

Please address all correspondence
To the Chief Executive Officer

In reply, please quote the file reference



File ref:

GOVERNMENT OF SAMOA

MINISTRY OF FINANCE

Date: 18th March 2026

To All Interested Bidders,

RE: INVITATION FOR BID: FUEL FACILITY ASSETS INSURANCE COVER **IFB SERIAL NO. MOF-ASSET 2026/01**

- i. The Government of Samoa through the Ministry of Finance (“procuring entity”) has available *funds* toward the cost of providing *Fuel Facility Assets Insurance Services*. The procuring entity intends to use the available funds for payments under the contract for which this Invitation for Bid (IFB) is issued.
- ii. The *Ministry of Finance* now invites bids to provide the following insurance services: *Fuel Facility Assets Insurance Services*. More details on the services are provided in the Bidding Document.
- iii. A firm will be selected based on the evaluation criteria in the IFB document and procedures described in this IFB document in accordance with Treasury Instructions – Section 6: Procurement & Contracting (Part K and the Government of Samoa Procurement Operating Manual (*POM*) 2020.
- iv. The IFB includes the following documents that could be obtained from the Ministry of Finance website (<https://www.mof.gov.ws/services/procurement/tender-advertisement/>) or from the Government of Samoa e-Tendering Portal: (https://portal.tenderlink.com/mof_samoa/):
Part 1 – Bidding Procedures;
Part 2 – Procuring Entity’s Requirements;
Part 3 - Conditions of Contract and Contract Forms
- v. A site visit will be organised at a mutually convenient date agreed with the Terminal Operator, PPS Ltd. Interested bidders must confirm attendance for the inspection with the Asset Management Division on email asset@mof.gov.ws or telephone 34419 or 34335.
- vi. For enquiries on the IFB document, interested bidders/applicants should contact the following person at the given address from 9.00am to 5.00pm on normal working days:

Ms. Leilani Matavao
Principal Petroleum Monitoring Officer
Ministry of Finance
Apia
SAMOA

Phone: (685) 34335

Email Address: leilani.matavao@mof.gov.ws

- vii. The IFB will close on **13th April 2026 at 11.00 am (local time)** and all bids shall be uploaded and submitted through the Government of Samoa e-Tendering Portal (https://portal.tenderlink.com/mof_samoa/) or submit into the Tender Box on Level 4, Central Bank Building and be clearly marked **“IFB – Fuel Facility Asset Insurance Cover”**.
- viii. The IFB will be opened immediately after the deadline in the presence of bidder’s representatives who choose to attend.
- ix. Late IFBs will not be considered and will be returned unopened.
- x. The Ministry of Finance shall not be responsible for any cost or expenses incurred by the bidder in connection with the preparation or delivery of their IFBs.

Yours sincerely,



Saoleitiiti Maeva Betham Vaai

CHIEF EXECUTIVE OFFICER