



**GOVERNMENT OF SAMOA**  
**RECRUITMENT OF**  
**PROCUREMENT EXPERT**



The Government of Samoa is seeking to recruit a Procurement Expert to provide (80 working days) technical support to the Ministry of Finance under Phase 2 of the Public Finance Management Reform Programme with financial support from AusAID ( Performance-Linked Aid).

The purpose of the assignment is to assist the newly established Procurement Unit in the Ministry of Finance in adjusting guidelines and templates to the Samoan context, providing procurement training to line-Ministries and developing capacity and monitoring and assessing procurement systems across Government.

Detailed Terms of Reference and information on the application procedure are available from the following web sites (ref: PFMR2/2011/01): [www.mof.gov.ws](http://www.mof.gov.ws). The deadline for submission is 10.00 local Samoan time on Monday 26<sup>th</sup> September 2011. Applications must be submitted to: Secretary Tender's Board, 4<sup>th</sup> Floor, Central Bank Building, Ministry of Finance, Private Bag, Apia, Samoa. For clarification or further information contact: Foketi Imo Evalu – email: [foketi.imo@mof.gov.ws](mailto:foketi.imo@mof.gov.ws) Tel: +685 34336



**GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA**

**MINISTRY OF FINANCE**

**RECRUITEMENT OF PROCUREMENT EXPERT FOR THE  
PUBLIC FINANCE MANAGEMENT REFORM PROGRAMME  
PHASE 2**

**REQUEST FOR QUOTATION**

**RFQ Reference: PFMR2/2011/01**

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**AUGUST 2011**

## Letter of Invitation

### 1. Request for Quotations

The Ministry of Finance, hereinafter the Procuring Entity, intends to apply funds from AusAID ( Performance-Linked Aid) for the recruitment of a Procurement Expert to provide technical support for the implementation of the Public Finance Management Reform Plan Phase 2 in the Ministry of Finance.

### 2. Eligibility of Consultants.

The individual consultant must not have been convicted within the last year of, or currently under indictment for, a criminal offence involving corruption or other misconduct reflecting a lack of suitability to participate in procurement.

### 3. Terms of Reference

The Procuring Entity herewith invites quotations (COVER LETTER CV + Cost Estimate) for the services described in Annex 1 of this RFQ.

### 4. Curriculum Vitae

You are hereby invited to submit your letter of motivation highlighting relevant experience and skills, and Curriculum Vitae (CV). Please find below in Annex 2 a sample form of a CV to be utilized when submitting your quotation.

### 5. Cost Estimate of Services

You should also provide a Financial Quotation. Please find below in Annex 3 a sample form "Cost Estimate of Services and Schedule of Rates". **Please note that the following exchange rates will be used for the evaluation of financial offers: 1 AUD =2.43 Samoan Tala; 1 NZD = 1.91 Samoan Tala.**

### 6. Preparation and Submission of Quotations

Quotations must be delivered with one original and two copies. The Cover letter and CV shall be placed in a sealed envelope clearly marked "Curriculum Vitae" followed by the RFQ Number and the name of the assignment, as indicated above in the present letter.

Similarly, the Financial Quotation shall be placed in a separate sealed envelope clearly marked "Financial Quotation" followed by the RFQ Number and the name of the assignment as indicated above in the present letter and with a warning "Do Not Open With the Curriculum Vitae." The envelopes containing, respectively, the CV and the Financial Quotation shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, RFQ number, name of the assignment, submission deadline and offer validity, and be clearly marked "Do Not Open, except during the proposal opening session." The address for submission is as follows:

**Secretary Tender's Board**

**4<sup>th</sup> Floor, Central Bank Building,  
Beach Road  
Ministry of Finance,  
Private bag  
Apla, Samoa.**

Submission must be by hand delivery, mail or courier. Email or fax submissions will not be accepted.

The Procuring Entity shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may cause the rejection of the quotation. If the Financial Quotation is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejecting the Proposal. **The Cover letter and CV shall not include any financial information which may totally or partially disclose the quoted price.** A CV containing such financial information shall be rejected.

#### **7. Information on tax in Samoa**

This Contract is subject to taxation in Samoa, namely VAGST and withholding tax. However, the Principal is responsible for forwarding the value of the tax charged by the Consultant on the Consultancy Fee direct to the Ministry of Revenue. This means that the value of the tax charged by the Consultant on the Consultancy Fee will not be included in payments made to the Consultant under the Contract. Withholding tax is not payable if the consultant is paying income tax in his country of residence. The Consultant must quote fee rates including any taxes payable in Samoa as set out in Annex 3.

#### **7. Evaluation Procedure**

##### **a) Evaluation of CVs**

The Evaluation Committee shall evaluate the Cover letter and CVs on the basis of their compliance with the requirements of the TOR, experience and qualifications of the Consultant, suitability to the assignment, language, and knowledge of local conditions. Each acceptable CV will be given a technical score (St). A CV shall be rejected at this stage if it fails to achieve the minimum technical score of 70 points.

CVs will be evaluated in accordance to the following criteria:

<b>Criteria</b>	<b>Maximum score</b>
Qualifications	15
Relevant experience in drafting, managing and evaluating procurement tenders for goods, services and works. Experience in developing procurement systems and procedures.	50
Experience in training and capacity building	25
Consultancy experience in Samoa and the Pacific region	10
<b>TOTAL</b>	<b>100</b>

**b) Evaluation of the Financial Quotation**

The lowest quote will be noted 100 points. Please note that the following exchange rates will be used for the evaluation of financial offers: 1 AUD =2.43 Samoan Tala; 1 NZD = 1.91 Samoan Tala. Payment of VAGST in Samoa will be excluded from the calculation. The formula for determining the financial score Sf is the following:

$$Sf = 100 \times Pi/Pm, \text{ where}$$

Sf is the point given to the quotation  
Pi is the lowest quote  
Pm is the price of the evaluated quotation

**c) Global evaluation of the Quotation**

The CV is given a weight of 70% and the financial quotation 30%. The global score is determined as follows:  $S = 70\% St + 30\% Sf$

Where: S is the global score  
St is the score of the technical proposal  
Sf is the score of the financial proposal

**The quotation achieving the highest combined technical and financial score will be selected.**

**8. Date for Submission**

You are requested to provide your quotation at the latest by **10am (local Samoan time) on Monday 25<sup>th</sup> September 2011.**

**9. Validity of Quotation**

The quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

**10. Please note that the cost of preparing a quotation and of negotiating a contract is not reimbursable as a direct cost of the assignment.**

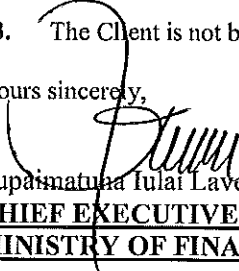
**11. The following documents are attached to this Letter of Invitation:**

I. Terms of Reference	Annex 1
II. Sample Format of Curriculum Vitae (CV)	Annex 2
III. Sample Cost Estimate of Services and Schedule of Rates	Annex 3

**12.** If you require further information on the assignment and the local conditions, you may contact **Foketi Imo Evalu** at the following phone number and address: [foketi.imo@mof.gov.ws](mailto:foketi.imo@mof.gov.ws) Tel: +685 34336, Deputy Chief Executive Officer Operations, Ministry of Finance, Level 3, CBS Building, Private Bag, Apia, Samoa.

**13.** The Client is not bound to accept any of the quotations submitted.

Yours sincerely,

  
Tupamatuha Iulai Lavea  
**CHIEF EXECUTIVE OFFICER**  
**MINISTRY OF FINANCE**

**Annex 1**  
**TERMS OF REFERENCE**

**Phase 2 of the Public Finance Management Reform Plan**

**Procurement Expert**

**1. Background**

The Ministry of Finance in Samoa is seeking to recruit a Procurement expert as part of its Public Finance Management (PFM) Reform Plan Phase 2. The initial phase of the PFM reform programme included technical support from the World Bank with inputs from the Asian Development Bank for the preparation of updated Procurement Guidelines, manuals and standard bidding templates. The technical support was provided in two phases with two different international experts in the period 2007-2009. The first expert drafted new Guidelines for Government Procurement and Contracting for Goods and Works and Consultancy Services in 2007. The 2<sup>nd</sup> expert prepared Procurement Manuals and standard bidding templates based on the new Guidelines. Some training was also undertaken as part of this technical support.

The new Procurement Guidelines have been approved and are currently being used by government, the templates have been disseminated following a whole of government training workshop in late 2008, but the use of the templates has not been enforced due to concerns over the appropriateness in the Samoan context. Thus there continues to be a lack of clear standards and templates for procurement actions by the Government.

Under the PFM Reform Plan Phase 2 the Government is committed to establishing a new Procurement Division to provide technical support to the Tenders Board. This Division will be under the Operational Department of the Ministry of finance and will report to the DCEO Operations. The staff will comprise an ACEO Procurement, who is currently being recruited, a Principal Procurement Officer and a Senior Procurement Officer. The Unit will provide Secretarial support to the Tenders Board and will be responsible for administering the GoS's procurement guidelines and procedures as well as monitoring procurement procedures to ensure they meet Government standards as well as developing and updating the procurement manual, standard bidding templates and guidelines suited to the Samoan context. Their role will include the provision of technical support and training for line Ministries, maintaining records of Tender Board decisions and publicising large contract awards and updating the GoS procurement page under the MOF's website. The key commitments in the phase 2 PFM Reform Plan are provided as follows:

- **Establishment of a Procurement Division within Ministry of Finance to advise and provide support to the Tenders Board.** The unit will provide advice and training to line Ministries on the Government guidelines, manual and templates as well as maintain a record of Tender Board decisions. In addition will continuously review and improve the guidelines, manual and templates.
- **Procurement Manual and Templates for tenders and contracts for goods, supplies, services and works adjusted to Samoan context** and disseminated to line-agencies of government

- System in place to **publicise award decisions on large contracts** on the MoF web-site and notice boards.
- **Procurement unit providing training and advice to line Ministries and Corporations** on procurement procedures and assisting the Tender Board in reviewing submissions for decisions.

## 2. PURPOSE

To assist in developing the capacity of the new Procurement Division in the Ministry of Finance and to review and draft a procurement manual, standard bidding documents and templates, contract and evaluation report templates based on drafts prepared by an independent consultant under the World Bank and ADB joint assistance through Samoa's Procurement Reforms and Capacity Development Project.

## 3. DETAILED TASKS

- i. Review the procurement guidelines, manuals and templates prepared for procurement for goods, works and services and related standard bidding documents prepared under the Procurement Reforms and Capacity Development Project undertaken under the joint assistance of the World Bank and ADB in 2006.
- ii. Review other standard bidding documents that have been used in Samoa and the region for public sector procurement.
- iii. Identify any key issues, standards, risks and constraints in the Guidelines, manuals and templates for discussion with stakeholders from MoF, procurement entities and private sector contractors.
- iv. Prepare a set of recommendations relating to the issues, standards, risks and constraints and advise on appropriate procurement practices to be adopted by the Government of Samoa with the objective of promoting value for money and the general principles of procurement in public expenditure.
- v. Based on Government decisions on the consultant's recommendations work with the ACEO procurement in drafting appropriate revisions to the procurement guidelines and procurement manual and standard bidding templates, contracts and evaluation reports for:
  - Procurement of local consultancy firms (services)
  - Procurement of individual local consultants (services)
  - Procurement of international consultancy firms (international services)
  - Procurement of international consultants (international services)
  - Procurement of local works contractors (works)
  - Procurement of international works contractors – international bidding (works)
  - Procurement of local supplies (supplies)
  - Procurement of international supplies (supplies)

These formats may have different requirements/content depending on the estimated cost of the procurement.
- vi. Make adjustments to the guidelines and manuals depending on the decisions taken relating to appropriate formats and procedures as above.
- vii. Develop standards for advertising Government procurement contracts nationally and internationally taking into consideration cost efficiency and the use of Government and partner Government web sites and regional dissemination mechanisms
- viii. Assist the ACEO Procurement in developing a database for Tender board decisions

- ix. Assist the ACEO Procurement in developing and piloting a training programme to introduce the new templates and amended guidelines/manuals to line-Ministries and Government agencies.
- x. Advise on mechanism to promote transparency of Government procurement.
- xi. Advise on mechanisms to ensure that budget limits are given appropriate consideration prior to award of contract.
- xii. Provide capacity building support to the staff of the Procurement Division and assist in developing a workplan for the Division.
- xiii. Provide training to the Procurement Division staff in reviewing bidding documents and evaluation reports and undertaking procurement evaluations.
- xiv. Advise the Procurement Division on the development of support services to procurement entities across government and in undertaking reviews on procurement systems to check performance.

## **1. METHODOLOGY**

The expert will work under the overall guidance of the DCEO, Operations with day-to-day supervision by the ACEO Procurement. The consultant will develop a workplan during the first two weeks of the assignment with timeframe for the inputs over the whole assignments. The review of the procurement guidelines and manual and the preparation of bidding and contract templates will be managed in consultation with key Government implementing agencies with experience of procurement actions. Private sector contractors will also be consulted. The consultant will assist the procurement Division in the design and delivery of a pilot training programme to at least two sectors. The training modules developed by the consultant will be revised based on the feedback from the training. The consultant will work to develop the capacity of the new Procurement Division throughout the assignment through close collaboration with the officials concerned.

## **2. LOCATION AND TIMEFRAME**

The consultant will be based in Apia, Samoa, and will provide 80 working days input in the period to 30 June 2012. This may be consecutive or a series of two or three separate inputs depending on the consultants proposal. The timeframe may be extended up to a further 80 working days depending on performance.

## **3. EXPERTS PROFILE**

A Procurement expert is required with experience in drafting bidding documents and contracts. The consultant must have extensive experience in managing procurement and evaluation of bids. Experience in developing procurement formats, systems and procedures is preferred. The consultant should have experience in training and capacity building preferably in a developing country context. The expert must have a relevant degree with 10 years of work experience. Experience in Samoa and other Pacific island nations would be preferred.

## **4. REPORTS AND OUTPUTS**

The consultant will be required to produce the following outputs:

- An Inception Report after the initial 10 working days
- Proposed amendments to the Procurement Guidelines and Manual after 30 working days.
- Draft bidding documents and templates for the various types of procurement after 50 working days.
- Training modules and drafting training programmes after 60 working days.

- A Final Report is required at the end of the assignment with a report on the work undertaken and final versions of the documents provided under the assignment.

#### **5. ADMINISTRATIVE INFORMATION**

The expert will work under the overall supervision of the Deputy CEO Operations with day-to-day supervision from the ACEO Procurement. The expert will also be required to work with line agencies procurement units and the Private Sector.

Reports will be submitted to the Deputy CEO and the ACEO with copies to the members of the PFM Reform Task Force.

The consultant will be provided with the necessary office space and facilities as required. The expert is required to provide his own laptop computer.

#### **6. PAYMENT PROCEDURE**

Fees and reimbursement of airfares (if needed) will be payable after 20 working days, 50 working days (or after each mission if managed as separate inputs) and acceptance of the final report for each mission.

## Annex 2

### Sample Format of Curriculum Vitae (CV)

Name: \_\_\_\_\_ (insert as appropriate)  
Profession: \_\_\_\_\_ (insert as appropriate)  
Date of Birth: \_\_\_\_\_ (insert as appropriate)  
Nationality: \_\_\_\_\_ (insert as appropriate)  
Membership in Professional Societies: \_\_\_\_\_ (insert as appropriate)  
Key Qualifications:

(Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.)

Education: (Summarize college/university and other specialized education, giving names of institution, dates attended, and degrees obtained. Use about one quarter of a page.)

Employment Record: (Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.)

Languages:

(For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.)

Names and contact details (phone and email) for 2 references.

Certification: I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ (insert as appropriate)

Day/Month/Year

Note Alternative CV formats which include all the above information will be accepted

**Annex 3**  
**Financial Quotation**  
**Cost Estimate of Services and Schedule of Rates**

**(1) Remuneration**

<i>Name</i>	<i>Rate (Samoan Tala or AUD, NZD as applicable)* (per working day)</i>	<i>Time spent (number of working days)</i>	<i>Total (Samoan Tala, AUD or NZD applicable)*</i>
_____ (insert as appropriate)	_____ (insert number)	80	_____ (insert number)
Samoan Tax/VAGST (15%)			
<b>Sub-Total (1)</b>			

**NOTE:** The daily fee rate must be inclusive of all costs, medical insurance, etc, but excluding VAGST/withholding tax payable in Samoa, which must be shown separately, and any per diem/return airfares for the expert for each mission foreseen within the contract. The fee rates will be based on 5 working days per week. A separate per diem will be paid for each night spent in Samoa. No fees or per diems will be paid for travel days. The expert will be expected to provide his/her own laptop computer. Separate funds will be available for training events. Fees and per diem must be quoted in Samoan Tala, Australian Dollars (AUD) or New Zealand Dollars (NZD). National consultants are required to bid in Samoan Tala

**(2) Reimbursables**

	<i>Rate(Samoan Tala, AUD or NZD as applicable) for return flight</i>	<i>Number</i>	<i>Total (Samoan Tala, AUD or NZD as applicable)</i>
(a) International Travel (economy class only will be reimbursed) – where required for international consultants	_____ (insert number)	4 return flights	_____ (insert number)
(b) Per diem (payable for each night spent in Samoa) where required for international consultants	_____ (insert number)	108	_____ (insert number)
<b>Sub-total (2)</b>			

**TOTAL COST (Samoan Tala /AUD/NZD as applicable)\*** \_\_\_\_\_ (insert number)

\* Currency applicable must be clearly indicated. National consultants are required to bid in Samoan Tala

Signed:

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