



**REQUEST FOR QUOTATION: GOODS AND
RELATED SERVICES**



***Supply and Installation of Two (2) Supreme Court Rooms Video Conferencing System
2017-18
Ref No. GS-01-2017/18***

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PART 1: Instructions to Bidders

1. Scope

- (a) the Purchaser is the Government of the Independent State of Samoa, represented by its **(Ministry of Justice & Courts Administration)**
- (b) This Request for Quotation applies to the purchase of Goods & Related Services of a minor, simple nature up to the amount of \$100,000.00.

2. Bidder Eligibility - The Bidder must:

- (a) The Bidder must be a bona fide business unit known by the Purchaser to be suitably qualified, experienced and financially resourced, and must:
 - (i) provide an authenticated copy of its currently valid Business License
 - (ii) provide an authenticated copy of its VAGST Certificate from the Ministry of revenue Samoa
 - (iii) provide a notarized power of attorney authorizing the signatory of the Quotation to represent the Bidder, sign the Quotation and accept a Purchase Order
- (b) Notwithstanding that requirements b, c, & d may be waived if previously submitted documents are valid for the specified delivery period
- (c) The Principal reserves all rights to reject any or all quotations submitted and ask all potential bidders to re-submit quotations.

3. Bidder Qualification- An bidder or contracting firm must provide:

- (a) description of items or services related to those items, of similar nature & value with the items or services the subject matter of this RFQ, that the Bidder satisfactorily completed within the last two years – these items or services must have an annual average value of SAT\$25,000.00 or more.
- (b) details of all contracts for works, services or goods currently in progress.
- (c) a bank statement in the name of the contracting firm for the immediately past three months.
- (d) references & contract details of past and present clients who can attest to good character and reliability.
- (e) detailed work plan or delivery program that details how the Bidder will provide the service within the timeframe of the services presently the subject matter of this RFQ.

4. Responding to the Request for Quotation

- (a) In responding:
 - (i) the Bidder shall verify and take care to comprehend the description and specification of all items.
 - (ii) the Bidder shall enter unit prices, extended prices and total price on the Request for Quotation form.
 - (iii) the Bidder shall verify its agreement with stated provisions for quotation validity, delivery period, warranty period, manufacturer's authorization & performance security. All variations from stated conditions shall be explained in a covering letter.
 - (iv) the Bidder is responsible for providing a complete and correct quotation. An incomplete quotation may be grounds to reject any quotation submitted.

5. Quotation Price :

- (a) all prices shall be quoted in Samoan Tala
- (b) prices shall be fixed for the duration of the specified period for delivery

- (c) unless otherwise stated, the quotation shall be for the full quantity stated on the Request for Quotation
- (d) quoted prices for goods supplied from within Samoa shall be quoted ex-works (EXW) plus local delivery charges to named place of delivery
- (e) Quoted prices for goods supplied from abroad shall include all insurances, duties, sales taxes & other taxes, plus local delivery charges to named place of delivery, with delivery terms CIP.

6. Compulsory Site Visit

- (a) Compulsory site visit shall be held at the Ministry of Justice & Courts Administration Office, Supreme Court Rooms on Friday 14th of July 2017 @ 3pm.
- (b) The representative attending the site visit is deemed to be the authorized representative of the bidder for the purposes of the site visit and all that it entails. A representative of one bidder CANNOT sign for another bidder (One Representative per bidder) and this can be grounds for DISQUALIFICATION.
- (c) Failure to attend the site visit AND indicate attendance by signing the attendance register form will result in automatic disqualification from the RFQ process.

7. Bid Security

- (d) A Bid Security is not required.
- (e) The Bid shall be valid for the period identified in the Request for Quotation.
- (f) A Bidder who, without good cause, withdraws during the period of quotation validity, or does not accept corrections of errors, or fails to accept the Purchase Order if offered or fails to produce the Performance Security (if required) will be excluded from participating in Request for Quotation process for one year.

8. Quotation Submission

- (a) Bidders may submit more than one quotation, provided quotations are for substantively different goods meeting the same description or specification.
- (b) quotations should be submitted to the **Ministry of Justice & Courts Administration Office Mulinu'u**, no later than the specified time & date
- (c) Subject to ITB 8(d), late quotation will not be considered and shall be returned to the Bidder unopened.
- (d) However, the Principal reserves the right to retain and open late quotation if the number of quotations received is less than three (3).

9. Quotation Opening

- (a) The opening of quotations will be undertaken by officers of the Principal & representatives of the concerned ministry or corporation.
- (b) The opening of the quotation shall be opened to Bidders, who/m submitted their Bids; and interested members of the public to attend.
- (c) The results of the quotation evaluation shall be available on request, denoting only the successful Bidder.

10. Quotation Evaluation & Contract Award

- (a) Quotations shall be evaluated to establish substantial responsiveness to eligibility & qualification requirements, specified technical schedules, commercial conditions and this ITB.

- (b) The bidder found to be substantially responsive after the evaluation shall be awarded the contract. That Bidder then becomes the Successful Bidder.
- (c) After arithmetical checking and correction, the quotation of the Bidder(s) found to be substantially responsive shall be evaluated for lowest price, which shall be the basis of award
- (d) Award notification shall be effected by the Principal issuing the Letter of Award (see Part B) to the most substantially responsive bidder.
- (e) Once the letter of Award is signed by both parties the:
 - i. Request for Quotation at Part 3; and
 - ii. The General and Special Conditions at Part 4; and
 - iii. Services specification, Occupational Health and Safety ('OHS') Instruction and Action Scheduled work times at Part 4;

Shall be the terms and conditions which will govern the implementation of the Service. The Principal shall be termed the 'Employer' and the most substantially responsive bidder shall be termed the 'Contractor'.
- (f) Notwithstanding the above, the Principal reserves the right to accept or reject any quotations, or to cancel the quotation process at any time prior to the award.
- (g) The unsuccessful Bidder may, with 7 days of the announcement of the award, request reasons why it/they were no successful, but cannot request reasons why other Bidders were no successful.

11. Performance Security

- (a) If a Performance Security is required, the Purchaser shall issue a Letter of Acceptance which shall serve as notification of award.
- (b) The Bidder shall provide a Performance Security within seven days of the letter of award, in the amount specified in the Request for Quotations.

12. Insurance

- (a) The basis of the agreement between the Purchaser and the Bidder will be delivery and acceptance at the named place for delivery. The Bidder will bear all risks for transportation between point of dispatch and point of delivery
- (b) Accordingly the Bidder shall arrange appropriate insurance cover

13. Packaging & Delivery

- (a) the Bidder shall ensure that all goods are appropriately packaged to avoid physical damage, breakage or corrosion
- (b) delivery shall be made to the specified place of delivery within the specified delivery period

14. Payment: The Purchaser shall make payment to the Bidder within 30 days of delivery of goods and completion of related services

15. Inspection of Goods/Products

The Principal may request to view the items of Goods/Products during the evaluation of the Bidders bid to deliver goods or goods related services.

16. Warranty

The Bidder must provide a warranty for all goods/item to be provided, for the period set out in RfQ (see Part 3).

17. Corrupt & Fraudulent Practices

The Purchaser requires that Bidders observe the highest standards of ethics during the procurement and execution of RDTL government contracts, to the extent that corrupt, fraudulent, collusive and coercive practices and conflict of interest occurring in quotation, delivery & completion processes may result in disqualification, termination of purchase order and penal sanctions.

Eligibility/ Qualifications Compliance

No.	Complies? tick	No.	Complies? tick
2a		3a	
2b		3b	
2c		3c	
2d		3d	
		3e	

PART 2: LETTER OF AWARD

>insert Principal's letterhead<

>insert date<

>insert the address of the Supplier<

LETTER OF AWARD: >Insert title of Minor Goods & Related Services<
RfQ: >insert the RfQ No.<

1. The Government of Samoa (the 'Purchaser') issued the above request for quotation on >insert date< for the above Goods and/or related services. The deadline for the request for quotation closed on >insert date<. Your company (the 'Supplier'), as >insert description of the Supplier< submitted a quotation on >insert date<. The evaluation of the said quotation took place on >insert date<.
2. We wish to inform that your quotation has been successful. The Principal is desirous for you, the Supplier, to perform deliver the goods and/or the goods related services in accordance with the:
 - (a) the Request for Quotation, RfQ Ref No. >insert Ref No.< (the 'RfQ') inclusive of Instructions to Bidders;
 - (b) General Conditions of Contract attached to the RfQ;
 - (c) Special Conditions of Contract attached to the RfQ;
 - (d) Specification of items or goods related services at Part 4.
3. The Principal, acting by and through the Chief Executive Officer of the **Ministry of Justice and Courts Administration** now signs this letter to confirm that it accepts the RfQ by the Supplier. Please sign and date the space indicated as confirmation of your acceptance to carry out the work in accordance with documents canvassed in paragraph 2 of this letter.

SIGNED AND EXECUTED by the)
Papalii John Taimalelagi Afele)
In the presence of:)

.....
(Witness)

.....
(Name & Designation)

AFFIXED HERETO is the **COMMON**)
SEAL of [**insert name of Contractor**])
(Director)

In the presence of:

.....
(Director/Secretary)

PART3: REQUEST FOR QUOTATION



GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

Purchaser Name (MINISTRY OF JUSTICE & COURTS ADMINISTRATION)

Purchaser Address (MULINU'U, COURT COMPLEX)

Contact Details ((685) 22671/22672 /fax no. (685) 21050 and email r.fereti@mjca.gov.ws)

REQUEST FOR QUOTATION: Minor Goods/ Related Services

RFQ NAME.	<i>Procurement of Supreme Court Rooms Video Conferencing System</i>	RFQ No.	GS 1:2017/18
TO	SUPPLIER NAME	<i>(enter registered trading name)</i>	
	CONTACT PERSON	<i>(enter name of sales representative/ manager; mobile phone & landline nos)</i>	
	OFFICE ADDRESS	<i>(enter street/ road name and township name)</i>	

Please provide your quotation for the following goods & related services by 10 am HTL 26th July 2017

Quotation Validity	40 working days			RFQ APPROVAL	TY11B APPROVAL
Required Delivery Period	35 working days			Tender's Board	Chief Executive Officer
Required Delivery Date	11/08/2017				
Delivery to	<i>Ministry of Justice & Courts Administration Office, Mulinu'u</i>				
Delivery Terms	EXW	<input checked="" type="checkbox"/>	CIP	<i>Papalii John Taimalelagi Afele</i>	
Required Warranty Period	12 months			<i>Chief Executive Officer/Registrar Ministry of Justice & Courts Administration</i>	
Manufacturers Authorization	Is not required			Date	
Performance Security	5% Percent total quoted price			Bank Draft or Bank Guarantee ?	
No.	Description	Quantity	Unit	Unit Price	Extended Price
ATTACH SHEET FOR ADDITIONAL ITEMS			TOTAL		
We certify that we comply with eligibility & National Ownership requirements of Instructions to Suppliers clauses 2a to 2c.(overleaf). If our offer is accepted, we undertake (a) to deliver goods & services in accordance with our offer above, (b) to provide the Performance Security in the prescribed form, amount & time (c) to abide by this quotation for the Validity Period stated above.			<i>(sign & stamp)</i> Supplier's Authorized Officer		
COUNTRY (S) OF ORIGIN				Date	
IF AVAILABLE, PLEASE ATTACH MANUFACTURER'S BROCHURE & SPECIFICATION SHEETS					

PART 4: GENERAL CONDITIONS OF CONTRACT: MINOR GENERAL SERVICES

- 1 APPLICATION CONTEXT: These Conditions apply only for use within the Independent State of Samoa for contracts awarded through request for Quotation processes for procurement of Goods and Goods related services within Instructions 3.7 of Part K of the Treasury Instruction 2013.
- 2 NAMES OF PARTIES: relative to the categories name in RfQ (see Part 3) above, the Purchaser will also be named the 'Principal'.
- 3 CONTRACT DOCUMENTS: Subject to the order of precedence set forth in clause 4 of these GCC, all documents forming the Contract (and all of its parts) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.
- 4 ENTIRE AGREEMENT: The Contract constitutes the entire Agreement between the Principal and the Supplier and includes the following documents which replaces all communications, negotiations and agreements (whether written or oral):
 - a. the Request for Quotation, RfQ Ref No. >Ref no.GS 1-2017/18< (the 'RfQ') inclusive of Instructions to Suppliers;
 - b. these General Conditions of Contract;
 - c. Special Conditions of Contract;
 - d. Work Specifications, OHS Instructions & Activity Schedule Work Items.
- 5 CONTRACT PERIOD: This Contract shall commence on the date specified in the SCC and shall be for a period as identified in the SCC (the 'Completion Period') and shall be completed by the Completion Date identified in the SCC.
- 6 CONTRACT PRICE: The Employer shall ONLY pay to the Supplier the Contract Price set out in the SCC. The Supplier shall provide the Employer or the Principal's Representative with a Claims for Payment which shall:
 - a. state the amount of the contract price received to date each head of costs;
 - b. the amount of the Claim for Payment including the Head of Cost under which it is claimed;
 - c. detail the Works performed and completed since the previous claim for Payments including the materials used;
 - d. report on the progress of the Works.

The Principal's Representative shall issue a Progress Payment Certificate once he/she is satisfied that the Claim for Payment is bona fide. The Employer must pay the amount in the Claims for Payment 14 days from when he/she is satisfied with the Claim for Payments.

The Principal shall retain a certain percentage, set out in the SCC, of the total quoted price until the completion of the Defects Liability Period.
- 7 PRINCIPAL'S REPRESENTATIVE: The Principal's Representative shall be an Employee of the Principal responsible for liaising with the Supplier and general administration and supervision of the Services. The Principal's Representative is set out in the SCC.
- 8 AMENDMENT: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to this Contract and is signed by a duly authorized representative of each of the Parties to the Contract.
- 9 LANGUAGE: The applicable language of the Contract is English.
- 10 LAW: The applicable law of the Contract is the law of the Independent State of Samoa.
- 11 INTERPRETATION: If the context requires it, singular means plural and vice versa. The reference to one gender shall mean the other gender. All monetary references shall be to Samoan Tala unless otherwise stated.

- 12 COMMUNICATIONS/NOTICES: Communications between parties to the Contract shall be effective only when communicated or delivered in written form with proof of receipt, to the address specified in the SCC.
- 13 COPYRIGHT: Both parties shall observe requirements of the Samoa Copyright Act 1998 and international conventions concerning material produced by third parties.
- 14 DOCUMENT OWNERSHIP: Unless otherwise provided in Contract schedules and as applicable to Contract category, all plans, specifications, designs, reports, other documents and software prepared by the Supplier shall become and remain the property of the Employer, without encumbrances of ownership by other parties. The Employer shall establish proof of ownership of existing materials provided to the Supplier for contract performance and the Supplier shall establish the right to use and reproduce any materials produced by third parties to be used in contract performance.
- 15 CONFIDENTIALITY: The Parties shall keep confidential and shall not divulge to any third party any documents, data or other information furnished directly or indirectly in regard to the Contract, without written consent of the other Party.
- 16 CONFLICT OF INTEREST: The Supplier shall not have a conflict of interest. The Supplier warrants that to the best of its knowledge and after making diligent inquiry, at the date of signing the contract, does not have a conflict with the interests of the Employer or is likely to arise in the performance of the Works. If during the performance of the Service a conflict of interest arises or appears likely to arise, the Supplier agrees to:
 - (a) Immediately notify the Employer in writing;
 - (b) make full disclosure of all relevant information relating to the conflict; and
 - (c) take such steps as the Employer may reasonable require to resolve or otherwise deal with the conflict.
- 17 CURRENCY OF PAYMENT: The currency for payment shall be in Samoan Tala.
- 18 PRICE ADJUSTMENT: Price adjustment for changes in economic conditions shall not apply to any contract resulting from RFQ processes.
- 19 TAXES AND DUTIES: The Supplier is liable for all taxes and duties, in accordance with the particular application context and the laws of the Independent State of Samoa.
- 20 ACCOUNTING, INSPECTION & AUDIT: The Supplier shall permit and also require its subSuppliers and consultants to permit, the Government and/or its authorized appointees to inspect the Supplier's office and all accounts and records relating to contract performance and/or tender submission and to have such accounts and records audited by the Government's appointed auditors. Moreover, acts by the Supplier to materially impede inspections and audits are a prohibited practice subject to termination and declaration of ineligibility.
- 21 LIMITATION OF LIABILITY: Except for its negligence or misconduct in performing the Contract and its related obligation to pay liquidated damages, the Supplier will not be liable to the Principal for any form of consequential loss or damage, loss of use, loss of production or loss of profits plus interest cost. The total liability of the Supplier under the Contract or civil law shall not exceed one hundred and fifty percent of the Contract Price, except that this shall not apply to costs of rectifying defective equipment, works or other deliverables.
- 22 SUSPENSION: The Employer may, with written notice of the nature of default, suspend all payments to the Supplier if the Supplier fails to perform particular requirements of the Contract and shall require the Supplier to remedy the default within thirty (30) days of Supplier receiving the suspension notice.
- 23 TERMINATION: Where a party defaults on any of its obligations under this Contract, the other party may give notice requiring that the failure be remedied within fourteen (14) days and if not remedied within that time, may terminate the Contract immediately.

- The Principal may terminate the contract if any of the events set out in the SCC occurs.
- 24 **FORCE MAJEURE:** If, because of the result of an event of Force Majeure causing delay and the Supplier is unable to perform its Contract obligations, it shall not be liable for its Performance Security forfeiture, liquidated damages or termination for default. The Supplier shall notify the Principal in writing of such condition, its cause and the nature of the delay or its inability to perform its Contract obligations as soon as practicable.
- 25 **LIQUIDATED DAMAGES:** Unless the Completion Date is extended in accordance with clause 8., the Supplier shall pay damages to the Principal at a rate per day stated in the SCC for each day that the Completion Date is later than the intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. Payments under this provision shall not affect the Suppliers Liability. The Principal may deduct liquidated damages from payments due to the Supplier.
- 26 **GOOD FAITH:** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the contract's objectives, operate fairly together without detriment to each other and exercise their best efforts to agree on actions which may be needed to remove causes of unfairness.
- 27 **AMICABLE SETTLEMENT:** Either Party with an unresolved issue concerning actions or inaction of the other Party may seek resolution through an independent third party empowered to enable resolution.
- 28 **DISPUTE SETTLEMENT:** Any dispute arising out of the Contract which cannot be settled amicably according to Clause 27 shall be settled in accordance with the provisions of the Arbitration Act 1976 of Samoa and best international practice.
- 29 **INDEMNITY:** The Supplier shall, at all times indemnify, hold harmless and defend the Principal, its officers, employees and agents from and against any loss or liability reasonably incurred or suffered by any of those indemnified arising from any claim, suit, demand action or proceeding by any person against any of those indemnified where such loss or liability was caused by any willful, unlawful or negligent act or omission of the Supplier, its employees, agents or SubSuppliers in connection with the Contract.
- 30 **PASSING OF PROPERTY:** Property in, and risk of loss of or damage to the Product shall pass to the Supplier upon delivery of the Produce to the headquarters of the Principal, with its address set out at the SCC, Apia, Sāmoa. The Principal shall, upon delivery, provide the Supplier with an acknowledge in writing of receipt of the Products/Goods, thereby passing the property in, and risk of loss or damage to, the Product/Goods to the Principal.
- 31 **DEFECTS LIABILITY:** At the Completion Date, the Principal or its representative shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractors responsibilities. If the Principal finds any latent or patent defects in the works carried out, the Principal shall then notify the Contractor and the contract shall remedy the said defects prior to the expiration of the defect period. The Principal shall give the said notice to the Contractor before the expiration period which is set out in the RfQ.
- 32 **COMPLIANCE WITH POLICIES AND PROCEDURES:** The Supplier must, when using the Principal's Premises or facilities, comply with all reasonable directions of the Principal and all procedures and policies of the Principals including those relating to occupational health (including no smoking), safety and security in effect a those premises or in regard to those facilities, as notified by the Principal or as might reasonably be inferred from the use to which the Premises or facilities are being put.
- 33 **INSPECTION, REJECTION AND ACCEPTANCE: GOOD/PRODUCTS:**
- (a) The Principal or its Representative may, prior to the supply of the Goods/Products by the Supplier to the Principal and
- with reasonable notice to the Supplier, inspect¹ any and all products that are to be supplied by the Supplier.
- (b) The Principal or its Representative may reject any or all products to be supplied by the Supplier if found not be in accordance with the Contract.
- (c) The Principal shall not be liable to pay for rejection or inspection of the Products/Goods or its associated materials or equipment.
- 34 **INSPECTION, REJECTION AND ACCEPTANCE: GOOD/PRODUCTS: GOODS RELATED SERVICE**
- (a) The Supplier shall be deemed to have satisfied itself before tendering as to the correctness and sufficiency of the tender of the Service and the Contract Price and acknowledges that it has inspected the Premises and its conditions before it agreed to supply the Services.
- (b) The Principal can inspect the progress of the Services and the Supplier will grant the Principal or its representative access to the Premises where the Services are being performed. If there is defect or the Principal is dissatisfied with the services, it may by written notice require the Supplier make good any defects arising from good workmanship at no cost to the Principal.
- 35 **INSURANCE:** The Supplier will be responsible for taking out any appropriate insurance coverage during the duration of the Contract.
- 36 **ASSIGNMENT:** The Supplier shall not assign this Contract or sub-contract any portion of it without the Principal's prior written consent.
- 37 **WAIVER:** If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights. A single or partial exercise by a party of any of its rights does not prevent the further exercise of any right. In this clause, "rights" means rights or remedies provided by this Contract or at law.
- 38 **WARRANTY ON GOODS/PRODUCTS:** The warranty period for the Goods/Products, its associated materials and equipment shall be the period set out in the RfQ from delivery and its installation, whichever is sooner. If the Principal gives notice of any defect or omission discovered in any of the Goods/Products during the warranty period, the Contractor must correct that defect or omission without delay and at no cost to the Principal. The Supplier must meet all costs of, and incidental to, the discharge of its warranty obligations, including but not limited to any packing, freight, and disassembly and reassembly costs.
- 39 **CLEANING UP:** The Supplier shall, to the satisfaction of hte Principal's Representative keep the Site and Services and/or Works tidy and clean during the execution of the Service and at its completion. The ownership of any leftover or surplus material at the Completion of the Works shall remain vested in the Principal.

¹ "Inspection" includes inspection of all the electrical functions of the tap changer and the remote panel of the Transformer as well as the mechanical checking of the manual tap changer operations.

**PART 4: SPECIAL CONDITIONS OF
CONTRACT: MINOR GENERAL
SERVICES**

GCC	Details
Clause 5	Commencement date: Completion Period: Completion Date:
Clause 6	The Contract Price shall be an amount not exceeding >insert amount< (incl. all taxes)
Clause 6	% of the Retention:
Clause 7	Principal's Representative shall be: Roni Fereti, Law & Justice Sector Coordinator, Ministry of Justice & Courts Administration
Clause 12	For communications to the: (a) Principal It must be delivered to the following address: Ministry of Justice & Courts Administration, Mulinu'u, Court Complex (b) Supplier It must be delivered to the following address: >insert address<
Clause 23	(a) The Supplier stops the work for 14 days when no stoppage of the work is shown on the current Program. (b) The Supplier is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation. (c) The Supplier does not maintain a Security, which is required; (d) The Supplier has delayed the completion of the works by the number of days for which the maximum amount of liquidated damages can be paid i.e. 0.5% of the contract price per day. The total amount must not exceed 15% of the Contract Price)
Clause 25	Rate per day: 0.5% Maximum amount: 15% of the Contract Price

PART 5: SPECIFICATION OF ITEMS OR DESCRIPTION OF GOODS RELATED SERVICES

Activity: “To supply and install a full video conferencing system for two (2) Supreme Court rooms”

Item	Quantity
Camera (ideal professional grade conferencing camera fit into the court rooms size)	2
75” or suitable TV - ideal for live intercessions/court examinations	2
Manual height adjustable mobile AV Cart, above/below shelf for XL displays	2
Larger height-adjustable accessory shelf	2
IPad + Housing for Trolley	2
Audio + echo cancellation sound bar and microphones	2
Services include:	
Installation of Hardware/ equipments	
Cabling, connectors and Faceplates	
Software programming	
Testing and training	

ANNEX 1:

Evaluation of Quotes

This part contains the Administrative Evaluation Grid that will be used by the Principal to check and record the compliance of the Quotation with the Request for Quotations (RFQ) requirements as set out in Part 1 of the RFQ document. The Bidder is also advised to draw their attention to Clause 9 of the Instructions to Bidders for more information on the Evaluation of Quotations.

Eligibility/Qualifications Compliance Checklist (Yes/No)	Bidder 1	Bidder 2
<ul style="list-style-type: none"> • Attended the compulsory site visit • Did the Bidder sign the attendance register? (Quotation shall be automatically disqualified and rejected from further consideration at this stage (unless otherwise determined by the Principal) if the answer to either question is 'No')		
Does the Bidder meet the Pre-Requisite requirements of the RFQ? (Pass or Reject for further consideration)		
Quotations submitted before submission deadline		
RFQ Submission Form properly completed, signed and stamped.		
Provided an authenticated copy of its currently valid Business License		
Provided an authenticated copy of its VAGST Certificate from the Ministry of Revenue Samoa		
Provided a notarized power of attorney authorizing the signatory of the Quotation to represent the Bidder, sign the Quotation and accept a Purchase order		
Provided a description of items or services related to those items, of similar nature & value with the items or services the subject matter of this RFQ, that the bidder satisfactorily completed within the last two years – these items or services must have an annual average value of SAT\$25,000.00 or more.		
Provided details of all contracts for works, services or goods currently in progress.		
Provided a bank statement in the name of contracting firm for the immediately past three months		
Provided references & contract details of past and present clients who can attest to good character and reliability		
Provided a detailed work plan or delivery program that details how they will provide the service within the timeframe of the services presently the subject matter of this RFQ		

Overall Decision? Accept or Reject for Financial Evaluation?		
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