



**GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA**

**NATIONAL TENDERS BOARD**

**SAMOA WATER AUTHORITY**

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE  
CONSTRUCTION SUPERVISION  
OF VAILELE & ALEISA PACKAGE WATER TREATMENT PLANTS AND  
RAW WATER INTAKE AND DELIVERY WORKS**

**REQUEST FOR PROPOSALS**

**RFP Reference: SWA-2012/UB 2a**

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**February 2012**

## Letter of Invitation

Reference No: SWA-2012/ UB 2a  
8<sup>th</sup> 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 "Construction Supervision of the Vailele and Aleisa Package Water Treatment Plants and Raw Water Intake and Delivery Works".
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](http://www.mof.gov.ws)
3. The RFP includes the following documents that may be downloaded via: [www.swa.gov.ws](http://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. The deadline for submission of Proposals is 10.00am local Samoa time on Monday 12<sup>th</sup> March 2012.
6. You are requested to acknowledge to the undersigned by facsimile to fax number: (685) 21298 or via email to [philip@swa.gov.ws](mailto:philip@swa.gov.ws) with clear indication whether you intend to submit a proposal.

Sincerely,

Tainau MT Titimaea  
Managing Director  
Samoa Water Authority

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## 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](http://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 The evaluation of Financial Proposals will be undertaken in Samoan Tala. The Principal will compute any foreign currency 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 authorised 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 (PEP) will be responsible for evaluation and ranking of Proposals received
- 7.3 The PEP 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	100
Approach and Methodology for Performing the Assignment	300
Work Plan	100
Proposed Team – see Data Sheet	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 detailed 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.**

### a) 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 **70 percent to the technical score and 30 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.

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## DATA SHEET

**Project: Consultancy Services for the “Construction Supervision of the Vaialele and Aleisa Package Water Treatment Plants and Raw Water Intake and Delivery Works”**

**Reference Number: SWA-2012/ UB 2a**

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 7783195 Fax: +685 21298 <a href="mailto:philip@swa.gov.ws">philip@swa.gov.ws</a>	
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 <a href="mailto:philip@swa.gov.ws">philip@swa.gov.ws</a>	
5.2 & 5.4 & 8.4 & 8.7	Provisional Sums	None
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: 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 <sup>1</sup> (time and date)	10am – Monday 12 <sup>th</sup> 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 <sup>th</sup> 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	mid April 2012

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<sup>1</sup> 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>
<b>I Qualification of the Firm/company/organisation</b>	<b>100</b>						
a Experience in similar works	50						
b Experience in similar geographical areas	50						
<b>II Approach and Methodology</b>	<b>300</b>						
a Understanding of the objectives	100						
b Quality of the methodology	150						
c Innovativeness	50						
<b>III Work Plan</b>	<b>100</b>						
a Logical planning of outputs for completion	100		0		0		0
<b>IV Personnel – qualifications &amp; relevant experience</b>	<b>500</b>						
Supervising Engineer	300						
Inspector 1	75						
Inspector 2	75						
Quantity Surveyor	50						
<b>TOTAL</b>	<b>1000</b>		<b>0</b>		<b>0</b>		<b>0</b>
<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**

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(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 <sup>o</sup> 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 <sup>o</sup> 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

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*(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**

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Professional Staff
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Name Staff	of	Firm/ organisation	company/	Area Expertise	of	Position Assigned	Task(s) Assigned
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**FORM TECH-5  
CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF<sup>2</sup>**

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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: \_\_\_\_\_

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<sup>2</sup> 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><b>11. Detailed Tasks Assigned</b></p> <p><i>(List all tasks to be performed under this assignment)</i></p> <p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></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 SCHEDULE<sup>1</sup>**

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

- 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**

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(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 figures<sup>1</sup>).

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**

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

- 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**

<b>Activities<sup>2</sup>:</b>	<b>Description<sup>3</sup>:</b>
_____	_____
_____	_____
<i>Price Components</i>	<b>Expenses</b> <i>(In Samoan Tala or AUD or NZD as applicable)</i>
Consultant Fee / Remuneration <sup>4</sup>	
VAGST on Consultant's Fee @ 15%	
Withholding Tax on Consultant's Fee (15% for non-resident company, 10% for resident company)	
Expenses <sup>4</sup>	
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 REMUNERATION<sup>1</sup>**

(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 <sup>2</sup>	Position <sup>3</sup>	Staff-work day Rate <sup>4</sup> (in Samoan Tala or AUD or NZD as applicable)
<b>Foreign/Non-resident Staff</b>		
		<i>(Home)</i> _____ <i>(Field)</i> _____
		_____
<b>Local/Resident Staff</b>		
		<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 <sup>1</sup>	Unit	Unit Price in Samoan Tala (or AUD or NZD as applicable)
	Per diem allowances	Day	
	International flights <sup>2</sup>	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		

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

<sup>2</sup> 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 2a– Construction Supervision of the Vailele and Aleisa Package Water Treatment Plants and Raw Water Intake and Delivery Works**

## **1. INTRODUCTION AND BACKGROUND**

### **1.1 Introduction**

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.

SWA operates and maintains five slow-sand filtration plants, and more recently, five package water treatment plants. A further 2 package treatment plants have been purchased and are required to be installed to provide treated water supply to the Vailele and Aleisa service areas.

The Assignment is the construction supervision of package treatment plant installations, the construction of associated transmission mains, and rehabilitation of associated intakes and access roads.

The key elements of the Works to be carried out for the Vailele and Aleisa Water Supply Schemes include.

- a) Rehabilitation of the access roads
- b) Installation of 2 modular water treatment plants (60m<sup>3</sup>/hr)
- c) Installation of 2 new prefabricated storage facilities
- d) Installation of 2 chlorination plants and chemical injection plants
- e) Installation of raw and treated water mains transmission
- f) Rehabilitation of the Vailele and Aleisa intakes

### **1.2 General Description of the Construction Project**

#### **VAILELE WATER SUPPLY SCHEME**

The current system at Vailele consists of an SWA scheme and the Letogo village scheme, whereby the schemes are connected at the coastal road and at a 4 corners road intersection further inland. At present there are no water treatment facilities. The SWA scheme river intake is located further upstream within the same river bed from that of the Letogo scheme. This SWA river intake is on government land and is accessible via a private access road.

## ***PROPOSED SCHEME***

The water treatment plant (1 treatment unit – plate sedimentation + rapid sand filtration + chlorination) installation works at Vailele is part an SWA development project to treat the water and rehabilitate the whole pipeline network for a safe metered water supply.

The capacity of this WTP is standardized to 60m<sup>3</sup>/h to ease installation and O&M with other plants in Upolu, namely at Tafitoala and at Piu. Conventional – easy to operate existing treatment modules have been adapted to local constraints (sedimentation with Hazen velocity 1 m/h – filtration velocity 5 m/h and sand characteristics). These treatment units will definitely improve water quality, but will most probably require chemicals (aluminium sulphate – lime) during 3 to 4 months of the year to make sure drinking water standards are respected.

A chlorination plant will be installed at the WTP with flow-driven dosing pumps. Dosage rate – chlorine reservoir capacities – concentration of solutions - etc. have been standardized as far as possible to ease installation and O&M with Tafitoala and Piu WTPs.

The Vailele river intake will be rehabilitated. A new 150 mm OD DI pipe will bring the raw water to the WTP and a new prefabricated 250 m<sup>3</sup> reservoir. A 30 x 30 m<sup>2</sup> land area is required for the WTP setup including the 250 m<sup>3</sup> storage reservoir and chlorination plant. The existing 150 m<sup>3</sup> new reservoir is to be connected to supply from the WTP for distribution and is to be fenced off.

## **DESCRIPTION OF THE WORKS**

- Rehabilitation of the access road – Chip Seal to the water intake: 2.94 km:
  - Rehabilitation of the access road includes construction of proper drains and storm water runoffs to protect road surface.
- Construction of new WTP and storage facilities on site (at previous break pressure tank):
  - Demolition of the existing break pressure tank and site cleaning.
  - Installation of new fence: Installation of new GI fencing material, including GI poles, concrete foundation and access gate – 120 m length + landscaping of the site.
  - Treatment Plant (prefabricated Materials) supplied by SWA for Fabrication and Installation by the Contractor. Contractor to transport Treatment Plant from Vaitele office to site of works for fabrication and installation. Other remaining materials for connections to be provided by Contractor. Installation of a new water treatment unit including sedimentation and rapid filtration units. 1 treatment unit. Nominal flow – 60 m<sup>3</sup>/h. Sedimentation: Hazen velocity = 1 m/h – plate settler and rapid filtration velocity = 5 m/h. Recommended sand: Quartz 0,4 - 0,8 mm – H min 40 cm, excluding gravel supporting layer. Automatic back wash system by siphoning.
  - Construction of an independent chemical building including :
    - 3 x 2 m<sup>2</sup> building.
    - 2 x 1000 litre HDPE storage tanks for lime and aluminium sulphate solutions including 2 manual mixers and PVC 40 mm accessories and pipes.
    - 2 flow driven dosing units including flexible injection 40 mm pipe and accessories. Capacity – 20 m<sup>3</sup>/h standard units.

- Construction of an independent chlorination building including:
  - 3 x 2 m<sup>2</sup> building.
  - 2 x 1000 litre HDPE storage tanks for chlorine solution including 2 manual mixers and PVC 40 mm accessories and pipes.
  - 1 chlorine flow driven dosing unit including flexible injection 40 mm pipe and accessories. Capacity – 20 m<sup>3</sup>/h standard units.
- Installation of a 250 m<sup>3</sup> capacity prefabricated water reservoir, including all necessary accessories (inlet floating valve, outlet valve, manhole, aeration, washout, etc.) – 200 mm.
- Construction of an outlet valve box and installation of the necessary new devices airvent, sluice valve and water meter – 200 mm.
- Construction of a by-pass valve box – 3 valves - 200 mm. This valve box shall include a by-pass connection to the pipe coming from the intake - a connection to the new reservoir inlet and a connection to the new reservoir outlet.
- Installation of Treated Water Transmission Main:
  - Installation of a treated water transmission line between the 250 m<sup>3</sup> storage reservoir and the existing 150 m<sup>3</sup> storage reservoir – PVC PN 16 OD 225 mm – 98 m.
  - Installation of a treated water transmission line between 150m<sup>3</sup> storage reservoir to Node intake35- PVC PN16 OD225- 1763m
- Installation of Raw Water Transmission Main:
  - Installation of a raw water transmission line between the River Intake and the WTP – DI Pipe DN 150 - 1176 m.
- The Vailele water intake – rehabilitations works:
  - Rehabilitation of the existing concrete intake works.
    - Refection of the concrete dam – elimination of possible underflow. Installation of appropriate overflow.
    - Rehabilitation of the flow control device – installation of a new gate valve + valve box – 150 mm.
  - Installation of an inox – 5 mm –200 mm screen.
  - Installation of a new valve box downstream the intake including a new air-vent, a new gate valve and a new water meter – 200 mm.

## **ALEISA WATER SUPPLY SCHEME**

### **DESCRIPTION OF EXISTING SYSTEM**

At present there are no water treatment facilities. The Chinese intakes No. 1 and No. 2 serve the eastern system, including Tanumapua, Aleisa East and Aleisa West. The RWSS Study considered the water supply system of Tanumalala to be part of this system, though this village is supplied from the Lefaga spring intake. The main water sources for the Aleisa scheme are the two river intakes called the Chinese intakes (built under Chinese assistance some 30 years ago).

## PROPOSED SCHEME

The water treatment plant (1 treatment unit – plate sedimentation + rapid sand filtration + chlorination) installation works at Tapatapaō is part an SWA development project to treat the water and overhaul the whole Aleisa pipeline network for a safe metered water supply.

The capacity of this WTP is standardized to 60m<sup>3</sup>/h to ease installation and O&M with other plants in Upolu, namely at Tafitoala and at Piu. Conventional – easy to operate existing treatment modules have been adapted to local constraints (sedimentation with Hazen velocity 1 m/h – filtration velocity 5 m/h and sand characteristics). These treatment units will definitely improve water quality, but will most probably require chemicals (aluminium sulphate – lime) during 3 to 4 months of the year to make sure drinking water standards are respected.

A chlorination plant will be installed at the WTP with flow-driven dosing pumps. Dosage rate – chlorine reservoir capacities – concentration of solutions - etc. have been standardized as far as possible to ease installation and O&M with Tafitoala and Piu WTPs.

The 2 Tapatapaō river intakes (“Chinese Intakes”) will be rehabilitated.

A new 160 mm OD PVC pipe will bring the raw water to the WTP and a new prefabricated 250 m<sup>3</sup> reservoir. A 30 x 30 m<sup>2</sup> land area is required for the WTP setup including the 250 m<sup>3</sup> storage reservoir and chlorination plant.

Pipes will be replaced according to hydraulic calculation. PN 18 pipes have been proposed for high pressure areas (150 mCA of pressure). No connection will be allowed directly from the main at pressure higher than 6 bars.

## DESCRIPTION OF THE WORKS

- Rehabilitation of the access road – chip seal coating to the water intake: 1.6 km:
  - Rehabilitation of the access road includes construction of proper drains and storm water runoffs to protect road surface.
- Construction of new WTP and storage facilities on site:
  - Installation of new fence: Installation of new GI fencing material, including GI poles, concrete foundation and access gate – 120 m length + landscaping of the site.
  - Treatment Plant (prefabricated Materials) supplied by SWA for Fabrication and Installation by the Contractor. Contractor to transport Treatment Plant from Vaitele office to site of works for fabrication and installation. Other remaining materials for connections to be provided by Contractor. The Installation of a new water treatment unit including sedimentation and rapid filtration units. 1 treatment unit. Nominal flow – 60 m<sup>3</sup>/h. Sedimentation: Hazen velocity = 1 m/h – plate settler and rapid filtration velocity = 5 m/h. Recommended sand: Quartz 0,4 - 0,8 mm – H min 40 cm, excluding gravel supporting layer. Automatic back wash system by siphoning.
  - Construction of an independent chemical building including :
    - 3 x 2 m<sup>2</sup> building.
    - 2 x 1000 litre HDPE storage tanks for lime and aluminium sulphate solutions including 2 manual mixers and PVC 40 mm accessories and pipes.

- 2 flow driven dosing units including flexible injection 40 mm pipe and accessories. Capacity – 20 m<sup>3</sup>/h standard units.
  - Construction of an independent chlorination building including:
    - 3 x 2 m<sup>2</sup> building.
    - 2 x 1000 litre HDPE storage tanks for chlorine solution including 2 manual mixers and PVC 40 mm accessories and pipes.
    - 1 chlorine flow driven dosing unit including flexible injection 40 mm pipe and accessories. Capacity – 20 m<sup>3</sup>/h standard units.
  - Installation of a 250 m<sup>3</sup> capacity prefabricated water reservoir, including all necessary accessories (inlet floating valve, outlet valve, manhole, aeration, washout, etc.) – 200 mm.
  - Construction of an outlet valve box and installation of the necessary new devices airvent, sluice valve and water meter – 200 mm.
  - Construction of a by-pass valve box – 3 valves - 200 mm. This valve box shall include a by-pass connection to the pipe coming from the intake - a connection to the new reservoir inlet and a connection to the new reservoir outlet.
- Installation of Raw Water Transmission Main:
  - Installation of a raw water transmission line between the River Intakes (Chinese Intakes 1 & 2) and the WTP – OD 160 mm PN12 - 1450 m.
- The Chinese water intakes – rehabilitations works:
  - Removing deposited sediments within the intake structures
  - Removing and replacing the corroding outer steel bar screens
  - Removing and replacing the scour valves
  - Demolishing the existing concrete box around the outlet pipes
  - Constructing concrete walls ~150mm high around the outlet pipes with wall thickness of 100mm and grooves in the middle of 50mm depth to fit inner screens.
  - Install inner screens around the outlet pipes that can fit into grooves in the concrete walls. Dimensions of screens to be 1m x 1m x 1m.
  - Placing a second scour valve ~ 150mm on the bottom of the concrete wall next to the outlet pipe to release sediments from within structure
  - Rehabilitation of the existing concrete intake works.
    - Refection of the concrete dam – elimination of possible underflow. Installation of appropriate overflow.
    - Rehabilitation of the flow control device – installation of a new gate valve + valve box – 150 mm.
  - Installation of an inox – 5 mm –200 mm screen.
  - Installation of a new valve box downstream the intake including a new air-vent, a new gate valve and a new water meter – 200 mm.

## **2. RATIONALE**

The overall objective of this consulting services contract is to provide professional, independent and technically competent supervision of the works provided by Contractors engaged by the Samoa Water Authority to undertake construction and commissioning works of the two water treatments plants and associated pipeline and road works.

## **3. TIME FRAME OF ASSIGNMENT**

The time frame for the services is expected to cover approximately 9 months of construction period and 12 months of defects liability period. Services are expected to start about May 2012.

## **4. SERVICES TO BE PROVIDED**

The Consultant shall set up a suitable and adequate contact management and supervision organisation in Apia to ensure that all the works under the contract are completed in accordance with the Contract Documents. Specifically the Consultant will be required to:

- i) Perform the duties of “the Supervisor” as set out and specified in the contract documents for the works and assist the Principal in management of construction quality,
- ii) Provide such information as is necessary for the contractors to set out the works and check that the setting out is correct;
- iii) Review the Contractor’s designs, work proposals, fabrication, working and installation drawings and method statements for both permanent and temporary works, to the extent required in the contracts, advise modifications where necessary and approve these proposals;
- iv) Review the Contractor’s work programs and, where necessary, request revisions of these to account the current status of the works and ensure adherence to the construction schedule;
- v) Review, approve and ensure adherence to the contractor’s quality and safety assurance plans;
- vi) Liaise with the SWA on all design and environmental related matters.
- vii) Agree with the Contractors on measurement for interim certificates and carry out the necessary measurements and calculations for such certificates;
- viii) Make recommendations to the Principal on the Contractor’s claims for additional payments, extension of time and other matters, based on the Consultant’s interpretation of Contract Documents, the relevant site conditions and the Contractor’s detailed submissions;
- ix) In the event of variations to the works being required, prepare the necessary documents, negotiate these with the Contractor and the Principal, and submit the agreed variation order(s) to the Principal for approval as set out in the contract documents and prepare documents for variations to be executed on day work basis;
- x) Through the inspectors of works and other site staff as may be required, supervise the day-to-day operations of the Contractors to ensure the quality of workmanship and compliance with the contract;

- xi) Maintain detailed, daily site diaries, photographs and other documents concerning relevant events and activities; call and keep minutes of routine site meetings and other meetings between the parties to the contract and meetings with other stakeholders and authorities;
- xii) Specify type and frequency of test requirements for materials on site, inspect equipment to be used or installed in the works prior to the incorporation, test completed parts of the works for compliance with the contract and ensure that the final structures and facilities are in accordance with the intent of the contract;
- xiii) Set up and maintain correspondence and document storage and retrieval systems to record all relevant communications between the parties to the contracts, all measurement and quality control details and variations to the works as they occur;
- xiv) Supervise the keeping of records for preparation of as-built drawings and documents including the approval of the documents prepared by the Contractors, approve the manuals for operation and maintenance of the completed facilities and equipment and goods to be supplied as set out in the contract;
- xv) Prepare weekly site reports and monthly progress reports in a form acceptable to the Principal;
- xvi) Carry out inspections of the works, supervise the completion of outstanding work and remedying defects and recommend the issue of completion certificates;
- xvii) Check the Contractor's final accounts and certify them correct for payment;
- xviii) Prepare completion reports in a form acceptable to the Principal;
- xix) Provide any other specialised services as may be necessary and agreed upon in writing with the Principal.

## 5. OUTPUTS AND REPORTING

The Consultant shall prepare and submit his reports as follows:

Item	Submission
<b><u>General Project Documents for Works</u></b>	
<b><u>Contract</u></b>	
Weekly site reports	weekly
Monthly progress reports	monthly
Minutes of meetings	regularly
<b><u>Contract Reports</u></b>	
Inspection and periodic reports	As required
Taking over certificates	Upon substantial completion of each contract/section of works
Final certificates	After completion of the contract
<b><u>Consultant's Reports to Client</u></b>	
Completion report	Within one month after the completion of the site assignment

All reports will be provided in electronic format with 4 hard copies of each document.

## **6. INSTITUTIONAL ARRANGEMENTS**

The Principal is the Samoa Water Authority. The Consultant is expected to work in close collaboration with the Urban and Rural Operations Divisions and be based at the two site offices for the duration of the contract. The Consultant will report directly to Tafea Philip Kerslake.

## **7. SERVICES AND FACILITIES TO BE MADE AVAILABLE TO THE CONSULTANT**

### ***SITE OFFICES FOR THE SUPERVISOR***

The Works Contractor will provide, install and maintain two portable lockable offices in the vicinity of each WTP, of 20 sq. metres each in total floor area, together with all new and unused furniture, equipment and facilities for the use of the Supervisor and team. The offices shall be located at Vaialele and Tapatapaō and will be handed over to SWA on completion of the works contract.

The offices will be suitably lighted, air conditioned, have an adequate supply of drinking water, have toilet and washing facilities, watched day and night and fully maintained including cleaning and servicing.

The Works Contractor will also provide covered car parking space for 2 vehicles at each location.

The offices shall each be fitted with the following new furniture and equipment:

- a) 1 no. desk with lockable drawers not less than 1.5 x 0.75m
- b) 4 no. desk chair
- c) 1 no. of lockable cupboard
- d) 1 no. office water cooler
- e) 1 no. printing machine A4 / A3 – Laser Jet Colour
- f) 1 no. first aid outfit
- g) 1 no. fire extinguisher
- h) 1 no. min. 3 GHz Pentium 4 based LAP top PC with min. 120 Gb hard disk drive, min. 1024 Mb Ram, multimedia DVD (DVD+/- RW/DVD-RAM) and sound card, together with 15 inch WXGA screen and video card. The package shall include XP Professional and Office Professional Software.
- i) 1 no. digital camera – min. 7.2 Mega Pixels

The Works Contractor shall ensure that the offices and contents will be fully insured against loss or damage for the period before hand over to SWA.

The offices and contents which include all furniture and equipment will be handed over to SWA upon completion of the Works.

## **TRANSPORT FOR THE SUPERVISOR**

The Works Contractor will provide transport as listed below for the use of the Supervisor.

- 2 no. New, Right Hand Drive, Twin Cab, 4 Wheel Drive, Long Wheelbase Pick-up to be used for the duration of the Works construction.

The Works Contractor will ensure that the vehicles are taxed (e.g. warrants of fitness, registration etc) and insured for the duration of the Works.

The vehicles will be managed according to SWA standard regulations. Ownership shall pass to the SWA on completion of the Works construction. In the event that the vehicles are damaged during the Works and before hand over to SWA the Works Contractor shall make all necessary arrangements for a replacement vehicle(s) (equal or better) and make the necessary claims against the vehicle's(s') insurance.

## **OTHER PROVISIONS**

The Principal will provide to the Consultant, at no cost to the Consultant, two complete sets of copies of the contract documents. In addition all contract drawings and Bills of Quantities will be provided in digital format on CD-ROM(s).

## **8. TIMING AND EXPERIENCE REQUIRED**

The Consultant shall provide personnel with degrees/professional qualifications, technical experience, years of experience, suitable for the implementation of the project.

The list of key staff is as follows:

<b>No.</b>	<b>KEY STAFF</b>	
1	Supervising Engineer	International
2	Inspector – Vailele WTP and associated works	Domestic
3	Inspector – Aleisa WTP and raw water works	Domestic
4	Quantity Surveyor	Domestic

The required qualifications and competence of the key staff are summarised below:

**Supervising Engineer:** A university graduate in engineering and professionally qualified. At least 10 years spent in the water sector with technical experience in construction supervision and contract management in two or more projects of a similar nature and size, with at least one post in a senior position. It is expected that the Supervising Engineer will be an International Engineer with specific experience in the construction / construction supervision of package treatment plants.

**Inspector – Vailele WTP:** A relevant technical certificate. At least 7 years spent in the water sector with technical experience in construction supervision in two or more projects of a similar nature and size.

**Inspector – Aleisa WTP:** A relevant technical certificate. At least 7 years spent in the water sector with technical experience in construction supervision in two or more projects of a similar nature and size.

**Quantity Surveyor:** A graduate in engineering, or closely related field. At least 5 years spent in the water sector with technical experience in construction supervision and contract management in two or more projects of a similar nature and size, with at least one post in a senior position.

The following is an estimate of consultant's inputs in terms of person-months:

<b>POSITION</b>	<b>PERSON MONTHS – (For construction and defects liability period)</b>
<b>Supervisor staff</b>	
Supervising Engineer	10
Quantity Surveyor	6
<b>Inspector staff</b>	
Inspector, Vailele Water Treatment Plant & Raw Water Works	8
Inspector, Aleisa Water Treatment Plant	8
<b>Administration Staff</b>	
Administrator / Accountant	9
<b>TOTAL</b>	<b>40</b>