



GOVERNMENT OF SAMOA

MINISTRY OF FINANCE

14th January, 2022

To All Interested Bidders,

RE: FUEL FACILITY MANAGEMENT CONSULTANCY SERVICES
RFP SERIAL NO. MOF-ENERGY 2022/01

- i. The Government of Samoa through the Ministry of Finance (“procuring entity”) has available *funds* toward the cost of providing *Fuel Facility Management Consultancy Services*. The procuring entity intends to use the available funds for payments under the contract for which this Request for Proposals is issued.
- ii. The *Ministry of Finance* now invites proposals to provide the following consulting services: *Fuel Facility Management Consultancy Services*. More details on the services are provided in the Terms of Reference.
- iii. This Request for Proposal (RFP) is open to all interested consultants.
- iv. A firm will be selected under the *Quality Based Selection (QBS)* method and procedures described in this RFP, in accordance with Treasury Instructions – Section 6: Procurement & Contracting (Part K Amended 2020).
- v. The RFP includes the following documents could be obtained from the Ministry of Finance website (<https://www.mof.gov.ws/services/procurement/tender-advertisement/>) or from the Government of Samoa e-Tendering Portal: (https://portal.tenderlink.com/mof_samoa/):
Section 1 - Letter of Invitation;
Section 2 - Instructions to consultants (including Data Sheet);
Section 3 - Technical Proposal - Standard Forms;
Section 4 - Financial Proposal - Standard Forms;
Section 5 - Terms of Reference;
Section 6 - Standard Form of Contract.
- vi. For enquiries and inspection of the RFP document, interested bidders/applicants should contact the following person at the address given below from 9.00am to 5.00pm on normal working days:

Ms. Heremoni H. Suapaia
Assistant Chief Executive Officer
Ministry of Finance
Apia
SAMOA
Phone: (685) 34344

Email Address: heremoni.suapaia@mof.gov.ws

- vii. The RFP will be closed on **Monday, 14th February at 11.00am (local time)** and all proposals must be uploaded and submitted through the Government of Samoa e-Tendering Portal (https://portal.tenderlink.com/mof_samoa/) by **Monday, 14th February at 11.00am** and be clearly marked **“RFP – Fuel Facility Manager”**.
- viii. The RFP will be opened immediately after the deadline in the presence of bidder’s representatives who choose to attend.
- ix. Late RFPs will not be considered and will be returned unopened.
- x. The Ministry of Finance shall not be responsible for any cost or expenses incurred by the bidder in connection with the preparation or delivery of their RFPs.

Yours sincerely,



(Lerataua Henry Ah Ching)

ACTING CHIEF EXECUTIVE OFFICER