



GOVERNMENT OF SAMOA
Ministry of Health

SAM S-G-14 EPI VEHICLES

SHOPPING FOR GOODS

Contents

PART 1: Request for Quotation (RFQG)	3
PART 2: Form of Quotation.....	6
PART 3: Form of Contract.....	7
PART 4: Terms and Conditions of Supply	8
PART 5: Non Returnable Schedules: Technical Specifications	10
PART 6: Returnable Schedules	13
PART 7: Tender Securing Declaration	16

SHOPPING FOR GOODS

REQUEST FOR QUOTATION (RFQG)

Project Title: Systems Strengthening for Effective Coverage of New Vaccines in the Pacific (SAMOA)

Source of Funding: ADB

Contract Ref: S-G-14

Date of Issue of Request: _____

To: _____

Sir/Madam:

1. The Ministry of Health (Purchaser) hereby requests you to submit price quotation(s) for the supply of the following items:

- (i) Two 15-seater vans
- (ii) Two double cab pickups
- (iii) Two landcruisers

Bidder must be substantively responsive for the Bid to be evaluated

Item	%	Comment/Returnable Schedules
Mandatory		
1. Substantial Responsive		Supplier has completed the Request for Quotation. The Form of Quotation has been signed. The Form of Contract has been signed.
2. Compliant		Supplier has supplied relevant VAGST and Government Registrations and insurances (as required)

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You may quote for all items as one package under this request. All items shall be evaluated as a package and contract awarded to the firm(s) offering the lowest evaluated price for the whole package .

3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

The Secretary

Tenders Board
Level 4
Central Bank of Samoa Building
Beach Road

Apia
Samoa

Telephone : (685) 34 333
MoF email : soteria.noaese@mof.gov.ws

[Option: Your price quotation may be submitted by electronically to the following address:]

:

The Secretary
Tenders Board
Level 4
Central Bank of Samoa Building
Beach Road
Apia
Samoa

Telephone : (685) 34 333
MoF email : soteria.noaese@mof.gov.ws

4. Your quotation in duplicate and written in ENGLISH language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in ENGLISH language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Samoa

5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is:

Request for Quotation SAM S-G-14	EPI VEHICLES
RFQ Briefing meeting with interested bidders	Monday February 17 th 2025, MoH Conference Room 2, 10.00am
RFQ Clarification close	Thursday, March 6 th 2025
RFQ Opening Date	Monday March 10 th 2025
RFQ Close Date Bids read	Monday March 10 th 2025

6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

- (i) **PRICES:** The prices should be quoted for supply and delivery to Ministry of Health (place of destination). Prices shall be quoted in the currency of the Purchaser.
- (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors

as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Goods and Services Tax (VAGST) in Samoa. VAGST will be added to the cost of items as per Returnable Schedule One

- (iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The lowest complying offer. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
- (iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
- (v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:
Ms Fusi Masina Tietie
Telephone: (685) 68 105
E-mail: fusi.tietie@health.gov.ws And/or
Ms Lagi Faanati
Telephone: (685) 68
E-mail: Lagi.faanati@health.gov.ws

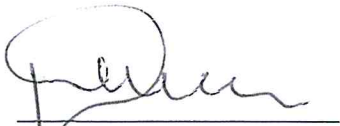
9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 60 days from the date of submission of quotation.

10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.

12. Please Confirm by e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

A handwritten signature in black ink, appearing to read 'Aboho', written over a horizontal line.

Aboho Dr. Alec Ekeroma
Director General/ Chief Executive Officer
MINISTRY OF HEALTH

FORM OF QUOTATION

To: The Secretary
Tenders Board
Level 4
Central Bank of Samoa Building
Beach Road
Apia
Samoa

We offer to execute the procurement of EPI vehicles (S-G-14) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency) _____. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

<u>Time</u>	<u>S. No.</u>	<u>Item No.</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Delivery</u>
	1.	5-seater vans	2			
	2.	Double cab pickups	2			
	3.	Landcruisers	2			

Includes:

Canopy for pickups }
Operational Manuals } Specify, if applicable.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number : _____

Fax Number, if any _____

Email address (optional) _____

FORM OF CONTRACT

THIS AGREEMENT number S-G-14 made on _____, ____ 2025, between Ministry of Health (hereinafter called "the Purchaser") on the one part and _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation/s for EPI Vehicles (2 15-seater vans, 2 double cab pickups, 2 landcruisers) to be supplied by Supplier, viz. Contract _____, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of _____ (_____) herein after called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Name of Authorized Representative

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Systems Strengthening for Effective Coverage of New Vaccines in the Pacific (SAMOA)

Purchaser: Ministry of Health

Package: No.S-G-14

1. Schedules for Supply

<u>S. No.</u>	<u>Item No.</u>	<u>Quantity</u>	<u>Delivery Time</u>
1.	5-seater vans	2	
2.	Double cab pickups	2	
3.	Landcruisers	2	

Includes:

Canopy for pickups	}	
Operational Manuals	}	} Specify, if applicable.
	}	

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance. Quotation shall be in local currency
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding three months from the date of signing of contract.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 100 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Independent State of Samoa.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act 1976 of Samoa and best international practice.).
7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) manufacturer's or supplier's warranty certificate; and
 - (iii) certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.
8. Payment: Payment of the contract price shall be made within 30 days in the following manner:
 - i) 100% upon receipt by the Purchaser of the delivered goods on site in accordance with the contract;

9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.
10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility Ministry of Health
Address Private Mailbag, Moto'otua St
Moto'otua, Apia, Samoa

11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications: (with attachments as necessary)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications.

13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature : _____

Place: _____

Non-Returnable Schedule 1

TECHINICAL SPECIFICATIONS

EPI 3 VEHICLE TYPE AND SPECIFICATION			
ITEMS	1. Van 15 seater	2. PICK UP DOUBLE CAB	3. LANDCRUISER
YEAR MADE	2025	2025	2025
ENGINE TYPE	4 CYLINDER DIESEL ENGINE	4 CYLINDER DIESEL ENGINE	4 CYLINDER DIESEL ENGINE
FUEL TANK CAPACITY	70 LITRES – 80 LITRES	70 LITRES – 80 LITRES	70 LITRES -80 LITRES
TRANSMISSION	MANUAL 5 SPEED GEAR	MANUAL 5 SPEED GEAR	MANUAL 5 SPEED GEAR
TYRES	TUBELESS	TUBELESS	TUBELESS
BODY TYPE	VAN	4 DOOR WITH REAR CANOPY	4 DOOR & SPACE AT THE BACK
ACCESSORIES	AIR CONDITION	AIR CODITION	AIR CONITION
	POWER STEERING	POWER STEERING	POWER STEERING
	POWER WINDOW	POWER WINDOW	POWER WINDOW
	RADIO FM & AM FREQUENCY	RADIO FM & AM FREQUENCY	RADIO FM & AM FREQUENCY
	REAR CAMERA	REAR CAMERA	REAR CAMERA
	FIRE EXTINGUISHER	FIRE EXTINGUISHER	FIRE EXTINGUISHER

SAM- S G-14 PROCUREMENT OF EPI VEHICLES

Returnable Schedule 1

Pricing Schedule

	Items	Bid Y/N	Units	Cost per unit (ex VAGST)	VAGST	Total
1.	15 seater van		2			
2.	Double cab pickup		2			
3.	Landcruiser		2			

Please provide the following

- 1. Current Business License incl VAGST Registration**
2. Payment terms (if they differ from Clause 8 of the Terms and Conditions of Supply)

Returnable Schedule 2

After Sales and Warranties

	Description	Question	Answer
	15 seater van	What is the warranty period	
	Double Cab pickup	What is the warranty period	
	Landcruiser	What is the warranty period	

Returnable Schedule 3

Delivery dates

	Description	Question	Answer
	15 seater van	What is the expected delivery date	
	Double cab pickup	What is the expected delivery date	
	Landcruiser	What is the expected delivery date	

Bid-Securing Declaration

[The Tenderer shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

Tender No.: *[number of tendering process]*

Alternative No.: *[identification No if this is a Tender for an alternative]*

To: *[complete name of Purchaser]*

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of two years starting on *[date]*, if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn our Tender during the period of tender validity specified in the Form of Tender; or
- (b) having been notified of the acceptance of our Tender by the Purchaser during the period of tender validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight (28) days after the expiration of our Tender.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Tender Securing Declaration]*

Name: *[complete name of person signing the Tender Securing Declaration]*

Duly authorised to sign the tender for and on behalf of: *[complete name of Tenderer]*

Dated on _____ day of _____, _____ *[date of signing]*
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Tender Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender.]