



Government of Samoa

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT

Matāgaluega o Puna'oa Faalenatura ma le Siosiomaga

Level 3, Tui Atua Tupua Tamasese Efi
Building (TATTE), Sogi, P.O Private
Bag, Apia, SAMOA.
Website: <http://www.mnre.gov.ws/>

Telephone: (+685) 67200
Fax: (+685) 23176
Email: info@mnre.gov.ws

Please address all correspondence to the
Chief Executive Officer, Private Bag,
Apia, Samoa.
Faamolemole faatuatusi uma mai
fesootaiga ma i le Ōfisa Sili.

5 March 2024

Project Title: **PACIFIC RESILIENCE PROJECT**

Source of Funding (grant no.): **D077 - WS**

Contract Name: **Procurement of Desks and Chairs for the Vaigaga Primary School New School Building**

Contract Ref: **PREPSamoaGoods18**

To: _____

Dear Supplier,

INVITATION TO QUOTE

1. You are invited to submit your price quotation(s) for the supply of the following items:
 - i. Loose Furniture for the new Vaigaga Primary School Building
 - a. Desks
 - b. Chairs
 - c. Tables
 - d. Shelves

Information on technical specifications and required quantities are attached.

2. You must quote for all the items under this Invitation. Price quotations will be evaluated for all the items together and contract awarded to the supplier offering the lowest evaluated total cost of all the items, if substantially responsive to the technical specifications.
3. Your price quotation in the forms attached must be electronically via the Government of Samoa e-Tendering Portal (https://portal.tenderlink.com/mof_samoa/), for the following GOODS & RELATED SERVICES
4. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in above Paragraph 3 **by no later than 11am Monday 11 March 2024.**
5. Your quotation in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in in English) for each item quoted.

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

(i) PRICES: The prices should be quoted in Samoan Tala (SAT) for the total cost at final destination (*Vaigaga Primary School, Vaigaga*) which includes all taxes, VAT, custom duties, inland transportation, insurance, loading and unloading plus the price of delivery to the place of destination.

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price at final destination in accordance with paragraph 2 above.

In evaluating the quotations, the Purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

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

(iii) AWARD OF CONTRACT: The award will be made to the bidder offering the lowest evaluated price and offering goods which are substantially responsive to the technical specifications. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Invitation to Quote.

7. Further information can be obtained from:

Mr Asua Malaki Iakopo
ACEO Water Resources Division
Level 3, TATTE Building,
Sogi, Apia

E: malaki.iakopo@mnre.gov.ws (copy: foketiimo@gmail.com and lina.esera@mnre.gov.ws)
T: +685 67200

8. Please confirm by e-mail the receipt of this invitation and whether or not you will submit the price quotation(s).

Sincerely,


(Ms. Frances Brown-Reupena)
CHIEF EXECUTIVE OFFICER