

GOVERNMENT OF SAMOA



TENDERS BOARD

13th July 2026

CIRCULAR MEMORANDUM GTB 2026/2027-02

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

**RE: GOVERNMENT TENDERS BOARD CALENDAR OF MEETINGS AND PROCUREMENT
PROCEDURES FOR FINANCIAL YEAR 2026/2027**

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 Meetings:

All Government Ministries and Public Bodies are hereby strongly advised to observe the calendar of meetings of the Tenders Board for the financial year ending **30th June 2027**.

Please note that the **Tenders Board Weekly Meetings** will be held on **Thursdays at 10.00 am** 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/her 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 funded through the local budget or by a Development Partner is coordinated and initiated by a Government Ministry or Public Body

(procuring entity). This process is based on their specific needs and requirements, aiming to achieve their desired outputs as well as align with 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. This is crucial to avoid delays in obtaining Cabinet approval, which could otherwise lead to project implementation setbacks due to the Responsible Minister's lack of prior knowledge about the project or the procurement activity.

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

- i. With regard to any grants received from a Development Partner for the procurement of works, goods, general services or consulting services under a project, the Responsible Minister must be informed immediately.
- ii. The planning, preparation and tendering of a procurement activity must adhere to the Government's procurement procedures and processes. Therefore, the Responsible Minister should be informed and updated on the progress of these project activities.
- iii. For procurement activities requiring prior approval from the Tenders Board and Cabinet, it is crucial that the Responsible Minister be briefed and kept updated on progress throughout the process. This ensures that when the evaluation report or request is presented to the Tenders Board and Cabinet for final approval, the Responsible Minister is already well informed.

iii. Confidentiality of the Government's Procurement Information:

- a). All Procuring Entities 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:

- i. 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.
- ii. Any person involved in the procurement process must:
 - be prudent in the use and protection of information acquired in the course of their duties; and,
 - not use information for any personal gain or in any manner that would be contrary to these Instructions or the Procurement Operating Manual or detrimental to the legitimate and ethical objectives of a procuring entity.
- iii. 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 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, jeopardizing its best interests and its decision-making.

- c). Government procurement demands the highest level of ethical conduct and sets a minimum benchmark for behavior. Any officer involved in any aspect of the procurement process of a procuring entity, including the requisitioning, planning, preparing and conducting procurement proceedings or administering the implementation of procurement contracts, must adhere to the following principles:

- i. not to disclose 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 commit corrupt or fraudulent acts, such as solicitation or acceptance of bribes.

- iv. assure fair competitive access by contractors to procurement proceedings and contract awards.
- 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') 2026:

- 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 reflecting changes in the legislation, policies, needs or the commercial environment and the adoption of new and improved procedures and processes.
- b). The Operating Manual outlines the procurement procedures, processes and methods for procurement officers engaged in 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 processes and procedures in its entirety.

The Operating Manual 2026 can be downloaded from this link:

<https://www.mof.gov.ws/publications/landing-publication/procurement-manual-policies>

v. Standard Bidding Document:

- a). The Operating Manual includes a set of **Standard Bidding Documents ('SBDs')** for both **Major** and **Minor** procurement activities. These SBDs are designed to address the specific needs of each procurement category, as shown 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 align with current circumstances and evolving best practices in procurement. The use of SBDs is now **mandatory** for **ALL** Government procurement activities. **Since the SBDs have already been pre-approved by the Ministry of Finance ('MOF') and the Office of the Attorney General ('OAG'), prior clearance is no longer necessary.** However, any **substantial revisions** to the Instructions to Bidders or General Conditions of Contract within the SBDs will require the prior clearance from both the MOF and OAG before proceeding with the procurement process.
- c). 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

d). The **Standard Bidding Documents** (*incl. of contract templates*) can be downloaded from this link: <https://www.mof.gov.ws/publications/landing-publication/procurement-tender-documents>

vi. Procurement Financial Delegation Threshold (B4 Schedule):

- a). The Financial Delegation Threshold, also known as the B4 Schedule, is outlined in the **Government Operating Manual 2026**, specifically in **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). In accordance with F.K.(12)29 and as outlined in the **Operating Manual 2026**, the financial delegation thresholds for the procurement of Government tendered goods, works, general services and consulting services for all procuring entities are hereby advised as follows:

Government Ministries:

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

Public Bodies (Beneficiary, Trading & Mutual):

- 1.1 Public Bodies are authorized to procure goods, works, general services and consulting services valued up to **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** requires approval from the **Tenders Board**.
- c). For any procurement of goods, works, general services or consulting services valued **above SAT \$500,000**, prior approval of the **Cabinet** is mandatory. The B4 Schedule is attached as **Annex II** for ease of information.

vii. Bid Submissions (Closing and Opening):

- a). To prevent any delays in the processing tender and bid submissions, all procuring entities are instructed to plan their procurement of goods, works, general services and consulting services well in advance. This proactive approach will ensure that the following requirements are observed and adhered to:
- i. All invitations for tender submissions to the Tenders Board must be closed on **Mondays at or before 11.00 am.** The Tenders Board Sub-Committee will open the submitted bids immediately following the closing time. In the event that a public holiday falls on a Monday, procuring entities

are advised to consult the Tenders Board Secretariat to determine an appropriate alternative date and time for the closing and opening of tenders.

- ii. Electronic submissions of bids (REOI, IFB, IFT, RFT, ITQ, RFQ, RFP) are now permitted through the **Government of Samoa e-Tendering Portal:** (https://portal.tenderlink.com/mof_samoa/). The e-Tendering Portal will also be used for the opening of bids submitted electronically.
- b). In the event a procuring entity wish to extend the deadline for the closing date of a specific tender, it must notify the Tenders Board Secretariat at least **one (1) week** prior to the original closing date. This notification should be sent via email to procurementteam@mof.gov.ws. Furthermore, when issuing addenda to all bidders, it is advisable to use the same email address to ensure proper documentation and record-keeping.
- c). A copy of the bid document for the proposed tender works, goods, general services or consulting services must be submitted to the Tenders Board Secretariat. This submission is necessary for publication on the Government e-Tendering Portal and MOF's website, as well as for the preparation of tender boxes and record-keeping.

viii. Government of Samoa e-Tendering/Procurement Portal:

- a). All procuring entities are encouraged to utilize the **Government e-Tendering Portal** through this link: https://portal.tenderlink.com/mof_samoa/. The e-tendering portal is intended for the publication of advertisements related to Government-tendered projects. Procuring entities are required to submit tender notices, addenda, and relevant documents to the Tenders Board Secretariat and the Procurement Monitoring Services Division, Ministry of Finance to ensure the timely and accurate publication of all tenders.
- b). Electronic Procurement is widely recognized for providing numerous advantages compared to traditional manual procedures and processes. It enhances speed, efficiency, and transparency among other benefits. Furthermore, e-procurement automates and streamlines processes, reduces human errors, and increases both productivity and transaction speed.
- c). 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.
- d). The e-Tendering Portal is centralised and administered by the Ministry of Finance. As the administrator of the portal, MOF 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.2.7.3. 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 Office of the Attorney General ('OAG');

- refers to OAG'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 (from another Government Ministry or Public Body);

- refers to a suitable representative of that Ministry or Public Body with relevant expertise that could inform the Bid Evaluation Committee on the evaluation.

Note: The Technical/Project Advisor engaged as a consultant should not be considered as an Evaluator, but rather an independent advisor to provide technical support to the Bid Evaluation Committee.

- b). Each committee member has one vote, as specified in the Operating Manual 2026. This is designed to ensure that all aspects of the tendered project, including administrative, technical, and financial compliance, are thoroughly evaluated and addressed 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 related to the tendered project. The other committee members rely heavily on these evaluators to provide anonymous and well-informed recommendations or decision during the bid evaluation process.

The roles and responsibilities of each evaluator, as outlined in the Operating Manual 2026, must be adhered to during the evaluation process. The procuring entity should lead the evaluation discussions, leveraging their technical expertise, while the rest of the committee focuses on their specific roles, such as legal, infrastructural and financial considerations. It is important that these roles do not overlap to avoid delays in finalizing the evaluation report.

- c). For projects like building construction, civil works, and information technology, it is important to have technical personnel and experts from relevant ministry or public body involved as evaluators when assessing bids. 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 thoroughly briefed on the project's background and objectives before assessing the bids. Additionally, the invited evaluators should hold the position of **Assistant Chief Executive Officer (ACEO) or Principal** to ensure a high calibre of assessors equipped to evaluate minimum requirements and technical aspects, ultimately leading to a comprehensive and quality report.
- e). The participation of **Senior Officers** in bid evaluations is strongly encouraged to support and enhance capacity development. In cases where a Senior Officer is nominated as an evaluator due to the competing work schedules of their superiors, the respective ACEO or Principal Officer must formally approve any individual evaluation or assessment conducted by the Senior Officer.

x. Bid Evaluation Reports:

- a). Procuring entities are advised that evaluation reports and submissions submitted for consideration by the Tenders Board must reach the Secretariat no later than **2:00 pm on Wednesday** of the week prior to the scheduled meeting.

b). The evaluation reports must be detailed and comprehensive, providing in-depth insights into the technical aspects of the projects to assist the Tenders Board in their review and consideration. The report 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). Evaluation reports must be signed by every member of the bid evaluation committee, in accordance with the composition specified in section B.2.7.3 of the Operating Manual 2026. Should a member abstain from signing the report, this must be clearly documented in the report to ensure that all perspectives and assessments are duly represented.

d). Financial Evaluation:

- i. The bid evaluation committee must ensure the bidder submits all financial records demonstrating their current financial position and capacity, as required by the tender. This is essential to confirm that the bidder possesses the financial stability and capability to successfully complete the project within the contract term.
- ii. To ensure the quality of the works, goods, general services and consulting services, and to lessen the financial burden on the Government, it is crucial to conduct a thorough review of the bid price in conjunction with the engineer's estimate during the evaluation process. It is the responsibility of the procuring entity and the bid evaluation committee to ensure that the awarded contract price is adequate to complete the project. This approach helps prevent any variations that may arise during the project's implementation phase.

xi. Variations to Contracts:

- a). Variations to contracts 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 and/or time due to unexpected or unforeseen developments.
- b). For a variation request, a complete report with detailed justifications and supporting documentation must be submitted for the Tenders Board's consideration, and to the Cabinet for a final decision where appropriate.
- c). It is crucial to take into account every aspect that facilitates the early detection and correction of potential issues during the procurement planning process. This proactive approach will help prevent and minimize variations and change orders. Therefore, preparing annual procurement strategies before initiating any procurement activities is essential.
- 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, referred to as a 'No Objection Letter' (NOL) must be obtained to support any variations or change orders as needed. Furthermore, a variation request must be submitted to the Tenders Board **two (2) months before** the contract's expiration for endorsement and approval.

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

- a). The Chief Executive Officer, Head of the Procuring Entity or the Acting Delegate **must** attend the meeting accompanied by a technical personnel who has expert knowledge and thorough understanding of the project, to present and explain the evaluation or variation report to the Tenders Board and address any queries that may arise, as outlined in **FK (17)06 dated 01 March 2017**.
- b). The absence or non-attendance of the Head of the Procuring Entity or the Acting Delegate to present the report will lead to the deferral of the report and be viewed as disregard of the directive.
- c). Additionally, the Tenders Board is 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 considered important. Therefore, the report will be deferred until a designated representative is present at the meeting.
- d). It is important to note that a Project Consultant or Project Manager is not permitted to represent or present a report on behalf of a procuring entity unless expressly authorized by the Board. The attendance of the Project Consultant or the Project Manager at the Tenders Board meeting is determined on a case-by-case basis, particularly when the Head of the Procuring Entity or the Acting Delegate lacks the technical expertise related to the project.

xiii. 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 completing and submitting your annual procurement plans for the current financial year to the Ministry of Finance by **Thursday, 23rd July 2026 at 4.00pm.** The submission will allow for review and publication of procurement plans on the MOF's website.
- c). The information provided in the procurement plans will inform the General Procurement Notice (GPN) that will also be published on the website. This GPN will provide contractors and suppliers with essential information regarding each procuring entity's anticipated procurement of goods, works, general services and consulting services approved in the local budget for the FY2026/2027.

xiv. Signed Contracts:

- a). All procuring entities **are obligated** to submit **copies of signed contracts** for the purpose 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*).

xv. Request for Procurement Trainings:

- a). Procuring entities are hereby notified that, should technical assistance or capacity building training on the Government's Procurement Process be required, the Tenders Board Secretariat and Procurement Monitoring Services Division is available to provide support. Please contact the Secretariat to facilitate and coordinate the necessary arrangements.

In light of the above, please be advised that all procuring entities must consistently implement and comply with the requirements outlined in the **PFM Act 2001 (Section 87-90)**, **Treasury Instruction: Section 6 Part K (Amendment)**, **Operating Manual 2026**, and the **Financial Delegation Threshold (B4 Schedule)**.

For further information or clarification, please contact the Tenders Board Secretariat and Procurement Monitoring Services Division on telephone number 34333 or email address;

ProcurementTeam@mof.gov.ws.

Ma le fa'aaloalo lava,



Tofilau Lae Siliva

ACTING CHIEF EXECUTIVE OFFICER
MINISTRY OF FINANCE

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

Annexes: *I – Calendar of Meetings for Financial Year 2026/2027*
II - Procurement Financial Delegation Threshold (B4 Schedule)

GOVERNMENT OF SAMOA



TENDERS BOARD

CALENDAR OF MEETINGS FOR FINANCIAL YEAR 2026/2027

JULY – DECEMBER 2026		JANUARY – JUNE 2027	
No.	JULY 2026	No.	JANUARY 2027
1	Friday, 03 July 2026	26	Thursday, 7 th January 2027
2	Thursday, 9 th July 2026	27	Thursday, 14 th January 2027
3	Thursday, 16 th July 2026	28	Thursday, 21 st January 2027
4	Thursday, 23 rd July 2026	29	Thursday, 28 th January 2027
5	Thursday, 30 th July 2026		FEBRUARY 2027
	AUGUST 2026	30	Thursday, 4 th February 2027
6	Thursday, 6 th August 2026	31	Thursday, 11 th February 2027
7	Thursday, 13 th August 2026	32	Thursday, 18 th February 2027
8	Thursday, 20 th August 2026	33	Thursday, 25 th February 2027
9	Thursday, 27 th August 2026		MARCH 2027
	SEPTEMBER 2026	34	Thursday, 4 th March 2027
10	Thursday, 03 rd September 2026	35	Thursday, 11 th March 2027
11	Thursday, 10 th September 2026	36	Thursday, 18 th March 2027
12	Thursday, 17 th September 2026	37	Thursday, 25 th March 2027
13	Thursday, 24 th September 2026		APRIL 2027
	OCTOBER 2026	38	Thursday, 1 st April 2027
14	Thursday, 1 st October 2026	39	Thursday, 8 th April 2027
15	Thursday, 8 th October 2026	40	Thursday, 15 th April 2027
16	Thursday, 15 th October 2026	41	Thursday, 22 nd April 2027
17	Thursday, 22 nd October 2026	42	Thursday, 29 th April 2027
18	Thursday, 29 th October 2026		MAY 2027
	NOVEMBER 2026	43	Thursday, 6 th May 2027
19	Thursday, 5 th November 2026	44	Thursday, 13 th May 2027
20	Thursday, 12 th November 2026	45	Thursday, 20 th May 2027
21	Thursday, 19 th November 2026	46	Thursday, 27 th May 2027
22	Thursday, 26 th November 2026		JUNE 2027
	DECEMBER 2026	47	Thursday, 3 rd June 2027
23	Thursday, 3 rd December 2026	48	Thursday, 10 th June 2027
24	Thursday, 10 th December 2026	49	Thursday, 17 th June 2027
25	Thursday, 17 th December 2026	50	Thursday, 24 th June 2027

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