



INVITATION TO QUOTE

Date: **Monday, 20 May 2024**

Project Title: Samoa Aviation & Roads Investment Project (SARIP)

Source of Funding (Grant no.): IDA-E0080

Contract Name: Supply and Installation of PA System at Faleolo International Airport

Contract Ref: SAA/GO/004

Dear Supplier,

1. You are invited to submit your price quotation(s) for the supply of the following items:
 - **Lot 1:** PA System for Forecourt, Check-In area & Bathrooms;
 - **Lot 2:** PA System for Departure, Security & Immigration Area on Level 1;
 - **Lot 3:** PA System for Gate 2, 3 and 4
 - **Lot 4:** PA System for Arrival, Baggage, Meeters & Greeters & VIP Area

Information on technical specifications and required quantities are attached.

2. You may quote for **any one or more lots** under this RFQ. Each lot shall be evaluated and contract awarded separately to the supplier(s) offering the lowest evaluated price for each lot, if substantially responsive to the technical specifications.
3. A pre-bid meeting will be held on **Monday 27th May at 2.00pm** at the Project Office, SAA and a site visit to follow shortly after.
4. Your price quotation in the forms attached (Annexes 1, 3 and 4) may be submitted by hand delivery, post or electronically at the following address:

Mr. Tumanuvao Fa'aofonuu Evile Falefatu
C/O: Rusetaneti Taaloga
Samoa Airport Authority
Faleolo International Airport
Main West Coast Road
Samoa

Phone: +685 7649114

Email address: rtaaloga@saa.ws

5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in above Paragraph 3 is: **12.00pm on Tuesday 04 June, 2024.**

6. Your quotation in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information in English for each item quoted.
7. Your quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
8. **PRICES**¹
 - a) For Goods supplied domestically: The prices should be quoted in Samoan Tala for the total price of EX-WORKS (ex-factory, ex-warehouse, etc.) plus the price of delivery to the final destination: **Samoa Airport Authority Premises, Faleolo.**

9. **EVALUATION OF QUOTATIONS**

- a) For Goods supplied domestically: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price at the final destination in accordance with Paragraph 2 above.

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

- i. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - ii. 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;
 - iii. if a Supplier refuses to accept the correction, his quotation will be rejected.
10. **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 specifications². The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
 11. **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of forty five (45) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this RFQ.
 12. Further information can be obtained from:
Ms. Ausialemanaia Faapusa Semisi-Tovio
SARIP – SAA PIU Procurement Officer
Email: ftovio@saa.ws
Phone: +685 7101741

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

² If rated criteria (scoring system) is to be used in addition to price, this paragraph should be modified accordingly.

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

Sincerely,

A handwritten signature in black ink, appearing to be a stylized name or set of initials.

Tumanuvao Fa'aofonu'u Evile Falefatu
GENERAL MANAGER
SAMOA AIRPORT AUTHORITY