



**GOVERNMENT OF THE INDEPENDENT STATE OF  
SAMOA**

**SAMOA WATER AUTHORITY**

**PREPARATION OF DETAILED DESIGN FOR  
IMPROVEMENT TO THE MANONO ISLAND  
WATER SUPPLY SYSTEM**

**REQUEST FOR QUOTATION**

**RFQ Reference: SWA/2010/02**

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OCTOBER, 2010

## Letter of Invitation

Dear Sirs,

### 1. Request for Quotations

The Samoa Water Authority (SWA), hereinafter the Procuring Entity, intends to apply State budget funds for the Procurement of Technical Assistance for the **PREPARATION OF DETAILED DESIGN FOR IMPROVEMENT TO THE MANONO ISLAND WATER SUPPLY SYSTEM**

### 2. This RFQ includes the following submission documents:

Letter of Invitation  
Technical Proposal - Standard Forms  
Financial Quotation - Standard Forms  
Terms of Reference

### 3. Eligibility of Consultants

Consultants must meet the following general eligibility requirements:

- (a) possess a valid business license;
- (b) be free from insolvency, bankruptcy, or similar status;
- (c) have legal capacity to enter into contract;
- (d) have an adequate record of business integrity and ethics;
- (e) not be excluded pursuant to Part IX of the “Guidelines for Government Procurement and Contracting: Consulting Services” available from [www.mof.gov.ws](http://www.mof.gov.ws); and
- (f) the firm and its principals have not 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.

### 4. Preparation and Submission of Quotations

The Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” followed by the RFQ Number and the name of the assignment, as indicated above in the present letter. Similarly, the Financial Proposal shall be placed in a 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 Technical Proposal.”

The envelopes containing, respectively, the Technical Proposal 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 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 Technical Proposal shall not include any financial information which may totally or partially disclose the offered proposal price.** A Technical Proposal containing such financial information shall be rejected.

## **5. Technical Proposal**

You should provide your Technical Proposal in accordance with Annex 1 “Technical Proposal - Standard Forms”

## **6. Financial Quotation**

You should also provide a Financial Quotation. Please find below in Annex 2 “Financial Quotation - Standard Forms”. **Please note that the maximum budget available for this assignment is 100,000 SAT**

## **7. Terms of Reference**

The services should be provided in accordance with the Terms of Reference contained in Annex 3 below.

## **8. Requests for Clarifications**

At the discretion of the Evaluation Committee, requests for clarifications may be sent to the bidders in writing by The Procuring Entity. Such clarifications shall only concern minor elements of the Proposals and in no way can allow for substantial changes to the initial Proposal. Answers shall also be provided only in writing.

## **9. Evaluation Procedure**

### **a) Evaluation of Technical Proposals**

The evaluation committee shall evaluate the Technical Proposals on the basis of their compliance with the requirements of the TOR, relevant experience of the firm, the experience and qualifications of proposed personnel, and the work plan, organization, knowledge of local or specific conditions, as applicable. Each acceptable Proposal will be given a technical score (**St**). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 70 points.

Proposals will be evaluated in accordance to the following criteria:

Experience of tenderer in undertaking similar assignments	20
Work plan for performing the assignment	10
Qualifications and experience of proposed team:	
Water Supply design expertise: Qualifications and experience in the design of water supply systems of a similar size	50
Social Development: experience in dealing with community consultation and land issues	10
Environmental expertise: Qualifications and experience in undertaking environmental assessment studies	10
	100

**The minimum technical score St required to pass to the evaluation of the financial quotation is: 70 points**

**b) Evaluation of the Financial Quotation**

The lowest price will be noted 100 points. 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 price  
Pm is the price of the evaluated quotation

**c) Global evaluation of the Quotation**

The technical proposal is given a weight of 75% and the financial quotation 25%. The global score is determined as follows:  $S = 75\% St + 25\% Sf$

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.**

**10. Date for Submission**

You are requested to provide your quotation the latest by 1pm on Monday 29<sup>th</sup> November at the address indicated below:

**Secretary to Tender’s Board  
4<sup>th</sup> Floor, Central Bank Building,  
Beach Road  
Ministry of Finance,**

**Private bag  
Apia, Samoa.**

**11. Validity of Quotation**

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

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

**13.** If you require further information on the assignment and the local conditions, you may contact **Mr. Philip Kerslake** at the following phone number and address:

Tel: 7776035

Email: [Philip.kerslake@swa.gov.ws](mailto:Philip.kerslake@swa.gov.ws)

Mail: SWA Office Vaitele,

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

**15.** Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) whether or not you will be submitting a quotation.

We look forward to receiving your quotation and thank you for your interest in this project.

**Procuring Entity:**

Name: Samoa Water Authority

Address: Box 245, Apia, Samoa

Tel. No. 7776035

Fax No. 21298

Email address: [Philip.kerslake@swa.gov.ws](mailto:Philip.kerslake@swa.gov.ws)

Yours sincerely,

Managing Director  
Samoa Water Authority

ATTACHEMENT 1:

**DATA SHEET**

Deadline for submission of RFQ	1pm on Monday 29 <sup>th</sup> November 2010
Period of validity of Proposal	29th January, 2011
Latest commencement date for the assignment	15 <sup>th</sup> February, 2011
Timeframe for phase 1	1 month
Timeframe for phase 2	6 weeks
Facilities to be provided by the procurement entity	None
Counterpart staff to be provided by the procurement entity	MNRE and SWA will work closely with the consultant
Information to be provided by the procurement entity	Data available from MNRE on surface and ground water measurements in the region. SWA standards for design

## **Annex 1**

### **Technical Proposal – Standard Forms**

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant's Organization and Experience
  - A Consultant's Organization
  - B Consultant's Experience
- TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by The Procuring Agent
  - A On the Terms of Reference
  - B On the Counterpart Staff and Facilities
- TECH-4 Team Composition and Task Assignments
- TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-6 Work Schedule

## FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

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(Location, Date)

To: \_\_\_ (Name and address of (Procuring Entity))

Dear Sir or Madam:

We, the undersigned, offer to provide the consulting services for \_\_\_ (Insert title of assignment) in accordance with your Request for Quotations dated \_\_\_ (Insert Date) and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: \_\_\_ (Insert a list with full name and address of each associated Consultant or insert 'none')

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, as indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (In full and initials): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE**

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**A - Consultant's Organization**

*(Provide here a brief (two pages maximum) description of the background and organization of your firm/entity and each associate for this assignment.)*

## B - Consultant's Experience

*(Using the format below, provide information on a maximum of 5 assignments for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use a maximum of 10 pages.)*

Assignment name:	Approx. value of the contract (in Samoan Tala or USD as applicable):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current Samoan Tala):
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: \_\_\_\_\_

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF  
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED  
BY THE PROCURING ENTITY**

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*(These shall not be used for evaluation purpose, but may be discussed during negotiations. The Procuring Entity is not bound to accept any modifications proposed. If the proposed modifications/suggestions would require changes in the offered price, it should be noted as such, without giving the price of the change. Disclosure of any prices in this Form shall be reason for rejection of the Proposal.)*

**A - On the Terms of Reference**

*(Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal).*

**B - On Counterpart Staff and Facilities**

*(Comment here on counterpart staff and facilities to be provided by the Procuring Entity according to information in the Data Sheet)*



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**FORM TECH-5 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF<sup>1</sup>**

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**1. Proposed Position** (only one candidate shall be nominated for each position): \_\_\_\_\_

**2. Name of Firm** (Insert name of firm proposing the staff): \_\_\_\_\_

**3. Name of Staff** (Insert full name): \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** (Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment): \_\_\_\_\_

**6. Membership of Professional Associations:** \_\_\_\_\_

**7. Other Training** (Indicate significant training since degrees under 5 - Education were obtained): \_\_\_\_\_

**8. Countries of Work Experience:** (List countries where staff has worked in the last ten years): \_\_\_\_\_

**9. Languages** (For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing): \_\_\_\_\_

**10. Employment Record** (Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see

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<sup>1</sup> The CVs are not required to follow this format but they must include **all the information** that is in the standard format.

*format here below): dates of employment, name of employing organization, positions held.):*

From (Year): \_\_\_\_\_ To (Year): \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11. Detailed Tasks Assigned</b></p> <p><i>(List all tasks to be performed under this assignment)</i></p> <p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>(Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.)</i></p>	<p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*(Signature of staff member or authorized representative of the staff)* Date: \_\_\_\_\_  
Day/Month/Year

Full name of authorized representative: \_\_\_\_\_





**Annex 2**  
**Financial Quotation – Standard forms**

- FIN-1 Financial Quotation Submission Form
- FIN-2 Summary of Prices
- FIN-3 Breakdown of expenses by Activity
- FIN-4 Breakdown of Remuneration
- FIN-5 Breakdown of expenses

**FORM FIN-1 FINANCIAL QUOTATION SUBMISSION FORM**

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(Location, Date)

To: \_\_\_ (Name and address of (Procuring Entity))

Dear Sirs:

We, the undersigned, offer to provide the consulting services for \_\_\_ (Insert title of assignment) in accordance with your Request for Quotation dated \_\_\_ (Insert Date) and our Technical Proposal. Our attached Financial Quotation is for the sum of \_\_\_ (Insert amount(s) in words and figures<sup>1</sup>).

Our Financial Quotation shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Quotation, as indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (In full and initials): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

- 1 Amounts must coincide with the ones indicated under Total Price of Financial Quotation in Form FIN-2.

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**FORM FIN-2 SUMMARY OF PRICES**

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<b>Item</b>	<b>Prices</b>
	<i>Total in Samoan Tala</i>
Total Prices of Financial Quotation <sup>1</sup>	

- 1 Indicate the total prices, to be paid by the Procuring Agent in Samoan Tala. Such total prices must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Quotation.



### FORM FIN-3 BREAKDOWN OF EXPENSES BY ACTIVITY<sup>1</sup>

<b>Group of Activities (Phase)<sup>2</sup>:</b>	<b>Description<sup>3</sup>:</b>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
<i>Price Components</i>	<b>Expenses</b> <i>(In Samoan Tala)</i>
Remuneration <sup>4</sup>	
Expenses <sup>4</sup>	
Taxes (this contract will be subject to taxation in Samoa)	
Sub total	

- 1 Form FIN-3 shall be filled for each phase of the assignment (two phases as set out in the Terms of Reference). In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Prices of Financial Quotation indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the ToR.
- 3 Short description of the activities whose price breakdown is provided in this Form.
- 4 Remuneration and Expenses must respectively coincide with relevant Total Prices indicated in Forms FIN-4, and FIN-5.



### FORM FIN-5 BREAKDOWN OF EXPENSES

Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Procuring Entity throughout the duration of this contract and/or for the purpose of verification of the market reasonableness of the prices offered)

The items in the list below are indicative. Consultants are requested to modify them to reflect the actual structure of their expenses.

N°	Description <sup>1</sup>	Unit	Unit Price in Samoan Tala
	Per diem allowances	Day	
	Miscellaneous travel expenses	Trip	
	Communication expenses between ( <i>Insert place</i> ) and ( <i>Insert place</i> )		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Use of computers, software		
	Subcontracts		
	Local transportation expense		
	Office rent, clerical assistance		

<sup>1</sup> Delete items that are not applicable or add other items according to details in the Data Sheet.

## **ANNEX 3: Terms of Reference**

### **PREPARATION OF DETAILED DESIGN FOR IMPROVEMENT TO THE MANONO ISLAND WATER SUPPLY SYSTEM**

#### **1. Background**

On 29 September 2009 a major earthquake (8.3 Richter) in the Samoan region triggered tsunami waves which affected 43 villages on the south-eastern coast of Upolu Island and Manono Island. Many of the affected villagers relocated to higher ground as a consequence.

Resettled people on Manono Island obtain water by walking to existing taps. Manono Island receives its water from Upolu through a 3900m 100mm PVC submarine main. Some of the people impacted by the tsunami have moved to higher ground and are not currently supplied with water within close proximity to offtakes. There are known to be problems with water pressure and reliability of the existing water supply network. Many houses have rainwater tanks to supplement the SWA supply system.

Following the Tsunami the only actions taken were to repair leaks in the submarine main.

#### **2 Rationale**

In order to ensure sustainable /quality water supplies it is recommended that the submarine PVC main between the mainland and Manono be replaced with a DN110 HDPE continuously welded main. The new main would be anchored and would be buried. The most effective method of trenching and burial would be by dredge. However, it may be practical and cheaper to utilise a long reach excavator operating from a barge. Concrete anchor blocks would be precast and would be fastened to the pipeline using PE ties or other non-corrodible ties.

Water pressure in the vicinity of the Manono Island submarine pipeline connection at Manono Uta, Upolu has been reported to be low. Options for improving this situation should be investigated and implemented by SWA. Supply to Manono Island could be timed for off-peak periods to assist in the relief of this problem.

The long term scheme will require additional storage on Manono Island to provide at least one day's supply (350,000L for 1,400 persons at 250 Lpppd). This would also require an average supply rate of 4L/s or a peak supply rate of 12L/s if two 4 hour off-peak periods are adopted to pump water to Manono Island from the Upolu main. A new pump station would be constructed on Upolu to pump directly to the new storage/header tank on Manono Island.

#### **3. Description of the Assignment**

##### **Specific Objectives**

Fully assess water needs of populations on Manono Island and the ability of existing systems to sustainably and reliably meet these needs. Confirm sustainable capacities of existing water sources and investigate all potential alternate sources. Alternate sources should include the possible option of establishing a desalinisation plant financed through JICA. Prepare a detailed long term water supply options study with costings and recommendations on preferred water supply systems. On adoption of the preferred option by the SWA, complete detailed designs, assist SWA to call tenders and advise on construction of works.

## **Requested Services**

The following specific activities should be undertaken in the study:

### **Phase 1: Analysis of Existing Water Supply Systems and Identification of options for Improvements**

- i. Gather all population information and assess water demand
- ii. Obtain information on sustainable yields from existing bores.
- iii. Analyse hydraulic capacity of existing networks including provision for leakage.
- iv. Test existing networks to confirm actual pressures and flows are within 5% of calculated values.
- v. Provide a GAPS analysis of existing systems to identify upgrade requirements.
- vi. Analyse the environmental, technical and recurrent cost implications and benefits of a desalinisation plant for Manono.
- vii. Prepare Interim Report on Existing Water Supply System and options/recommended outline solutions to strengthen the system. The objective will be to supply safe drinking water at a reasonable pressure with 24 hour supply.

### **Phase 3: Detailed Design of Works**

- viii. Liaise with SWA, WSCU and MNRE to agree the preferred option and to finalise a scope for the detailed design.
- ix. Prepare a Preliminary Environmental Assessment Report (PEAR) for the preferred option and submit to PUMA. Liaise with PUMA to obtain approvals or to undertake further studies (e.g. EIS).
- x. Undertake detailed design of all agreed works in the form of a Detailed Design Report including the required design drawings, technical specifications and Bill of Quantities.

## **3.3 Relevant Design Factors**

- *Population*

Identify all populations in the supply area. Communities should be consulted to ensure accuracy of needs in particular regarding future settlements and numbers of individuals. Future demand projections should consider demand to 2035

- *Land Ownership*

Proper consideration is to be given to social issues including land ownership. Communities should be consulted at all stages of options development and construction to confirm land ownership obligations are respected and adhered to.

- *Reports*

Take in to consideration the recommendations of previous reports, specifically those by RedR on the Post Tsunami Intermediate and Long Term Water Supply. Prepare new reports to SWA standards and requirements.

- *Design Criteria*

Adopt SWA standards for design of water supply systems.

### **3.4 Required Output and Reporting**

The study should provide comparison of viable options with a recommendation as to the preferred option. The final report should provide detailed designs of the preferred option with cost estimates to an accuracy of +/- 20%.

Reports must be provided in both hard copy and digital format. Digital copies must utilise compatible software including EPANET, Autocad and Mapinfo. All datasets collected during the study must be handed over.

All studies should be part of the one consultancy and presented as one study so that proper coordination and progression of work is achieved.

### **3.5 Institutional Arrangements**

The client for this study is the Samoa Water Authority. The consultant will be required to work in close collaboration with the Senior Engineer and his staff responsible for the water supplies in the south east Region. Monthly meeting will be held with SWA with written reports presented on the progress of the project. For the hydrology aspects of the study the consultant will work in close collaboration with the Water Resources Division in MNRE. MNRE will be presented with hard and soft copies of all relevant hydrological data collected during the study.

### **3.5 Timetable**

It is expected the study will be completed by March 2010

Experts Required:

- Water engineer with experience in design of water supply systems
- Environment consultant
- Social Development Expert
- Surveyor