





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

**PROCUREMENT OF THE ACCREDITATION AND REGISTRATION SYSTEM FOR COMMONWEALTH HEADS OF GOVERNMENT MEETING (CHOGM)**

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## PART 1: Instructions to Bidders

### 1.Scope

- (a) The Purchaser is the Government of the Independent State of Samoa, represented by **Ministry of Foreign Affairs and Trade of MFAT** ("Principal")
- (b) This Request for Quotation applies to the purchase of GOODS & RELATED SERVICES of a minor, simple nature.

### 2.Bidder Eligibility - The Bidder must:

- (a) be a bona fide business known by the Principal to be suitably qualified, experienced and financially resourced;
- (b) provide an authenticated copy of its currently valid Business License
- (c) if applicable, provide an authenticated copy of its VAGST Certificate from the Ministry of revenue Samoa
- (d) if applicable provide a notarized power of attorney authorizing the signatory of the Quotation to represent the Bidder, sign the Quotation and accept a Purchase Order

Notwithstanding that, requirements (b), (c) & (d) may be waived if previously submitted documents are valid for the specified delivery period

The Principal reserves all rights to reject any or all quotations submitted and re-advertise/retender the Goods & Related Services.

### 3.Bidder Qualification – The Bidder must provide:

- (a) Description of items or services of a similar nature & value that are the subject matter of this RFQ, that the Bidder has satisfactorily delivered within the last two (2) years – these items or services must have an annual average value of **SAT\$25,000.00** or more;
- (b) Summary of all items & services currently contracted or in progress;
- (c) A bank statement in the name of the bidder for the immediately past three (3) months;
- (d) References & contract details of at least three (3) past and present clients who can attest to good character and reliability;
- (e) A work plan or delivery program detailing the provision of item and services from its production to its completion.

### 4.Responding to the Request for Quotation

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

### 5.Quotation Price :

- (a) All prices shall be quoted in Samoan Tala (SAT)
- (b) Prices shall be fixed for the duration of the specified period for delivery
- (c) Unless otherwise stated, the quotation shall be for the full quantity stated on the Request for Quotation
- (d) Quoted prices for goods supplied from within Samoa shall be quoted ex-works (EXW) plus local delivery charges to named place of delivery
- (e) Quoted prices for goods supplied from abroad shall include all insurances, duties and freight, sales taxes & other taxes, plus local delivery charges to named place of delivery, with delivery terms CIP.

### 6.Bid Security

- (a) A Bid Securing Declaration Form must be signed and submitted.
- (b) The Bid shall be valid for the period identified in the Request for Quotation.
- (c) A Bidder who, without good cause, withdraws during the period of quotation validity, or does not accept corrections of errors, or fails to accept the Letter of Award if offered or fails to produce the Performance Security (if required) will be excluded from participating in Request for Quotation process for one year.



## 7. Quotation Submission

- (a) Bidders shall submit only one (1) quotation for items & services meeting the same description or specification.
- (b) Quotations should be submitted to the procuring entity address stated on the Request for Quotation, no later than the specified time & date and in pursuant to section C.5.1 (a) or (b) of the Procurement Operating Manual 2020.
- (a) Bidders **shall** submit their quotation electronically, via the Government of Samoa e-Tendering Portal ([https://portal.tenderlink.com/mof\\_samoa/](https://portal.tenderlink.com/mof_samoa/)), details of which are provided in ANNEX I
- (c) Late quotation will not be considered and shall be returned to the Bidder unopened.

## 8. Quotation Opening

- (a) The opening of quotations will be undertaken by officers of the Principal and in the presence of representatives from the Ministry of Finance, Attorney General's Office and Ministry of Works, Transport & Infrastructure.
- (b) The opening of the quotation shall be
  - (i) Carried out fifteen (15) minutes after closing; and
  - (ii) Opened to interested members of the public to attend
- (c) The results of the quotation evaluation shall be available on request, after the Contract Award, denoting only the successful Bidder.

## 9. Quotation Evaluation & Contract Award

- (a) Quotations shall be evaluated to establish substantial responsiveness to eligibility & qualification requirements, specified technical schedules, commercial conditions and this ITB.
- (b) The bidder found to be substantially responsive after the evaluation shall be, subject to (c) below, awarded the contract. That Bidder then becomes the Successful Bidder.
- (c) After arithmetical checking and correction, the quotation of the Bidder(s) found to be substantially responsive shall be evaluated for lowest price, which shall be the basis of award
- (d) Award notification shall be effected by the Principal issuing the Letter of Award (see Part 2) to the Successful Bidder.

- (e) Once the letter of Award is signed by both parties the:
  - i. Request for Quotation at Part 3; and
  - ii. The General and Special Conditions at Part 4 and Part 5 respectively; and
  - iii. Specification of Items or Descriptions of Goods & Related Services at Part 6;

Shall be the terms and conditions which will govern the delivery of the item & Services. The Principal shall be termed the 'Purchaser' and the successful bidder shall be termed the 'Supplier'.

- (f) Notwithstanding the above, the Principal reserves the right to accept or reject any quotations, or to cancel the quotation process at any time prior to the award.
- (g) The unsuccessful Bidder may, within ten (10) days of the announcement of the award, request reasons why it/they were no successful, but cannot request reasons why other Bidders were not successful.

## 10. Performance Security

- (a) If a Performance Security is required, the Purchaser shall issue a Letter of Award which shall serve as notification of award of contract.
- (b) The Successful Bidder shall provide a Performance Security within seven (7) days after the issuance of the Letter of Award in the amount specified in the Request for Quotation.

## 11. Insurance

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

## 12. Packaging & Delivery

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

**13. Payment:** The Purchaser shall make payment to the Bidder within thirty (30) days of delivery of goods and completion of related services

**14. Inspection of Goods/Products**

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

**15. Warranty**

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

**16. Corrupt & Fraudulent Practices**

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

**Office use only:**

<b>Eligibility/ Qualifications Compliance</b>			
No.	Complies? tick	No.	Complies? tick
2a		3a	
2b		3b	
2c		3c	
2d		3d	
		3e	

## **Annex I to Part 1: Instruction to Bidders**

### **Procedure for Electronic Submission of Quotations**

1. The quotation shall be electronically submitted via the Government of Samoa's e-Tendering Portal only. The Bidder shall use this, and only this, link to submit its electronic quotation.
2. The Portal shall automatically expire on the submission deadline, specified in the relevant Invitation to Bid. No extension shall be provided after the expiry date of the tender.
3. At the submission deadline, and not before, Tender Link will forward to the Portal's Administrator access to the tender box electronic keys to open proposals.
4. To ensure the integrity and compliance with Part 1 (Instructions to Bidders), the Opening of the Tender Box can only be actioned by the Ministry of Finance's designated Administrator. For security purposes, all openings are dated and time stamped, ensuring compliance of their opening with Clause 9 of this Instructions to Bidders.

**PART 2: LETTER OF AWARD**

**insert Principal's letterhead**

insert date

insert the address of the Supplier

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

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

**SIGNED AND EXECUTED** by the )  
**Insert CEO/Honourable Minister of** )  
**procuring Entity** ) .....  
 In the presence of: )

.....  
(Witness)

.....  
(Name & Designation)

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

In the presence of:  
 .....  
 (Director/Secretary)



### PART3: REQUEST FOR QUOTATION



#### GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

**Purchaser Name:** department name/ division name  
**Address:** department address  
**Contact Details:** telephone no / fax no and email address

#### REQUEST FOR QUOTATION: Minor Goods/ Related Services

<b>RFQ NAME.</b>	enter name of supply requirement	<b>RFQ No.</b>	enter RFQ no.
<b>TO</b>	<b>SUPPLIER NAME</b>	enter registered trading name	
	<b>CONTACT PERSON</b>	enter name of sales representative/ manager; mobile phone & landline no.	
	<b>OFFICE ADDRESS</b>	enter street/ road name and township name	

Please provide your quotation for the following **GOODS & RELATED SERVICES** by Enter Date and Time at the following address [https://portal.tenderlink.com/mof\\_samoa/](https://portal.tenderlink.com/mof_samoa/),

Quotation Validity	90 days		<b>RFQ APPROVAL</b>	<b>TY11B APPROVAL</b>	
Required Delivery Period	23/01/2024days		Initial	initial/ date	
Required Delivery Date	01/02/2024				
Delivery to	Ministry of Foreign Affairs and Trade				
Delivery Terms	EXW	CIP	Chief Executive Officer (MCIT) Chief Executive Officer (SBS)		
Required Warranty Period	days 180		Chief Executive Officer (MCIT) Chief Executive Officer (SBS)		
Manufacturers Authorization	is not required		Date		
Performance Security	1 or 2 Percent total quoted price		Bank Draft or Bank Guarantee		
<b>No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price</b>
1.	System Design and Customization				
2.	Software development/system licenses				
3.	Hosting Set up/ System backup				
4.	System Testing				
5.	Integration with other systems				
6.	Trainings – Accreditation System				
ATTACH SHEET FOR ADDITIONAL ITEMS			TOTAL		
We certify that we comply with eligibility & National Ownership requirements of Instructions to Suppliers clauses 2a to 2c. (overleaf). If our offer is accepted, we undertake (a) to deliver goods & services in accordance with our offer above, (b) to provide the Performance Security in the prescribed form, amount & time (c) to abide by this quotation for the Validity Period stated above.			Supplier's Authorized Officer Sign, Stamp where applicable		

COUNTRY (S) OF ORIGIN		Date
<i>IF AVAILABLE, PLEASE ATTACH MANUFACTURER'S BROCHURE &amp; SPECIFICATION SHEETS</i>		

## Bid-Securing Declaration

*The bidder shall fill in this Form in accordance with the instructions indicated utilizing the bidder's official letterhead.*

Date: *date (as day, month and year)*

RFQ No.: *(number of bidding process)*

To: *(complete name of procuring entity)*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the procuring entity for the period of time of *number of months or years* starting on *date*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have materially modified or withdrawn our bid during the period of bid validity specified in the Request for Quotation Form; or
- (b) do not accept a correction of errors;
- (c) having been notified of the acceptance of our bid by the procuring entity during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand if the Bid Securing Declaration becomes forfeit we will be disqualified from participating in any Government procurement for one year regardless of the source of funding. We understand this Bid Securing Declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us advising the execution of the contract with the successful bidder, or (ii) twenty-eight (28) days after the expiration of our bid

Signed *signature of person whose name and capacity are shown in the capacity of legal capacity of person signing the Bid Securing Declaration*

Name: *complete name of person signing the Bid Securing Declaration*

Duly authorized to sign the bid for and on behalf of: *complete name of bidder*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ date of signing  
Corporate Seal (where appropriate)

**Note:** *In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid*

## PART 4: GENERAL CONDITIONS OF CONTRACT: MINOR GOODS & RELATED SERVICES

- 1 APPLICATION CONTEXT: These Conditions apply only for use within the Independent State of Samoa for contracts awarded through request for Quotation processes for procurement of Goods and Goods related services within section C.2.2.6 of the Procurement Operating Manual 2020.
- 2 NAMES OF PARTIES: As stated in the Letter of Award (see Part 2) above, the Government of Samoa as represented by the Ministry of Foreign Affairs and Trade or MFAT is the 'Purchaser' and the successful Bidder is the 'Supplier'.
- 3 CONTRACT DOCUMENTS: Subject to the order of precedence set forth in clause 4 of these GCC, all documents forming the Contract (and all of its parts) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.
- 4 ENTIRE AGREEMENT: The Contract constitutes the entire Agreement between the Purchaser and the Supplier and includes the following documents which replaces all communications, negotiations and agreements (whether written or oral):
  - a. Letter of Award
  - b. The Request for Quotation, RfQ Ref No. **insert Ref No.** (the 'RfQ') inclusive of Instructions to Suppliers;
  - c. These General Conditions of Contract;
  - d. Special Conditions of Contract;
  - e. Specifications of Items or Description of Goods & Related Services.
- 5 CONTRACT PERIOD: This Contract shall commence on the date specified in the SCC and shall be for a period as identified in the SCC (the 'Completion Period') and shall be completed by the Completion Date identified in the SCC.
- 6 CONTRACT PRICE: The Employer shall ONLY pay to the Supplier the Contract Price set out in the SCC. The Supplier shall provide Purchaser with a Claims for Payment which shall:
  - a. State the amount of the contract price received to date each head of costs;
  - b. The amount of the Claim for Payment including the Head of Cost under which it is claimed;

- c. Detail the Goods supplied and the Services performed and completed since the previous claim for Payments;
- d. Report on the progress of the Supply and Services.

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

The Principal shall retain a certain percentage, set out in the SCC, of the total quoted price until the completion of the Defects Liability Period.

- 7 PRINCIPAL'S REPRESENTATIVE: The Principal's Representative shall be an Employee of the Principal responsible for liaising with the Supplier and general administration and supervision of the Services. The Principal's Representative is set out in the SCC.
- 8 AMENDMENT: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to this Contract and is signed by a duly authorized representative of each of the Parties to the Contract.
- 9 LANGUAGE: The applicable language of the Contract is English.
- 10 LAW: The applicable law of the Contract is the law of the Independent State of Samoa.
- 11 INTERPRETATION: If the context requires it, singular means plural and vice versa. The reference to one gender shall mean the other gender. All monetary references shall be to Samoan Tala unless otherwise stated.
- 12 COMMUNICATIONS/NOTICES: Communications between parties to the Contract shall be effective only when communicated or delivered in written form with proof of receipt, to the address specified in the SCC.
- 13 COPYRIGHT: Both parties shall observe requirements of the Samoa Copyright Act 1998 and international conventions concerning material produced by third parties.
- 14 DOCUMENT OWNERSHIP: Unless otherwise provided in Contract schedules and as applicable to Contract category, all plans, specifications, designs, reports, other documents and software prepared by the Supplier shall become and remain the property



- of the Employer, without encumbrances of ownership by other parties. The Employer shall establish proof of ownership of existing materials provided to the Supplier for contract performance and the Supplier shall establish the right to use and reproduce any materials produced by third parties to be used in contract performance.
- 15 CONFIDENTIALITY: The Parties shall keep confidential and shall not divulge to any third party any documents, data or other information furnished directly or indirectly in regard to the Contract, without written consent of the other Party.
- 16 CONFLICT OF INTEREST: The Supplier shall not have a conflict of interest. The Supplier warrants that to the best of its knowledge and after making diligent inquiry, at the date of signing the contract, does not have a conflict with the interests of the Employer or is likely to arise in the performance of the Works. If during the performance of the Service a conflict of interest arises or appears likely to arise, the Supplier agrees to:
- (a) Immediately notify the Employer in writing;
  - (b) make full disclosure of all relevant information relating to the conflict; and
  - (c) Take such steps as the Employer may reasonable require to resolve or otherwise deal with the conflict.
- 17 CURRENCY OF PAYMENT: The currency for payment shall be in Samoan Tala.
- 18 PRICE ADJUSTMENT: Price adjustment for changes in economic conditions shall not apply to any contract resulting from RFQ processes.
- 19 TAXES AND DUTIES: The Supplier is liable for all taxes and duties, in accordance with the particular application context and the laws of the Independent State of Samoa.
- 20 ACCOUNTING, INSPECTION & AUDIT: The Supplier shall permit and also require its sub-suppliers and consultants to permit, the Government and/or its authorized appointees to inspect the Supplier's office and all accounts and records relating to contract performance and/or tender submission and to have such accounts and records audited by the Government's appointed auditors. Moreover, acts by the Supplier to materially impede inspections and audits are a prohibited practice subject to termination and declaration of ineligibility.
- 21 LIMITATION OF LIABILITY: Except for its negligence or misconduct in performing the Contract and its related obligation to pay liquidated damages, the Supplier will not be liable to the Principal for any form of consequential loss or damage, loss of use, loss of production or loss of profits plus interest cost. The total liability of the Supplier under the Contract or civil law shall not exceed one hundred and fifty percent (150%) of the Contract Price, except that this shall not apply to costs of rectifying defective equipment, works or other deliverables.
- 22 SUSPENSION: The Employer may, with written notice of the nature of default, suspend all payments to the Supplier if the Supplier fails to perform particular requirements of the Contract and shall require the Supplier to remedy the default within thirty (30) days of Supplier receiving the suspension notice.
- 23 TERMINATION: Where a party defaults on any of its obligations under this Contract, the other party may give notice requiring that the failure be remedied within fourteen (14) days and if not remedied within that time, may terminate the Contract immediately.
- The Principal may terminate the contract if any of the events set out in the SCC occurs
- Notwithstanding this, the Purchaser may terminate the Contract for convenience. If the Contract is terminated, the Supplier shall stop the Services immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible. If the Contract is terminated for the Purchaser's convenience or because of a fundamental breach of Contract, the Purchaser's Representative shall prepare a statement of amounts owing to the Supplier based on the Services done and Goods delivered as final payment.
- 24 FORCE MAJEURE: If, because of the result of an event of Force Majeure causing delay and the Supplier is unable to perform its Contract obligations, it shall not be liable for its Performance Security forfeiture, liquidated damages or termination for default. The Supplier shall notify the Principal in writing of such condition, its cause and the nature of the delay or its inability to perform its Contract obligations as soon as practicable.
- 25 LIQUIDATED DAMAGES: Unless the Completion Date is extended in accordance with clause 8, the Supplier shall pay damages to the Principal at a rate per day stated in the SCC for each day that the Completion Date is later than

- the intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. Payments under this provision shall not affect the Suppliers Liability. The Principal may deduct liquidated damages from payments due to the Supplier.
- 26 GOOD FAITH: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the contract's objectives, operate fairly together without detriment to each other and exercise their best efforts to agree on actions which may be needed to remove causes of unfairness.
- Provided that failure of such action shall not be the subject of formal legal redress indicated in Clause 27 following.
- 27 AMICABLE SETTLEMENT: Either Party with an unresolved issue concerning actions or inaction of the other Party may seek resolution through an independent third party empowered to enable resolution.
- 28 DISPUTE SETTLEMENT: Any dispute arising out of the Contract which cannot be settled amicably according to Clause 27 shall be settled in accordance with the provisions of the Arbitration Act 1976 of Samoa and best international practice.
- 29 INDEMNITY: The Supplier shall, subject to Clause 21, at all times indemnify, hold harmless and defend the Purchaser, its officers, employees and agents from and against any loss or liability reasonably incurred or suffered by any of those indemnified arising from any claim, suit, demand action or proceeding by any person against any of those indemnified where such loss or liability was caused by any willful, unlawful or negligent act or omission of the Supplier, its employees, agents or Sub-Suppliers in connection with the Contract.
- 30 PASSING OF PROPERTY: Property in, and risk of loss of or damage to the Product shall pass to the Supplier upon delivery of the Produce to the headquarters of the Purchaser, with its address set out at the SCC, Apia, Sāmoa. The Purchaser shall, upon delivery, provide the Supplier with an acknowledgement in writing of receipt of the Products/Goods, thereby passing the property in, and risk of loss or damage to, the Product/Goods to the Purchaser.
- 31 COMPLIANCE WITH POLICIES AND PROCEDURES: The Supplier must, when using the Purchaser's Premises or facilities, comply with all reasonable directions of the Purchaser and all procedures and policies of the Purchaser including those relating to occupational health (including no smoking), safety and security in effect at those premises or in regard to those facilities, as notified by the Principal or as might reasonably be inferred from the use to which the Premises or facilities are being put.
- 32 INSPECTION, REJECTION AND ACCEPTANCE: GOOD/PRODUCTS:
- (a) The Purchaser or its Representative may, prior to the supply of the Goods/Products by the Supplier to the Principal and with reasonable notice to the Supplier, inspect any and all products that are to be supplied by the Supplier.
  - (b) The Purchaser or its Representative may reject any or all products to be supplied by the Supplier if found not to be in accordance with the Contract.
  - (c) The Purchaser shall not be liable to pay for rejection or inspection of the Products/Goods or its associated materials or equipment.
- 33 INSPECTION, REJECTION AND ACCEPTANCE: GOOD/PRODUCTS: GOODS RELATED SERVICE
- (a) The Supplier shall be deemed to have satisfied itself before tendering as to the correctness and sufficiency of the tender of the Service and the Contract Price and acknowledges that it has inspected the Premises and its conditions before it agreed to supply the Services.
  - (b) The Purchaser can inspect the progress of the Services and the Supplier will grant the Principal or its representative access to the Premises where the Services are being performed. If there is defect or the Principal is dissatisfied with the services, it may by written notice require the Supplier make good any defects arising from good workmanship at no cost to the Purchaser.
- 34 INSURANCE: The Supplier will be responsible for taking out any appropriate insurance coverage during the duration of the Contract.
- 35 ASSIGNMENT: The Supplier shall not assign this Contract or sub-contract any portion of it without the Principal's prior written consent.
- 36 WAIVER: If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those

rights. A single or partial exercise by a party of any of its rights does not prevent the further exercise of any right. In this clause, "rights" means rights or remedies provided by this Contract or at law.

37 WARRANT ON GOODS/PRODUCTS: The warranty period for the Goods/Products, its associated materials and equipment shall be the period set out in the RFQ from delivery and its installation, whichever is sooner. If the Principal gives notice of any defect or omission discovered in any of the Goods/Products during the warranty period, the Supplier must correct that defect or omission without delay and at no cost to the Principal. The Supplier must meet all costs of, and incidental to, the discharge of its warranty obligations, including but not limited to any packing, freight, and disassembly and reassembly costs.

38 CLEANING UP: The Supplier shall, to the satisfaction of the Principal's Representative keep the Site and Services and/or Works tidy and clean during the execution of the Service and at its completion. The ownership of any leftover or surplus material at the Completion of the Works shall remain vested in the Principal.

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**PART 5: SPECIAL CONDITIONS OF  
CONTRACT: MINOR GOODS &  
RELATED SERVICES**

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



**PART 6: SPECIFICATION OF ITEMS OR DESCRIPTION OF GOODS RELATED SERVICES**

**Technical Specifications**



**COMMONWEALTH REGIONS GOVERNMENT**

**Meeting)**

**Accreditation and Registration  
System Technical Requirements**

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## INTRODUCTION

Registration and provision of identification (ID) passes for all individuals who require access to the official CHOGM venues during the meeting to **manage attendance, control venue access and security and vet all individuals in attendance.**

All country delegations, host government officials and staff, Secretariat staff, Commonwealth organizations, special guests, invited guests, observers, volunteers, technicians and maintenance persons, catering staff, service staff and security officers must have official CHOGM accreditation, which is strictly non-transferable.

### Accreditation Process:

Activities	Requirements
Accreditation Requirements	<ul style="list-style-type: none"> <li>• Details and information required for registration and vetting process.</li> <li>• What are the documentations needed from each member requesting accreditation?</li> <li>• Secure collection of data and photographs for every individual attending <i>[still have a photographer on our end in the case of emergency changes for members attending]</i>.</li> </ul>
System Development	<ul style="list-style-type: none"> <li>• Specific category allocation using the specifications in table to ensure that accreditation is given only to authorized delegates and Secretariat as well as Taskforce staff requiring access to specific meetings.</li> <li>• Coding &amp; Classification of Accreditation Categories and Overpasses for ease of identification.</li> <li>• Online Registration System (<i>Conference Officer can recommend suitable platforms for use by the Taskforce</i>).</li> </ul>
Online Registration	<ul style="list-style-type: none"> <li>• Each member government, organization, guest and other invitee must appoint a designated accreditation officer (DAO) responsible for coordinating the registration of the complete delegation, arranging CHOGM visits and general administration for the delegation. Each DAO is required to register and accredit their official delegation using the accreditation system provided.</li> <li>• Should participants be eligible to attend both GHOGM and the parallel forum, they must register for both their forum and CHOGM.</li> <li>• Taskforce must register all individuals who require access to the CHOGM venues, including Taskforce Staff, volunteers, support staff and security service staff, and the Secretariat must register the Secretariat staff team attending CHOGM.</li> </ul>
Vetting Process	<ul style="list-style-type: none"> <li>• The accreditation process requires the secure collection of data and photographs for every individual attending CHOGM and also involves police and security teams, as well as the ministry responsible for granting visas.</li> <li>• <i>Note: Protocols should be in place for Ministers attending the forums.</i></li> </ul>

<p><b>Accreditation Approval &amp; Passes</b></p>	<p><b>a. System for Printing Passes</b> Equipment selected for producing passes must be able to generate them rapidly. System should be simple but secure and must be able to cope with frequent delegation changes. State-of-the-art equipment with back-ups (computers, camera, etc.) and well trained and dedicated staff will help to ensure an efficient service.</p> <p><b>b. Accreditation Certificates</b> <i>[should be aligned with visa and entry processes]</i> Once accreditation process is complete and all security checks are in place, accreditation certificates should be issued for each delegate. The accreditation certificate should be aligned with visa and entry processes to ensure that border agencies recognize the accreditation certificate as a valid supporting document for visa applications.</p> <p><b>c. Accreditation Passes</b> Passes should be ready for collection when delegations arrive in the country or individuals are required to be present at a secure venue used for accreditation purposes. Although registration data is required to be submitted during online registration phase, facilities for on-site registration should also be in place in case of late changes to a member country's delegation, or loss of accreditation pass.</p> <p><b>d. CHOGM lapel pin</b> A CHOGM lapel pin should be produced by the host government to be worn by the:</p> <ol style="list-style-type: none"> <li>1. Heads of Government</li> <li>2. Secretary General</li> <li>3. Foreign Ministers and their respective spouses</li> <li>4. Deputy Secretary General</li> <li>5. Assistant Secretary General</li> <li>6. Conference Secretary instead of an accreditation pass.</li> </ol>
<p><b>Venue Access</b></p>	<ul style="list-style-type: none"> <li>• <b>Venue Access</b> Access is granted only to individuals with official CHOGM accreditation passes. An individual's accreditation category determines their venue access rights which should be controlled by security officers and appropriate pass scanning.  "Temporary visitors pass" are distinctly colored and numbered for official CHOGM venues to accommodate short-term venue access requirements. They are to be strictly limited and issued upon application to the Conference Secretary or the Conference Officer. Temporary visitors' passes are for use by delegates requiring access to CHOGM venues that their accreditation doesn't provide. Delegates should be asked to produce ID and submit an item such as a passport or National ID card which is returned when the temporary pass is surrendered.</li> <li>• <b>Meeting Room Access</b> Individuals requiring access to meeting rooms and restricted meeting areas require 'overpasses' issues only to authorized delegates and Secretariat and Taskforce staff requiring access to specific meetings. <i>(Refer to Table 2.2, Table 2.3 and Table 2.4 attached)</i> Overpasses are required for access to the following: <ul style="list-style-type: none"> <li>• Pre-CHOGM Foreign Affairs Ministers Meeting</li> <li>• Secretary-General's reception</li> <li>• Heads of Government executive session</li> <li>• Heads of Government Retreat venue</li> </ul> </li> </ul>



	<ul style="list-style-type: none"><li>• Special Ministerial Meetings and Sessions (if they form part of the CHOGM programmed).</li><li>• <b>Media Accreditation</b> Media accreditation is coordinated through the Conference Spokesperson at the Secretariat. Host Government has the responsibility for security checks and issuing media passes. Official media traveling with Heads of Government must apply for accreditation as part of the country delegation only. Accreditation to both categories is not allowed.</li></ul>
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Table 2.1: CHOGM accreditation categories		ACCREDITATION ALLOCATION
ACCREDITATION CATEGORIES		
Head of Government	Head of Government	One per country
	Head of Government – spouse / partner	One per country
	Commonwealth Secretary – General	One
	Commonwealth Secretary – General spouse/partner	One
Foreign Minister	Foreign Minister	One per country
	Foreign Minister – spouse / partner	One per country
	Secretariat senior management	Determined by the Secretary-General
Delegate	Member country officials and support staff	Determined by Taskforce dependent upon venue capacity, with agreement from the Secretariat
	Members and staff of Royal Household	Determined by Royal Household, with agreement from the Secretariat and Taskforce.
Commonwealth Secretariat	Commonwealth Secretariat staff team	Determined by Secretariat
Guest	Special guest(s) of the Secretary – General	Determined by Secretariat
	Invited Guest(s)	Determined by host government
	Guest(s) – spouse / partner	One per guest
	Accompanying official	Two per guest
Commonwealth intergovernmental organisations (IGOs)	Head of delegation	One per IGO
	Head of delegation – spouse / partner	One per IGO
	Delegate	Three per IGO
Commonwealth associated organisations (AOs)	Head of delegation	One per AO
	Delegate	Two per AO
Civil society organisations (CSOs)	Head of delegation	One per CSO
	Delegate	Two per CSO

<b>Media</b>	International media	Unlimited
	Domestic media	Unlimited
<b>CHOGM Taskforce</b>	All CHOGM Taskforce staff	Determined by host government
<b>Support Staff</b>	Delegate liaison officers (allocated to delegations)	Determined by Taskforce
	Personal protection officers (allocated to delegations)	Determined by Taskforce
	Meeting support staff	Determined by Taskforce
	Verbatim writers / court reporters	Determined by Taskforce
	Hotel staff	Determined by Taskforce
	Venue staff	Determined by Taskforce
	Contractors	Determined by Taskforce
	Drivers	Determined by Taskforce
<b>Support Services</b>	Security Staff	Determined by Taskforce
	Police force	Determined by Taskforce
	Military personnel	Determined by Taskforce
	Emergency services including fire, ambulance, etc.	Determined by Taskforce



## 1. SYSTEM REQUIREMENTS

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### 1. Process

- i. It is essential that an online registration system is used for the registration of CHOGM delegates. The Conference Officer can recommend suitable platforms for use by the Taskforce for CHOGM purposes. The accreditation process requires the secure collection of data and photographs for every individual attending CHOGM and also involves police and security teams, as well as the ministry responsible for granting visas.

### 2. Accreditation passes

- i. Distinctive accreditation passes with photographic ID should be designed to ensure that security personnel are able to distinguish delegates easily. Accreditation passes should be tamper-proof, easily recognised, effective at barring access to restricted areas and extremely difficult to forge. They must be clear and concise and should include all appropriate information so that security personnel can easily identify the access rights of each individual. As a guide, the following should appear on accreditation passes:
  1. **forename (i.e. given/first name)**
  2. **surname (last name)**
  3. **country or organisation**
  4. **accreditation category**
  5. **security number (visible or invisible)**
  6. **CHOGM logo**
  7. **name of meeting**
  8. **zonal coding (e.g. valid for 'X Meeting' or 'X zone' only)**
  9. **photograph.**
- ii. The back of the pass may contain useful information, such as 'lost and found procedures and emergency telephone numbers. The Conference Officer can provide examples of accreditation passes and overpasses (see below) produced for previous CHOGMs. Consideration should be given to how delegations and accredited organisations get access to pass checkpoints.

### 3. CHOGM lapel pin

- i. A CHOGM lapel pin should be produced by the host government to be worn by the Heads of Government, the Secretary General, Foreign Ministers, as well as their respective spouses/partners; the Deputy(s) Secretary General, Assistant Secretary(s) General, and the Conference Secretary, in lieu of an accreditation pass. There should be individual pin designs to distinguish between each group. (Examples of CHOGM lapel pins can be found in Annex VI). There may be occasions where the special guests of the Secretary-General and guests of the host Head of Government should also be provided with a CHOGM lapel pin, e.g. if such individuals are non-Commonwealth Heads of Government or Foreign Ministers. The provision of CHOGM lapel pins should be discussed and agreed between the host government and the Secretariat.

### 4. Production of passes

- i. The process of printing and issuing the passes can be resource-intensive and time consuming, as photographic IDs are required for all individuals – of whom there have

previously been as many as 15,000. The equipment selected for producing passes must be able to generate them rapidly. The system should be simple but secure and must be able to cope with frequent delegation changes. State-of-the-art equipment with backups (computers, cameras etc.) and well-trained and dedicated staff will help to ensure an efficient service.

- ii. Passes should be ready for collection when delegations arrive in the country or individuals are required to be present at a secure venue used for accreditation purposes. There can be multiple collection points for the busiest times. Collection points should have extended opening hours. Registration data, including photographs, will be submitted in advance as part of the online registration process; however, facilities for on-site registration should be in place in case of late changes to a member country's delegation, or loss of accreditation passes.

#### **5. Registration**

- i. All individuals requiring accreditation should be registered by the responsible organisation. Each member government, organisation, guest and other invitee must appoint a designated accreditation officer (DAO). The DAO is responsible for co-ordinating the registration of the complete delegation, arranging CHOGM visits and general administration for the delegation. Each DAO is required to register and accredit their official delegation using the accreditation system provided. The Taskforce must register all individuals who require access to the CHOGM venues, including Task Force staff, volunteers, support staff and security service staff, and the Secretariat must register the Secretariat staff team attending CHOGM.

#### **6. Accreditation certificates**

- i. Once the accreditation process is complete and all security checks are in place, accreditation certificates should be issued for each delegate. The accreditation certificate should be aligned with visa and entry processes to ensure that border agencies recognise the accreditation certificate as a valid supporting document for visa applications.

#### **7. Venue access**

- i. The Taskforce is responsible for ensuring that all venues are secure, and that access is granted to only those individuals with official CHOGM accreditation passes. An individual's accreditation category determines their venue access rights. Access to all venues should be controlled by security officers, and appropriate pass scanning.

#### **8. Temporary passes**

- i. Distinctly coloured and numbered 'temporary visitors passes' for official CHOGM venues should be produced to accommodate short-term venue access requirements. Temporary visitors' passes should be strictly limited and issued upon application to the Conference Secretary or the Conference Officer. Temporary visitors passes are for use by delegates requiring access to CHOGM venues that their accreditation does not provide. Delegates should be asked to produce ID and submit an item such as a passport or national ID card, which is returned when the temporary pass is surrendered. These passes would allow controlled access to the venues for the executive session, the Pre-CHOGM Foreign Affairs Ministers Meeting and the media center.
- ii. Day visitors to the media center should apply to the Conference Spokesperson. A day pass system may also be required by the Taskforce to allow access to maintenance or support service individuals who require access to the venue on only a temporary basis.

Such day passes should be managed by the Taskforce operations manager or site manager.

## **9. Meeting room access**

- i. In addition to accreditation passes, individuals requiring access to meeting rooms and restricted meeting areas require 'overpasses'. These overpasses are issued only to authorized delegates and Secretariat and Taskforce staff requiring access to specific meetings. These passes are issued by the Secretariat Conference Officer and authorized by the Conference Secretary. Upon agreement between the Secretariat and the host government, the host government can be allocated an additional number of overpasses for each meeting in order to support the Chair of each meeting. Heads of Government, the Secretary-General, Foreign Ministers, Deputy Secretary-General, Assistant Secretary-General and Conference Secretary do not require overpasses to access the meetings, as their CHOGM lapel pin will provide them with the necessary access rights. Overpasses are required for access to the following:

- Pre-CHOGM Foreign Affairs Ministers Meeting
- Secretary-General's reception
- Heads of Government executive session
- Heads of Government Retreat venue
- special ministerial meetings and sessions (if they form part of the CHOGM programme)

## **10. Pre-CHOGM Foreign Affairs Ministers Meeting**

Overpasses are issued as outlined in Table 2.2 for the Pre-CHOGM Foreign Affairs Ministers Meeting (Refer Bluebook Table 2.2).

Access to the Retreat venue should be limited to essential staff only and must be agreed between the Secretariat and the host government.

A temporary pass can be provided to facilitate access to bilateral meetings, but should only be granted upon agreement with the Taskforce and the Secretariat.

Overpasses to the Retreat venue provide access to the venue, but not to the Retreat meeting room or area. Access to the Retreat meeting room or area is limited to:

- Heads of Government
- Commonwealth Secretary-General
- Conference Secretary

The Conference Secretary manages strict control of access to the Retreat meeting room and can delegate authority as necessary.

## **Special sessions**

If the programme includes a special session, the overpass issued for the executive sessions should also be valid for this special session – unless a different process is agreed following consultation between the Secretariat and the host government.

## **Media accreditation**

Media accreditation is coordinated through the Conference Spokesperson at the Secretariat. The host government has responsibility for security checks and issuing media passes. Official media traveling with Heads of Government must apply for accreditation as part of the country delegation only. Accreditation to both categories is not allowed.

## 2. TECHNICAL REQUIREMENTS

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### 1. Host

- i. Local ISP Host (Primary) and Cloud / SNBH (Secondary-Backup)
- ii. Reliable Internet Connection and great quality of service.

### 2. Security

- i. The system should adhere to industry-standard security practices to protect against unauthorized access, data breaches, and cyber threats.
- ii. User authentication should be based on strong encryption algorithms and multi-factor authentication methods.
- iii. Data transmission should be encrypted using secure protocols such as HTTPS.
- iv. Regular security audits and vulnerability assessments.
- v. Ensure website and accreditation.

### 3. Data Integrity

- i. Implement data validation and ensure consistent data entry.
- ii. Use of database transactions to maintain data integrity.

### 4. Scalability and Redundancy

- i. The system should be designed to handle a large number of concurrent users during peak periods of CHOGM meetings.
- ii. Scalability measures such as load balancing and horizontal scaling should be implemented to ensure optimal performance.
- iii. Redundant hardware and failover mechanisms to ensure system continuity

### 5. Compatibility

- i. The system should be compatible with modern web browsers and responsive across different devices.
- ii. The accreditation system should be mobile-friendly and compatible with any web browser.
- iii. Mobile App Integration:
  1. Mobile app for delegates to register online, to access event information and updates.
  2. QR code-based mobile badges for contactless access control.
  3. Push notifications for important announcements and updates
- iv. Storage and Enough Capacity
  1. There should be enough capacity to store photos and documentation for registration.
  2. Secure and all personal information secured in the storage space.

### 6. Performance

- i. Page load times and response times should be optimized for a smooth user experience.
- ii. Printing many passes at one is time needs heavy duty printing facilities.
- iii. Internet connection to facility needs reliable connection and acceptable quality of service.



## **7. Interoperability**

The CHOGM accreditation system requires robust technical capabilities, such as secure authentication, a scalable database, and data interoperability. It is essential that the system enables the generation of QR codes and facilitates data sharing with other systems for participant identification and verification. Adhering to international standards, the system should utilize secure APIs and encryption protocols to ensure smooth data exchange with institutions like the law enforcement, immigration, and other relevant authorities. Additionally, user-friendly interfaces, real-time updates, and regular audits guarantee efficiency and security throughout the high-profile event.

## **3. DEPLOYMENT AND MAINTENANCE**

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### **1. Deployment**

- i. Deploy the system on a locally infrastructure for scalability.
- ii. Provide clear deployment instructions for staging and production environments.
- iii. Training and transfer of knowledge to Accreditation Staff is necessary for issuing passes and fixing ad hoc problems that may arise from time to time.

### **2. Monitoring and Maintenance**

- i. Implement monitoring for application health, performance, and security.
- ii. Regular updates, bug fixes, and security patches.
- iii. Support on any issues raised from time to time with the system whether it be technical or usage.
- iv. Reports available of all the attendees and their status as well as profiles.

## **4. DOCUMENTATION**

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### **1. User Guide**

- i. Comprehensive user guide for administrators, reviewers, and applicants.

### **2. System Documentation**

- i. Manual for the online registration platform and its core component showing links, functions and relationships.
- ii. Database manual with proper documentation
- iii. Server manual with proper documentation and access.

## **5. SYSTEMS RECOMMENDATIONS**

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### **1. Off-the-Shelf Software**

- i. Event Management Software: Software platforms that offer registration, credentialing, and communication tools.
- ii. Vendors are open to providing a solution based on the technical requirements and CHOGM's specific needs.
- iii. Clearly define ownership and usage rights of the software and its components.



- iv. All data and systems should be transferred and owned by the government of Samoa after CHOGM.
- v. In the event that any requirements are inadvertently omitted or not adequately addressed in this Request for Quote (RFQ), the supplier shall engage in a conversation with the MFAT and CHOGM Accreditation Committee, at a suitable cost, to clarify and address any missing or additional matters.

## 6. ACCREDITATION OPERATION CENTER

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1. Accreditation Committee and MFAT to identify a venue for the accreditation operation centre before the start of deployment and user training in February 2024

## 7. LEGAL AND COMPLIANCE

### 1. Data Privacy and Compliance

- i. The system should comply with data protection regulations, ensuring the privacy and security of user data.

### 2. Accessibility

- i. Design the system to be accessible according to relevant accessibility standards

### 3. Intellectual Property

- i. Clearly define ownership and usage rights of the software and its components

1. Accreditation Committee and MFAT to identify a venue for the accreditation operation centre before the start of deployment and user training in February 2024

## 8. CONCLUSION

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The Technical Requirements Specification provided above outlines the features, functionalities, and technical aspects of the Commonwealth Heads of Government Meeting System. By adhering to these requirements, the system can be developed to efficiently organize and manage the CHOGM event, enabling seamless communication, secure document sharing, and successful consensus building among participating member countries.

## 9. PROJECT TIMELINE

<b>2023</b>	Sept to Oct	Project Initiation and Planning Procurement Project
	OCT	Finalize and approve System & Technical requirements
	NOV	Prepare Request for Quotation for procurement of the accreditation system
	DEC	
<b>2024</b>	JAN	Request for Quotation finalized and approved
	FEB	Request for Quotation advertised
		Evaluation of bids and award of contracts
	MAR	System development and customization of the accreditation system
	APRIL	Conduct testing and quality assurance activities; allocate a venue for the operation centre to support accreditation.
		Implement updates as needed based on feedback from the committee and Commonwealth/MFAT.
		Proceed with deployment and conduct user training
	MAY	Go live with the system and commence registration.
	JUN	Begin the process of printing IDs and utilize barcodes or QR codes for scanning and venue entry.
	JULY	
AUG		
SEP		
OCT	CHOGM	