



MINISTRY OF POLICE, PRISONS & CORRECTIONS

Samoa Police Headquarters
PO Box 53
Apia, SAMOA
Tel: (685) 22 222

Samoa Prisons and Corrections
PO Box 6102
Tanumalala, SAMOA
Tel: (685) 23516

REQUEST FOR QUOTATIONS ("RfQ")

16 October 2026

Contract Name: **Supply and Delivery of Forensic Post-Mortem Equipment**

Contract Ref: <MPPC-RfQ 26/27-001.>

Dear Supplier,

1. You are invited to submit your price Quotations for the following items:

- (a) Scalpel handles
- (b) Scalpels and replacement blades
- (c) Dissecting or tissue forceps
- (d) Haemostatic or locking forceps
- (e) Surgical and dissection scissors
- (f) Dissection probes and directors
- (g) Autopsy and organ-sectioning knives
- (h) Hand bone saw
- (i) Oscillating autopsy bone saw
- (j) Bone chisels or osteotomes
- (k) Rib shears or rib cutters
- (l) Bone cutters
- (m) Bone-dust vacuum or collector
- (n) Measuring rulers and forensic scales
- (o) Autopsy head rests or head blocks

Information on the **Technical Specifications** for the above items are **attached** as **Annex B** to this RfQ.

- 2. You may quote for one or more items under this RfQ. Each item shall be evaluated and contract awarded separately to the supplier(s) offering the lowest evaluated price for each item, subject to being fully or substantially responsive to the **Technical Specifications**.
- 3. Your price Quotation should be in the **forms attached** as **Annexes A, C, D, E, F and G** and must be submitted by hand delivery or post at the following address:

Secretary
Tenders Board

Ministry of Finance
CBS Building
Level 4
Apia
Samoa

4. The deadline for receipt of your quotation by the Purchaser at the address indicated in Paragraph 3 above is: **11:00am on Monday, 9rd November 2026.**
5. Your Quotation in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for item quoted.
6. Your Quotation should be submitted as per the following instructions and in accordance with the attached Contract. The **attached Terms and Conditions of Supply** is an integral part of the Contract.
7. PRICES¹
 - (a) The prices should be quoted in Samoan Tala (SAT\$) *inclusive of all applicable taxes plus the price of delivery to the final destination - MOH Clinical Laboratory Division.*
8. EVALUATION OF QUOTATIONS
 - (a) Offers determined to be substantially responsive to the Terms of Reference will be evaluated by comparison of the total price at the final destination in accordance with Paragraph 2 above.

In evaluating the Quotations, the Purchaser will determine for each Quotation the evaluated price by adjusting the price Quotation by making any correction 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/her Quotation will be rejected.
9. AWARD OF CONTRACT: The award will be made to the bidder offering the lowest evaluated price and offering a fully or substantially responsive Quotation to the Technical Specifications. The successful bidder will sign a Contract as per **attached** form of Contract and Terms and Conditions of Supply.
10. VALIDITY OF THE OFFER: Your Quotation should be valid for a period of **forty-five (45) days** from the deadline for receipt of Quotation(s) indicated in Paragraph 4 of this RfQ.

¹ The Purchaser can also select DDP price if no problem is expected for the potential bidders to handle custom duty and other clearance issues.

11. Further information can be obtained from:

Ministry of Police, Prisons and Corrections Services
Name of contact person: Leatigaga Myra Ulufale-Tevaga
Telephone: (685) 222 22
E-mail: myra.ulufale@police.gov.ws

12. Please confirm by e-mail the receipt of this RfQ and whether or not you will submit a price Quotation.

Sincerely,



Leiatua Samuelu Afamasaga

ACTING COMMISSIONER OF POLICE , PRISONS AND CORRECTIONS SERVICES