

REQUEST FOR QUOTATIONS (RFQ)

Date: 29 September, 2026

Security Hire Services for Digital Transformation Centre/Innovation Park Vaivase tai

Dear Supplier,

1. You are invited to submit your price quotation(s) for the supply of Security Services for MCIT Digital Transformation Training Centre compound at Vaivase.
 - Information on Scope of Security hire services is attached.
2. You may quote for all the services under this RFQ. Price quotations will be evaluated together and contract awarded to the service provider offering the best response to the security scope of services at a reasonable price.
3. Your price quotation must be submitted in the form of an Expression of Interest (EOI), outlining the scope of the security services required and the associated pricing. The submission should be addressed to the addressee below:

Ministry of Communications & Information Technology
Level 6, TATTE Building
Telephone: 26117 Ext.
1008 Email:
t.paulino@mcit.gov.ws

4. The deadline for receipt of your quotation(s) is: **9 October 2026.**
5. Your EOI may be in Samoan/English language, should be accompanied by your current business license, two (2) current professional references and other adequate documentation or pertinent information for security services acquired.
6. **PRICES**
 - (a) The prices for services should be quoted in SAT\$ for the total price of security services.
7. **EVALUATION OF QUOTATIONS**
8. For services supplied domestically: Offers determined to be substantially responsive to the specifications will be evaluated by comparison of suppliers offering the best response to security scope of services at a reasonable price.

In evaluating the quotations, the Purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any corrections for any arithmetical errors as follows:

- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - b. where there is a 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;
 - c. if a Supplier refuses to accept the correction, the quotation will be rejected.
9. **AWARD OF CONTRACT:** The award will be given to the bidder offering the best response to the security scope of services at a reasonable price. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
10. **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of forty-five (45) working days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this RFQ.
11. Further information can be obtained from:
12. Please confirm by e-mail the receipt of this RFQ and whether you will submit the price quotation(s)

Sincerely,



Faleaoa William Lafaele
MCIT Deputy Chief Executive Officer

Security Hire for Samoa Digital Transformation Centre/Innovation Park – Vaivase

Objective: To provide professional physical security, access control, and asset protection services for the Ministry of Communications and Information Technology (MCIT) compound located in Vaivase, ensuring a safe and secure environment for staff, visitors, and government property 14 hours for 7 days a week. This will be a yearly contract subject to continuation upon review.

Scope of Services:

- ☐ **Access Control:** Manage pedestrian and vehicular entry at the compound gates. Verify identification and ensure no unauthorised access in the compound. Inspect incoming and outgoing packages or vehicles as required.
- ☐ **Patrols:** Conduct regular, documented security patrols of the entire perimeter, and building at every hour and every two hours during night times to detect unauthorized access, fire hazards, or property damage.
- ☐ **Incident Response:** Respond promptly to security breaches, alarms, disturbances, or emergencies. Implement initial emergency protocols, coordinate with local law enforcement (Samoa Police Service) or emergency services immediately, and secure the scene.
- ☐ **Monitoring:** Oversee and monitor existing on-site security systems, including security of site fence, main and pedestrian gates, and reporting any faults immediately to MCIT management

Operating Hours & Staffing

- Post Coverage: 14/7 continuous coverage comprising static guard duties at the main gate and roving patrols.
- Staffing Levels: Minimum of one (1) guard on duty at all times during standard hours (Monday to Sunday, (5:00PM to 7:00 AM))

Personnel Qualifications

- Demonstrated proficiency in written and spoken English and Samoan to ensure accurate visitor logging and incident reporting.

Equipment & Reporting

- The security provider must supply officers with appropriate uniforms, communication radios, flashlights, and rain gear suited for local weather conditions.
- Maintain a comprehensive daily occurrence book and visitor logbook on-site. Submit weekly summary reports to the MCIT administration and immediate written incident reports within two hours of any security breach or emergency

Professional Referees

- Provide at least two (2) professional references from current or past employers on your security services.
- Provide Copy of current Business License.