

Civil Society Support Programme (CSSP)

NPF Ground Floor, Matafele | P. O. Box 2009 | Telephone No: 24617/27278 | E: cssp.office@cssp.gov.ws

Minutes

Invitation to Quote for Lot 1: Pre-bid Meeting on Tuesday 19th November 2019, 02:00pm
CSSP Conference Room, Ground Floor SNPF Building, APIA

1. Participants:

There were 4 representatives from the local water tank suppliers who were present at the meeting; Samoa Superior Poly Products (SSPP), Rotomould Samoa Ltd (RSL), and Tank Guy Samoa (TGS). The MOF's procurement specialist also participated to assist the CSSP team in clarifying the ITQ requirements and process. The participants are listed below, and provided in Annex 1 (signed registration list).

| Full Name | Organisation |
|--|------------------------------|
| John Bellinger | Samoa Superior Poly Products |
| Fred Yazdani | Rotomould Samoa Ltd |
| Auga Farrell Craig | Tank Guy Samoa |
| Vera Tonumaip'e'a | Tank Guy Samoa |
| Christina Tauā (Chairperson & Facilitator) | CSSP (MOF/Purchaser) |
| David Hill | MOF (Procurement Specialist) |
| Helen Lui | CSSP |

2. Open & Welcome

The Chairperson opened the meeting and welcomed all participants. Mr Hill was introduced to participants, and each representative of the local tank suppliers were also introduced for Mr Hill's information.

3. PowerPoint Presentation on the ITQ for Lot 1

The Chairperson facilitated a brief presentation as provided in Annex 2; on the ITQ requirements, the process, and the indicative schedule of the works (as in the ITQ document). During and after the presentation, the participants were provided the opportunity to ask questions for clarification.

4. Questions and Answers

| Questions | Answers |
|---|--|
| Installation requirements for RWH tanks concrete bases Category B requiring drainage. How is that going to be implemented as drainages would require a small pipe for an outlet (outflow of water), and would | The Category B requirement includes "drainage" which means the selected contractor should also install drainage for the concrete basins. The contractor will work with the CSSP & Villages in the constructing of the concrete bases and |

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| Questions | Answers |
|---|---|
| become a space for mosquitoes to breed? | basins. |
| 10% Advance Payment & Bank Guarantee Form <p>Is there a possibility of increasing the advance payment to 20% so that it would be worthwhile to acquire a bank guarantee with fees and other costs that the contractor would bear for that bank guarantee? The ITQ is material-driven, and would require stable financial capability of suppliers to meet the deliverables of the contract.</p> | <p>The CSSP will re-negotiate the increase of the advance payment proportion with the Bank and relevant parties given the concerns raised by the suppliers. Clause no.7 of the Terms and Conditions of Supply (Annex 1) contains a provision that the supplier may propose a payment plan that aligns with a determination of their ability to supply, deliver and install the RWH tanks at each designated village. Provided that all these works are completed before 31st January 2020.</p> |
| Validity of Quotation (45 days) <p>What would happen if the CSSP cannot complete the evaluation and contracting within this timeframe? If the CSSP does not reply by the end of the 45 days; can the suppliers increase their quoted price by a cartage percentage?</p> | <p>The CSSP will inform bidders if by the end of the 45 days it has not finalised a decision on the ITQ. The CSSP is also on a tight schedule as it is required to complete this ITQ to meet the World Bank's stringent timeframes; to complete all works by January 2020, and the overall village level subprojects by June 2020. The indicative schedule provided in the ITQ document will have to be achieved.</p> |
| Itemisation of the Materials & Description in page 13 of Annex 2 <ul style="list-style-type: none"> • TGS representative asked about the inclusion of boxing materials and 'brackets'. There should be 6 brackets per tank. • TGS representative advised that the PVC glue should be 125ml and 13 of these are not sufficient for all the 25 tanks (item no.9). There should be 1 for each tank. • TGS representative asked about the 20mm valve socket (item no.12) that may not be required, except for the 20mm faucet socket/join (item no.11). • SSPP representative was concerned about the 128 cement bags for the 25 | <p>The CSSP will revise the itemisation; namely to amend size of PVC glues; change from 100ml to 125ml.</p> <p>For the cement bags; suppliers to meet the 20MPA strength of the bases' concrete foundation as advised discussed and should be confirmed from MWTL.</p> <p>The brackets are intended to be furnished from the 100mm pvc waste pipe provided in the materials and described in the Technical Specifications. The cut-out piece of pvc pipe makes a linear opening to insert through the roofing iron to form the guttering pipe. This has been the standard practice when installing RWH guttering in</p> |

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| Questions | Answers |
|--|---|
| tanks as not sufficient given the need to meet at least 17 to 25 MPA. Other participants indicated that the number of cement bags should be enough as the majority of tanks are only 2,000ltr in size. | <p>villages. From CSSP's experience, metal brackets are not durable and highly prone to rusting; hence the practice described here.</p> <p>The valve socket is the fitting that connects the tap to the water tank. The faucet socket is used for fitting the tap.</p> <p>Boxing materials must be provided as part of the Suppliers' or Contractor's machinery and equipment to carry out the works.</p> |

5. Closing

The Chairperson thanked participants and Mr Hill for their attendance, and closed the meeting at 2:45pm.

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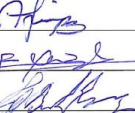
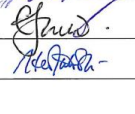
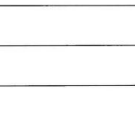
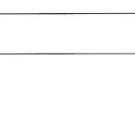


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Annex 1: Participants Registration List

Civil Society Support Programme (CSSP)

REGISTRATION LIST

PARTICIPANTS OF THE PPCR ITQ FOR LOT 1 PRE-BID MEETING, HELD ON 19TH NOVEMBER 2019, 2PM AT THE CSSP CONFERENCE ROOM

| FULL NAME | ORGANISATION/COMPANY | CONTACT INFORMATION | SIGNATURE |
|--------------------|----------------------|---|---|
| DAVID HILL | M.O.F. | PHILIP CHARLES KE-STATE. COM 76 821 82 |  |
| Hugo FARRIEL CRAIG | T.G.S | 84 27827 |  |
| Vera Tonumaipea | TGS | Ph 37994 |  |
| FRED YAZDANI | Rotonuouid (same) | 23080 |  |
| John Bellinger | SFP | 73 15042 |  |
| Christina. Tauli | CSSP | - |  |
| Helen Fata | CSSP | . |  |
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Annex 2: PowerPoint Presentation on the ITQ for Lot 1

Civil Society Support Programme (CSSP)

INVITATION TO QUOTE LOT 1

PILOT PROGRAMME FOR CLIMATE RESILIENCE

PRE-BID MEETING

CSSP CONFERENCE ROOM, 19TH NOVEMBER 2019

PURPOSE OF THE MEETING

- To explain the details of the ITQ for Lot 1
- To clarify any concerns that the prospective bidders may have with the
 - solicitation documents,
 - scope of work and
 - other details of the requirement.

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INVITATION TO QUOTE

• LOT 1

- 25 water tanks
- 3 villages (Alafua, Sinamoga & Moamoa-fou)

| Alafua | Sinamoga | Moamoa-fou |
|--------------------|---------------------|---------------------|
| 4 x 5,000ltr tanks | 3 x 10,000ltr tanks | 17 x 2,000ltr tanks |
| | 1 x 5,000ltr tanks | |

INVITATION TO QUOTE

• LOT 1

- Supply & delivery of 3 x 10,000ltr tanks & fittings
- Supply & delivery of 5 x 5,000ltr tanks & fittings
- Supply & delivery of 17 x 2,000ltr tanks & fittings
- Supply and construct 25 concrete bases for the 25 tanks
- Install 25 tanks with fittings & accessories at designated locations in 3 villages

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QUOTING & SUBMISSION

- Quote for all items under the invitation
- Price quotation using Annexes 1, 3 and 4
- Submission by hand-delivery, post or electronically to the address specified
- Quote must be in ENGLISH (accompanied by relevant documentation for each item quoted)

ANNEX 1: TERMS & CONDITIONS OF SUPPLY (NATIONAL SHOPPING – GOODS)

- Supplier or prospective bidder to complete, sign & submit.
- Prices & schedules for supply (schedule to match the indicative schedule in Annex 2)
- Other details regarding the pricing, delivery, insurance, required records/documentation or works, payment/invoices, warranty, packaging & marking instructions, defects

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ANNEX 2: TECHNICAL SPECIFICATIONS

- Contains all the details regarding the funding program and the required works
- Performance parameters
 - (supply & construction of bases, supply of tanks & fittings, installation)
 - CSSP collaborate with the contractor (monitoring & meeting deliverables)
- Warranty requirements
 - (12 months after completion of works & verification)
 - Liabilities remain with supplier until after warranty period
 - Remedial works during warranty period
 - 1 plastic welder hot air gun after warranty period

ANNEX 2: TECHNICAL SPECIFICATIONS

- Installation requirements
 - As per image provided with all parts of a fully installed RWH tank/system
- Verified locations provided in each of the villages
 - **Category A:** concrete base is constructed at least 75cm in height from the ground level
 - **Category B:** concrete base is constructed at least 30cm in height from the ground level, and a concrete basin is constructed with drainage at an estimated depth of at least 40cm

***Categories based on site inspections by the CSSP staff, to confirm roofing structures and locations*

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ANNEX 3: FORM OF QUOTATIONS (NATIONAL SHOPPING-GOODS)

- Template requires the prospective bidder to fill in the blank spaces
 - Name / Number of the contract
 - Price in words & numbers (currency)
 - Period/schedule to complete the works
 - Authorised signatures + Name and details of the supplier

ANNEX 4: STATEMENT OF TECHNICAL COMPLIANCE

- To be completed, signed, and submitted by the Supplier as attachment to the Signed Form of Quotation (Annex 3)
 - Depending on the quotation, supplier to choose & declare either 1 of the 2 options:
 - (i) Confirm supply of goods listed except for deviations (list, if any)
 - (ii) Confirm goods in quotation substantially satisfy the requirements, with technical characteristics of proposed items (list)

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ANNEX 5: BANK GUARANTEE FOR ADVANCE PAYMENT

- To be completed, signed, and submitted by the Supplier IF it requires advance payment:
 - Considering the capability of local suppliers, and the urgency to complete the required works
 - Advance payment: 10% of the contract price, to be paid within 30 days of signing of the contract & upon submission of this bank guarantee for equivalent amount
 - Bank guarantee is valid until the goods are delivered and in the form provided in the tendering documents or another form acceptable to the Purchaser (CSSP/MOF)

QUOTING & SUBMISSION

- **PRICES** – quote in SAMOAN TALA for the total cost at the final destination (Samoa) including TAXES, VAT, Custom duties, transportation, insurance, loading & unloading, plus price of installation in villages.
- **DEADLINE FOR SUBMISSION OF QUOTATIONS:**
04pm, Friday 29th November 2019

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EVALUATION OF QUOTATIONS

- Offers/quotations determined to be substantially responsive to the technical specs will be evaluated by comparison of total price at final destination
- Purchaser (CSSP/MOF) will determine for each quotation, the evaluated price by adjusting the price quotation by making corrections for any arithmetical errors

EVALUATION OF QUOTATIONS

- **Correction of Arithmetical errors:**
 - Where there is a discrepancy between amounts in figures and in words, the amount in words will govern
 - Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern
 - If a supplier refuses to accept the correction, their quotation will be rejected

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AWARD OF CONTRACT

- THE AWARD will be made to the bidder offering the lowest evaluated price and offering goods which are substantially responsive to the technical specs.
- The successful bidder will sign a contract as per the Attachment – FORM OF CONTRACT

VALIDITY OF THE OFFER

- YOUR QUOTATIONS should be valid for a period of 45 days from the deadline of submission (from 29th Nov 2019)

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INDICATIVE SCHEDULE OF THE ITQ & ALL WORKS REQUIRED

| TARGET | TIMELINE |
|-------------------------------------|----------------|
| ITQ/RFQ Approval | 11 Nov 2019 |
| Public Advertisement of the ITQ/RFQ | 11-29 Nov 2019 |
| Deadline | 29 Nov 2019 |
| Evaluation & Selection | 02-06 Dec 2019 |
| Tenders Board Approval | 12 Dec 2019 |
| Contracting | 16 – 20 Dec |
| Start Implementation | 13 Jan 2020 |
| Complete All works | 31 Jan 2020 |

THE END

Questions & Answers