



GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

NATIONAL TENDERS BOARD

SAMOA WATER AUTHORITY

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE
INVESTIGATION, DESIGN, INSTALLATION AND COMMISSIONING OF
CHLORINATION FACILITIES AND EQUIPMENT FOR WATER SUPPLY
TREATMENT SYSTEMS AND PROVISION OF TRAINING IN SAMOA**

REQUEST FOR PROPOSALS

RFP Reference: SWA/2012/UB 1.4

February 2012

Letter of Invitation

Reference No: SWA/2012/ UB1.4
8th February 2012

To Interested Parties,

1. The Samoa Water Authority (SWA) hereinafter called the Principal intends to apply funds received through the Government of Samoa to procure Consultancy Services for the “Investigation, Design, Installation and Commissioning of Chlorination Facilities and Equipment for Water Supply Treatment Systems and Provision of Training in Samoa”.
2. The Samoa Water Authority now invites Proposals from a duly qualified consultancy firm/company/organisation for the above mentioned Consultancy Services. The consultants will be selected and engaged in accordance with the “Guidelines for Government Procurement and Contracting: Consulting Services” which are available online www.mof.gov.ws
3. The RFP includes the following documents that may be downloaded via: www.swa.gov.ws.
 - i. Letter of Invitation
 - ii. Instructions to Consultants, Data Sheet and Evaluation Criteria
 - iii. Technical Proposal Standard Forms
 - iv. Financial Proposal Standard Forms
 - v. Background Information and Terms of Reference
 - vi. Draft Consultancy Agreement
4. We would like to stress that Tenderers must fully comply with all aspects of the “Instructions to Consultants”. Any tenderer that fails to submit a complete set of all required documents and technical forms, in the correct language, with all team member CVs duly certified will be rejected prior to technical evaluation. Should any financial information be provided in the technical proposal then again the tender will be rejected prior to technical evaluation.
5. You are requested to acknowledge to the undersigned by facsimile to fax number: (685) 21298 or via email to philip@swa.gov.ws with clear indication whether you intend to submit a proposal.

Sincerely,

Tainau MT Titimaea
Managing Director
Samoa Water Authority

INSTRUCTIONS TO CONSULTANTS

1. INTRODUCTION

General

- 1.1 The Principal named in the Data Sheet will select a consulting firm/company/organisation (the Consultant) following evaluation of proposals submitted in accordance with the method of selection specified in the Data Sheet.
- 1.2 Consultants should familiarise themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the project site in consultation with the nominated representative of the Principal. The Consultants' representatives should contact the Principal's representative named in the Data Sheet to arrange for their visit and they should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.3 Consultants shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit, collection of information; and if selected, attendance at contract negotiations.
- 1.4 The Principal is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.
- 1.5 In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

Conflict of Interest

- 1.6 Consultants must provide professional, objective, and impartial advice and at all times hold the Principal's interests paramount, without any consideration for future work. In providing advice, they must avoid conflicts with other assignments and their own individual or corporate interests. Consultants shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Principal. Without limitation on the generality of the foregoing, Consultants, and any of their associates shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below;
 - i. A firm/company/organisation that has been engaged by the Principal to provide goods, works, or non consulting services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm/company/organisation hired to provide consulting services for the preparation or implementation of a project, and its affiliates, shall be disqualified from subsequently providing goods, works or non consulting services resulting from or directly related to the firm/company/organisation's consulting services for such preparation or implementation.
 - ii. Neither consultants (including the personnel and sub-consultants of consulting firms) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the

consultants. For example, consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatisation of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, consultants hired to prepare TOR for an assignment shall not be hired for the assignment in question.

- iii. Consultants (including the personnel and sub-consultants of consulting firms) that have a business or family relationship with a Government employee who is directly involved in preparation of the TOR for a contract, the selection process for such contract, or supervision of such contract may not be awarded the contract unless the conflict stemming from this relationship has been resolved in advance in a manner acceptable to the Authority throughout the selection process and the execution of the contract.

Proposal Validity

- 1.7 The Data Sheet indicates how long the Consultants' Proposals must remain valid after the Deadline for submission date. During this period, the Consultants shall maintain the availability of experts nominated in the Proposals. The Principal will make its best effort to complete negotiations within this period. In case of need, the Principal may request the Consultants to unconditionally extend the validity period of their Proposals for up to 30 days. Consultants have the right to reasonably refuse to extend the validity period of their Proposals.

Eligibility of Consultants

- 1.8 Consultants must meet the following general eligibility requirements:
 - i. possess a valid business license to perform the Consultancy Services in Samoa;
 - ii. be free from insolvency, bankruptcy, or similar status;
 - iii. have legal capacity to enter into contract;
 - iv. have an adequate record of business integrity and ethics;
 - v. not be excluded pursuant to Part IX of the "Guidelines for Government Procurement and Contracting: Consulting Services" available from www.mof.gov.ws; and
 - vi. the firm/company/organisation and or any of its principals have not been convicted within the last year of, or currently under investigation for, a criminal offence involving corruption or other misconduct reflecting a lack of suitability to participate in procurement.

2. CLARIFICATIONS AND AMENDMENTS TO RFP DOCUMENTS

- 2.1 Consultants may request a clarification of any of the RFP documents up to 15 days before the Deadline for submission of proposal date indicated in the Data Sheet. Any request for clarification must be sent in writing to the address indicated in the Data Sheet. The Principal will respond in writing and will send written copies of the response, including an explanation of the query but without identifying the source of inquiry to all Consultants bidding for the contract services. Should the Principal deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under Sub-clause 2.2.

- 2.2 At any time before the Deadline for submission of Proposals, the Principal may, whether at its own initiative, or in response to a clarification requested by a bidder, amend the RFP by issuing an addendum. The addendum shall be sent to all bidders and will be binding on them. To give Consultants reasonable time in which to take an amendment into account in their Proposals, the Principal may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

3. PREPARATION OF THE PROPOSAL

- 3.1 Consultant's Proposal (the Proposal) will consist of two (2) components
- i. The Technical Proposal
 - ii. The Financial Proposal
- 3.2 The Proposal, as well as all related correspondence exchanged by the Consultants and the Principal, shall be in English. All reports prepared by the contracted Consultant shall also be in English.
- 3.3 The Proposals should include a cover letter signed by a person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm/company/organisation. The letter should specify all association arrangements, and certify that each consultant associated to the firm/company/organisation will perform its designated tasks under the assignment if the lead firm/company/organisation is awarded the contract. (Form TECH-1 and Form FIN-1)
- 3.4 The Technical Proposal shall clearly demonstrate the Consultant's understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.

4. THE TECHNICAL PROPOSAL

- 4.1 The Consultant shall provide its Technical Proposal in accordance with Annex 1 "Technical Proposal - Standard Forms" and shall contain the following paragraphs from i to vii. Such information must be provided by the Consultant and each Associate.
- i. A brief description of the organisation and outline of recent experience of the Consultant and each Associate on at least 5 assignments of a similar nature is required in Form TECH-2. For each assignment, the outline should indicate inter alia, the assignment, contract amount and the Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporate entity or as one of the major companies within an association. Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's Associate(s), but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Principal.
 - ii. A concise, complete, and logical description of how the Consultant's team will carry out the services to meet the requirements of the TOR using Form TECH-3.
 - iii. A work schedule showing in graphical format the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using Form TECH-7.
 - iv. A staffing schedule (Form TECH-6) indicating clearly the duration in terms of person-months of each nominated expert including any domestic expert (if

- required). Shall indicate when experts are working in the Project Office and when they are working at locations away from the Project Office.
- v. Team composition and assigned tasks shall be listed using Form TECH-4.
 - vi. Curriculum Vitae (CV) for all proposed professional staff should be included using Form TECH-5. **Note that CVs of all team members must be certified by the subject person.**
 - vii. Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment, In this regard, unless the Consultant clearly states otherwise, it will be assumed by the Principal that work required to implement any such improvements, are included in the inputs on the Consultant's Staffing Schedule.
 - viii. **The Technical Proposal shall not include any financial information and any Technical Proposals containing financial information shall be declared non-responsive and rejected by the Principal.**

5. FINANCIAL PROPOSAL

- 5.1 All information provided in the Consultants' Financial Proposal will be treated as Confidential with the exception of the Consultant's total price which shall be read out during the opening of the Financial Proposals. The Financial Proposal must be submitted in hard copy using format provided in Annex 2. The Financial Proposals of bidders whose Technical Proposals fail to achieve the minimum technical score of 750 points will not be opened and the bidder will not be invited to attend the Financial Proposal opening. The Technical Proposal and unopened Financial Proposal will be returned after Contract award.
- 5.2 The amounts stated under the Provisional Sums and the contingency percentages (if any) in the Financial Proposal must be exact figures as specified in the Data Sheet for these cost categories. Also, the list of experts and their respective inputs, identified on Form FIN-4 must match the list of experts and their respective inputs shown in the Staffing Schedule on Form TECH-6 on the Consultant's Technical Proposal. No proposed schedule of payments should be included in the Consultant's Financial Proposal. The payment schedule and the currency of payments will be determined during contract negotiations.
- 5.3 For the purpose of evaluation of Financial Proposals, the Principal will compute the Australian Dollar equivalent of the cost estimates submitted by the Consultants at the rate of exchange for the applicable currency determined as of the date of opening of Financial Proposals from the source indicated in the Data Sheet.
- 5.4 This Contract is subject to taxation in Samoa, namely VAGST and Withholding Tax and the Consultant is responsible for ensuring that any bid fully complies with the taxation requirements in Samoa. The Principal reserves the right to forward the value of the tax charged by the Consultant on the Consultancy Fee direct to the Ministry of Revenue. If this right is exercised by the Principal, the value of the tax charged by the Consultant on the Consultancy Fee will not be included in payments made to the Consultant under the Contract. Withholding Tax is not payable if the consultant is paying income tax in his country of residence but this is subject to a written exemption obtained by the Consultant from the Ministry of Revenue. The Consultant must quote fee rates excluding any taxes payable in Samoa.

6. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 6.1 The original Proposal (both Technical and Financial Proposals) shall contain no interlineations or overwriting, except as necessary to correct errors made by Consultants themselves. Any such corrections, interlineations or overwriting must be initialed by the authorized person(s) who signed the Proposal.
- 6.2 An authorized representative of the Consultant shall initial all pages of the original hard copy of the Financial Proposal. No other copies required.
- 6.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. All required copies of the Technical Proposal as specified in the Data Sheet will be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 6.4 The original and all copies of the Technical Proposal to be sent to the Principal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked by red felt pen "FINANCIAL PROPOSAL" and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The envelopes shall be placed into an outer envelope and sealed. The outer envelope shall bear the submission address, reference number and title of the Project and other information indicated on the Data Sheet. **If the Financial Proposal is not submitted by the Consultant in a separate sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Proposals non-responsive.**
- 6.5 Proposals must be delivered at the indicated Principal submission addresses on or before the time and date stated in the Data Sheet or any new date established by the Principal.

7 PROPOSAL EVALUATION

General

- 7.1 From the Deadline to the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Principal on any matter related to its Technical and/or Financial Proposal. Any effort by a Consultant to influence the Principal in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Consultant's Proposal.

Evaluation of Technical Proposals

- 7.2 The Principal's Evaluation Panel (PEEP) will be responsible for evaluation and ranking of Proposals received
- 7.3 The PEEP evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the Evaluation Criteria and points system specified in the Data Sheet
- 7.4 The evaluation committee shall evaluate the Technical Proposals on the basis of their compliance with the requirements of the TOR. 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 750 points.

Proposals will be evaluated in accordance to the following criteria:

Qualifications and Experience of the Firm/company/organisation	50
Experience in Pacific Region	50

Approach and Methodology for Performing the Assignment	300
Work Plan	100
Water Treatment Plant Chlorination Facility Design, Installation and Commissioning Expert	500
	1000

The minimum technical score (St) required to pass to the evaluation of the financial proposal is 750 points

- 7.5 A Technical Proposal may not be considered for evaluation in any of the following cases:
- (i) the Consultant that submitted the Proposal or one of its Associated Consultants does not meet the eligibility requirements described in Sub-Clause 1.8(i) to (iii), (v) and (vi);
 - (ii) the Consultant that submitted the Proposal or one of its Associated Consultants was found not to be legally incorporated or established in their home country;
 - (iii) the Technical Proposal and any other form was submitted in format which does not comply with the requirements in the Instructions;
 - (iv) the Technical Proposal included details of costs of the services or any other financial information;
 - (v) the Technical Proposal reached the Principal after the Deadline for the submission of proposals date specified in the Data Sheet.

A Technical Proposal not considered for evaluation will be returned to the bidder together with unopened Financial Proposal after Contract award.

8 PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS

Public Opening of Financial Proposals

- 8.1 Financial Proposals for Consultants whose Technical Proposal scored 750 points and above will, unless otherwise notified by the Principal, be publicly opened on the date, time and place indicated in the Data Sheet. At the public opening of Financial Proposals, Consultant representatives who choose to attend, will sign an Attendance Sheet
- i. The mark of each Technical Proposal that met the minimum mark of 750 will be read out.
 - ii. Each Financial Proposal will be inspected to confirm that it has remained sealed and unopened.
 - iii. The Principal's representative will open each of the Financial Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the Principal's representative.
 - iv. The Principal's representative will provide attendees with details of the applicable currency exchange rate(s) which will be used to compute Australian Dollar (AUD) equivalents during evaluation of Financial Proposals. The source for determining the exchange rates will be indicated in the Data Sheet.

Evaluation of Financial Proposals

- 8.2 The details contents of each Financial Proposal will be subsequently reviewed by the Principal. During the examination of Financial Proposals, the Principal's staff and any others involved in the evaluation process will not be permitted to seek clarification or additional information from any Consultant who has submitted a Financial Proposal.
- 8.3 Financial Proposals will be reviewed to ensure that the figures provided therein are consistent with the details of the corresponding Technical Proposal (e.g personnel schedule inputs, number and duration of field trips, applicable per diems, etc)
- 8.4 The commercial terms in each Financial Proposal will be checked for compliance with the requirements set forth in the Data Sheet. For instance, each Financial Proposal must include provisional sums and contingencies (if any) in the amounts specified in the Data Sheet and the validity period of the Consultants' Proposals must accord with the validity period set down in the Data Sheet.
- 8.5 Financial Proposals will be checked for computational errors or material omissions, and prices will be corrected and adjusted as necessary. In the case of material omissions, the cost of the relevant Financial Proposal will be increased by application of the highest unit cost and quantity of the omitted item as provided in the other submitted Financial Proposals.
- 8.6 The evaluated total price (ETP) for each Financial Proposal will be determined. The ETP for each Financial Proposal will be converted into Australian Dollars using the exchange rates stated by the Principal on the date of public opening of Financial Proposals.
- 8.7 If a discount has been offered in any Financial Proposal, such discount will be applied pro-rata against each currency cost item, i.e., each expert's remuneration and each out-of-pocket cost item. However, the discount will not apply to the provisional sums or contingency items (if any) shown in the Data Sheet. The Principal reserves the right to reject, at its sole discretion, any or all evaluated Financial Proposals and if necessary, call for submission of new Financial Proposals.
- 8.8 In order to allow comparison on a common basis, each Financial Proposal will be carefully scrutinized in accordance with the procedure outlined in Clauses 8.2 to 8.7 and ETP in Australian Dollars will be determined. The score for each Financial Proposal is inversely proportional to its ETP and will be computed as follows:

$$Sf = 1,000 \times Fm/F \text{ where:}$$

- Sf is the financial score of the Financial Proposal being evaluated
- Fm is the ETP of the lowest priced Financial Proposal
- F is the ETP of the Financial Proposal under consideration

The lowest evaluated Financial Proposal will receive the maximum score of 1,000 marks.

9. RANKING OF PROPOSALS

- 9.1 Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a weight of **80 percent to the technical score and 20 percent to the financial score** of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Consultant. After such final ranking, the first ranked Consultant will be invited for contract negotiations.

10. NEGOTIATIONS

- 10.1 Negotiations will be held at the date, time and address indicated in the Data Sheet. Normally, such negotiations commence not less than ten days after issuance of the Principal's invitation to attend the negotiations. The invited Consultants will, as a prerequisite for attendance at the negotiations, confirm availability of all nominated experts and satisfy such other pre-negotiation requirements as the Principal may specify. Failure in satisfaction of such requirements may result in the Principal proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate technical, financial, and other terms and conclude a legally binding agreement.
- 10.2 The technical negotiations cover review of the Consultant's Technical Proposal, including the proposed technical approach and methodology, work plan, staffing schedule, organizational arrangements, and any suggestions made by the Consultant or the Principal to improve the implementation of the assignment. Negotiations will not result in substantial modifications to either the Consultant's Technical Proposal or the TOR.
- 10.3 The financial negotiations will generally fine-tune duration of experts' inputs and quantities of out-of-pocket expenditure items may be increased or decreased from the relevant quantities stated in the Financial Proposal. Unless exceptional circumstances exist, the experts' remuneration and specified unit rates for out-of-pocket expenditures will not be subject to negotiations.
- 10.4 The Principal shall prepare minutes of the negotiations which will be signed by the Principal and the Consultant.
- 10.5 If contract negotiations fail for any reason, the Principal will commence negotiations with the next ranked consultant.

11. CONFIDENTIALITY

- 11.1 Information relating to details of evaluation of Proposals leading up to contract award shall not be disclosed to Consultants who submitted Proposals or to other persons not officially and directly concerned with the recruitment process until the winning firm/company/organisation has been notified and contract awarded.

12. AWARD OF CONTRACT

12.1 After completion of negotiations, the Principal shall award the contract to the selected Consultant. Upon execution of the Contract, the Principal shall promptly notify the other Consultants who submitted Proposals that they were unsuccessful.

13. CONTRACT COMMENCEMENT DATE

13.1 The Data Sheet indicates the anticipated date for the commencement of the contract services. The Principal reserves the right to change the commencement date as it sees fit and shall notify the selected Consultant accordingly.

DATA SHEET

Project: Consultancy Services for the “Investigation, Design, Installation and Commissioning of Chlorination Facilities and Equipment for Water Supply Treatment Systems and Provision of Training in Samoa”

Reference Number: SWA/2012/ UB 1.4

Clause Reference (ITC)		
1.1	Principal	Samoa Water Authority
	Method of Selection	QCBS
1.2	Representative/Contact Person(s) and Address of the Principal: Tafeamaalii Philip Kerslake Technical Division Manager Samoa Water Authority Level 2, TATTE Building Tel: +685 20409 Mob: +685 7776035 Fax: +685 21267 philip@swa.gov.ws	
1.7 & 8.4	Validity of Proposal	60 days from deadline for submission of Proposals
2.1	Name and Address of the Principal where correspondence concerning this Request for Proposal is to be sent: Samoa Water Authority PO Box 245 Level 2 Tui Atua Tupua Tamasese Efi (TATTE) Building Apia, SAMOA philip@swa.gov.ws	
5.2 & 5.4 & 8.4 & 8.7	Provisional Sums for land transportation, laboratory tests and workshops and training expenses. Reimbursable AT COST on provision of receipts with invoice	\$12,000 SAT
5.3 & 8.1 (iv)	Reference exchange Rate	ANZ (Samoa) Ltd on the date of public opening of Financial Proposal
5.4	Local Taxation	VAGST and Withholding Tax on income
6.3	Consultants must submit an original and 4 copies of the Technical Proposal, and 1 original of Financial Proposal to the Tenders Board at the address below in 6.4	
6.4	Consultants must submit the Proposal at the following address: Ms Foketi Imo-Evalu The Secretary Tenders Board Private Bag	

	Ministry of Finance Level 4 Central Bank Building Apia, SAMOA	
6.5 & 7.5 (v)	Deadline for Submission of Proposal ¹ (time and date)	10am – Monday 12 th March 2012 (local Samoa time)
7.3	Evaluation Criteria	Refer to Data Sheet Appendix 1
8.1	Expected date, time and place of Public Opening of Financial Proposals	Monday 26 th March 2012 during Tenders Board Meeting (time to be advised) at Central Bank Building, Apia
10.1	Expected Date and time to start contract negotiations at this address Time- 10am Venue – SWA Head Office, Level 2, Tuiatua Tupua Tamasese Building, Savalalo, Apia, SAMOA Date – early April 2012	
13.1	Expected date for commencement of consulting services	15 th April 2012

¹ Proposal consists of Technical and Financial Proposals.

**APPENDIX 1
DATA SHEET EVALUATION CRITERIA**

Evaluation Criteria	<i>Maximum Weight</i>	Company 1 <i>Rating</i>	<i>Score</i>	Company 2 <i>Rating</i>	<i>Score</i>	Company 3 <i>Rating</i>	<i>Score</i>
I Qualification of the Firm/company/organisation	100						
a Experience in similar works	50						
b Experience in similar geographical areas	50						
II Approach and Methodology	300						
a Understanding of the objectives	100						
b Quality of the methodology	150						
c Innovativeness	50						
III Work Plan	100						
a Logical planning of outputs for completion	100		0		0		0
IV Personnel	500						
Water Treatment Chlorination Facility Specialist	500						
a Qualifications	50		0		0		0
b Relevant experience in tasks required	400		0		0		0
c Experience in training / capacity building	50						
TOTAL	1000		0		0		0
<u>Rating</u>							
<i>Excellent</i>	100%						
<i>Very good</i>	90%						
<i>Above average</i>	80%						
<i>Average</i>	70%						
<i>Below average</i>	50%						
<i>Non complying</i>	0%						
<u>Score</u>							
<i>Maximum Weight x Rating/100</i>							

Annex 1

Technical Proposal – Standard Forms

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant Firm/company/organisation's Experience
- TECH-3 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-4 Team Composition and Task Assignments
- TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff
(Note: Please ensure all CVs are signed and certified by the subject staff)
- TECH-6 Staff Schedule
- TECH-7 Work Schedule

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

(Location, Date)

To: ___ (Name and address of (Principal))

Dear Sir or Madam:

We, the undersigned, offer to provide the consulting services for _____ (Insert title of assignment) in accordance with your Request for Proposals 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.

Yours sincerely,

Authorized Signature (In full and initials): _____

Name and Title of Signatory: _____

Name of Firm/company/organisation: _____

Address: _____

FORM TECH-2 CONSULTANT'S EXPERIENCE

(Using the format below, provide information on a maximum of 5 assignments for which your firm/company/organisation, 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.)

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 ^o 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 ^o 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/company/organisation's Name: _____

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

(Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

Consultants are encouraged to respond directly to the TORs. Comments to the TORs may be provided in Form TECH 3.

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities, including transfer of knowledge, and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Principal), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH - 6 & 7.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.)

FORM TECH-4 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff

Name Staff	of	Firm /company /organisation	Area Expertise	of	Position Assigned	Task(s) Assigned
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**FORM TECH-5
CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF²**

1. **Proposed Position** (only one candidate shall be nominated for each position): _____
2. **Name of Firm/company/organisation** (Insert name of firm/company/organisation 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 format here below): dates of employment, name of employing organization, positions held.):

From (Year): _____ To (Year): _____
Employer: _____
Positions held: _____

² The CVs are not required to follow this format but they must include **all the information** that is in the standard format and be certified and signed.

<p>11. Detailed Tasks Assigned</p> <p><i>(List all tasks to be performed under this assignment)</i></p> <p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</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

Date

FORM TECH-6 STAFF SCHEDULE¹

N°	Name of Staff	Staff input (in the form of a bar chart) ²													Total staff-week input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total
Foreign																	
1		(Home)															
		(Field)															
2																	
3																	
n																	
										Subtotal							
Local																	
1		(Home)															
		(Field)															
2																	
n																	
										Subtotal							
										Total							

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Weeks are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

 Full time input
 Part time input

Annex 2**Financial Proposal – Standard forms**

FIN-1	Financial Proposal Submission Form
FIN-2	Summary of Prices
FIN-3	Breakdown of Expenses by Activity
FIN-4	Breakdown of Remuneration
FIN-5	Breakdown of Expenses (Reimbursables)

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

(Location, Date)

To: ___ (Name and address of (Principal))

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for _____ (Insert title of assignment) in accordance with your Request for Proposal dated ____ (Insert Date) and our Technical Proposal. Our attached Financial Proposal is for the sum of ____ (Insert amount(s) in words and figures¹).

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

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

Yours sincerely,

Authorized Signature (In full and initials): _____
Name and Title of Signatory: _____
Name of Firm/company/organisation: _____
Address: _____

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

FORM FIN-2 SUMMARY OF PRICES

Item	Prices
	<i>Total in Samoan Tala (or Australian or New Zealand Dollar as applicable)</i>
Total Price of Financial Proposal ¹	

- 1 Indicate the total price to be paid by the Principal in Samoan Tala or AUD or NZD. Such total prices must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

Price must include all taxes and the Provisional Sum

FORM FIN-3 BREAKDOWN OF EXPENSES BY ACTIVITY

Activities²: <hr/> <hr/>	Description³: <hr/> <hr/>
<i>Price Components</i>	Expenses <i>(In Samoan Tala or AUD or NZD as applicable)</i>
Consultant Fee / Remuneration ⁴	
VAGST on Consultant's Fee @ 15%	
Withholding Tax on Consultant's Fee (15% for non-resident company, 10% for resident company)	
Expenses ⁴	
Sub total	

- 1 For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Prices of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities should be the same as, or correspond to the ones indicated in the second column of Form TECH-7.
- 3 Short description of the activities whose price breakdown is provided in this Form.
- 4 For each currency, Remuneration and Expenses must respectively coincide with relevant Total Prices indicated in Forms FIN-4, and FIN-5.

FORM FIN-4 BREAKDOWN OF REMUNERATION¹

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

Name ²	Position ³	Staff-work day Rate ⁴ (in Samoan Tala or AUD or NZD as applicable)
Foreign/Non-resident Staff		
		<i>(Home)</i> _____ <i>(Field)</i> _____

Local/Resident Staff		
		<i>(Home)</i> _____ <i>(Field)</i> _____

- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-6.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-4.
- 4 Indicate separately staff-day rate and currency for home and field work.

FORM FIN-5 BREAKDOWN OF EXPENSES (REIMBURSABLES/OUT-OF-POCKET EXPENDITURE)

Information to be provided in this Form shall only be used to establish payments (Reimbursable Expenses) to the Consultant for possible additional services requested by the Principal 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 ¹	Unit	Unit Price in Samoan Tala (or AUD or NZD as applicable)
	Per diem allowances	Day	
	International flights ²	Trip	
	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		
	Laboratory tests.		
	Subcontracts		
	Local transportation expense		
	Office rent, clerical assistance		

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

² Indicate route of each flight, and if the trip is one- or two-ways. Economy class only.

ANNEX 3: Terms of Reference

SWA/2012/UB 1.4: Procurement of Technical Assistance for Water Treatment / Disinfection Specialist Services

1. Introduction and Background

The Samoa Water Authority (SWA) is a State Owned Enterprise (SOE) with an independent Board of Directors chaired by the Minister of Works, Transport and Infrastructure. The SWA provides water services to both the main Islands of Upolu and Savaii and including the smaller island of Manono. Currently SWA water supply services reach approximately 80% of the total population. Under the current SWA structure there are three Divisions responsible for the daily operation and maintenance of its Water Supply facilities and all associated pipe networks and reticulation. The Urban, Rural and Savaii Divisions now require upgrading or replacement of many of their chlorination treatment facilities and equipment. In addition, training for approximately 10 engineers and technicians is required in the operations and maintenance of the upgraded facilities.

The Urban Division is responsible for Urban Apia and requires new chlorination facilities and equipment for the Alaoa, Fuluasou (Urban) and Malololelei Water Treatment Plants (WTP's). These are a German Slow Sand Filtration design and were built from 1986 to 1989. They are the three main treatment plants serving urban Apia.

Alaoa WTP has a design capacity of 9,125m³/day and consists of 2 settling tanks, 4 roughing filters, 5 slow sand filters and one clear water tank. Daily flows of up to 13,800m³/day have been recorded and are typical for this plant.

The Fuluasou Urban WTP also known as the 'JR Plant' has a design capacity of 5,915m³/day and consists of 2 settling tanks, 4 roughing filters, 5 slow sand filters and one clear water tank. Current typical daily flows from the plant range between 14,000 – 15,800m³/day.

Malololelei WTP has a design capacity of 1,860m³/day and consists of 1 settling tank, 2 roughing filters, 3 slow sand filters and one 100m³ clear water tank. Daily flows of up to 3,300m³/day have been recorded and are typical for this plant.

The existing chlorination facilities at these three WTPs were designed and built under the same contract between 1986 and 1989. The chlorination facilities are essentially the same design for each plant with the main difference being the chlorine demand due to flow output. Each facility consists of a 3000 litre mixing tank and a manual input dosing pump. Calcium Hypochlorite powder is added to water in the mixing tank where the contents are stirred manually. The resulting chlorine solution is then injected using a dosing pump into a pipe section that transports the treated water to the clear water tank from the treatment plants hydrostatic chamber.

This method of chlorine application has a number of limitations:

- The chlorine dosing rate can only be changed manually meaning that dosing is not adjusted automatically when there are increases or decreases in the flow rate of the

treated water. There is a constant risk of either over application or under application of chlorine if the operator is not on hand during these peaks and troughs in flow rate.

- The concentration of the chlorine in the mixing tank is determined by the ratio of hypochlorite to water. There is always a risk of too much or too little hypochlorite being added to the mixing tank because the volume of water in the mixing tank is not easily determined.
- Manually stirring the mixing tank means that there is an increased presence of undissolved hypochlorite powder. This often causes build-up leading to blockages in the pipe system and has been attributed to pump failure.
- The building structures that house the facilities are also very old, prone to weathering and confined with little room to manoeuvre safely. With open screen windows and basic doors the rooms are damp, covered in dead insects and gecko droppings. No safety facilities are provided in these buildings.

There are two major reservoirs in the Alaoa network system (Mt Vaea and Toomatagi – capacities 4722m³ and 2267m³ respectively) and one on the Fuluasou network system (Vaitele – capacity 2462m³). There are no chlorination facilities at these reservoirs and it is considered that installation of such facilities would significantly assist disinfection of the networks and compliance with the National drinking water standards.

The Treatment Plant managed by the Rural Division at Fuluasou known as the, 'EU Plant', (capacity 8,700m³/d) was commissioned in 2001. At this plant the chlorination facilities were commissioned and have been operating since that time. Overall the equipment is in working condition but elements probably need to be replaced. The flow meter in the building also needs to be replaced. Chlorination facilities were provided at each supplementary borehole location (10 number) and are thought to be in generally good condition but apart from the chlorination facilities at Nofolii, none have been commissioned.

Similarly the EU water treatment plant managed by the Savaii Division at Faleata (capacity 8,700 m³/d and same design as at Fuluasou) in Savaii was commissioned in 2001. However, the chlorination facilities provided at the plant and at six supplementary boreholes serving the network were not commissioned and have been idle since installation. The chlorination buildings at all sites in Savaii are generally in good condition and the majority of equipment such as tanks, mixers, dosing pumps, showers etc is still in place but the condition of the equipment and electrics has not been assessed in detail.

For all systems power supply irregularities also contribute to chlorination lapses. Power surges often result in electrical equipment such as the chlorination pumps to burn out. Power failures on the other hand are frequent and require the plant operator to dose the chlorine manually which is highly inaccurate and often they are not on hand at the time of a failure.

2. Rationale

In order for SWA to meet the Samoa National Drinking Water Standard for the supply of safe drinking water the acceptable level of chlorine concentration in the SWA customer supply systems must fall within the range of 0.2 – 0.5 mg/L.

To ensure that SWA can maintain more effectively the National Standard of chlorine concentration the existing chlorination facilities need to be re-engineered to remove the limitations that currently exist in each of the facilities. This will require the replacement of buildings where required and the rehabilitation / replacement of existing equipment or the total revamp in design of the chlorination facilities and equipment.

3. Description of the Assignment

SWA is looking for an appropriate standardised system that can be applied to all its treatment facilities, the five main slow-sand filter water treatment plants, and also a standard system for disinfection of the borehole sources.

1. The systems must be fully automated with very limited intervention or manually operated functionality with regard to the daily chlorination process.
2. The systems must be simple to operate and maintain. However, they must be highly reliable and effective.
3. Therefore the Consultant is expected to analyse the different types of chlorination systems available and recommend what they consider is the most suitable technical and cost effective method considering all costs related to supply including shipment and operations and maintenance.
4. An estimation of post installation operational and maintenance costs must be included. Chlorine is not manufactured in Samoa and the analysis of each system must consider the estimated costs for the supply and shipment of the type of chlorine that will be used for the system. (SWA has recently experienced significant difficulty with the shipment of Calcium Hypochlorite to Samoa and is leaning towards the use of liquid chlorine. In addition, there is potential that a liquid chlorine manufacturer may set up business in Samoa in the near future.) The use of chlorine gas need not be considered.
5. It is expected that the successful Consultant will be responsible for the **installation and commissioning** of equipment purchased by the SWA. The Consultant must provide training in the operation and maintenance of the systems installed. It is possible that the recommended system for the major treatment plants will be a specialised system and purchase of the equipment will include installation and some training. In this case only, the Consultant would be required to supervise the supplier installation and commissioning, otherwise the Consultant would undertake installation, commissioning and training of the equipment.
6. New buildings are to be constructed for the Alaoa, Malololelei and Fuluasou (JR) treatment plant chlorination facilities. Each system must be housed in a suitable structure that provides enough space for the effective and safe operation and maintenance of equipment including such features as emergency spill showers if required. Safe and secure storage of chlorine at each site also needs to be considered. Each building must be specifically designed for purpose using best current practice for the Samoan climatic conditions. The building must provide suitable ventilation for the safe operation of equipment by staff. Buildings must be designed in collaboration with the Chlorination Unit Supplier and include provisions

for backup power supply. The chlorination buildings at the Fuluasou EU and Faleata treatment plants are considered to be generally satisfactory but may need some minor renovation works. The design drawings of these structures are available and will be made available to the Consultant.

7. The chlorination buildings at each bore source are also considered to be satisfactory but may need some minor renovation works. The design drawings of these structures are available and will be made available to the Consultant.
8. Each system must have a suitable back up power supply that will automatically switch on in times of mains power failure. Safety features to protect against power surges are an essential component of the design. Small emergency back up power generators may be suitable at the main treatment plants with UPS back up systems for the bore sources.
9. Each system must provide alarm systems to notify senior staff responsible via remote telemetry or sms of impending or subsequent chlorination equipment failure.

4. Services to be provided

The services to be provided by the Consultant will be in 2 phases. The 1st phase will involve the inspection of treatment and disinfection facilities, analysis of the most appropriate and cost effective method of disinfection, recommendations for facility (building) requirements and /or rehabilitation and the detail design, technical specifications and drawings for these recommendations. In addition, the Consultant will prepare a detailed schedule of equipment and spares needs in Bill of Quantity format together with technical specifications.

The 2nd phase will entail the installation and commissioning of disinfection equipment (purchased by SWA following the 1st phase), preparation / collation of O&M manuals and operator guidelines and provision of training. Throughout all aspects of the work the Consultant is expected to work closely with nominated counterparts to ensure that SWA staff fully understand what the Consultant is recommending and why. The investigation, design, specification, installation and commissioning works will provide significant opportunity for on-the-job training.

Between Phases 1 and 2, SWA will purchase all the equipment recommended by the Consultant, construct the chlorination buildings at the three urban WTPs according to the Consultants design for the equipment recommended and renovate the existing generally satisfactory buildings at the other two treatment facilities.

4.1. Phase 1 Services will include

1. Thorough inspection of the chlorination facilities, buildings and equipment at the Malololelei, Alaoa and Fuluasou WTPs in Upolu.
2. Thorough inspection of the chlorination facilities, buildings and equipment at the Fuluasou (EU) WTP in Upolu and including the chlorination facilities at the 10 supplementary bore sources at Malua, Saleimoa, Faleasiu, Fasitoo, Nofoalii, Leulumoega, Faleolo, Manga & Olo, Satui and Samatau 2. These boreholes stretch from Apia to just beyond the airport – a distance of some 25km.
3. Thorough inspection of the chlorination facilities, buildings and equipment at the Faleata WTP in Savaii (close to the main town) and including the chlorination

- facilities at the 6 supplementary bore sources at Iva, Lalomalava, Sapapalii, Faga #1 / Faga#2, Lano, and Puapua. These boreholes are located along a 20km stretch of main pipe network from the WTP.
4. Assessment of existing equipment condition and the need for rehabilitation / replacement of each element of the systems.
 5. Workshop with SWA key staff after the initial inspection and analysis tasks to discuss findings and agree the strategy and work program for the remaining Phase I works.
 6. Full costed technical and economic analysis of the existing disinfection method using Calcium Hypochlorite in comparison with alternative methods such as the use of liquid chlorine or production of chlorine from electrolysis.
 7. Preparation of building designs for the proper housing of chlorination facilities at Alaoa, Malololelei and Fuluasou (JR) WTPs. Such design should consider suitable windows, doors, ventilation, weather proofing etc with specifications, lists of suppliers contact details and cost estimates. The Consultant must collaborate with chlorination unit suppliers for the most suitable building design. The design of the generally satisfactory building at Fuluasou EU plant will be available to the Consultant.
 8. Recommendations for possible renovation works for the chlorination buildings at the Fuluasou and Faleata water treatment plants and supplementary borehole sites.
 9. Investigate and make recommendations for chlorination facilities (buildings and equipment) at the three main network reservoirs.
 10. Full costed analysis of backup power supply options with specifications, list of suppliers with contact details and cost estimates.
 11. Preparation of a comprehensive list of all parts of the system requiring replacement, what existing parts may still be usable in the system or as spares and a full listing of recommended spares together with specifications, list of suppliers with contact details and cost estimates.
 12. Presentation of inspection findings, results of disinfection options analysis, recommended building facility and backup power supply options and listing of all equipment to be purchased by SWA, including Bills of Quantities and cost estimate, Technical Specifications and Drawings, at a wrap up meeting with SWA on completion of Phase 1 tasks.

4.2. Phase 2 services will include:

- Receipt and checking of all equipment purchased by SWA.
- Install new equipment and / or re-fit existing operational equipment and commissioning of the facilities at the WTPs and the borehole stations.
- Prepare appropriate operations guidelines for WTP operators that will be laminated and affixed to the wall of the facility buildings.
- Compile appropriate maintenance manuals of equipment.
- Build capacity of engineers, team leaders and WTP operators in the operations and detailed maintenance of the completed facilities including emergency procedures, operational health & safety, stripping down and repairing pumps and dosing facilities and spares / consumables ordering procedures.
- Any other related tasks as agreed after initiating Phase 2 works.

5. Required Outputs and Reporting

The Consultant is required to provide the following documents to the SWA:

- A brief Inception Report for presentation and discussion at a workshop with key SWA staff following the initial inspection and assessment tasks (expected to be in week 2) and program for the remaining Phase 1 tasks.
- An Interim Report on completion of Phase 1 tasks including the results of investigations and analysis of disinfection options. This Report will be provided prior to departure from Samoa and will be presented at a Phase 1 wrap-up meeting with the SWA.
- Detailed design, BOQ and cost estimate, specifications and drawings for building facilities to be constructed / rehabilitated and a fully costed and specified details of all equipment to be purchased including recommended spares.
- An e-copy of all training materials / presentations / modules used during the TA – prior to departing Samoa at the end of Phase 2.
- An e-copy of O&M manuals and operator guidelines prepared specifically for the disinfection system(s) installed.
- A final assignment report.

All reports, designs, drawings and training materials will be provided in electronic format with 4 hard copies of each document. Drawings / information should be compatible with AUTOCAD and MapInfo as applicable.

6. Institutional Arrangements

The Principal is the Samoa Water Authority. The consultant is expected to work in close collaboration with the Managers and key staff in the Urban, Rural and Savaii Divisions and be based at the SWA main office at Vaitele for the duration of the contract. The Consultant will report directly to Mr. Philip Kerslake.

SWA will provide the following counterpart facilities at no cost to the Consultants: office space, desk and chair, training venues, and office utilities (electrical, water, sanitation). SWA will also ensure that counterpart staff are available to work with the consultant during all phases of the work and attend all training events arranged by the Consultant.

7. Timing & Expertise Required

The assignment is expected to be performed over about a 7 month period. **The following schedule of Consultant inputs is considered to be sufficient for undertaking the tasks required and should be used for completing the financial forms.** Additional tasks may be agreed as OMM issues arise during the course of the consultancy. The assignment is expected to be in two inputs of between 1.5 and 2 months each with a gap of about 2 to 3 months in between for SWA to purchase the equipment recommended and construct / renovate the chlorination buildings. The Consultant may comment on the sufficiency of the inputs suggested and make recommendations in their proposal for any changes to optimise the assignment.

An allowance for home time support and specialist design advice is provided for such tasks associated with back-up power supply design and documentation and chlorination building design, drawings and documentation.

Indicative Schedule of Consultant Inputs

CONSULTANT INPUTS	DURATION
Treatment Plant Chlorination Facility Specialist	3.5 months
Home time for support and preparing drawings and the like	0.5 month

Note: Consultant home country remuneration costs should be based on a 5 day working week.

A consultant or team of consultants will be contracted to carry out the above listed scope of work. Consultants with background by way of expertise as listed below are highly recommended:

Treatment Plant Chlorination Facility Design, Equipment Installation and Commissioning Expert

Have a Civil or other relevant Engineering Degree, with at least 10 years of experience in the design, equipment installation and commissioning of Treatment Plant Chlorination facilities and systems. The Consultant shall be fluent in English, and have excellent communication skills including an ability to communicate effectively with SWA. For the purpose of the consulting services, the Specialist will establish the working arrangements, take overall responsibility for team performance, monitoring and provide ongoing support to the SWA.

8. Provisional Sums

The following Provisional Sums are included in the consulting budget estimate:

Item	Provisional Sum (SAT\$)
3.5 months car hire & fuel	\$10,000
Laboratory testing	\$1,000
Workshops and training expenses	\$1,000
TOTAL	\$12,000