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Please address all correspondence
to the
Chief Executive Officer

REQUEST FOR QUOTATION (Non-Consulting Services)

Ministry of Agriculture and Fisheries

RE-TENDER

19th January, 02

Project Title: Samoa Agriculture and Fisheries Productivity & Marketing Project

Source of Funding (loan/credit/grant no.): D438-WS

Contract Name: Consumption and Nutrition Survey

Contract Ref: WS-MAF-252266-NCS-RFQ

To,

.....
.....

Dear Bidder,

1. The Ministry of Agriculture and Fisheries hereby invites you to submit a quotation for the following services:
 - Developing a survey questionnaire, methodology, and implementation plan to collect a range of required consumption and nutrition indicators (see Annex 1) based on a stratified sample of no less than 1,400 households¹.
 - Develop a sampling frame to be adopted for the survey and enumerate selected households.
 - Pretesting and refining the survey questionnaire, methodology, and implementation plan with relevant stakeholders within MAF as well as selected households.
 - Implementing the survey fieldwork, obtaining all relevant data on consumption and nutrition from selected households based on a fortnightly diary.
 - Collecting, cleaning, and organizing data collected and loading these into electronic database in a format mutually agreed with MAF.
 - Analyzing data collected and produce a survey report that represents results using graphs and tables.
 - Organizing and conducting a stakeholder workshop to verify survey results and finalize the survey report.

¹ The questionnaire, methodology, and implementation plan should be designed so this survey can be repeated in future.

2. To assist you in the preparation of your price quotation we enclose the necessary Terms of Reference (TOR), Activity Schedule (AS), and Form of Contract.

3. You may submit the signed Form of Quotation (including the priced AS) by hand delivery or electronically at the following address:

Attn : Faapusa Semisi Tovio
Ministry of Agriculture and Fisheries
Level 4, TATTE Building
SOGI.
faapusa.tovio@maf.gov.ws

4. You must have experience as a firm in collecting baseline information's, of at least one contract of the nature and complexity equivalent to the Services included in this RFQ over the last three years, and provide evidence of financial resources to successfully complete the Services of this contract.

5. Each bidder shall submit only **ONE** quotation. All quotations submitted in violation of this rule shall be rejected.

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

(b) For Quotations with AS: where there is a discrepancy in the total and the sum of the line item amounts, the total shall be corrected.

(c) if a Bidder refuses to accept the correction, his quotation will be rejected.

7. Your quotation shall be valid for a period of forty five (45) days from the deadline for receipt of quotation(s).

8. For Quotations with AS: Your quotation in **ENGLISH** language shall be for the whole Services and based on a fixed lumpsum for the entire Services. Currency of quoted prices and payment shall be in **SAMOAN TALA**. The quotation shall include all duties, local taxes and other levies payable by the contractor in accordance with the local laws.

The Technical Proposal of the Bidder will be evaluated as follows:

Sl. No.	Criteria	Points
1	Firm Experience to the relevant Assignment	50
2	Program Manager	20
3	M&E/Project Logistics Officer	10
4	M&E/Survey/Engagement etc. specialist	10

5	Enumerators	10
Total		100
Technical Qualification Pass Mark (TQPM) is 70 points. Any contractor that does not attain 70 points will be treated as non-responsive. The above criteria are clarified in the Annex 1 (TOR).		

9. The Employer will award the contract to the Bidder whose quotation has been determined to be substantially responsive to this RFQ, has offered the lowest evaluated price quotation and is qualified to do the services.

10. The terms and conditions of contract are attached to this RFQ.

11. Your quotation should be submitted by 4th February, 2022 @ 12:00pm

12. Further information can be obtained from:

Ministry of Agriculture and Fisheries
Level 4, TATTE Building,
SOGI.

Faapusa Semisi Tovia
Principal Procurement Officer
Email : faapusa.tovio@maf.gov.ws
Telephone : 22561 est 230

13. Please confirm by e-mail to the contact provided in paragraph 12 above, the receipt of this RFQ and whether or not you will submit the price quotation(s).

Sincerely,



Tilafono David Hunter
Chief Executive Officer