



MINISTRY OF POLICE, PRISONS & CORRECTIONS

Samoa Police Headquarters
PO Box 53
Apia, SAMOA
Tel: (685) 22 222. Fax: (685) 20 848

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

Letter of Invitation

- A. The Police Commissioner on behalf of the Ministry of Police through the Government of the Independent State of Samoa (“the Principal”) invites bids from interested bidders for the *“Procurement of Supply and Delivery of Police Uniforms for the Financial Year 2023-2024 & Commonwealth Head of Governments Meeting 2024”*.
- B. This Invitation for Bids includes the following
- (i) Part 1 - Tendering Procedures
 - (ii) Part 2 - Supply Requirements
 - (iii) Part 3 - Conditions of Contract and Forms
- C. All Bids must observe the Bidding Process and Specification(s). It is also necessary for all Bidders to peruse the Contract.
- D. For enquiries and the inspection of the bidding documents before submission, bidders should contact the following person at the address given below from 9.00 a.m. to 4.30 p.m. on normal working days:
- Maiavatele *Kuno Falanisisi*
ACEO Assets & Facilities Management Division
Ministry of Police
Apia
SAMOA
- Phone number: 22222 extension 1160
Email address: kuno.falanisisi@police.gov.ws
- E. Interested Bidders are invited to uplift the Bidding Documents from the Principal at the address indicated above.
- F. Tender will close on the 2nd April 2024 at the Ministry Of Finance. All Bids must be deposited in the Tender Box located at the Ministry of Finance Office, Level 4, Central Bank of Samoa Building, Apia, Samoa, no later than 11.00am.
- G. All Bids must be delivered in a sealed envelope at the address provided and marked as follow:

“Procurement of Supply and Delivery of Police Uniforms for the Financial Year 2023-2024 & Commonwealth Head of Governments Meeting 2024”.

The Secretary
Samoa Tenders Board
Ministry of Finance
Level 4 Central Bank of Samoa Building
Apia
SAMOA

- H. All Bids will be opened immediately after the given date of deadline in the presence of the Tenders Board and bidders’ representatives who choose to attend.
- I. All Bids must be in hard copies. There must be:
 - (i) one (1) original of all Bids which must be clearly marked “ORIGINAL”;
 - (ii) two (2) other copies of all Bids clearly marked “COPY”;
- J. Late Bids will not be considered and will be returned to the bidder unopened.
- K. The Principal shall not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of Bids.
- L. A pre-bid meeting will be held on the 20th March 2024 at the Ministry of Police Head Quarter at 11.00am
- M. Bidders MUST provide all information required under this bidding document. Bids that do not include all of the information required will be deemed to be non – responsive.



Auapaau Logoitino Filipo

COMMISSIONER OF POLICE, PRISONS & CORRECTIONS SERVICES