



REQUEST FOR QUOTATION: GOODS AND
RELATED SERVICES



SUPPLY OF AUDIENCE SEATING FOR THE NEW MAOTA FONO COMPLEX

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PART 1: Instructions to Bidders

1. Scope

- (a) The Principal is the Government of the Independent State of Samoa, represented by the Office of the Clerk of the Legislative Assembly.
- (b) This Request for Quotation ("RfQ") applies to the purchase of Goods & Related Services of a minor, simple nature up to the amount of SAT\$100,000.00.

2. Bidder Eligibility

The Bidder must:

- (a) be a bona fide business unit known by the Principal to be suitably qualified, experienced and financially resourced;
- (b) provide an authenticated copy of its current valid Business License;
- (c) provide an authenticated copy of its VAGST Certificate from the Ministry of Revenue Samoa; and
- (d) 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 the above, the requirements in ITB 2(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 ask all potential bidders to re-submit quotations.

3. Bidder Qualification- A Bidder must provide:

- (a) a description of items and/or services related to those items, of similar nature & value with the items and/or services that are the subject matter of this RfQ, that the Bidder satisfactorily supplied, delivered and/or performed within the last two (2) years – these items and/or services must have an annual average value of **SAT\$25,000.00 or more**;
- (b) details of all contracts for goods and related services currently in progress;
- (c) a bank statement in the name of the Bidder for the immediate past three (3) months;
- (d) references & contact details of at least three (3) past and present clients who can attest to the good character and reliability of the Bidder; and
- (e) detailed work plan or delivery program that details how the Bidder will provide the service within the timeframe of the services, presently the subject matter of this RfQ.

4. Responding to the Request for Quotation

- (a) the Bidder(s) shall satisfy themselves as to their ability to supply all goods and perform all related services as required under this RfQ;
- (b) the Bidder shall enter unit prices, extended prices and total price on the RfQ form;
- (c) in submitting its quotation, the Bidder shall verify its agreement with stated provisions for quotation validity, delivery period, warranty period, manufacturer's authorization, bid security & performance security. All proposed variations from stated conditions shall be justified in a covering letter and are subject to the approval of the Principal; and
- (d) 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;
- (b) prices shall be fixed for the duration of the specified Completion period;
- (c) unless otherwise stated, the quotation shall be for the full quantity stated on the RfQ;
- (d) quoted prices for goods supplied from within Samoa shall be quoted ex-works (EXW) plus local delivery charges to named place of delivery; and
- (e) quoted prices for goods supplied from abroad shall include all insurances, duties, sales taxes & other taxes, plus local delivery charges to named place of delivery, with delivery terms CIP.

6. Bid Security

- (a) A Bid Security **is not** required.
- (b) The Bid shall be valid for the period identified in the RfQ.
- (c) A Bidder who, without good cause:
 - (i) withdraws its quotation during the period of quotation validity; or
 - (ii) does not accept corrections of errors; or
 - (iii) fails to accept the Purchase Order if offered; or
 - (iv) fails to produce the Performance Security (if required);will be excluded from participating in Government RfQ processes for one (1) year.

7. Quotation Submission

- (a) Bidders may submit more than one (1) quotation, provided quotations are for substantively different goods meeting the same description or specification in the RfQ Form.
- (b) Quotations should be submitted to the **procuring entity address stated on the RfQ** no later than the specified time & date.
- (c) Subject to ITB 7(d), late quotations will not be considered and shall be returned to the Bidder unopened.
- (d) However, the Principal reserves the right to retain and open late quotation if the number of quotations received is less than three (3) PROVIDED THAT the late quotation is received before the Evaluation Committee meets to examine the quotes.

8. Quotation Opening

- (a) The opening of quotations will be undertaken by officers of the Principal & representatives of the Government.
- (b) The opening of the quotation shall be open to Bidders and interested members of the public to attend.
- (c) The results of the quotation evaluation shall be available on request, 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 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 most substantially responsive bidder.

- (e) Once the Letter of Award is signed by both parties the:
 - i. Request for Quotation at Part 3 inclusive of this Instruction to Bidders; and
 - ii. The General Conditions of Contract and Special Conditions of Contract at Part 4; and
 - iii. Specifications of Items of Description of Goods and Related Services as listed in Part 5; and
 - iv. Supplier's Bid.

shall be the terms and conditions of the Contract which will govern the implementation of the Service. The Principal shall be termed the 'Purchaser' and the most substantially responsive 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 seven (7) days of the announcement of the award, request reason(s) why it was unsuccessful, but cannot request reasons why other Bidders were not successful.

10. Performance Security

- (a) If a Performance Security is required, the Principal shall issue a Letter of Award which shall serve as notification of award.
- (b) The Bidder shall provide a Performance Security within seven (7) days of the Letter of Award, in the amount specified in the RFQ.

11. Insurance

- (a) The basis of the agreement between the Principal and the Bidder will be that title and risk will pass upon delivery by the Bidder and acceptance by the Principal at the named place for delivery. The Bidder will bear all risks for transportation between point of dispatch and point of delivery up until the Principal's acceptance.
- (b) Accordingly the Bidder shall arrange appropriate insurance cover.

12. Packaging & Delivery

The Bidder shall ensure that:

- (a) all goods are appropriately packaged to avoid physical damage, breakage or corrosion; and
- (b) delivery shall be made to the specified place of delivery within the specified delivery period.

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

14. Inspection of Goods/Products

The Principal may request to view the Goods/Products during the evaluation of the Bidders bid to deliver goods and related services. If a request to view is made to one (1) bidder, it must be made to all bidders.

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 Principal requires that Bidders observe the highest standards of ethics during the procurement and execution of RDTL government 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/or penal sanctions.

Eligibility/ Qualifications Compliance

No.	Complies? tick	No.	Complies? tick
2a (i)		3e	
2a (ii)		4a (ii)	
2a (iii)		5b	
2a		6	
3b		10	
3c		15	
3d			

PART 2:LETTER OF AWARD

>insert Principal's letterhead<

>insert date<

>insert the address of the Supplier<

LETTER OF AWARD: >Supply of Audience Seating for the New MaotaFono Complex<
RfQ: >insert the RfQ No.<

1. The Government of the Independent State 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 you that your quotation has been successful. The Purchaseris desirous for you, the Supplier, to perform the delivery of the goods and/or the 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; and
 - (d) Specification of items or goods and related services at Part 5.
3. The Purchaser, acting by and through the Clerk of the Legislative Assembly of the >Office of the Clerk of the Legislative Assembly< 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 supply of audience seating for the New MaotaFono complex,in accordance with documents canvassed in paragraph 2 of this letter.

SIGNED AND EXECUTED by the)
>Clerk of the Office of the Clerk of the)
Legislative Assembly("the Purchaser"))

In the presence of:

.....
(Witness Name and Signature)

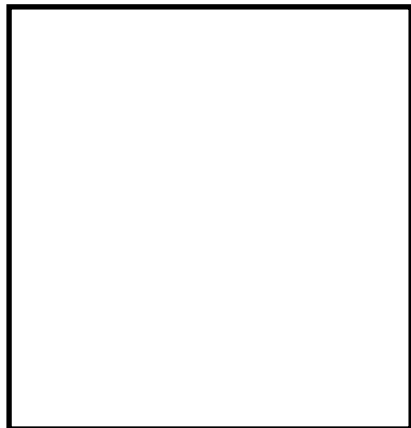
.....
(Witness Designation)

AFFIXED HERETO is the **COMMONSEAL**of)
[insert name of Supplier])("the Supplier"))

In the presence of:

.....
(Director Name and Signature)

.....
(Director Name and Signature)



PART3: REQUEST FOR QUOTATION



GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

Purchaser Name *Office of the Clerk of the Legislative Assembly*
 Purchaser Address *Faleata*
 Contact Details *(telephone no 685-21811 / f*

REQUEST FOR QUOTATION: Minor Goods/ Related Services

RFQ NAME.	<i>SUPPLY OF AUDIENCE SEATING FOR THE NEW MAOTA FONONG COMPLEX</i>	RFQ No.	<i>RFQ SPCRP – FFE - 01</i>
TO	SUPPLIER NAME	<i>(enter registered trading name)</i>	
	CONTACT PERSON	<i>(enter name of sales representative/ manager; mobile phone & landline nos)</i>	
	OFFICE ADDRESS	<i>(enter street/ road name and township name)</i>	

Please provide your quotation for the following goods & related services to [Tenders Board, Level 4, Ministry of Finance, Central Bank Building] by **11am, 4 June 2018**

Bid Security	Not required				
Quotation Validity	120 days			RFQ APPROVAL	TY11B APPROVAL
Required Completion Period	3 months after contract award			<i>(initial)</i>	<i>(initial)</i>
Required Delivery Date	<i>day/ month/ 2018</i>				
Delivery to	<i>Office of the Clerk of the Legislative Assembly,, Faleata</i>				
Delivery Terms	EXW		CIP	<i>Sefuiva Charlene Malele</i>	
Required Warranty Period	twelve (12) months			<i>Clerk of the Legislative Assembly</i>	
Manufacturers Authorization	<i>is required</i>			Date	
Performance Security	<i>Ten Percent (10%) total quoted price Bank Draft or Bank Guarantee</i>				
No.	Description	Quantity	Unit	Unit Price	Extended Price
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 & related 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.				<i>(sign & stamp)</i> Supplier's Authorized Officer	
COUNTRY (S) OF ORIGIN				Date	
IF APPLICABLE, PLEASE ATTACH MANUFACTURER'S BROCHURE & SPECIFICATION SHEETS					

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 ("RfQ") processes for procurement of Goods and Related services within Instructions 3.7 of Part K of the Treasury Instruction 2016.
- 2 NAMES OF PARTIES: relative to the categories name in RfQ (see Part 3) above, the Purchaser will also be named the 'Principal'.
- 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. the Request for Quotation, RfQ Ref No. >**SPCRP – FFE - 01**<(the 'RfQ') inclusive of Instructions to Bidders;
 - b. these General Conditions of Contract;
 - c. Special Conditions of Contract;
 - d. Specifications of Items or Description of Goods and Related Services as listed in Part 5; and
 - e. Supplier's Bid.
- 5 CONTRACT PERIOD: This Contract shall commence on the date specified in the SCC ("the Commencement Date") 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 Purchaser shall ONLY pay to the Supplier the Contract Price set out in the SCC. The Supplier shall provide the Purchaser or their Representative with a Claims for Payment which shall:
 - a. state the amount of the contract price received to date for 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 services performed and completed since the previous claim for Payments including the goods delivered; and
 - d. report on the progress of the services.

The Purchaser's Representative shall issue a Progress Payment Certificate once he/she is satisfied that the Claim for Payment is bona fide. The Purchaser must pay the amount in the Claims for Payment within fourteen (14) days from when he/she is satisfied with the Claim for Payments.
- 7 PURCHASER'S REPRESENTATIVE: The Purchaser's Representative is an Employee of the Purchaser and responsible for liaising with the Supplier and general administration and supervision of the Contract. The Purchaser'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, and other documents prepared by the Supplier shall become and remain the property of the Purchaser, without encumbrances of ownership by other parties. The Purchaser 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 Purchaser or is likely to arise in the performance of the Contract. If during the performance of the Contract a conflict of interest arises or appears likely to arise, the Supplier agrees to:
 - (a) immediately notify the Purchaser in writing;
 - (b) make full disclosure of all relevant information relating to the conflict; and
 - (c) take such steps as the Purchaser may reasonably 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 Purchaser 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 goods/products or other deliverables.
- 22 SUSPENSION: The Purchaser 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 Purchaser may terminate the contract if any of the events set out in the SCC occurs.
- 24 **FORCE MAJEURE:** If, because of the result of an event of Force Majeure causes 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 Purchaser 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 Purchaser 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 Purchaser 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.
- 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, 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 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 Goods shall pass to the Supplier upon delivery of the Goods to the Place of Delivery set out in the RfQ Form. The Purchaser shall, upon delivery, provide the Supplier with an acknowledgement in writing of receipt of the Goods, thereby passing the property in, and risk of loss or damage to, the Goods to the Purchaser.
- 31 **DEFECTS LIABILITY:** Where the supply of goods also requires the performance of related assembly, installation or construction services, the following shall apply:
- (a) at the Completion Date, the Purchaser or its representative shall check the Supplier's work and notify the Supplier of any defects that are found. Such checking shall not affect the Supplier's responsibilities;
 - (b) if the Purchaser finds any latent or patent defects in the works carried out, the Purchaser shall then notify the Supplier and the Supplier shall remedy the said defects prior to the expiration of the Warranty period; and
 - (c) the Purchaser shall give the said notice to the Supplier before the expiration of the warranty period which is set out in clause 38.
- 32 **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 Purchaser or as might reasonably be inferred from the use to which the Premises or facilities are being put.
- 33 **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 Purchaser and with reasonable notice to the Supplier, inspect¹ 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 Goods/products or its associated materials or equipment.
- 34 **INSPECTION, REJECTION AND ACCEPTANCE: GOODS AND RELATED SERVICES:** Where the supply of goods also requires the performance of related assembly, installation or construction services at the Premises as defined in SCC, the following shall apply:
- (a) The Supplier shall be deemed to have satisfied itself before tendering as to the correctness and sufficiency of the tender of the Services related to the Supply of Goods 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 Purchaser or its representative access to the Premises where the Services are being performed. If there is defect or the Purchaser is dissatisfied with the services, it may by written notice require the Supplier to make good any defects arising from the workmanship at no cost to the Purchaser.
- 35 **INSURANCE:** The Supplier will be responsible for taking out any appropriate insurance coverage during the duration of the Contract.
- 36 **ASSIGNMENT:** The Supplier shall not assign this Contract or sub-contract any portion of it without the Purchaser's prior written consent.
- 37 **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.
- 38 **WARRANTY ON GOODS/PRODUCTS:** The warranty period for the Goods/Products, its associated materials and equipment shall be the period set out in the SCC from delivery and its installation, whichever is sooner. If the Purchaser 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 Purchaser. 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.
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- ¹ "Inspection" includes inspection of all the electrical functions of the product.

PART 4: SPECIAL CONDITIONS OF CONTRACT: MINOR GOODS & RELATED SERVICES

GCC	Details
Clause 5	Commencement date: >insert date< Completion Period: >3 months after award of contract< Completion Date: >insert date<
Clause 6	The Contract Price shall be an amount not exceeding >insert amount< (incl. all taxes)
Clause 7	Purchaser's Representative shall be: >Clerk of the Legislative Assembly
Clause 12	For communications to the: (a) Purchaser It must be delivered to the following address: Office of the Clerk of the Legislative Assembly Faleata (b) Supplier It must be delivered to the following address: >insert address<
Clause 23	The Purchaser may terminate the contract if: (a) The Supplier is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation; or (b) The Supplier does not maintain a Security, which is required; or (c) fails to proceed at a rate of progress so as to ensure the due and proper completion of the Contract; or (d) Fails to take action to remedy a breach of any other obligation under the Contract within seven (7) days of being notified by the Client requiring the Supplier to remedy/rectify the breach; or (e) Assigns its rights otherwise than in accordance with the requirements of the Contract.
Clause 25	Rate per day: 0.5% of the Contract Price. Maximum amount: 15% of the Contract Price
Clause 34	Premises is the Office of the Clerk of the Legislative Assembly
Clause 38	The warranty period is twelve (12) months.

PART 5: SPECIFICATION OF ITEMS OR DESCRIPTION OF GOODS AND RELATED SERVICES

The detail description of the Goods is as follows:

Item	Quantity
a. Audience Seating	250

Specifications of New Furniture Schedule

ITEM	QTY	DESIGN INTENT	FINISHES	POTENTIAL SELECTION OPTIONS
SINGLE CHAIR	250	CONFERENCE CHAIR LIGHTWEIGHT TISSU REPOSITIONING FULLY UPHOLSTERED 4 LEG RECT ANGULAR IN FORM NO ARMS	MD TONE GREY LEATHER CHROME OR BLACK LEGS	WALTER KNOLL - JASON  WALTER KNOLL - DEEN 


Public Working Space Solutions

The Service shall be executed in accordance with the Programme below:

- The final colour selection is to be determined by the Client based on the successful Bidder's offered solution and fabric selection, having regard to the overall colour scheme of the new Maota Fono Complex;
- The selected furniture is then to be fabricated/procured;
- The Supplier is responsible for shipping of new furniture (where applicable);
- The Supplier shall manage delivery to the site in Samoa including obtaining relevant port clearances, transporting to site, unloading and un-packaging the new furniture;
- The Supplier shall provide provision of Maintenance instructions and warranty documents, including a minimum 12 month warranty Period for the new furniture to the Client, commencing from the date of delivery of the furniture to the Client.