



GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

**BIDDING DOCUMENT FOR THE PROCUREMENT OF GOODS &
RELATED SERVICES**

**FOR THE PROCUREMENT OF HARDWARE FOR THE CUSTOMISED
BIOMETRIC SOLUTION TO UPGRADE THE SAMOA ELECTORAL
VOTER REGISTRATION SYSTEM**

OEC-GRS02-2023/2024 UBVRS.

BY OPEN COMPETITIVE BIDDING

ISSUED ON: 13th September 2023

PROCURING ENTITY: [Office of the Electoral Commission](#)

Standard Bidding Document

Table of Contents

Section I - Instructions to Bidders.....	1
Section II - Bid Data Sheet (BDS).....	29
Section III - Evaluation and Qualification Criteria.....	34
Section IV - Bidding Forms.....	38
Section IVA – Eligible Countries.....	52
Section V - Schedule of Requirements.....	53
Section VI - General Conditions of Contract.....	63
Section VII - Special Conditions of Contract.....	83
Section VIII Contract Forms.....	86

PART 1 – BIDDING PROCEDURES

Section I - Instructions to Bidders

Table of Contents

A. General.....	1
1. Scope of Bid	1
2. Source of Funds.....	1
3. Fraud and Corruption.....	1
4. Eligible bidders.....	3
5. Eligible Goods and Related Services	6
B. Contents of Bidding Documents	6
6. Sections of bidding documents.....	6
7. Clarification of bidding documents.....	7
8. Amendment of bidding documents.....	8
C. Preparation of Bids.....	8
9. Cost of Bidding	8
10. Language of Bid.....	8
11. Documents Comprising the Bid	8
12. Bid Submission Form and Price Schedules	9
13. Alternative Bids.....	9
14. Bid Prices and Discounts	9
15. Currencies of Bid	12
16. Documents Establishing the Eligibility of the bidder	12
17. Documents Establishing the Conformity of the Goods and Related Services.....	12
18. Documents Establishing the Qualifications of the bidder	13
19. Period of Validity of Bids.....	14
20. Bid Security/ Bid Securing Declaration	14
21. Format and Signing of Bid.....	16
D. Submission and Opening of Bids	16
22. Submission, Sealing and Marking of Bids	17
23. Deadline for Submission of Bids	17
24. Late Bids.....	17
25. Withdrawal, Substitution and Modification of Bids	17
26. Bid Opening.....	18

E. Evaluation and Comparison of Bids	19
27. Confidentiality.....	19
28. Clarification of Bids	20
29. Determination of Responsiveness of Bids	20
30. Non-conformities, Errors, and Omissions.....	21
31. Preliminary Examination of Bids	22
32. Examination of Terms and Conditions; Technical Evaluation.....	22
33. Conversion to Single Currency	22
34. Domestic Preference.....	22
35. Evaluation of Bids.....	23
36. Comparison of Bids	24
37. Abnormally Low Bids.....	24
38. Post-qualification of the bidder	25
39. Procuring entity’s Right to Accept Any Bid, and to Reject Any or All Bids	25
F. Award of Contract	25
40. Award Criteria	25
41. Procuring entity’s Right to Vary Quantities at Time of Award	26
42. Notification of Award and standstill period.....	26
43. Signing of Contract.....	27
44. Performance Security	27
45. Right to complain	28

A. General

1. **Scope of Bid**
 - 1.1 The procuring entity, as specified in the **BDS**, issues this bidding document for the supply of goods and if applicable, any related services incidental thereto as specified in Section V- Schedule of Requirements.
 - 1.2 The name and identification number of this Open Competitive Bidding procurement are specified in the **BDS**. The name, identification, and number of lots of are also provided in the **BDS**.
 - 1.3 Throughout this bidding document:
 - (a) “**day**” means calendar day;
 - (b) “**Government**” means the Government of the Independent State of Samoa;
 - (c) the term “**in writing**” means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt;
 - (d) “**procuring entity**” is the Government or delegate or proxy for the Government and the Executor of the Contract;
 - (e) “**Contact Entity**” is the procuring entity’s assigned agency or person for conducting the bidding and contract administration processes;
 - (f) if the context so requires, “**singular**” means “**plural**” and vice versa.
2. **Source of Funds**
 - 2.1 The procuring entity has received public funds toward the cost of the project named in the **BDS** for the execution of this procurement.
 - 2.2 Payment shall be in accordance with the Government’s Treasury Instructions and Payment Policy.
3. **Fraud and Corruption**
 - 3.1 The procuring entity shall require that the supplier, its contractors and their agents (whether declared or not), personnel, subcontractors, sub-consultants, and service providers under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.
 - 3.2 Accordingly, the Government shall clarify the terms where it becomes necessary, but for the purposes of this provision the following are considered unacceptable practices;
 - (a) “**corrupt practice**” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;

- (b) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (c) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party
- (d) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and/or
- (e) “obstructive practice” means:
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Government investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of the Government’s inspection and audit rights.

3.3 A person who commits an offence relating to corrupt activities in Samoa shall

- (a) be liable for conviction under the provisions of the laws of the Independent State of Samoa relating to corrupt activities in Samoa;
- (b) have their bid rejected if it is determined that the bidder is not in compliance with the laws of the Independent State of Samoa relating to corrupt activities in Samoa;
- (c) risk other sanctions in accordance with the Procurement Suspensions and Debarments Procedure.

3.4 The procuring entity will:

- (i) reject a bid for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or

obstructive practices in competing for the contract in question;

- (ii) cancel the portion of the funding appropriation allocated to a contract if it determines at any time that representatives of the procuring entity or of a beneficiary of the appropriation were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the procuring entity having taken timely and appropriate action satisfactory to the procuring entity to remedy the situation or address such practices when they occur;
- (iii) sanction a bidder, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a Government financed contract; and
- (iv) have the right to require that, in contracts financed by a Government appropriation, a provision be included requiring bidders to submit audited financial statements and the same to be certified by an independent auditor, and also to permit the Government to inspect their accounts and records and other documents relating to the submission of proposals and contract performance and to have them audited by auditors appointed by the Government.

3.5 Furthermore, bidders shall be aware of the provision stated in GCC 35.1 of this bidding document with regard to termination for fraudulent and corrupt behaviour.

4. Eligible bidders

4.1 A bidder may be a natural person, private entity, or government-owned entity or a joint venture (JV), under an existing agreement, or with the intent to constitute a legally-enforceable JV (supported by a letter of intent). All partners shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of Contract. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution. Unless specified in the **BDS**, there is no limit on the number of members in a JV.

- 4.2 A bidder shall be deemed to have the nationality of a country if the bidder is a citizen or is constituted, or incorporated, and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including related services.
- 4.3 An eligible bidder (regardless of its country of registration and including any director, officer, manager or supervisor of the bidder) shall not within a period of 3 years preceding the date of issuance of the invitation to bid have been:
- (a) convicted of any criminal offence, whether in Samoa or elsewhere:
 - (i) relating to his or her professional conduct;
 - (ii) relating to the making of false statements or misrepresentations as to his or her qualifications to enter into a procurement contract;
 - (iii) involving dishonesty; or
 - (iv) under anti-corruption legislation; or
 - (b) suspended or disbarred by administrative or judicial proceedings from participating in procurements, whether in Samoa or elsewhere; or
 - (c) convicted of an offence involving dishonesty, obstruction of justice or a lack of honesty or business integrity; or
 - (d) convicted for an offence involving corruption; or
 - (e) convicted for engaging in anti-competitive practices, whether or not involving collusion; or
 - (f) deliberately neglectful or failed without good cause to perform a contract in accordance with its terms, if so serious in nature as to justify suspension or debarment.
- 4.4 The bidding process is open to all eligible bidders.
- 4.5 A bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. bidders may be considered to have a conflict of interest with one or more parties in the bidding process if
- (a) they are or have been associated in the past, with a firm or any of its affiliates (including third parties, controlling partner in common or a leading partner of a joint venture, or a common representative) which have been engaged by the

- procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this bidding document; or
- (b) they are associated, or have been associated in the past, with a firm or any of its affiliates (including third parties, controlling partner in common or a leading partner of a joint venture, or a common representative) that have been hired (or is proposed to be hired) by the procuring entity as Project Manager for the Contract.
- 4.6 Bidders shall not submit more than one bid in this bidding process, except for alternative bids permitted under ITB Clause 13. This does not limit the participation of Subcontractors in more than one bid.
- 4.7 A firm that has been sanctioned by the Government in accordance with ITB 3 shall be ineligible to be awarded a contract, or benefit from a Government-financed contract, financially or otherwise, during such period of time as the Government shall determine. The list of debarred firms shall be made available as **specified in the BDS**.
- 4.8 In accordance with the Instructions, the bidder and any named Subcontractors shall certify in the Bid Submission Form that they are in good standing with the Government and have paid all taxes, duties, fees and other impositions as may be levied in Samoa prior to the award of contract. Evidence of such certification may be required from the successful bidder prior to award of contract.
- 4.9 Foreign Government-owned enterprises and public bodies in Samoa shall be eligible only if they can establish that they:
- (a) are legally and financially autonomous,
 - (b) operate under commercial law, and
 - (c) are not a dependent agency of the procuring entity or other department or agency of the Government.
- 4.10 Failure to directly obtain the bidding documents from the procuring entity will result in ineligibility of that bidder from participating in the procurement process.
- 4.11 Bidders shall provide such evidence of their continued eligibility satisfactory to the procuring entity as the procuring entity shall reasonably request.

- 4.12 In case a pre-qualification process is conducted prior to the tendering process, this tendering is open only to pre-qualified Bidders as confirmed in the BDS.
- 4.13 Bidders shall be excluded if:
- (a) as a matter of law, the Government prohibits commercial relations with that country, provided that the Government is satisfied that such exclusion does not preclude effective competition for the supply of services as required; or
 - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government prohibits importation or contracting of general services from that country or payments to a person or entity in that country.

5. Eligible Goods and Related Services

- 5.1 All the goods and related services to be supplied under the Contract and financed by the Government may have their origin in any country not that excluded in the list **specified in the BDS** and expenditures under the contract are limited to such goods and related services. At the procuring entity's request, the bidders may be required to provide evidence of the origin of goods.
- 5.2 For purposes of this Clause, the term:
- “goods”** includes commodities, raw material, machinery, equipment, and industrial plants; and
- “related services”** includes services incidental to the supply of the goods such as insurance, minor construction, installation, commissioning, training, initial maintenance, preparation of operating and maintenance manuals.
- 5.3 The term **“origin”** means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed or through manufacture, processing, or assembly, another commercially recognized article results that differ substantially in its basic characteristics from its components.

B. Contents of Bidding Documents

6. Sections of bidding documents

- 6.1 The bidding documents consist of Parts 1, 2 and 3 which include all the Sections indicated below and should be read in conjunction with any Addendum issued in accordance with ITB 8.

PART 1 Bidding Procedures

- Section I. Instructions to Bidders (**“ITB”**)

- Section II. Bid Data Sheet (“**BDS**”)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms
- Section IVA – Eligible Countries

PART 2 Supply Requirements

- Section V. Schedule of Requirements

PART 3 Contract

- Section VI. General Conditions of Contract (“GCC”)
- Section VII. Special Conditions of Contract (“SCC”)
- Section VIII. Contract Forms

6.2 “Bidding documents” means the SBD developed and prescribed by the Ministry of Finance for use in public procurement proceedings and all amendments made to the document for the purposes of a procuring entity and documents attached or incorporated by reference, that individually or collectively

- (a) invite bids;
- (b) establish the objects of a bid;
- (c) specify the conditions of a proposed procurement contract;
and
- (d) establish the applicable bidding procedures.

6.3 The procuring entity is not responsible for the completeness of the bidding documents and their addenda if they were not obtained directly from the procuring entity and by the process stated by the procuring entity in the Invitation to Bidders.

6.4 The bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information or documentation required by the bidding documents may result in the rejection of the bid.

7. Clarification of bidding documents

7.1 A prospective bidder requiring any clarification of the bidding documents shall contact the procuring entity in writing at the procuring entity’s address **specified in the BDS** *within 14 working days before closing date and time for submission of Bids* or raise his/her inquiries during the pre-bid meeting. The procuring entity shall respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of bids no later than the number of days specified in the **BDS** prior to the deadline for submission of bids. The procuring entity shall

forward copies of its response to all those who have acquired the bidding documents directly from it, including a description of the inquiry but without identifying its source.

7.2 Should the procuring entity deem it necessary to amend the bidding documents as a result of a clarification, it shall do so following the procedure under ITB 8 of the bidding documents.

8. Amendment of bidding documents

8.1 At any time prior to the deadline for submission of bids, the procuring entity may amend the bidding documents by issuing an addendum.

8.2 Any addendum issued shall form part of the bidding documents and shall be communicated in writing to all who have obtained the bidding documents directly from the procuring entity.

8.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids the procuring entity may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB 23.2 of this bidding document.

C. Preparation of Bids

9. Cost of Bidding

9.1 The bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring entity shall not be liable for those costs, regardless of the conduct or outcome of the bid process.

10. Language of Bid

10.1 The bid as well as all correspondence and documents relating to the same, shall be written in the English language. Supporting documents and any other printed materials that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages of the bid in the English language, in which case and for the purposes of interpreting the bid, the translated version shall take precedent.

11. Documents Comprising the Bid

11.1 The bid shall comprise the following:

- (a) the Bid Submission Form and the applicable Price Schedules in accordance with ITB 12, 14, and 15;
- (b) Bid Security or Bid-Securing Declaration in accordance with ITB 20 if required;
- (c) written confirmation authorising the signatory of the bid to commit the bidder in accordance with ITB 21;
- (d) documentary evidence in accordance with ITB 16 establishing the bidder's eligibility to bid. A fraudulent

declaration is an offence punishable under the laws of the Independent State of Sāmoa;

- (e) documentary evidence in accordance with ITB 17 that the goods and related services conform to the bidding documents;
- (f) documentary evidence in accordance with ITB 18 establishing the bidder's qualifications to bid and perform the contract if its bid is accepted; and
- (g) any other document required in the BDS.

11.2 In addition to the requirements under ITB 11.1, bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all partners. Alternatively, a Letter of Intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement.

12. Bid Submission Form and Price Schedules

12.1 The bidder shall submit the Bid Submission Form using the form in **Section IV - Bidding Forms**. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

12.2 The bidder shall submit the Price Schedules for goods and related services, according to their origin as appropriate, using the forms provided for in **Section IV - Bidding Forms**.

13. Alternative Bids

13.1 Unless otherwise **specified in the BDS**, alternative bids shall not be considered.

14. Bid Prices and Discounts

14.1 The prices and discounts quoted by the bidder in the Bid Submission Form and in the Price Schedules shall conform to the requirements specified in this ITB 14.

14.2 If so indicated in ITB 1.1, bids are invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction in accordance with ITB Sub-Clause 12.1 provided the bids for all lots are submitted and opened at the same time.

14.3 All lots and items must be listed and priced separately in the Price Schedules.

- 14.4 The price to be quoted in the Bid Submission Form shall be the total price of the bid, including VAGST, and excluding any discounts offered and withholding tax.
- 14.5 The bidder shall quote any unconditional discounts and indicate the method for their application in the Bid Submission Form.
- 14.6 The terms EXW, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce as specified in the **BDS**.

Prices shall be quoted as specified in each Price Schedule included in **Section IV- Bidding Forms**. The disaggregation of price components is required solely for the purpose of facilitating the comparison of bids by the procuring entity. This shall not in any way limit the procuring entity's right to contract on any of the terms offered. In quoting its prices, the bidder shall be free to use transportation and insurance services from eligible sources.

Prices shall be entered in the following manner:

(a) **For goods manufactured in Samoa:**

- (i) the price of the goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the goods;
- (ii) any sales tax and other taxes in accordance with the laws of the Independent State of Samoa which will be payable on the goods if the contract is awarded to the bidder; and
- (iii) the price for inland transportation, insurance, and other local services required to convey the goods to their final destination (Project Site) as specified in the **BDS**.

(b) **For goods manufactured outside Samoa, to be imported:**

- (i) the price of the goods, quoted CIP named place of destination, or CIF port of destination as specified in the **BDS**;
- (ii) the price for inland transportation, insurance, and other local services required to convey the goods

from the named place of destination to their final destination (Project Site) specified in the **BDS**;

- (iii) in addition to the CIP prices specified in (b)(i) above, the price of the goods to be imported may be quoted FCA (named place of destination) or CPT (named place of destination), if so specified in the **BDS**; and
- (iv) **bidders shall note that the basis of Customs charges assessment is CIF.**

(c) **For goods manufactured outside Samoa, already imported:**

[For previously imported goods, the quoted price shall be distinguishable from the original import value of those goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the procuring entity. For clarity the bidders are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties which is the difference from those values.]

- (i) the price of the goods, including the original import value of the goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the goods already imported.
 - (ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the goods already imported;
 - (iii) the price of the goods, obtained as the difference between (i) and (ii) above;
 - (iv) any sales and other taxes in accordance with the laws of the Independent State of Samoa which will be payable on the goods if the contract is awarded to the bidder; and
 - (v) the price for inland transportation, insurance, and other local services required to convey the goods from the named place of destination to their final destination (Project Site) specified in the **BDS**.
- (d) **for related services**, other than inland transportation and other services required to convey the goods to their final

destination, whenever such related services are specified in the Schedule of Requirements:

- (i) the price of each item comprising the related services (inclusive of any applicable taxes).

14.7 Prices quoted by the bidder shall be fixed during the bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the **BDS**. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITB 29. However, if in accordance with the **BDS**, prices quoted by the bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

- | | |
|--|--|
| 15. Currencies of Bid | <p>15.1 The currency(ies) of the bid and the currency(ies) of payments shall be the same. The bidder shall quote in Samoan Tala (SAT\$), the portion of the bid price that corresponds to expenditures incurred in Samoa, unless otherwise specified in the BDS.</p> <p>15.2 The bidder may express the bid price for expenditure outside of Samoa in any freely convertible currency. If the bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three freely convertible international currencies in addition to Samoan Tala (SAT\$).</p> |
| 16. Documents Establishing the Eligibility of the bidder | <p>16.1 To establish their eligibility in accordance with ITB 4, bidders shall complete the Bid Submission Form included in Section IV - Bidding Forms.</p> |
| 17. Documents Establishing the Conformity of the Goods and Related Services | <p>17.1 To establish the conformity of the goods and related services to the bidding documents, the bidder shall furnish as part of its bid the documentary evidence that the goods conform to the technical specifications and standards specified in Section V- Schedule of Requirements.</p> <p>17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the goods and related services, demonstrating substantial responsiveness of the goods and related services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.</p> |

- 17.3 Technical Specifications shall be presented in a clearly itemised format identifying major features of material importance as “**Specification Required**”, against which the bidder shall provide “**Specification Offered**”, for each feature indicating in the column headed “**Complies?**”: “**YES**” for compliance (substantial responsiveness) or “**NO**” for non-compliance.
- 17.4 The bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during the period **specified in the BDS** following commencement of the use of the goods by the procuring entity.
- 17.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the procuring entity in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the procuring entity’s satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.
- 18. Documents Establishing the Qualifications of the bidder**
- 18.1 The documentary evidence of the bidder’s qualifications to perform the contract if its bid is accepted shall establish to the procuring entity’s satisfaction:
- (a) that it has the financial, technical, and production capability necessary to perform the Contract, meets the qualification criteria specified in the **BDS and Section III Evaluation and Qualification Criteria**, and has a successful performance history. If a pre-qualification process has been undertaken for the Contract(s) for which these bidding documents have been issued, the bidder shall, as part of its bid, update any information submitted with its application for pre-qualification. For the purposes of establishing a bidder’s qualifications, and unless stated to the contrary in the **BDS**, the experience and / or resources of any Subcontractor will not contribute to the bidder’s qualifications; only those of a Joint Venture partner will be considered.
 - (b) that if required in the **BDS**, a bidder that does not manufacture or produce the goods it offers to supply shall submit the Manufacturer’s Authorisation using the form included in Section IV- Bidding Forms to demonstrate that

it has been duly authorised by the manufacturer or producer of the goods to supply these goods in Samoa;

- (c) that if required in the **BDS**, in case of a bidder not doing business within Samoa, the bidder is or will be (if awarded the contract) represented by an Agent in Samoa equipped and able to carry out the supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications;
- (d) that the bidder meets each of the qualification criterion specified in Section III - Evaluation and Qualification Criteria of the bidding documents.
- (e) national bidders, individually or in joint ventures, applying for eligibility for domestic margin of preference shall supply all information required to satisfy the criteria for eligibility as described in ITB Clause 4.

19. Period of Validity of Bids

- 19.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the procuring entity. A bid valid for a shorter period shall be rejected by the procuring entity as being non-responsive.
- 19.2 In exceptional circumstances, prior to the expiration of the bid validity period, the procuring entity may request bidders to extend the validity period of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB 20, it shall also be extended for a corresponding period. A bidder may refuse the request without forfeiting its Bid Security. A bidder granting the request shall not be required or permitted to modify its bid.

20. Bid Security/ Bid Securing Declaration

- 20.1 The bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration if required, as **specified in the BDS**.
- 20.2 The Bid Security or Bid Securing Declaration shall be in the amount specified in the **BDS** and denominated in Samoan Tala (SAT\$) or the currency of the bid, and shall:
- (a) at the bidder's option, be in the form of either a letter of credit, bank cheque or an unconditional bank guarantee from a banking institution, or a bond issued by a surety;
 - (b) be issued by a reputable institution selected by the bidder. If the institution issuing the bond is located outside Samoa, it shall have a correspondent financial institution located in Samoa to make it enforceable;

- (c) be substantially in accordance with one of the forms of Bid Security in **Section IV- Bidding Forms**;
 - (d) be payable promptly upon written demand by the procuring entity in case the conditions listed in ITB 20.5 are invoked;
 - (e) be submitted in its original form as copies will not be accepted; and
 - (f) remain valid for a period of twenty eight (28) days beyond the validity period of the bids as extended if applicable, in accordance with ITB 19.2.
- 20.3 If a Bid Security or a Bid-Securing Declaration is required in accordance with ITB 20.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB 20.1 shall be rejected by the procuring entity as being non-responsive.
- 20.4 The Bid Security of unsuccessful bidders shall be returned as promptly as possible upon the successful bidder's furnishing of the Performance Security pursuant to ITB44.
- 20.5 The Bid Security may be forfeited:
- (a) if a bidder withdraws or modifies its bid during the period of bid validity in accordance with ITB 19.1, and as provided for in ITB 19.2 if applicable; or
 - (b) if a bidder does not accept a correction of errors (arithmetic) in accordance with ITB Clause 30.3; or if the successful bidder fails to:
 - (i) sign the Contract in accordance with ITB Clause 43; and
 - (ii) furnish a Performance Security in accordance with ITB Clause 44.
- 20.6 In the case where a bid securing declaration is forfeited the bidder will be disqualified for one year from participation in any Government procurement regardless of the source of funding.
- 20.7 The Bid Security or Bid- Securing Declaration of a JV must be in the name of a legally constituted JV that submits the bid or otherwise in the names of all future partners as named in the letter of intent mentioned in **Section IV - Bidding Forms - Bidder Information Form**.
- 20.8 If a Bid security is not required in the BDS, and if a bidder withdraws its bid during the period of bid validity specified by the bidder in accordance with ITB 19.1 and ITB 19.2 where applicable, if the bidder fails to sign the Contract that bid will be

disqualified for one year from participation in any Government procurement regardless of the source of funding.

**21. Format and
Signing of
Bid**

- 20.9 If a Bid Securing Declaration is required, it must be in the form in Section IV - Bidding Forms, and the same shall remain valid for a period of twenty eight (28) days or beyond the validity period of the bids as extended if applicable, in accordance with ITB 19.2
- 21.1 The bidder shall prepare one original of the documents comprising the bid as described in ITB and clearly mark it “**ORIGINAL.**” If alternative bids are permitted in accordance with ITB 13, the documents shall be clearly marked “**ALTERNATIVE**” In addition, the bidder shall submit the required amount of copies of that bid, in accordance with the **BDS** and clearly mark them “**COPY**”. In the event of any discrepancy between the Original and the Copies, the Original prevails.
- 21.2 The Original and all Copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorised to sign on behalf of the bidder.
- 21.3 The written confirmation of authorisation to sign on behalf of the bidder shall be:
- (a) a notarized Power of Attorney authorising and assigning the authority of the signatory to sign the bid in all its parts; and
 - (b) in the case of a bid submitted by an existing JV joint venture (“JV”), a notarised undertaking signed by all parties:
 - (i) stating that all parties shall be jointly and severally liable, if so required in accordance with ITB 4.1, and
 - (ii) nominating a representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and in the event the JV is awarded the Contract, during contract execution.
- 21.4 The name and position held by each person signing the authorization must be typed or printed below the signature.
- 21.5 Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialled by the authorised person signing the bid.

D. Submission and Opening of Bids

- 22. Submission, Sealing and Marking of Bids**
- 22.1 Bidders must always submit their bids by mail or by hand delivery. Bidders submitting bids by mail or by hand delivery, shall enclose the original and each copy of the bid, including alternative bids, if permitted in accordance with ITB 13, in three (3) separate envelopes, sealed and duly marked as “**ORIGINAL**”, “**COPY**” and “**ALTERNATIVE**”, respectively. All three (3) envelopes shall then be enclosed in one (1) single envelope. The rest of the procedure shall be in accordance with ITB 22.2 and 22.3. Submission of bids electronically is prohibited
- 22.2 The inner and outer envelopes shall:
- (a) bear the name and address of the bidder;
 - (b) be addressed to the procuring entity in accordance with ITB 23.1;
 - (c) bear the specific identification of this bidding process indicated in ITB 1.1 and any additional identification marks as **specified in the BDS**; and
 - (d) bear a warning to the effect that the envelope must not be opened before the time and date for bid opening in accordance with ITB 26.1 of this bidding document.
- 22.3 If all envelopes are not sealed and marked as required, the procuring entity will assume no responsibility for the misplacement or premature opening of any bid. The procuring entity also assumes no responsibility for delay in courier or any other form of delivery.
- 23. Deadline for Submission of Bids**
- 23.1 Bids must be received by the procuring entity at the address and no later than on the date and time **specified in the BDS**.
- 23.2 The procuring entity may at its discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with ITB 8, in which case all rights and obligations of the procuring entity and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 24. Late Bids**
- 24.1 The procuring entity shall not consider any bid that arrives after the deadline for submission of bids in accordance with ITB 23. Any bid received by the procuring entity after the deadline for submission of bids shall be declared late, rejected and returned unopened to the bidder.
- 25. Withdrawal, Substitution and**
- 25.1 A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice in accordance with ITB 21, duly signed by the bidder or an authorised representative of the bidder, and shall include a copy of the authorisation (the

Modification of Bids

power of attorney) in accordance with ITB 21.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) submitted in accordance with ITB 21 and 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “**WITHDRAWAL**”, “**SUBSTITUTION**” or “**MODIFICATION**”, respectively; and
- (b) received by the procuring entity prior to the deadline prescribed for submission of bids in accordance with ITB 23.

25.2 Bids requested to be withdrawn in accordance with ITB 25.1 shall be returned unopened to the bidders.

25.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

26. Bid Opening

26.1 The procuring entity shall conduct the bid opening at the address, date and time specified in the **BDS** in the presence of bidders (or designated representatives of the bidders), who choose to attend representatives of the procuring entity and Tenders Board:

26.2 First, envelopes marked “**WITHDRAWAL**” shall be opened and read out and the envelope with the corresponding bid shall not be opened but returned to the bidder. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorised to sign on behalf of the bidder, the corresponding bid previously submitted will be opened. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal and is read out at bid opening.

26.3 Next, envelopes marked “**SUBSTITUTION**” shall be opened and read out and exchanged with the corresponding bid being substituted, and the substituted bid previously submitted shall not be opened but returned to the bidder. No bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorisation by means of a copy of the power of attorney to request the substitution and is read out at bid opening.

26.4 Next envelopes marked “**Modification**” shall be opened and read out with the corresponding bid. No bid modification shall be permitted unless the corresponding modification notice contains a

valid authorisation to request the modification and is read out at bid opening. Only envelopes that are opened and read out at bid opening shall be considered further.

- 26.5 All other envelopes shall be opened and read out identifying the following:
- (a) the name of the bidder and whether there is a modification; the bid prices, including any discounts and alternative offers; and
 - (b) the presence of a Bid Security or Bid-Securing Declaration if required; and
 - (c) any other details as the procuring entity may consider appropriate. Only discounts and alternative offers read out at bid opening shall be considered for evaluation. No bid shall be rejected at bid opening except for late bids, in accordance with ITB 24.1.
- 26.6 The procuring entity shall prepare a record of the bid opening that shall include as a minimum:
- (a) the name of the bidder and whether there is a withdrawal, substitution, or modification;
 - (b) the bid price, per lot if applicable, including any discounts, and alternative offers if they were permitted;
 - (c) the presence or absence of a Bid Security or Bid-Securing Declaration, if one was required.
 - (d) The bidders' representatives who are present shall be requested to sign the attendance record sheet. The omission of a bidder's signature (or signature of bidder's authorised representative) does not invalidate the contents and effect of the record sheet.
- 26.7 A copy of the record shall be distributed to all bidders who submitted bids on time.

E.Evaluation and Comparison of Bids

- 27. Confidentiality**
- 27.1 Information relating to the examination, evaluation, comparison, and post-qualification of the bids, and recommendation of contract award, shall not be disclosed to the bidders or any other persons not officially concerned with the bid process until the Contract Award has been formally made to the successful bidder.
- 27.2 Any effort by a bidder to influence the procuring entity in the examination, evaluation, comparison, and post qualification of the

bids or contract award decisions may result in the rejection of its bid and may be subject to the provisions of the Government's antifraud and corruption policy.

27.3 Despite ITB 27.2, from the time of bid opening to the time of Contract Award, if any bidder wishes to contact the procuring entity on any matter related to the bidding process, it should do so in writing.

28. Clarification of Bids

- 28.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the procuring entity may, at its discretion, request in writing from any bidder clarification of its bid. Any clarification submitted by a bidder in respect to its bid that is not in response to a request by the procuring entity or if a bidder does not provide clarification as requested by the procuring entity, the bid shall not be considered and rejected. The procuring entity's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the procuring entity in the evaluation of the bids in accordance with ITB 30. Any variation of price as a result of tax issues must be referred back to the Tenders Board for approval.
- 28.2 If a bidder does not provide clarifications of its bid by the date and time set in the procuring entity's request for clarification, its bid may be rejected.

29. Determination of Responsiveness of Bids

- 29.1 The Bid Evaluation Committee's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 29.2 A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission.
- 29.3 A material deviation, reservation, or omission is one that:
- (a) affects in any substantial way the scope, quality, or performance of the goods and related services specified in the Contract; or
 - (b) is inconsistent with the bidding documents, and substantially limits the procuring entity's rights or the bidder's obligations under the Contract; or
 - (c) if rectified would unfairly affect the competitive position of the other bidders who have submitted substantially responsive bids.

- 29.4 If a bid is not substantially responsive to the bidding documents, it shall be rejected by the Bid Evaluation Committee and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.
- 30. Non-conformities, Errors, and Omissions**
- 30.1 Provided that a bid is substantially responsive, the Bid Evaluation Committee may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
- 30.2 Provided that a bid is substantially responsive, the Bid Evaluation Committee may request that the bidder submit the necessary information or documentation, requested by the procuring entity, within a period of time specified in their request, to rectify minor or non-material non-conformities or omissions in the bid related to its bid documentation requirements. The request should only be for purpose of seeking clarification and not result in disqualification of a bid. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.
- 30.3 Provided that the bid is substantially responsive, the Bid Evaluation Committee shall correct arithmetical errors on the following basis:
- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Bid Evaluation Committee there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 30.4 The amount stated in the bid shall be adjusted by the Bid Evaluation Committee in accordance with the above procedure for the correction of errors and shall be considered as binding

upon the bidder. If the bidder does not accept the correction of errors, its bid may be rejected.

- 31. Preliminary Examination of Bids**
- 31.1 The Bid Evaluation Committee shall examine the bids to confirm that all documents and technical documentation requested in ITB 11 have been provided and to determine the completeness of each bid submitted.
- 31.2 The Bid Evaluation Committee shall confirm that the following documents and information have been provided in the bid. If any of these documents or information is missing, the bid shall be rejected:
- (a) Bid Submission Form in accordance with ITB 12.1;
 - (b) Price Schedules in accordance with ITB 12.2; and
 - (c) Bid Security or Bid Securing Declaration in accordance with ITB 20 if applicable.
 - (d) Power of Attorney for the authorized representative signing the bid.
 - (e) Any other requirements as indicated in the **BDS**.
- 32. Examination of Terms and Conditions; Technical Evaluation**
- 32.1 The Bid Evaluation Committee shall examine the bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the bidder without any material deviation or reservation.
- 32.2 The Bid Evaluation Committee shall evaluate the technical aspects of the bid submitted in accordance with ITB 17, to confirm that all requirements specified in **Section V- Schedule of Requirements** of the bidding documents have been met without any material deviation or reservation.
- 32.3 If, after the examination of the terms and conditions and the technical evaluation, the Bid Evaluation Committee determines that the bid is not substantially responsive in accordance with ITB 29, it shall reject the bid.
- 33. Conversion to Single Currency**
- 33.1 For evaluation and comparison purposes, the Bid Evaluation Committee shall convert all bid prices expressed in the submitted bids into the amount **specified in the BDS**, using the selling exchange rates established by the source and on the date **specified in the BDS**.
- 34. Domestic Preference**
- 34.1 Domestic preference shall not be a factor in bid evaluation, unless otherwise **specified in the BDS**.

- 34.2 If applicable, the percentage of domestic preference which will be applied is specified in the **BDS and bidders must**.
- (a) be registered within Samoa;
 - (b) have majority ownership by Samoan nationals;
- 35. Evaluation of Bids**
- 35.1 The Bid Evaluation Committee shall examine each eligible bid to determine, its responsiveness.
- 35.2 To evaluate a bid, the Bid Evaluation Committee shall use all the factors, methodologies and criteria defined in ITB Clause 36. The non-price factors selected shall to the extent possible be expressed in monetary terms to facilitate comparison of bids or given weights/scores or be set out in descending order of importance or in a manner otherwise specified in **Section III, Evaluation and Qualification** Criteria. The factors, methodologies and criteria to be used shall be as specified in ITB Sub-Clause 35.3 (d).
- 35.3 To evaluate a bid, the Bid Evaluation Committee shall consider the following:
- (a) evaluation will be done for Items or Lots, as specified in the **BDS**; and the bid price as quoted in accordance with ITB 14. If this bidding document allows bidders to quote separate prices for different lots (contracts), the methodology to determine the lowest evaluated cost of the lot (contract) combinations, including any discounts offered in the Letter of Bid, is specified in Section III, Evaluation and Qualification Criteria.;
 - (b) price adjustment for correction of arithmetic errors in accordance with ITB 30.3;
 - (c) price adjustment due to discounts offered in accordance with ITB 14.5;
 - (d) adjustments due to the application of the evaluation criteria specified in the **BDS** from those set out in **Section III - Evaluation and Qualification Criteria**; and
 - (e) adjustments due to the application of a margin of preference, in accordance with ITB 34 if applicable.
- 35.4** The Bid Evaluation Committee's evaluation of a bid **will exclude and not take into account the following**:
- (a) in the case of goods manufactured in Samoa, sales and other similar taxes, which will be payable on the goods if a contract is awarded to bidder;

- (b) in the case of goods manufactured outside Samoa, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the goods if the contract is awarded to the bidder; and/or
 - (c) any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 35.5 The Bid Evaluation Committee's evaluation of a bid may require the consideration of other factors, in addition to the bid price quoted in accordance with ITB 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the goods and related services. The effect of the factors selected, if any, **shall be expressed in monetary terms to facilitate comparison of bids**, unless otherwise specified in **Section III - Evaluation and Qualification Criteria**. The criteria used shall be as specified in ITB 35.3 (d).
- 35.6 If so specified at ITB 1.1, the bidding document shall allow bidders to quote separate prices for one or more lots, and the procuring entity may award one or multiple lots to more than one bidder. The methodology of evaluation to determine the lowest-evaluated bidder, is specified in **Section III- Evaluation and Qualification Criteria**.
- 36. Comparison of Bids**
 - 36.1 The Bid Evaluation Committee shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB 35.
- 37. Abnormally Low Bids**
 - 37.1 An Abnormally Low Bid is one where the bid price, in combination with other constituent elements of the bid, appears unreasonably low to the extent that the bid price raises material concerns with the Bid Evaluation Committee as to the capability of the bidder to perform the Contract for the offered bid price.
 - 37.2 In the event of identification of a potentially Abnormally Low Bid, the procuring entity shall seek written clarification from the bidder, including a detailed price analyses of its bid price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the bidding document.
 - 37.3 After evaluation of the price analyses, in the event that the Bid Evaluation Committee determines that the bidder has failed to demonstrate its capability to perform the contract for the offered bid price, the Bid Evaluation Committee shall reject the bid.

- 38. Post-qualification of the bidder**
- 38.1 The Bid Evaluation Committee shall determine to its satisfaction whether the bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
- 38.2 The determination shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder pursuant to ITB 18.
- 38.3 An affirmative determination shall be a prerequisite for award of the Contract to the bidder. A negative determination shall result in disqualification of the bid, in which event the Bid Evaluation Committee shall proceed to the next lowest evaluated bid to make a similar determination of that bidder's capabilities to perform the contract satisfactorily.
- 39. Procuring entity's Right to Accept Any Bid, and to Reject Any or All Bids**
- 39.1 The procuring entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to awarding the contract, without thereby incurring any liability to the bidders:
- (a) at any time prior to the acceptance of the successful bid; or
 - (b) after the successful bid is accepted if:
 - (i) the bidder presenting the successful bid is suspended or debarred;
 - (ii) the procurement is cancelled;
 - (iii) the bidder presenting the successful bid is excluded on the grounds of corruption, unfair competition or conflict of interest;
 - (iv) the procurement, the bid or the bidder contravenes or is otherwise not compliant with the provisions of the laws of the Independent State of Samoa.
- 39.2 In case of annulment of any bids submitted and specifically, bid securities, the respective bidders are immediately notified and given ample time to uplift the bids and bid securities from the procuring entity.

F. Award of Contract

- 40. Award Criteria**
- 40.1 The procuring entity shall award the Contract to the bidder whose offer has been determined to be substantially responsive to the bidding documents, provided further that the bidder is determined by the evaluation panel to be qualified to perform the Contract to the satisfaction of the procuring entity. The bidder awarded the

Contract may also be considered by the procuring entity as the bidder with the lowest evaluated bid.

- 41. Procuring entity's Right to Vary Quantities at Time of Award**
- 41.1 At the time the Contract is awarded, the procuring entity reserves the right to increase or decrease the quantity of goods and related services originally specified in **Section V- Schedule of Requirements**, provided this does not exceed the percentages **specified in the BDS**, and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.
- 42. Notification of Award and standstill period**
- 42.1 Prior to the expiration of the bid validity period, the procuring entity shall notify the successful bidder in writing, that its bid has been accepted. At the same time, the procuring entity must also notify all other bidders of the results of the bidding, and shall publish in website of the Ministry of Finance, the results identifying the bid and lot numbers and the following information:
- (a) name of each bidder who submitted a bid; and
 - (b) name of the winning bidder, and the Price it offered, as well as the duration and summary scope of the contract awarded.
- 42.2 The date of the notification under ITB Sub-Clause 42.1 establishes the commencement of the standstill period specified in the **BDS**. During this time bidders may request, in writing, a debriefing seeking explanations on the ground on which their bids were not selected or invoke the 'right to complain' in accordance with ITB 45. The request for debriefing may only seek explanations for the grounds on which their bid was not selected.
- 42.3 The procuring entity shall promptly respond in writing to any unsuccessful bidder who requests a debriefing. If the request is made within the standstill period the contract award will be suspended until the debriefing has taken place.
- 42.4 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 42.5 Within twenty-eight (28) days of receipt of notification of award, the successful bidder, if international, shall take to successful completion the necessary actions, in liaison with the relevant authorities, to obtain proper registration, licences and membership as required in order to carry out economic or business activities in Samoa.

- 43. Signing of Contract**
- 43.1 After notification, the procuring entity shall send the successful bidder the Contract Agreement with the Conditions of Contract for any comments before the same is reviewed and cleared by AGO.
- 43.2 The successful bidder shall return the signed contract within 28 days from the date of the Letter of Acceptance and shall sign, date, and return to the procuring entity the signed Contract Agreement and performance security pursuant to ITB 44.
- 43.3 On receipt of the signed Contract Agreement and performance security, if required, the procuring entity will immediately notify in writing all unsuccessful bidders, of the final results of the bidding process. This notice will discharge their bid securities pursuant to ITB 19.4.
- 43.4 Following signature of the Contract Agreement, the procuring entity shall publish, in the manner prescribed by the Office, the results, identifying the name of the supplier, the contract price and the contract number.
- 44. Performance Security**
- 44.1 Within twenty eight (28) days of the receipt of notification of award from the procuring entity the successful bidder, shall furnish the Performance Security in accordance with GCC 18, using for that purpose the Performance Security Form included in **Section VIII - Contract Forms from an institution acceptable to the procuring entity**. The procuring entity shall promptly notify the winning bidder to each unsuccessful bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB 19.4.
- 44.2 If the performance security furnished by the successful bidder is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful bidder to be acceptable to the procuring entity. A foreign institution providing a bond must have a correspondent financial institution located in the Samoa
- 44.3 Failure of the successful bidder to submit the above-mentioned Performance Security, comply with local requirements or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security. In that event the procuring entity may award the Contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by the procuring entity to be qualified to perform the Contract satisfactorily.

45 Right to complain

- 45.1 The bidder has a right to complain in accordance with the Procurement Independent Complaints and Review Procedure (Part K.9 of the Treasury Instructions).
- 45.2 An actual bidder in procurement proceedings who claims to have suffered, or to be likely to suffer harm due to a breach of a duty imposed on a procuring entity by or under the Instructions, may complain to a procuring entity.
- 45.3 Such complaint must be made in writing working days after the date of notification of award of contract. Any complaint received after the 10-day period shall not be considered -
- 45.4 The bidder should submit its complaint in accordance with the procedures to the address specified in the **BDS**.
- 45.5 If a complainant is dissatisfied with the decision of a procuring entity, the complainant has the right to have the complaint and decision of the procuring entity reviewed by an independent adjudicator. To do so, the complainant must submit an Application for Review in writing, to the Secretariat of the Tenders Board.
- 45.6 A complaint or an application for review must be made in accordance with (Part K.9 of the Treasury Instructions).
- 45.7 A complaint referred to the independent adjudicator shall not be entertained and is dismissed unless the independent adjudicator is satisfied:
- (a) that the complainant is an actual bidder who was part of the relevant procurement proceedings in question;
 - (b) that the complainant shows that he/she/it/they had suffered or is likely to suffer harm, and;
 - (c) that the harm was due to a breach of a duty imposed on the procuring entity; and;
 - (d) that the duty imposed on the relevant procuring entity is provided for under Part K of the Treasury Instructions

Section II - Bid Data Sheet (BDS)

The following **BDS** shall be used for the goods to be procured and shall complement, supplement, or amend the provisions in the ITB. Whenever there is a conflict, the provisions herein shall prevail over those in the ITB.

[Note: Instructions for completing the Bidding Data Sheet are provided, as needed, in the open/editable sections for the relevant ITB Clauses. Please ensure to populate all open/editable sections, convert the final document to PDF and to delete this note before issuance]

ITB Clause Reference	A. General
ITB 1.1	The procuring entity is: Office of the Electoral Commission
ITB 1.2	The name of the bid is: Procurement of Hardware (Servers & Laptops) for the Customised Biometric Solution to upgrade the Samoa Electoral Voter Registration System.
ITB 2.1	The name of the Project is: Upgrading of the Biometric Voter Registration System (E-Roll) Phase 2
ITB 4.1	Maximum number of members in the JV shall be: 2 members
ITB 4.7	The list of debarred firms is the same as those that are excluded by, or are not members of, the World Bank or ADB.
ITB 4.12	A pre-qualification shall not apply.
ITB 5.1	Ineligible countries are: Andorra, Democratic People's Republic of Korea, Liechtenstein, Monaco (World Bank and ADB non-members) and Iraq (UN Security Council) and any other country excluded from the process by the World Bank or ADB. The country of registration must be a member of the World Bank or Asian Development Bank and not under sanction of the UN Security Council.

B. Contents of Bidding Documents

ITB 7.1	For <u>clarification purposes</u> only, the procuring entity's address is: Attention: Unasa Charles Ah Poe Procuring entity: Office of the Electoral Commission Address: 30 Mulinuu Road City: APIA Country: SAMOA
----------------	---

	Electronic mail address: c.ahpoe@oec.gov.ws
ITB 7.1	Requests for clarification should be received by the procuring entity no later than: 14 days before the deadline for submission of bids stated at ITB 23.1

C. Preparation of Bids

ITB 11.1 (g)	<p>The bidder shall submit with its bid the following additional documents as may reasonably be requested by the procuring entity in the bidding documents:</p> <p>Insert list of documents which may include:</p> <ul style="list-style-type: none"> (i) Current business licence, appropriate category in accordance with the industry the goods and related services relate to and is valid for at least six (6) months; (ii) Current certificate of incorporation, or deed of partnership or joint venture (iii) Evidence of payment of immediate past year business income tax (iv) Two (2) business references issued within the past six (6) months providing assurances of quality outcomes, business integrity, reliability and financial soundness of the bidder. (v) Manufacturer’s authorisation for non-manufacturers. The Bidder should also provide a copy of manufacturer’s Good Manufacturing Practice (GMP) certification from the regulatory authority in the country of origin.
ITB 13.1	Alternative bids shall not be permitted.
ITB 14.2	<p>Prices quoted for each lot (contract) shall correspond at least to 100% percent of the items specified for each lot (contract).</p> <p>Prices quoted for each item of a lot shall correspond at least to 100% percent of the quantities specified for this item of a lot.</p>
ITB 14.6	The Incoterms edition is: 2020
ITB 14.6 (a)(iii); (b)(ii), b(iii) and (c)(v)	“Final destination (Project Site)”: The Office of the Electoral Commission, Mulinuu
ITB 14.6 (b) (i)	Incoterms CIP. Place of Destination: Office of the Electoral Commission – 30 Mulinuu Road
ITB 14.7	The prices quoted by the bidder shall not be adjustable during the bidder’s performance of the Contract. If prices shall be adjustable, the methodology is specified in Section III - Evaluation and Qualification Criteria.

ITB 17.4	Period of time the goods are expected to be functioning (for the purpose of spare parts): Not Applicable
ITB 18.1(a)	The bidder shall submit, with its bid, the following documentary evidence to prove that it has the financial, technical and production capability to perform the contract. List hereunder the requirements: <ol style="list-style-type: none"> 1. Audited financial statements past three (3) years, showing positive net worth and sufficient cash flow for current project 2. Past contracts on projects of similar value and complexity, past three (3) years The Subcontractor(s) experience and/or resources will contribute to the bidder's qualifications.
ITB 18.1(b)	Manufacturer's authorization is: "required"
ITB 18.1(c)	After sales service is Not required After sales service shall include: N/A
ITB 19.1	The bid validity period shall be 120 calendar days after the bid submission date.
ITB 20.1	Bid shall include a Bid Securing Declaration (issued by bank or surety) included in Section IV - Bidding Forms ;
ITB 20.2	The amount of the Bid Security shall be Not Applicable
ITB 21.1	In addition to the Original of the bid, the number of Copies is "four (4) hard copies, 1 original and 3 copies"

D. Submission and Opening of Bids

ITB 22.2 (c)	The inner and outer envelopes shall bear the following additional identification marks: Procurement of Hardware (Servers & Laptops) for the Customised Biometric Solution to upgrade the Samoa Electoral Voter Registration System. (OEC-GRS01-2023/2024 UBVRS)
ITB 23.1	For bid submission purposes only , bids must be submitted at the following address: Attention: The Secretary, Tenders Board Address: Level 4 Central Bank Building of Samoa, Beach Road City: APIA Country: SAMOA The deadline for the submission of bids is:

	Date: Monday 16 th October 2023 Time: 11:00am
ITB 26.1	The bid opening shall take place at: Ministry of Finance Floor-Room number: 4 th Floor Street Address: Central Bank of Samoa Building, Beach Road City: APIA Country: SAMOA Date: [Monday 16 th October 2023 Time: 11:30am

E. Evaluation and Comparison of Bids

ITB 31.2(e)	The bidder must provide the following documents or information: Refer ITB11.1(g) and ITB 18.1(a) of this BDS
ITB 33.1	Bid prices expressed in different currencies shall be converted in: Samoan Tala The source of exchange rate shall be: Central Bank of Samoa The date for the exchange rate shall be Tenders Closing Date
ITB 34.1	Domestic preference shall not be a bid evaluation factor.
ITB 34.2	The domestic preference percentage which shall be applied is Not Applicable
ITB 35.3(a)	Evaluation will be on the basis of by item Bidders shall be allowed to quote separate prices for one or more lots. <i>[Refer to Section III Evaluation and Qualification Criteria, for the evaluation methodology.]</i>

ITB 35.3(d)	<p>Price adjustments in evaluation shall be determined using the following criteria, from amongst those set out in Section III - Evaluation and Qualification Criteria:</p> <p>(a) Deviation in Delivery schedule: <u>No</u></p> <p>(b) Deviation in payment schedule: <u>No</u></p> <p>(c) the cost of major replacement components, mandatory spare parts, and service: <u>No.</u> </p> <p>(d) the availability in Samoa of spare parts and after-sales services for the equipment offered in the bid <u>No.</u> </p> <p>(e) the projected operating and maintenance costs during the life of the equipment <u>No.</u> </p> <p>(f) the performance and productivity of the equipment offered; <u>No.</u> </p>
--------------------	--

F. Award of Contract

ITB 41.1	<p>The maximum percentage by which quantities may be increased is: ten percent (10%)</p> <p>The maximum percentage by which quantities may be decreased is: ten percent (10%)</p>
ITB 42.2	<p>The number of days for standstill shall be 15 days.</p>
ITB 45.4	<p>Any complaint should be sent to the following address:</p> <p>For the attention of: Electoral Commissioner</p> <p> Office of the Electoral Commission </p> <p>Address: 30 Mulinu Road</p> <p>City: Apia</p> <p>Country: SAMOA</p>

Section III - Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders (ITB) and the Bid Data Sheet (BDS). It contains the criteria that the procuring entity will use to evaluate a bid and determine whether a bidder has the required qualifications. No other criteria shall be used other than those stated here and otherwise the conformity with commercial requirements and Technical Specifications.

Note: The procuring entity shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, delete the text in italics as well as this note once completed and convert the document to PDF before issuance

Table of Contents

1. Domestic Preference (ITB 34)	355
2. Multiple Contracts (ITB 35.6)	355
3. Evaluation Criteria (ITB 35.3 (d))	355
4. Post-qualification Requirements (ITB 38.2).....	366

1. Domestic Preference (ITB 34)

Not Applicable

2. Multiple Contracts (ITB 35.6)

The procuring entity shall award multiple lots to the bidder that offers the lowest evaluated combination of bids (one contract per bid) and meets the post-qualification criteria in accordance with Section III – Evaluation and Qualification Criteria and ITB 38.2.

The procuring entity shall:

- (a) evaluate only lots or contracts that are substantially responsive to ITB 14.7; and
- (b) take into account:
 - (i) the lowest-evaluated bid for each lot; and

the price reduction per lot and the methodology for its application as offered by the bidder in its bid.

3. Evaluation Criteria (ITB 35.3 (d))

The procuring entity's evaluation of a bid **may take into account**, in addition to the Bid Price quoted in accordance with ITB 14.6, **one or more of the following factors** as specified in ITB 35.3(d), using the following criteria and methodologies.

- (a) **Delivery schedule** (as per Incoterms specified in the **BDS 14.6**)

*The goods specified in the List of goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section V, Delivery Schedule. No credit will be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as non-responsive. Within this acceptable period, an adjustment, as specified in the **BDS 35.3 (d)**, will be added, for evaluation purposes only, to the bid price of bids offering deliveries later than the "Earliest Delivery Date" specified in **Section VI - Delivery Schedule**.*

- (b) **Deviation in payment schedule.** |

- (i) *Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids shall be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The procuring entity may consider the alternative payment schedule and the reduced bid price offered by the bidder selected on the basis of the base price for the payment schedule outlined in the SCC.* |

(c) **Cost of major replacement components, mandatory spare parts, and service.** |

- (i) *The list of items and quantities of major assemblies components, and selected spare parts, likely to be required during the initial period of operation specified in the **BDS 17.4**, is in the List of goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each bid, shall be added to the bid price, for evaluation purposes only.* |

(d) **Availability in Samoa of spare parts and after sales services for equipment offered in the bid.**

An adjustment equal to the cost to the procuring entity of establishing the minimum service facilities and parts inventories, as outlined in **BDS 35.3(d)**, if quoted separately, shall be added to the bid price, for evaluation purposes only.

(e) **Projected operating and maintenance costs.**

Operating and maintenance costs. An adjustment to take into account the operating and maintenance costs of the goods will be added to the bid price, for evaluation purposes only, if specified in **BDS 35.3(d)**. The adjustment will be evaluated in accordance with the methodology specified in the **BDS 35.3(d)**.

(f) **Performance and productivity of the equipment.**

- (ii) An adjustment to take into account the productivity of the goods offered in the bid will be added to the bid price, for evaluation purposes only, if specified in **BDS 35.3(d)**. The adjustment will be evaluated based on the cost per unit of the actual productivity of goods offered in the bid with respect to minimum required values, using the methodology specified in **BDS 35.3(d)**. |

4. Post-qualification Requirements (ITB 38.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the procuring entity shall carry out the post-qualification of the bidder in accordance with ITB 38, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the bidder's qualifications.

(a) **Financial Capability**

The bidder shall furnish documentary evidence that it meets the following financial requirement(s): |

- (i) contracts of similar value & complexity, past three (3) years
(ii) audited financial statements past three years, showing positive net worth and sufficient cash flow for current project |

(b) **Experience and Technical Capacity**

The bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s): |

- (i) years in current principal line of business
- (ii) manufacturer authorization
- (iii) specific technical expertise
- (iv) after sales service, warranty & spare parts support
- (v) operational manual |

(c) Usage Requirements

The bidder shall furnish documentary evidence to demonstrate that the goods it offers meet the following usage requirements: |

- (i) Certificate of Authenticity
- (ii) current model/ state of the art |

Section IV - Bidding Forms

Table of Forms

1. Bidder Information Form	39
2. Joint Venture Partner Information Form	400
3. Bid Submission Form	411
4. Price Schedule: goods Manufactured Outside Samoa , to be Imported	455
5. Price Schedule: goods Manufactured Outside Samoa, already imported	466
6. Price Schedule: goods Manufactured in Samoa	48
7. Price and Completion Schedule - related services	49
8. Bid-Securing Declaration	500
9. Manufacturer's Authorisation	511

Bidder Information Form

Note: The bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: *Insert date (as day, month and year) of Bid Submission*
 IFB No.: *Insert number of bidding process*
 Page: of pages

1. Bidder's name:	<input type="text"/> <i>insert bidder's legal name</i>
2. In case of Joint Venture (JV), name of each member:	<input type="text"/> <i>insert legal name of each party in JV</i>
3. Bidder's actual or intended country of registration:	<input type="text"/> <i>insert actual or intended country of registration</i>
4. Bidder's Year of Registration:	<input type="text"/> <i>insert bidder's year of registration</i>
5. Bidder's Legal address (in country of registration):	<input type="text"/> <i>insert bidder's legal address in country of registration</i>
6. Bidder's Authorized Representative Information:	
Name:	<input type="text"/>
Address:	<input type="text"/>
Telephone/Fax numbers:	<input type="text"/>
Email address:	<input type="text"/>
7. Attached are copies of original documents of: <input type="checkbox"/> <i>check (X) the box according to the attached original documents</i>	
<input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1 above, in accordance with ITB 4.1 and 4.2. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1. <input type="checkbox"/> In case of a public body from Samoa, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.9 of bidding documents	

Joint Venture Partner Information Form

Note: The bidder shall fill in this Form in accordance with the instructions indicated below. This form is to be completed by each member of the Bidder's JV

Date: *Insert date (as day, month and year) of Bid Submission*
 IFB No.: *Insert number of bidding process*
 Page: of pages

1. Bidder's Legal name: <input style="width: 90%;" type="text"/> <i>insert bidder's legal name</i>
2. JV Party's Legal name: <input style="width: 90%;" type="text"/> <i>insert JV Party's legal name</i>
3. JV Party's Country of Registration: <input style="width: 90%;" type="text"/> <i>insert JV Party's country of registration</i>
4. JV Party's year of Registration: <input style="width: 90%;" type="text"/> <i>insert JV Party's year of registration</i>
5. JV Party's legal address in country of Registration: <input style="width: 90%;" type="text"/> <i>insert JV Party's legal address in country of registration</i>
6. JV Party's authorised representative information
Name: <input style="width: 95%;" type="text"/>
Address: <input style="width: 95%;" type="text"/>
Telephone/Fax numbers: <input style="width: 95%;" type="text"/>
Email address: <input style="width: 95%;" type="text"/>
7. Attached are copies of original documents of: <input style="width: 90%;" type="text"/> <i>check (X) the box according to the attached original documents</i>
<input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2 above, in accordance with ITB 4.1 and 4.2. <input type="checkbox"/> letter of intent to form JV or JV agreement, in accordance with ITB 4.1. <input type="checkbox"/> In case of a public body from Samoa, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.9

Bid Submission Form

The bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the bidder's complete name and address.

Note: the bidder shall fill in this Form in accordance with the Instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted. All italicised text is for use in accomplishing these forms and shall be deleted from the final fully edited version

Date: _____

IFB No.: _____

Alternative No.: *insert identification no. if this is a bid for an alternative*

To: _____

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the bidding documents, including Addenda No.: *insert the number and issuing date of each Addenda* in accordance with ITB 8;
- (b) We offer to supply in conformity with the bidding documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following the goods and related services *insert a brief description of the goods and related services*;
- (c) We have satisfied all the legal requirements to carry on business in Samoa and, if our headquarters are outside Samoa, of our entitlement to carry on business in Samoa;
- (d) We are not subject to or anticipate being subject to legal proceedings, either in Samoa or another jurisdiction, that would materially affect our ability or legal capacity to carry out the contract;
- (e) We attach evidence of our fulfilment of non-price criteria of award set out in Section III, Evaluation and Qualification Criteria;
- (f) The total price of our bid, including VAGST and other applicable local taxes but excluding any discounts offered in item (g) below, is: *insert the total bid price including VAGST in words and figures, indicating the various amounts and the respective currencies, together with separate totals for the Contract prime cost and VAGST and any other applicable taxes*;
- (g) The discounts offered and the methodology for their application are:

Discounts. If our bid is accepted, the following discounts shall apply. *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies or state none.]*

Methodology of Application of the Discounts. The discounts shall be applied using the following method: _____ *(Specify in detail the method that shall be used to apply the discounts or state not applicable);*

- (h) Our bid shall be valid for the period of time specified in ITB 19.1, from the date fixed for the bid submission deadline in accordance with ITB 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (i) If price adjustment provisions apply according to the **BDS**, the prices bid shall be adjusted accordingly;
- (j) If our bid is accepted, we commit to obtain a performance security in accordance with ITB 44 and GCC 18 for the due performance of the Contract;
- (k) Our firm, including any subcontractors or suppliers for any part of the Contract do not have any conflict of interest according to ITB 4.5;
- (l) Our firm and any associated firm or joint venture party have not been subject to insolvency or bankruptcy or receivership or liquidation proceedings during the immediate past twelve (12) months;
- (m) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the Government of Samoa or the procuring entity under the laws of the Independent State of Samoa ;
- (n) We are not participating, as a bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.6 other than for alternative offers permitted under ITB 13 of the bidding documents;
- (o) *[We are not a government owned entity/We are a government owned entity but comply with the requirements of ITB 4.9 **Note:** delete non-applicable statement;]*
- (p) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[Note: If none has been paid or is to be paid, indicate “none.”]

- (q) Our firm, and its principals including any director, officer, manager or supervisor, currently and in the past three years, have not committed criminal offenses involving fraud, corruption or other misconduct signifying unsuitability for participation in any way in the procurement and contracting process;
- (r) Our firm, and its principals including any director, officer, manager or supervisor, currently and in the past three years, have not been suspended or disbarred by administrative or judicial proceedings from participating in procurements, whether in Samoa or elsewhere;
- (s) We certify that we are in good standing with the Government and have paid all taxes, duties, fees and other impositions as may be levied in Samoa prior to the award of contract. We also understand evidence of such certification may be required from the successful bidder prior to award of contract;
- (t) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (u) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (v) We understand that you are not bound to accept the lowest responsive bid or any other bid that you may receive. We understand that the procuring entity may cancel a procurement at any time prior to the acceptance of the successful bid or after the successful bid is accepted if
- (i) the bidder presenting the bid is suspended or debarred;
 - (ii) the procurement is cancelled;
 - (iii) the bidder presenting the successful bid is excluded on the grounds of corruption, unfair competition or conflict of interest; or
 - (iv) the procurement, the bid or the bidder contravenes or is otherwise not compliant with the provisions of the laws of the Independent State of Samoa.

Signed: _____ *insert signature of person whose name and capacity are shown below*

In the capacity of *insert legal capacity of person signing the Bid Submission Form*

Name: *insert complete name of person signing the Bid Submission Form*

Duly authorised to sign the bid for and on behalf of: *insert complete name of bidder*

Dated on _____ day of _____, _____ *insert date of signing*

Price Schedule Forms

NOTE:

*The bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the list of goods and related services specified by the procuring entity in the Schedule of Requirements.*

For evaluation purposes only, prices should include import customs duties and VAGST and other applicable taxes. Despite that applicable taxes or duties are not included in the prices, such are to be paid as determined by the relevant authority prior finalisation and signing of the Contract.

Price Schedule: Goods Manufactured Outside Samoa, to be Imported

GROUP C BIDS – GOODS TO BE IMPORTED

Currencies in accordance with ITB Sub-Clause 15							Date: _____ IFB No: _____ Alternative No: _____ Page N° _____ of _____			
1	2	3	4	5	6	7	8	9	10	Total Bid Price per Line item
Line Item No.	Description of goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price CIP <i>insert place of destination</i> in accordance with ITB 14.6(b)(i)	CIP Price per line item (Col. 5x6)	Price per line item for inland transportation and other services required in Samoa to convey the goods to their final destination specified in BDS	Customs duties & charges	VAGST	(Col. 7+8+9+10)
<i>insert no. of the item</i>	<i>insert name of good</i>	<i>insert country of origin of the Good</i>	<i>insert quoted Delivery Date</i>	<i>insert no. of units to be supplied and name of the physical unit</i>	<i>insert unit price CIP per unit</i>	<i>insert total CIP price per line item</i>	<i>insert the corresponding price per line item</i>	<i>insert the corresponding price per line item</i>	<i>insert the corresponding price per line item</i>	<i>insert total price of the line item</i>
SUB TOTAL AMOUNT										
VAGST										
TOTAL AMOUNT										

Name of bidder: *insert complete name of bidder*, Signature of bidder _____ Date: *insert date*

Price Schedule: goods Manufactured Outside Samoa, already imported
GROUP C BIDS – GOODS TO BE IMPORTED

Currencies in accordance with ITB Sub-Clause 15										Date: _____	IFB No: _____	Alternative No: _____	Page N° _____ of _____
1	2	3	4	5	6 ^a	7 ^b	8 ^c	9 ^d	10 ^e	11 ^f	12		
Line Item No.	Description of goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid	Custom Duties and Import Taxes paid per unit	Unit Price net of custom duties and import taxes	Price per line item net of Custom Duties and Import Taxes paid	Price per line item for inland transportation and other services required in Samoa to convey the goods to their final destination	Sales (VAGST) and other taxes paid or payable per item if Contract is awarded	Total Bid Price per line item		
							Col.6–Col.7	Col. 5x8			Col. 9+10		
<i>insert no. of the item</i>	<i>insert name of goods</i>	<i>insert country of origin of the Good</i>	<i>insert quoted Delivery Date</i>	<i>insert of units to be supplied and name physical unit name</i>	<i>insert unit price per unit</i>	<i>insert custom duties and taxes paid per unit</i>	<i>insert unit price net of custom duties and import taxes</i>	<i>insert price per line item net of custom duties and import taxes</i>	<i>insert price per line item for inland transportation and other services</i>	<i>insert sales and other taxes payable per item if Contract is awarded</i>	<i>insert total price per line item</i>		
SUB TOTAL AMOUNT													
VAGST AMOUNT													
TOTAL AMOUNT													

Name of bidder: *insert complete name of bidder*, Signature of bidder _____ Date: *insert date*

NOTES:

- a. In accordance with ITB 14.6(c)(i)
- b. In accordance with ITB 14.6(c)(ii), [to be supported by documents]
- c. In accordance with ITB 14.6(c)(iii)
- d. In accordance with ITB 14.69(c)(i)
- e. As specified in the **BDS** in accordance with ITB 14.6(c)(v)
- f. In accordance with ITB 14.6(c)(iv)

Price Schedule: goods Manufactured in Samoa GROUP A AND B BIDS

Currencies in accordance with ITB Sub-Clause 15								Date: _____ IFB No: _____ Alternative No: _____ Page N° _____ of _____	
1	2	3	4	5	6	7	8	9	10
Line Item No.	Description of goods	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4x5)	Price per line item for inland transportation and other services required in Samoa to convey the goods to their final destination	Cost of local labour, raw materials and components from with origin in Samoa % of Col. 5	Sales (VAGST) and other taxes payable per line item if Contract is awarded (in accordance with ITB 14.6(a)(ii))	Total Price per line item (Col. 6+7)
<i>insert no. of the item</i>	<i>insert name of Good</i>	<i>insert quoted Delivery Date</i>	<i>insert no of units to be supplied and name physical unit name</i>	<i>insert EXW unit price</i>	<i>insert total EXW price per line item</i>	<i>insert the corresponding price per line item</i>	<i>Insert cost of local labour, raw material and components from within Samoa as a % of the EXW price per line item</i>	<i>insert sales and other taxes payable per line item if Contract is awarded</i>	<i>insert total price per item</i>
SUB TOTAL AMOUNT									
VAGST AMOUNT									
TOTAL AMOUNT									

Name of bidder: *insert complete name of bidder*, Signature of bidder _____ Date: *insert date*

Price and Completion Schedule - related services

Currencies in accordance with ITB Sub-Clause 15						Date: _____
						IFB No: _____
						Alternative No: _____
						Page N° _____ of _____
1	2	3	4	5	6	7
Service No.	Description of Services (excludes inland transportation and other services required in Samoa to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
<i>insert no. of the Service</i>	<i>insert name of Services</i>	<i>insert country of origin of the Services</i>	<i>insert delivery date at place of final destination per Service</i>	<i>insert number of units to be supplied and name of the physical unit</i>	<i>insert unit price per item</i>	<i>insert total price per item</i>
Sub Total Bid Prices – related services						
Sub Total - VAGST						
Total Bid Price – related services						

Name of bidder: *insert complete name of bidder*, Signature of bidder _____ Date: *insert date*

Bid-Securing Declaration

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

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

Bid No.: *[number of bidding process]*

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

To: *[complete name of procuring entity]*

We, the undersigned, declare that:

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

We accept that we will automatically be suspended from being eligible for bidding in any contract with the procuring entity for the period of time of *[number of months or years]* starting on *[date]*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have materially modified or withdrawn our bid during the period of bid validity specified in the Bid Submission Form; or
- (b) do not accept a correction of errors;
- (c) having been notified of the acceptance of our bid by the procuring entity during the period of bid 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 ITB.

We understand if the Bid Securing Declaration becomes forfeit we will be disqualified from participating in any Government procurement for one year regardless of the source of funding. We understand this Bid Securing Declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us advising the execution of the contract with the successful bidder; or (ii) twenty-eight (28) days after the expiration of our bid.

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

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

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

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

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

Manufacturer's Authorisation

*The bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorisation should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The bidder shall include it in its bid, if so indicated in the **BDS**.*

Date: *insert date (as day, month and year) of Bid Submission*

IFB No.: *insert number of bidding process*

Alternative No.: *insert identification No if this is a bid for an alternative*

To: *insert complete name of procuring entity*

WHEREAS

We *insert complete name of Manufacturer*, who are official manufacturers of *insert type of goods manufactured*, having factories at *insert full address of Manufacturer's factories*, do hereby authorize *insert complete name of bidder* to submit a bid the purpose of which is to provide the following goods, manufactured by us *insert name and or brief description of the goods*, and to subsequently negotiate and sign the Contract.

We extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the goods offered by the above firm.

Signed: *insert signature(s) of authorised representative(s) of the Manufacturer*

Name: *insert complete name(s) of authorised representative(s) of the Manufacturer*

Title: *insert title*

Dated on _____ day of _____, _____ *insert date of signing*

Section IVA – Eligible Countries

Eligibility for the Provision of Goods, Works and Services under a Government of Samoa - Financed Procurement

All countries other than those currently designated as **INELIGIBLE** are eligible to tender to provide the goods, works and services which are the subject of this tender.

Presently **INELIGIBLE** countries are:

- Andora, Democratic People’s Republic of Korea, Liechtenstein, Monaco (not members of the World Bank or Asian Development Bank), and
- Iraq (UN Security Council).

For projects funded solely by a specific donor, please refer to donor concerned for their list of ineligible countries.

The country of registration must be a member of the World Bank or Asian Development Bank and not under sanction of the UN Security Council.

PART 2 – PROCURING ENTITY’S REQUIREMENTS

Section V - Schedule of Requirements

Table of Contents

1. List of Goods and Delivery Schedule.....	54
2. Technical Specifications	55
3. Drawings	610
5. Inspections and Tests.....	621

1. List of Goods and Delivery Schedule

The procuring entity shall fill in this table, with the exception of the column “bidder’s Offered Delivery Date” to be filled by the bidder – for large contracts, this Schedule will be better expressed in terms of DELIVERY OF LOTS

Line Item or Lot No.	Description of Goods	Quantity	Physical unit	Final (Project Site) Destination as specified in BDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date after Contract Effective Date	Latest Delivery Date after Contract Effective date	bidder’s offered delivery date to be provided by the bidder
<i>insert item No.</i>	<i>insert description of goods</i>	<i>insert quantity of item to be supplied</i>	<i>insert physical unit for the quantity</i>	<i>insert place of Delivery</i>	<i>insert the number of days following the date of effectiveness the Contract</i>	<i>insert the number of days following the date of effectiveness the Contract</i>	<i>insert the number of days following the date of effectiveness the Contract</i>
1	Servers	2	Servers	Office of the Electoral Commission, Mulinnu	30	90	
2	Laptops	40	Laptops	Office of the Electoral Commission, Mulinnu	40	90	

3	VMware Vsphere Enterprise Plus	4	Software Program	Office of the Electoral Commission, Mulinnu	30	90	
---	--------------------------------	---	------------------	---	----	----	--

Name of bidder: *insert complete name of bidder*, Signature of bidder _____ Date: *insert date*

2. Technical Specifications

(1) Servers:

Specifications for the two (2) Servers:

Specification	Description	Quantity
Base	Dell PowerEdge R750	2
Front Storage	3.5" chassis 12x3.5" SAS Drives	1
Processor	Intel Xeon Platinum 8358P 2.6G, 32C/64T, 11.2GT/s, 48M Cache, Turbo, HT (240W) DDR4-3200	2
Memory	32GB RDIMM, 3200MT/s, Dual Rank	8
Hard Drive	2TB SAS 12Gbps 7.2K 512n 3.5in Hard Drive Hot-plug	12
RAID/Internal Storage Controllers	PERC H755 Adapter FH . Support RAID 10 for the Front Disks	1
BOSS-S2	BOSS-S2 controller card + with 2 M.2 480GB (RAID 1)	1
Additional Network Adapter	Quad Port 1GbE BASE-T Adapter	1
Fibre Channel Adapters	Dual Port SPF 16Gb Fibre Channel HBA	1
Power Supply	Dual, Hot-Plug, Fully Redundant	2
Embedded Systems Managment.	iDRAC9, Enterprise 15G	1
Quick Sync	Quick Sync 2 (At-the-box mgmt)	1
Rack Rails	ReadyRail Sliding Rails Without Cable Management Arm	-
No Operating System	No Operating System	-
Warranty Period	12 Months	
Rapid Parts Exchange	36 Months	

(2) Laptops:

Specifications for the 30 Laptops:

Specification	Description	Quantity
Model	Dell Latitude 3520	40
Processor	Intel Core I5 2.4 GHz	-
Memory	8GB	-
Storage	256GB SSD	-
Display	15.6 inch	-
		-
Connectivity	3 x USB ports	-
Network	ethernet	
wireless	802.11ac	
Operating System	Windows 11 Pro	-
Office	OEM Office pro plus	
Accessories:	Carry bag & mouse	

(3)Software Components:

VMWARE Hypervisor

Specification	Description	Quantity
VMWare vSphere Enterprise Plus	Per processor	4

Bid No. <i>insert bid no.</i>		3A. Goods Specifications Compliance Schedule		Sheet <i>no.</i> of <i>total</i>
LOT NO		LOT DESCRIPTION	<i>Biometric Solution Infrastructure</i>	
ITEM NUMBER		ITEM DESCRIPTION	<i>Servers</i>	
Feature No.	Sub Item	Procuring entity's specification required	Bidders specification offered	Complies YES or NO?
1	1.1	Dell PowerEdge R750		
	1.2	Front Storage: 3.5" chassis 12x3.5" SAS Drives		
	1.3	Processor: Intel Xeon Platinum 8358P 2.6G, 32C/64T, 11.2GT/s, 48M Cache, Turbo, HT (240W) DDR4-3200		
	1.4	Memory: 32GB RDIMM, 3200MT/s, Dual Rank		
	1.5	Hard Drive: 2TB SAS ISE 12Gbps 7.2K 512n 3.5in Hard Drive Hot-plug		
	1.6	RAID/Internal Storage Controllers: PERC H755 Adapter FH . Support RAID 10 for the Front Disks		
	1.7	BOSS-S2: BOSS-S2 controller card + with 2 M.2 480GB (RAID 1)		
	1.8	Additional Network Adapter: Quad Port 1GbE BASE-T Adapter		
	1.9	Fibre Channel Adapters: Dual Port SPF 16Gb Fibre Channel HBA		
2	2.0	Power Supply: Dual, Hot-Plug, Fully Redundant		
	2.1	Embedded Systems Managment: iDRAC9, Enterprise 15G		
	2.2	Rack Rails: ReadyRail Sliding Rails Without Cable Management Arm		
	2.3	Operating System: No OS		
	2.4	Warranty Period: 12 Months		
	2.5	Rapid Parts Exchange: 36 Months		

Name of bidder: *insert complete name of bidder*

Signature: _____, Date: *insert date signed*

Bid No. <i>insert bid no.</i>		3A. Goods Specifications Compliance Schedule		Sheet <i>no.</i> of <i>total</i>
LOT NO		LOT DESCRIPTION	<i>Biometric Solution Infrastructure</i>	
ITEM NUMBER		ITEM DESCRIPTION	<i>Laptops</i>	
Feature No.	Sub Item	Procuring entity's specification required	Bidders specification offered	Complies YES or NO?
1	1.1	Dell Latitude 3520		
	1.2	Processor: Intel Core I5 2.4 GHz		
	1.3	Memory: 8GB		
	1.4	Storage: 256GB SSD		
	1.5	Display: 15.6 inch		
	1.6	Connectivity: USB Ports		
	1.7	Network: ethernet		
	1.8	Wireless: 802.11ax		
	1.9	OS: Windows 11		
2	2.0	MS Office: Office 2019		
	2.1	Accessories: Carry Bag & Mouse		

Name of bidder: *insert complete name of bidder*

Signature: _____, Date: *insert date signed*

Bid No. <i>insert bid no.</i>		3A. Goods Specifications Compliance Schedule		Sheet <i>no.</i> of <i>total</i>
LOT NO		LOT DESCRIPTION		<i>Biometric Solution Infrastructure</i>
ITEM NUMBER		ITEM DESCRIPTION		<i>Hypervisor</i>
Feature No.	Sub Item	Procuring entity's specification required	Bidders specification offered	Complies YES or NO?
1	1.1	VMWare vSphere Enterprise plus		
	1.2	License: 4 (per processor model)		

Name of bidder: *insert complete name of bidder*

Signature: _____, Date: *insert date signed*

4. Drawings

This bidding document include **no** drawings.

5. Inspections and Tests

The following inspections and tests shall be performed: *[insert list of inspections and tests]*

[Carefully specify criteria to be used for acceptance- appearance, dimensions, strength grade, destructive and non-destructive tests, functional operation, etc.]

PART 3 - CONTRACT

Section VI - General Conditions of Contract

Table of Clauses

1. Definitions.....	64
2. Contract Documents.....	65
3. Fraud and Corruption.....	65
4. Interpretation.....	66
5. Language.....	67
6. Joint Venture, Consortium or Association.....	68
7. Eligibility	68
8. Notices	68
9. Governing Law	68
10. Settlement of Disputes	68
11. Inspections and Audit by the Bank	69
12. Scope of Supply	69
13. Delivery and Documents.....	69
14. Supplier's Responsibilities.....	69
15. Contract Price.....	69
16. Terms of Payment.....	70
17. Taxes and Duties.....	710
18. Performance Security.....	710
19. Copyright	721
20. Confidential Information	721
21. Subcontracting	732
22. Specifications and Standards	732
23. Packing and Documents.....	743
24. Insurance.....	743
25. Transportation.....	743
26. Inspections and Tests	743
27. Liquidated Damages	75
28. Warranty	75
29. Patent Indemnity	76

30. Limitation of Liability.....	77
31. Change in Laws and Regulations.....	77
32. Force Majeure	78
33. Change Orders and Contract Amendments.....	78
34. Extensions of Time	79
35. Termination.....	79
36. Assignment	821
37. Export Restriction	821

General Conditions of Contract

1. Definitions

- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) **“Contract”** means the Contract Agreement entered into between the procuring entity and the supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (b) **“Contract Documents”** means the documents listed in the Contract Agreement, including any amendments thereto.
 - (c) **“Contract Price”** means the price payable to the supplier as specified in the Contract Agreement, subject to such additions and adjustments to or deductions from, the Contract Price, as may be made under the Contract.
 - (d) **“Day”** means calendar day.
 - (e) **“Completion”** means the complete supply of goods and the fulfilment of the related services by the supplier in accordance with the terms and conditions set forth in the Contract.
 - (f) **“GCC”** means the General Conditions of Contract.
 - (g) **“goods”** means things of every kind and description, whether tangible or intangible, including agricultural crops, raw materials, products and equipment; matter in solid, liquid or gaseous form; and services incidental to the supply of such things that the supplier is required to supply to the procuring entity under the Contract.
 - (h) **“Government”** means the Government of Samoa.
 - (i) **“procuring entity”** means the Government or a Government department or public body purchasing the goods and related services, as specified in the SCC.
 - (j) **“related services”** means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the supplier under the Contract.
 - (k) **“SCC”** means the Special Conditions of Contract.
 - (l) **“Subcontractor”** means any natural person, private or government entity, or a combination of the above, to whom

any part of the goods to be supplied or execution of any part of the related services is subcontracted by the supplier.

- (m) **“supplier”** means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the procuring entity and is named as such in the Contract Agreement.
- (n) **“The Project Site”** where applicable, means the place named in the SCC.
- (o) **“in writing”** means a communication in hand or machine written type and includes messages by facsimile, e-mail and other electronic forms of communications with proof of receipt. **“Electronic communications”** means the transfer of information using electronic or similar media and the recording of information using electronic media.

2. Contract Documents

- 2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

3. Fraud and Corruption

- 3.1 If the procuring entity determines that the supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the procuring entity may, after giving fourteen (14) days' notice to the supplier, terminate the supplier's employment under the Contract and cancel the contract, and the provisions of Clause 35 shall apply as if such expulsion had been made under Sub-Clause 35.1.
- (a) For the purposes of this Sub-Clause:
 - (i) **“corrupt practice”** is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party¹;
 - (ii) **“fraudulent practice”** is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to

¹ “Another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes Government of Samoa staff and employees of other organizations taking or reviewing procurement decisions.

obtain a financial or other benefit or to avoid an obligation²;

(iii) **“collusive practice”** is an arrangement between two or more parties³ designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) **“coercive practice”** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party⁴; and

(v) **“obstructive practice”** is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Government investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(bb) acts intended to materially impede the exercise of the Government’s inspection and audit rights provided for under GCC 11 [Inspections and Audits by the Government].

3.2 Should any employee of the supplier be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the purchase of the goods, then that employee shall be removed.

4. Interpretation

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Incoterms

(a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties under the Contract shall be as prescribed by Incoterms.

² “Party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

³ “Parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non-competitive levels.

⁴ “Party” refers to a participant in the procurement process or contract execution.

- (b) The terms EXW, CIP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the **SCC** and published by the International Chamber of Commerce in Paris, France.

4.3 Entire Agreement

The Contract constitutes the entire agreement between the procuring entity and the supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the Parties with respect thereto made prior to the date of Contract.

4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorised representative of each party thereto.

4.5 Non-waiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of this Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorised representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

4.6 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

5. Language

- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the supplier and the procuring entity, shall be written in the language specified in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are

- accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 5.2 The supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the supplier.
- 6. Joint Venture, Consortium or Association**
- 6.1 If the supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the procuring entity for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the procuring entity.
- 7. Eligibility**
- 7.1 A supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.
- 7.2 For the purposes of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognised article results that differs substantially in its basic characteristics from its components.
- 8. Notices**
- 8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC.
- 8.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 9. Governing Law**
- 9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Independent State of Samoa.
- 10. Settlement of Disputes**
- 10.1 The procuring entity and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 If, after twenty-eight (28) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either the procuring entity or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of

which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **SCC**.

- 10.3 Notwithstanding any reference to arbitration herein,
- (a) the Parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
 - (b) the procuring entity shall pay the supplier any monies due the supplier.

- 11. Inspections and Audit by the Government**
- 11.1 The supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Government and/or persons appointed by the Government to inspect the supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Government if requested by the Government. The supplier's and its Subcontractors and consultants' attention is drawn to Clause 3 [Fraud and Corruption], which provides, *inter alia*, that acts intended to materially impede the exercise of the Government's inspection and audit rights provided for under this Sub-Clause 11.1 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Government's prevailing sanctions procedures).
- 12. Scope of Supply**
- 12.1 The goods and related services to be supplied shall be as specified in the Schedule of Requirements.
- 13. Delivery and Documents**
- 13.1 Subject to GCC Sub-Clause 33.1, the Delivery of the goods and Completion of the related services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the supplier are specified in the **SCC**.
- 14. Supplier's Responsibilities**
- 14.1 The supplier shall supply all the goods and related services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.
- 15. Contract Price**
- 15.1 Prices charged by the supplier for the goods supplied and the related services performed under the Contract shall not vary from

the prices quoted by the supplier in its bid, with the exception of any price adjustments authorised in the **SCC**.

16. Terms of Payment

- 16.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the **SCC**.
- 16.2 The supplier's request for payment shall be made to the procuring entity in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfilment of all other obligations stipulated in the Contract.
- 16.3 Payments shall be made promptly by the procuring entity, but in no case later than sixty (60) days after submission of an invoice or request for payment by the supplier, and after the procuring entity has accepted it.
- 16.4 The currencies in which payments shall be made to the supplier under this Contract shall be those in which the bid price is expressed.
- 16.5 In the event that the procuring entity fails to pay the supplier any payment by its due date or within the period set forth in the **SCC**, the procuring entity shall pay to the supplier interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.

17. Taxes and Duties

- 17.1 For goods manufactured outside Samoa, the supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Samoa.
- 17.2 For goods manufactured within Samoa, the supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the procuring entity.
- 17.3 If any tax exemptions, reductions, allowances or privileges may be available to the supplier in accordance with the laws of the Independent State of Samoa, the procuring entity shall use its best efforts to enable the supplier to benefit from any such tax savings to the maximum allowable extent.

18. Performance Security

- 18.1 If required as specified in the **SCC**, the supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the **SCC**.

- 18.2 The proceeds of the Performance Security shall be payable to the procuring entity as compensation for any loss resulting from the supplier's failure to complete its obligations under the Contract.
- 18.3 As specified in the **SCC**, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the procuring entity; and shall be in one of the formats stipulated by the procuring entity in the **SCC**.
- 18.4 The Performance Security shall be discharged by the procuring entity and returned to the supplier not later than twenty-eight (28) days following the date of Completion of the supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the **SCC**.

19. Copyright

- 19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the procuring entity by the supplier herein shall remain vested in the supplier, or, if they are furnished to the procuring entity directly or through the supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party. Future use of any drawings, documents or other materials, is subject to prior approval of the party having copyright ownership of the same.

20. Confidential Information

- 20.1 The procuring entity and the supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the supplier may furnish to its Subcontractor such documents, data, and other information it receives from the procuring entity to the extent required for the Subcontractor to perform its work under the Contract, in which event the supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the supplier under GCC Clause 20.
- 20.2 The procuring entity shall not use such documents, data, and other information received from the supplier for any purposes unrelated to the contract. Similarly, the supplier shall not use such documents, data, and other information received from the procuring entity for any purpose other than the performance of the Contract.

20.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:

- (a) the procuring entity or supplier need to share with the Government or other institutions participating in the financing of the Contract;
- (b) now or hereafter enters the public domain through no fault of that party;
- (c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the Parties hereto prior to the date of the Contract in respect of the supply or any part thereof.

20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

21. Subcontracting

21.1 The supplier shall notify the procuring entity in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

22. Specifications and Standards

22.1 Technical Specifications and Drawings

- (a) The goods and related services supplied under this Contract shall conform to the technical specifications and standards mentioned in **Technical Requirements, as appended to the Contract Agreement** and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the goods' country of origin.
- (b) The supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the procuring entity, by giving a notice of such disclaimer to the procuring entity.

- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the procuring entity and shall be treated in accordance with GCC Clause 33.

23. Packing and Documents

- 23.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 23.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the **SCC**, and in any other instructions ordered by the procuring entity.

24. Insurance

- 24.1 Unless otherwise specified in the **SCC**, 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, in accordance with the applicable Incoterms or in the manner specified in the **SCC**.

25. Transportation

- 25.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the goods shall be in accordance with the specified Incoterms.

26. Inspections and Tests

- 26.1 The supplier shall at its own expense and at no cost to the procuring entity carry out all such tests and/or inspections of the goods and related services as are specified in the **SCC**.
- 26.2 The inspections and tests may be conducted on the premises of the supplier or its Subcontractor, at point of delivery, and/or at the goods' final destination, or in another place in Samoa as specified in the **SCC**. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the supplier or its Subcontractor, all reasonable facilities and assistance, including access to

drawings and production data, shall be furnished to the inspectors at no charge to the procuring entity.

- 26.3 The procuring entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the procuring entity bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 26.4 Whenever the supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the procuring entity. The supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the procuring entity or its designated representative to attend the test and/or inspection.
- 26.5 The procuring entity may require the supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the goods comply with the technical specification's codes and standards under the Contract, provided that the supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 26.6 The supplier shall provide the procuring entity with a report of the results of any such test and/or inspection.
- 26.7 The procuring entity may reject any goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The supplier shall either rectify or replace such rejected goods or parts thereof or make alterations necessary to meet the specifications at no cost to the procuring entity, and shall repeat the test and/or inspection, at no cost to the procuring entity, upon giving a notice pursuant to GCC Sub-Clause 26.4.
- 26.8 The supplier agrees that neither the execution of a test and/or inspection of the goods or any part thereof, nor the attendance by the procuring entity or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the

supplier from any warranties or other obligations under the Contract.

27. Liquidated Damages

27.1 Except as provided under GCC Clause 32, if the supplier fails to deliver any or all of the goods by the Date(s) of delivery or perform the related services within the period specified in the Contract, the procuring entity may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the delivered price of the delayed goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **SCC**. Once the maximum is reached, the procuring entity may terminate the Contract pursuant to GCC Clause 35.

28. Warranty

28.1 The supplier warrants that all the goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

28.2 Subject to GCC Sub-Clause 22.1(b), the supplier further warrants that the goods shall be free from defects arising from any act or omission of the supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

28.3 Unless otherwise specified in the **SCC**, the warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC**, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.

28.4 The procuring entity shall give notice to the supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The procuring entity shall afford all reasonable opportunity for the supplier to inspect such defects.

28.5 Upon receipt of such notice, the supplier shall, within the period specified in the **SCC**, expeditiously repair or replace the defective goods or parts thereof, at no cost to the procuring entity.

28.6 If having been notified, the supplier fails to remedy the defect within the period specified in the **SCC**, the procuring entity may

proceed to take within a reasonable period such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the procuring entity may have against the supplier under the Contract.

29. Patent Indemnity

29.1 The supplier shall, subject to the procuring entity's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the procuring entity and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the procuring entity may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- (a) the installation of the goods by the supplier or the use of the goods in Samoa; and
- (b) the sale in any country of the products produced by the goods.

Such indemnity shall not cover any use of the goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the supplier, pursuant to the Contract.

29.2 If any proceedings are brought or any claim is made against the procuring entity arising out of the matters referred to in GCC Sub-Clause 29.1, the procuring entity shall promptly give the supplier a notice thereof, and the supplier may at its own expense and in the procuring entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. The supplier shall not bind the procuring entity to any agreement without its written approval.

29.3 If the supplier fails to notify the procuring entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the procuring entity shall be free to conduct the same on its own behalf.

29.4 The procuring entity shall, at the supplier's request, afford all available assistance to the supplier in conducting such

proceedings or claim, and shall be reimbursed by the supplier for all reasonable expenses incurred in so doing.

29.5 The procuring entity shall indemnify and hold harmless the supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the procuring entity.

30. Limitation of Liability

30.1 Except in cases of negligence or wilful misconduct:

- (a) the supplier shall not be liable to the procuring entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay liquidated damages to the procuring entity; and
- (b) the aggregate liability of the supplier to the procuring entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement.

31. Change in Laws and Regulations

31.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Samoa (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already

been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

- 32. Force Majeure**
- 32.1 The supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, 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.
- 32.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier. Such events may include, but not be limited to, acts of the procuring entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes, and any change in Government policy or new development involving the Government.
- 32.3 If a Force Majeure situation arises, the supplier shall promptly notify the procuring entity in writing of such condition and the cause thereof. Unless otherwise directed by the procuring entity 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 the Force Majeure event.
- 33. Change Orders and Contract Amendments**
- 33.1 The procuring entity may at any time order the supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:
- (a) drawings, designs, or specifications, where goods to be furnished under the Contract are to be specifically manufactured for the procuring entity;
 - (b) the method of shipment or packing;
 - (c) the place of delivery; and
 - (d) the related services to be provided by the supplier.
- 33.2 If any such change causes an increase or decrease in the cost of, or the time required for, the supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended by written variation agreed to between the Parties. Any claims by the supplier for adjustment under this Clause must be

asserted within twenty-eight (28) days from the date of the supplier's receipt of the procuring entity's change order.

33.3 Prices to be charged by the supplier for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

33.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the Parties.

34. Extensions of Time

34.1 If at any time during performance of the Contract, the supplier or its subcontractors should encounter conditions impeding timely delivery of the goods or completion of related services pursuant to GCC Clause 13, the supplier shall promptly notify the procuring entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the supplier's notice, the procuring entity shall evaluate the situation and may at its discretion extend the supplier's time for performance, in which case the extension shall be ratified by the parties by written amendment of the Contract.

34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the supplier in the performance of its Delivery and Completion obligations shall render the supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

35. Termination

35.1 Termination for Default

(a) The procuring entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the supplier, may terminate the Contract in whole or in part:

(i) if the supplier fails to deliver any or all of the goods within the period specified in the Contract, or within any extension thereof granted by the procuring entity pursuant to GCC Clause 34;

(ii) if the supplier fails to perform any other obligation under the Contract; or

(iii) if the supplier, under the laws of the Independent State of Samoa has engaged in fraud and corruption, as

defined in GCC Clause 3, in competing for or in executing the Contract.

- (b) In the event the procuring entity terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the procuring entity may procure, upon such terms and in such manner as it deems appropriate, goods or related services similar to those undelivered or not performed, and the supplier shall be liable to the procuring entity for any additional costs for such similar goods or related services. However, the supplier shall continue performance of the Contract to the extent not terminated.

35.2 Termination for Insolvency

- (a) The procuring entity may at any time terminate the Contract by giving notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the procuring entity.

35.3 Termination for Convenience

- (a) The procuring entity, by notice sent to the supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the procuring entity's convenience, the extent to which performance of the supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The goods that are complete and ready for shipment within twenty-eight (28) days after the supplier's receipt of notice of termination shall be accepted by the procuring entity at the Contract terms and prices. For the remaining goods, the procuring entity may elect:
 - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
 - (ii) to cancel the remainder and pay to the supplier an agreed amount for partially completed goods and related services and for materials and parts previously procured by the supplier.

36. Assignment

36.1 Neither the procuring entity nor the supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

**37. Export
Restriction**

37.1 Despite any obligation under the Contract to complete all export formalities, any export restrictions attributable to the procuring entity, to Samoa, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the supplier from meeting its obligations under the Contract, shall release the supplier from the obligation to provide deliveries or services, always provided, however, that the supplier can demonstrate to the satisfaction of the procuring entity that it has completed all formalities in a timely manner, including applying for permits, authorisations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract.

37.2 Termination of the Contract on this basis shall be for the procuring entity's convenience pursuant to Sub-Clause 35.3.

Section VII - Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

Clause No	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1(i)	The procuring entity is: Office of the Electoral Commission
GCC 1.1 (n)	The Project Site(s)/Final Destination(s) is/are: Office of the Electoral Commission, 30 Mulinuu Road, Mulinuu
GCC 4.2 (b)	The version edition of Incoterms shall be INCOTERMS 2020
GCC 5.1	The language shall be: ENGLISH
GCC 8.1	<p>For <u>notices</u>, the procuring entity's address shall be:</p> <p>Attention: Unasa Charles Ah Poe Street Address: 30 Mulinuu Road Floor/Room number: Not Applicable City: Apia Country: Sāmoa Telephone: +68525967 Facsimile number: NOT APPLICABLE Electronic mail address: c.ahpoe@oec.gov.ws</p> <p>For <u>notices</u>, the supplier's address shall be:</p> <p>Attention: <i>[insert full name of person, if applicable]</i> Street Address: <i>[insert street address and number]</i> Floor/Room number: <i>[insert floor and room number, if applicable]</i> City: <i>[insert name of city or town]</i> Country: <i>[insert country]</i> Telephone: <i>[include telephone number, including country and city codes]</i> Facsimile number: <i>[insert facsimile number, including country and city codes]</i> Electronic mail address: <i>[insert e-mail address, if applicable]</i></p>
GCC 10.2	<p>The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows:</p> <p><i>[Clause 10.2 (a) shall be retained in the case of a Contract with a foreign supplier and clause 10.2 (b) shall be retained in the case of a Contract with a national of Samoa.</i></p>

	<p>(a) Contract with international supplier:</p> <p>GCC 10.2 (a)—Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.</p> <p>(b) Contracts with supplier national of Samoa:</p> <p>In the case of a dispute between the procuring entity and a supplier who is a national of the Independent State of Samoa, the dispute shall be referred to adjudication or arbitration in accordance with the Arbitration Act 1976, Independent State of Samoa. This modality may also apply to foreign Suppliers who are prepared to submit to this option</p>
<p>GCC 13.1</p>	<p>Details of Shipping and other Documents to be furnished by the supplier are:</p> <p><i>[To be confirmed at the Contract stage by the Procuring Entity.]</i></p> <p>The above documents shall be received by the procuring entity before arrival of the goods and, if not received, the supplier will be responsible for any consequent expenses.</p>
<p>GCC 15.1</p>	<p>The prices charged for the goods supplied and the related Services performed [<i>“shall not”</i>] be adjustable.</p> <p>If prices are adjustable, the following method shall be used to calculate the price adjustment [<i>Not Applicable</i>]</p>
<p>GCC 16.1</p>	<p>The method and conditions of payment to be made to the supplier under this Contract shall be as follows:</p> <p>Payment for goods and Services supplied from within Samoa:</p> <p>Payment for goods and Services supplied from within Samoa shall be made in Samoan Tala (SAT\$), as follows:</p> <ul style="list-style-type: none"> (i) Advance Payment: ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and a bank guarantee for the equivalent amount and in the form provided in the bidding. (ii) On Delivery: zero percent (0%) of the Contract Price shall be paid on receipt of the goods and upon submission of the documents specified in GCC Clause 13. (iii) On Acceptance: The remaining ninety percent (90%) of the Contract Price shall be paid to the supplier within thirty (30)

	days after the date of the acceptance certificate for the respective delivery issued by the procuring entity.]
GCC 16.5	The payment-delay period after which the procuring entity shall pay interest to the supplier shall be sixty (60) days from the date of payment approval. The interest rate that shall be applied is Half percent (0.05%) per week .
GCC 18.1	A Performance Security NOT APPLICABLE
GCC 18.3	The Performance Security shall be in the form of: NOT APPLICABLE The Performance security shall be denominated in NOT APPLICABLE
GCC 18.4	Discharge of the Performance Security shall take place: NOT APPLICABLE
GCC 23.2	The packing, marking and documentation within and outside the packages shall be: NOT APPLICABLE
GCC 24.1	The insurance coverage shall be as specified in the Incoterms.
GCC 25.1	The supplier is required under the Contract to transport the goods to a specified place of final destination within Samoa, defined as the Project Site, transport to such place of destination in Samoa, including insurance and storage, as shall be specified in the Contract, shall be arranged by the supplier, and related costs shall be included in the Contract Price”; or any other agreed upon trade terms (specify the respective responsibilities of the procuring entity and the supplier)
GCC 26.1	The inspections and tests shall be performed: Not Applicable
GCC 26.2	The Inspections and tests shall be conducted at: Not Applicable
GCC 27.1	The liquidated damage shall be: zero-point five percent (0.5%) of the Contract Price per week.
GCC 27.1	The maximum amount of liquidated damages shall be: Ten percent (10%) of the Contract Price.
GCC 28.3	The period of validity of the Warranty shall be: Twelve (12) months for Servers The period of validity of Warranty shall be: Thirty-Six (36) months for Laptops For purposes of the Warranty, the place(s) of final destination(s) shall be: Office of the Electoral Commission, 30 Mulinuu Road, Mulinuu
GCC 28.5 & GCC 28.6	The period for repair or replacement shall be: Not applicable days.

Section VIII Contract Forms

Table of Forms

Letter of Acceptance	87
Contract Agreement	88
Performance Security	90

Letter of Acceptance

[To be printed on the letterhead paper of the procuring entity]

[Date]

To: *[name and address of the supplier]*

SUBJECT: *[Notification of Award Contract No.]*

This is to notify you that your bid dated *[insert date]* for execution of the *[name of the Contract and identification number, as given in the BDS]* for the Accepted Contract Price of the equivalent of *[insert amount in numbers and words, insert name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by *[insert name of procuring entity]*.

We request you to furnish the Performance Security within 28 days from the date of this letter in accordance with the Conditions of Contract, using for that purpose the Performance Security form which is provided in Section VIII Contract Forms of the bidding documents.

In accordance with Instructions to bidders Clause 42 Notification of Award, this letter shall serve as a binding contract until the final contract is prepared and executed.

Authorised Signature:

Name and Title of Signatory:

Name of Agency:

Contract Agreement

[The successful bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT is made on this *[insert: number]* day of *[insert: month, insert: year]*

BETWEEN

- (1) *[insert complete name of procuring entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of the Independent State of Samoa, or corporation incorporated under the laws of the government of the Independent State of Samoa]* (“**procuring entity**”), of the one part; and
- (2) *[insert name of supplier]*, a corporation incorporated under the laws of *[insert: country of supplier]* and having its principal place of business at *[insert: address of supplier]* (“**supplier**”) of the other part.

WHEREAS the procuring entity invited bids for the supply of certain goods and related services, as specified in *[insert brief description of goods and Services (“goods”)]*.

AND the procuring entity has accepted the bid by the supplier for the supply of the goods and *[insert description of the]* related services (“Services”) in the sum of *[and figures, expressed in the Contract currency(ies)]* (“Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to and they shall be deemed to form and be read and construed as part of this Contract.
2. In consideration of the payments to be made by the procuring entity to the supplier as hereinafter mentioned, the supplier hereby covenants with the procuring entity to provide the goods and Services and to remedy the defects therein in conformity with the provisions of this Contract.
3. The procuring entity covenants to pay the supplier in the amount not exceeding **[INSERT CONTRACT PRICE IN WORDS]** **[INSERT CONTRACT PRICE IN FIGURES]** inclusive of *[please insert any taxes]* (“Contract Price”) in consideration of the provision of the goods and Services in full compliance and in accordance with the terms and conditions of the Contract including but not limited to remedying the defects.
4. The documents forming this Contract shall comprise the following and each shall be read and construed as an integral part of the Contract:
 - (a) Contract Agreement
 - (b) Special Conditions of Contract (“SCC”)

- (c) General Conditions of Contract (“GCC”)
- (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
- (e) The supplier’s bid and Bid Price Schedule
- (f) Notification of Award
- (g) *[Add here any other document(s) where applicable]*

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be executed in accordance with the laws of the Independent State of Samoa on the day, month and year indicated above.

EXECUTED by *[insert details]* **FOR THE** *[insert]*,)
 for and on behalf of the **INDEPENDENT STATE**)
STATE OF SAMOA)

In the presence of:)

..... (Witness Name)

..... (Designation)

EXECUTED by *[insert details]* **FOR THE** *[insert]*,)
 for and on behalf of the **INSERT SUPPLIER**)

in the presence of:)

.....

Director

.....

(Director/Secretary)

Performance Security

The bank, as requested by the successful bidder, shall fill in this form in accordance with the instructions indicated

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

IFB No. and title: *insert no. and title of bidding process*

Bank's Branch or Office: *insert complete name of Guarantor*

Beneficiary: *insert complete name of procuring entity*

PERFORMANCE GUARANTEE No.: *insert Performance Guarantee number*

We have been informed that *insert complete name of supplier* ("supplier") has entered into Contract No. *insert number* dated *insert day and month, insert year* with you, for the supply of *description of goods and related Services* ("Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the supplier, we as guarantor, hereby irrevocably undertake to pay you any sum(s) not exceeding *insert amount(s)⁵ in figures and words* upon receipt by us of your first demand in writing declaring the supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *insert number* day of *insert month, insert year,*⁶ and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758, except that subparagraph (ii) of Sub-article 20(a) is excluded.

.....
Authorised Signatures for Bank and supplier

⁵ The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the procuring entity.

⁶ Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee. The procuring entity should note that in the event of an extension of the time to perform the Contract, the procuring entity would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the procuring entity might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six (6) months] [one (1) year], in response to the procuring entity's written request for such extension, such request to be presented to us before the expiry of the Guarantee."