluation reports and submissions brought to the Tenders Board for consideration must reach the Secretariat no later than **2.00pm on the Wednesday** of the week prior to a meeting day.
- b) The evaluation reports should be detailed and comprehensive, providing in depth-knowledge to the Tenders Board for review and consideration, and it should contain the following:
 - 1.1 Executive Summary
 - 1.2 Background and Objective of the Procurement
 - 1.3 Bid Evaluation Committee members
 - 1.4 Summary of Bids or Quotation Received
 - 1.5 Detailed Assessment of Bids against Qualifying Evaluation Criteria
 - 1.5.1 Administrative Evaluation
 - 1.5.2 Technical Evaluation
 - 1.5.3 Financial Evaluation
 - 1.6 Recommendation
 - 1.7 Supporting Documentations
 - 1.7.1 Signed minutes of meetings by the bid evaluation committee
 - 1.7.2 Clarification of Bidders Responses (when required)
 - 1.7.3 Approvals from Development Partners (No Objections when required)
 - 1.7.4 Signed Declaration of Impartiality and Confidentiality
- c) The evaluation reports must be signed by all members of the bid evaluation committee, which consists of a **Chairperson (procuring entity)**, a representative from the **Attorney General's Office (AGO)**, a representative from the **Ministry of Works, Transport & Infrastructure (MWTI)** and the **Ministry of Finance (MOF)**.
- d) **Financial Evaluation:**
 - i. The bid evaluation committee must ensure the bidder provides all financial records demonstrating their current financial position and capacity as a tender requirement. This is to ensure that the bidder has the financial stability and soundness to carry out the project to its completion and within the contract term.

- ii. To ensure the quality of the works, goods, general services or consulting services is not compromised and to ease the financial burden on the Government, the bid price should be thoroughly reviewed alongside the engineer's estimate for evaluation purposes. It is the responsibility of the procuring entity and the bid evaluation committee to make sure that the awarded contract price is adequate to complete the project, thus preventing any variations that may arise during the project's implementation phase.

xi. Commonwealth Heads of Government Meeting (CHOGM) 2024 Procurement Activities:

- a) The CHOGM 2024 Sub-committees must at all times adhere to the Government Procurement procedures and processes when procuring goods, works, and services at the best value for money and in the best interests of Government.
- b) The Tenders Board's **prior written approval must be sought** for the proposed goods, works and services to be procured using the following procurement methods, irrespective of the thresholds:
 - i. **Single Source Selection (SSS) Method:** - this method does not provide the benefits of competition and shall be used only in exceptional cases.
 - ii. **Limited Bidding Method:** this method may only applied in specific circumstances as per the Instructions.
- c) Even with the use and application of the two procurement methods, the proper procedures for evaluating bids and quotations must be strictly followed. Following the approval of the alternate procurement method, the sub-committee shall convene a bid evaluation committee to evaluate all bids and quotations, with the subsequent submission of an evaluation report to the Tenders Board and Cabinet (where necessary) for consideration and approval.
- d) The Tenders Board recognizes Samoa's dedication and commitment to hosting a successful CHOGM 2024 and adhering to the highest standards of performance. However, it is essential to uphold and maintain standard procurement procedures and processes to ensure the integrity and credibility of the Government's best interests and decision-making.

xii. Variations to Contracts:

- a) Variations to contracts or change orders are no longer enforced by the Tenders Board and Cabinet. However, there are exceptional circumstances where the Tenders Board and Cabinet (where appropriate) may authorize the variation in cost or time due to unexpected developments.
- b) For a variation request, a complete report with detailed justifications and supporting documentation must be provided to support any variation (cost or time extension) for the Tenders Board's consideration and Cabinet's (when appropriate) final decision.
- c) Every aspect that enables the early detection and correction of potential problems must be taken into consideration during the procurement planning process. In turn, this will prevent and reduce variations and change orders. Therefore, it is essential to prepare annual procurement strategies before engaging in any procurement.
- d) To emphasise, **Treasury Instruction: Section 6 Part K (Amendment) 2020**, Section K.9A, **Variations to Contract** stated that:
 - (1) *A contract may be varied or modified at any time before the expiration of the contract term and is effective and binding only when both parties have agreed to such, in writing.*

- (2) *The prior written approval of the Tenders Board (or Cabinet as in the case may be) is required only for variation that changes the cost of the contract, the scope of the contract, or time extension exceeding 1 month.*
- (3) *Despite sub-clause (2), where the total of a contract exceeds \$50,000, the Attorney General's clearance must be obtained.*

- e) A formal approval from the development partners (No Objection Letter) must be provided to support the variations or change orders when required. Furthermore, a variation request must be submitted to the Tenders Board **two (2) months before** the expiration of the contract for endorsement and approval.

xiii. Ministries and Public Bodies Representation to the Tenders Board:

- a) The Chief Executive Officer or Head of the Procuring Entity **must** attend, along with technical personnel possessing expert knowledge and deep understanding of the project to present and explain the evaluation report or variation report to the Tenders Board and address any queries that may arise as per **FK (17)06 dated 01 March 2017**.
- b) The non-attendance of the Head of the Procuring Entity or the Acting Delegate to present the report will result in the deferral and be viewed as an indication of disregarding the directive.
- c) The Tenders Board is also of the view that the non-attendance or representation of a ministry or public body to present a report signifies that the report is not of any importance. Therefore, the report will be deferred until a delegated representative is present at the meeting.

xiv. Annual Procurement Plans:

- a) The Cabinet, through its directive reference FK(12)29 states that it is mandatory for all government ministries and public bodies to prepare Annual Procurement Plans and submit completed Plans to the Ministry of Finance.
- b) We respectfully request your cooperation in ensuring your annual procurement plans for the current financial year are completed and submitted to the Ministry of Finance by **Friday, 30th August 2024 at 4.00pm** for publication on the MOF's website. This provides contractors and suppliers with sufficient knowledge of each ministry's and public body's proposed procurement of goods, works, general services and consulting services contracts.

xv. Progress Reports of Government Projects approved by Tenders Board/Cabinet:

- a) In accordance with the Operating Manual, Ministries and Public Bodies as 'Procuring Entities' are required to provide quarterly progress reports to the Ministry of Finance which must include the following as a minimum:
- i. a comparison of the annual plan targets with progress;
 - ii. a comparison of actual and planned days for procurement time, contract execution time, and post contract execution obligations (e.g. defect liability period and payment of the retention monies) and total time in calendar days.
- b) Furthermore, as the authority responsible for awarding contracts and overseeing the compliance of procuring entities with the prescribed procedures of procurement, the report shall also contain the following:
- i. Attached progress report from the Project Manager;
 - ii. Budget Estimates and Design;
 - iii. Original Contract Price and Variation Cost (if any);

- iv. Risks, Challenges, Issues faced by the Project;
 - v. Photos and Images (progressed works/services).
- c) In light of the above, all Procuring Entities whose projects and procurements have been endorsed by the Tenders Board and Cabinet are required and directed as follows:
- i. To submit **Procurement Progress Reports** of all active and current projects and procurements undertaken by each respective Procuring Entity as at **30th June 2024** to the Ministry of Finance for the Tenders Board's information by **Friday, 27th September 2024 at 4.00pm.**
 - ii. To provide Quarterly Procurement Progress Reports for each current project or procurement for the Tenders Board's record and information by the **first week of the month after the quarter.**
- d) The progress reports submitted to the Tenders Board are for record-keeping and to keep the members informed about the progress of the projects. This helps to reassure the members that the projects are on track and will be completed on time. Furthermore, progress updates on projects and procurements are provided to the Cabinet for its information.

xvi. Signed Contracts:

- a) All procuring entities **are obligated** to submit **copies of signed contracts** for the purposes of publicizing tender award results on the Ministry of Finance's website for transparency purposes, as per the usual requirement. (NB: awarded contracts: line ministries and public bodies above SAT \$50,000).

In light of the above, please be advised that all Government Ministries and Public Bodies must at all times rigorously implement and comply with the requirements of the **PFM Act 2001 (Section 87-90)**, **Treasury Instruction: Section 6 Part K (Amendment) 2020**, **Operating Manual 2020**, and the **Financial Delegation Threshold (Amendment) 2020**.

For further information or clarification, please contact the Tenders Board Secretariat and Procurement Monitoring Division on telephone number 34333 or email address, procurementteam@mof.gov.ws.

Ma le fa'aaloalo lava,



Saoleititi Maeva Betham Vaai
CHIEF EXECUTIVE OFFICER,
MINISTRY OF FINANCE

cc: Hon. Prime Minister
Hon. Minister of Finance and Chairman, Tenders Board
Hon. Minister of Works, Transport & Infrastructure and Deputy Chairman, Tenders Board
All Cabinet Ministers

Annexes: I – Calendar of Meetings for Financial Year 2024/2025
II - Procurement Financial Delegation Threshold (B4 Schedule)

GOVERNMENT OF SAMOA



TENDERS BOARD

CALENDAR OF MEETING FOR FINANCIAL YEAR 2024/2025

JULY – DECEMBER 2024		JANUARY – JUNE 2025	
No.	JULY 2024	No.	JANUARY 2025
1	Thursday, 04 th July 2024	25	Thursday, 16 th January 2025
2	Thursday, 11 th July 2024	26	Thursday, 23 rd January 2025
3	Thursday, 18 th July 2024	27	Thursday, 30 th January 2025
4	Thursday, 25 th July 2024		FEBRUARY 2025
	AUGUST 2024	28	Thursday, 06 th February 2025
5	Thursday, 01 st August 2024	29	Thursday, 13 th February 2025
6	Thursday, 08 th August 2024	30	Thursday, 20 th February 2025
7	Thursday, 15 th August 2024	31	Thursday, 27 th February 2025
8	Thursday, 22 nd August 2024		MARCH 2025
9	Thursday, 29 th August 2024	32	Thursday, 06 th March 2025
	SEPTEMBER 2024	33	Thursday, 13 th March 2025
10	Thursday, 05 th September 2024	34	Thursday, 20 th March 2025
11	Thursday, 12 th September 2024	35	Thursday, 27 th March 2025
12	Thursday, 19 th September 2024		APRIL 2025
13	Thursday, 26 th September 2024	36	Thursday, 03 rd April 2025
	OCTOBER 2024	37	Thursday, 10 th April 2025
14	Thursday, 03 rd October 2024	38	Thursday, 17 th April 2025
15	Thursday, 10 th October 2024	39	Thursday, 24 th April 2025
16	Thursday, 17 th October 2024		MAY 2025
	CHOGM 2024 WEEK	40	Thursday, 01 st May 2025
17	Thursday, 31 st October 2024	41	Thursday, 08 th May 2025
	NOVEMBER 2024	42	Thursday, 15 th May 2025
18	Thursday, 07 th November 2024	43	Thursday, 22 nd May 2025
19	Thursday, 14 th November 2024	44	Thursday, 29 th May 2025
20	Thursday, 21 st November 2024		JUNE 2025
21	Thursday, 28 th November 2024	45	Thursday, 05 th June 2025
	DECEMBER 2024	46	Thursday, 12 th June 2025
22	Thursday, 05 th December 2024	47	Thursday, 19 th June 2025
23	Thursday, 12 th December 2024	48	Thursday, 26 th June 2025
24	Thursday, 19 th December 2024		

GOVERNMENT OF SAMOA



TENDERS BOARD

PROCUREMENT FINANCIAL DELEGATION THRESHOLD (B4 SCHEDULE)

Thresholds (SAT)	Methods of Procurement	Authorities to Approve
Works		
Above 500,000	▪ Primary method: open competitive tender ▪ Alternative methods: Limited/Selective/Restricted Bidding	Cabinet
Above 200,000 – 500,000		Tenders Board
Above 150,000 – 200,000		▪ Tenders Board (in case of a department or government agency) or ▪ Board of Directors of a public body (in the case of a public body)
Above 50,000 – 150,000	▪ Primary method: Request for Quotation ▪ Alternative methods: Limited/Selective/Restricted Bidding	Relevant Chief Executive Officer
Above 5,000 – 50,000	▪ Primary method: Request for Quotation (3 written) ▪ Alternative methods: subject to Tenders Board prior approval	
Up to including 5,000	▪ Primary method: Request for Quotation (3 oral) ▪ Alternative methods: subject to Tenders Board prior approval	
Goods and General Services		
Above 500,000	▪ Primary method: open competitive tender ▪ Alternative methods: Limited/Selective/Restricted Bidding	Cabinet
Above 200,000 – 500,000		Tenders Board
Above 100,000 – 200,000		▪ Tenders Board (in case of a department or government agency) or ▪ Board of Directors of a public body (in the case of a public body)
Above 50,000 – 100,000	▪ Primary method: Request for Quotation ▪ Alternative methods: Limited/Selective/Restricted Bidding	Relevant Chief Executive Officer
Above 5,000 – 50,000	▪ Primary method: Request for Quotation (3 written) ▪ Alternative methods: subject to Tenders Board prior approval	
Up to including 5,000	▪ Primary method: Request for Quotation (3 oral) ▪ Alternative methods: subject to Tenders Board prior approval	
Consultancy Services		
Above 500,000	▪ Primary method: Request for Proposal ▪ Alternative methods: Limited/Selective/Restricted Bidding	Cabinet
Above 200,000 – 500,000		Tenders Board
Above 50,000 – 200,000		▪ Tenders Board (in case of a department or government agency) or ▪ Board of Directors of a public body (in the case of a public body)
Up to including 50,000	▪ Primary method: Request for Proposal ▪ Alternative methods: subject to Tenders Board prior approval	Relevant Chief Executive Officer