



## Request for Quotations

- A. The Ministry of Customs and Revenue (“the Principal”) invites quotations bids from interested bidders for the **“SUPPLY OF THE MINISTRY OF CUSTOMS AND REVENUE STAFF UNIFORMS – LOTS 11, 12 and 13”**
- B. This Invitation for Bids includes the following Bidding documents.
- (i) Part 1 – Instructions to Bidders
  - (ii) Part 2 – Letter of Award
  - (iii) Part 3 – Request for Quotation
  - (iv) Part 4A and B – General Conditions of Contract and Special Conditions of Contract
  - (v) Part 5 – Specification of items or description of goods and related services.
- C. All Bids must observe the Bidding Process and Specification(s). It is also necessary for all Bidders to peruse the biddings documents.
- D. For enquires and the uplifting of the bidding documents before submission, bidders should contact the following person at the address given below from 9.00am to 5.00pm on normal working days.
- Tofilau Valasi Iosefa  
Assistant CEO Corporate Services Division  
Ministry of Customs and Revenue  
Customs Services Headquarters  
Matautu- Tai  
Apia  
Phone number: + (685) 20411 ext. 103  
Email address: [viiosefa@revenue.gov.ws](mailto:viiosefa@revenue.gov.ws)
- E. Interested Bidders are invited to uplift the Bidding Documents from the Principal at the address indicated above.
- F. A pre – proposal conference will be held on the **31<sup>st</sup> January 2020 at 10am** at the Principal’s conference room at **Customs Office, Matautu Tai.**
- G. All Bids must be deposited in the Tender Box located at the Ministry of Finance Office, Level 4, Central Bank of Samoa Building, Apia, Samoa before the closing date **Monday 17 February 2019 2020 at 11.00am.**

H. All Bids must be delivered in a sealed envelope at the address provided and marked as follows:

*“Tender for the supply, of the Ministry of Customs and Revenue staff uniforms”*

The Secretary  
Samoa Tenders board  
Ministry of Finance  
Level 4 Central Bank of Samoa Building  
Apia  
**SAMOA**

I. All Bids will be publicly opened immediately after the given date of the deadline in the presence of the Tenders Board and any bidders’ or their representatives who choose to attend.

J. All Bids must in hard copies. There must be:

(i) one (1) original of all Bids which must be clearly marked “ORIGINAL”;  
and

(ii) two (2) other copies of all Bids clearly marked “COPY”.

In the event of any discrepancy between the original and the copies, the original shall prevail.

K. Late Bids will not be considered and will be returned to the bidder unopened.

L. The Principal shall not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of Bids.

M. Bidders MUST provide all information required under the bidding document. Bids that do not include all of the information required will be deemed to be non-responsive.

Matafeo Avalisa Viali Fautua’alii  
**CHIEF EXECUTIVE OFFICER**