



**REQUEST FOR QUOTATION: MINOR GENERAL
SERVICES**



SMART METERS INSTALLATION

REQUEST FOR QUOTATION BID NO: SAM- EPC 20/2021

CLOSING DATE & TIME: MONDAY 28 JUNE 2021
10AM, LEVEL 5, EPC CONFERENCE ROOM,
TATTE BUILDING

PROCURING ENTITY: ELECTRIC POWER CORPORATION

PRE BID MEETING: FRIDAY 4 JUNE 2021 AT 10AM

Section 1 – Letter of Invitation

- A. The General Manager on behalf of the Electric Power Corporation through the Government of the Independent State of Samoa (“the Principal”) invites quotes from interested licensed electrician for the **“INSTALLATION OF SMART METERS”**
- B. This Request for Quotes includes the following Documents
- (i) PART 1 - Letter of Invitation for Bid
 - (ii) PART 2 - Instruction to Bidders
 - (iii) PART 3 - Request for Quotations
 - (iv) PART 4 A & B - General Conditions of Contract and Special Conditions of Contract
 - (V) PART 5 - Scope of Services and Delivery Schedule
- C. All bids must observe the Bidding Process and Specification(s), it is also necessary for all Bidders to peruse the Terms and Conditions of the Contract.
- D. For enquiries and the inspection of the bidding documents, bidders should contact the following personnel at the address given below from 9.00am to 5.00pm on normal working days:
- Fui Tupa’i Mau Simanu
Chief Engineer – Quality Assurance & Development
Electric Power Corporation
Apia
Samoa
Phone: 65518
Email: simanum@epc.ws
- Christopher Fruean
Senior Engineer Technical- Quality Assurance & Development
Electric Power Corporation
Apia
Samoa
Phone: 65521
Email: frueanc@epc.ws
- E. Tender will close on **Monday 28th June, 10:00am**. All Bids must be deposited in the Tender Box located at EPC, Level 5, TATTE Building Sogi, Apia, Samoa no later than **Monday 28th June 2021, 10:00am**. A Pre-Bid meeting will be held at the EPC Conference Room, Level 5 TATTE Building Sogi on **Friday 4th June, 10.00am**.
- F. All Bids must be delivered in a sealed envelope at the address provided and marked as follow:

“Tender No. SAM-EPC 20/2021-INSTALLATION OF SMART METERS”
The General Manager

Electric Power Corporation
Level 5, TATTE Building
Apia
SAMOA

Note - No electronic bids will be accepted

- G. Bids will be opened immediately after the deadline in the presence of bidders' representatives who choose to attend.
- H. Late Bids will not be considered and will be returned unopened.
- I. The lowest bidder is not necessarily going to win.
- II. EPC reserves the right to negotiate the price.
- J. EPC reserves the right to reject any or all bids.
- K. The Electric Power Corporation shall not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of bids.



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Faumui Tauilili Iese Toimoana
GENERAL MANAGER
ELECTRIC POWER CORPORATION

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PART 1: Instructions to Bidder(s)

1. Scope

- (a) the Principal is the Government of the Independent State of Samoa, represented by *ELECTRIC POWER CORPORATION*
- (b) the Supervisor is the Principal's representative stated on the Request for Quotation ("RFQ") Form.
- (c) The Principal is looking for more than one bidder to carry out the services for these project on the basis of cost per unit/cost per meter installation.

2. Bidder(s) Eligibility

- (a) the Bidder(s) shall be a bona fide small business known by the Principal to be suitably qualified, experienced and financially resourced.
- (b) provide an authenticated copy of its current valid Business License issued by the Ministry of Customs and Revenue.
- (c) provide an authenticated copy of its current VAGST Certificate from the Ministry of Customs and Revenue.
- (d) provide a notarized power of attorney authorizing the signatory of the Quotation to represent the Bidder(s) sign the Quotation and accept a Purchase Order

Notwithstanding those requirements b, c & d may be waived if previously submitted documents are valid for the specified Completion Period.

The Principal reserves all rights to reject any or all quotations submitted and request for other quotations

3. Bidder(s) Qualification - the contracting firm(s) shall provide

- (a) a list of services of a similar nature & value that it satisfactorily completed within the last two years.
- (b) details of all works currently contracted or in progress;
- (c) detailed work plan or delivery program detailing stages of the services or work from its commencement to its completion.

4. Responding to the Request for Quotation

- (a) the Bidder(s) shall take care to comprehend applicable services specifications, scope of services & delivery schedule.
- (b) the Bidder(s) shall enter Work Item unit prices and total price on the RFQ form.
- (c) in submitting its quotation, the Bidder(s) shall conform to the stated provisions for quotation validity and Contract period. All proposed variations from stated conditions shall be justified in a covering letter.
- (d) The Bidder(s) 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 quoted per unit.
- (c) Unless the service(s) are exempted from VAGST, pursuant to the *VAGST Act 2015*, the total quoted price shall be inclusive of VAGST and subject to Withholding Tax.

6. Site Inspection

- (a) the Bidder(s) shall arrange site inspection with the Supervisor to enable quotation preparation.

7. Bid Security

- (a) a Bid Security is not required.
- (b) the Bid shall be valid for the period identified in the Request for Quotation.
- (c) a Bidder(s) who, without good cause, withdraws during the period of quotation validity, or does not accept corrections of errors, or fails to accept the Purchase Order if offered or fails to produce the Performance Security (if required) will be excluded from participating in Request for Quotation process for one (1) year.

8. Quotation Submission

- (a) Bidder(s) shall submit only one (1) quotation
- (b) quotations shall be submitted to the **Electric Power Corporation, Level 5, TATTE Building, Sogi** no later than the specified time & date.
- (c) late quotation will not be considered and shall be returned to the Bidder(s) unopened. 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 was received before the Evaluation Committee convenes to review the quotations.

9. Quotation Opening

- (a) the opening of quotations will be undertaken in accordance with section 6.4 of the Treasury Instructions Part K.
- (b) the opening of the quotation shall be opened to interested members of the public to attend.
- (c) the results of the quotation evaluation shall be available on request, denoting only the successful Bidder(s).

10. Quotation Evaluation & Contract Award

- (a) quotations shall be evaluated to establish substantial responsiveness to eligibility & qualification requirements, specified technical schedules, commercial conditions and instructions to Bidder(s)s.
- (b) Bidder(s) 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.
- (c) Quotations will also be evaluated on the basis of the price per unit/per meter as the Principal has a Nominated price per unit to compare with the prices offer by the Bidder(s).

- (d) award notification shall be effected by the Principal issuing the Letter of Award (see Part B) to the most substantially responsive Bidder(s).
- (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
 - iii. Scope of Services & Service Delivery Schedule at Part 5.

Shall be the terms and conditions which will govern the implementation of the Service. The Principal shall be termed the 'Employer' and the most substantially responsive Bidder(s) shall be termed the 'Contractor'.

- (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(s)(s) may, within seven (7) days of the announcement of the award, request reasons why it/they were not successful, but cannot request reasons why other Bidder(s) were not successful.

11. Performance Security (NOT APPLICABLE)

- (a) if a Performance Security is required, the Principal shall issue a Letter of Acceptance which shall serve as notification of award.
- (b) the Bidder(s) shall provide a Performance Security within seven days, in the amount specified in the RFQ Form.

12. Insurance

- (a) the Bidder(s)(s) will bear all risks before the works and within the agreed completion period.

- (b) accordingly the Bidder(s)(s) shall arrange appropriate insurance cover.

13. Inspection & Completion

- (a) the Bidder(s) shall ensure that all Services are completed within the agreed Contract Period, without exceeding the agreed Price and in accordance with the Terms and Conditions of the RFQ.

14. Payment

The Principal shall make payment to the Bidder(s) (s) within thirty (30) days of receipt of an invoice acknowledging the total units installed and the reports inspected and approved by Principal's Supervisor.

15. Corrupt & Fraudulent Practices

The Principal requires that Bidder(s) 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.

Eligibility/ Qualifications Compliance

No.	Complies? tick	No.	Complies? tick
2a		3a	
2b		3b	
2c		3c	
2d		3d	
		3e	

PART 2: LETTER OF AWARD

> ELECTRIC POWER CORPORATION

Main Office

Level 5

TATTE Building



Telephone: (685) 65 500

Facsimile: (685) 23 748

Email: epc.info@epc.ws

4th July 2021

>insert the address of the Contractor<

LETTER OF AWARD: >INSTALLATION OF SMART METERS<
RfQ: >insert the SAM-EPC20/2021<

1. The Electric Power Corporation (the 'Employer') issued the above request for quotation on >insert date< for the above works. The deadline for the request for quotation closed on >insert date<. Your company (the 'Contractor') as >insert description of the contractor< 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 Employer is desirous for you, the Contractor, to perform the Minor General Services in accordance with the:
 - (a) the Request for Quotation, RfQ Ref No. SAM – EPC 20/2021 (the 'RfQ') inclusive of Instructions to Contractors;
 - (b) General Conditions of Contract attached to the RfQ;
 - (c) Special Conditions of Contract attached to the RfQ;
 - (d) Works Specifications, OHS Instructions & Activity Schedule Work Items.
3. The Employer, acting by and through the General Manager of the **ELECTRIC POWER CORPORATION** now signs this letter to confirm that it accepts RfQ by the Contractor. Please sign 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 **FAUMUI TAUILILI IESE TOIMOANA**
, GENERAL MANAGER)
of the **ELECTRIC POWER CORPORATION)**

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)

PART 3: REQUEST FOR QUOTATION – MINOR GENERAL SERVICES

GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA



ELECTRIC POWER CORPORATION

Employer Name

Employer Address
Level 5, TATTE Building, Sogi)

Contact Details
(65505, info@epc.ws)

REQUEST FOR QUOTATION: Minor General Services

RFQ NAME.	INSTALLATION OF SMART METERS		RFQ No.	(SAM- EPC20/2021)
TO	SERVICES PROVIDER NAME			
	CONTACT PERSON			
	OFFICE ADDRESS			

Please provide your quotation for the following minor GENERAL SERVICES by time

Quotation Validity	Ninety (90) days	RFQ APPROVAL	APPROVAL		
Required Completion Period	120 days	(initial)	(initial/ date)		
Required Completion Date	28 Jun 2021				
Defects Liability Period	120 days	(enter approving office name)			
Performance Security	Not Required	Fui Tupai Mau Simanu, Chief Engineer Quality Assurance			
Pre-bid Meeting		Date			
THE SUPERVISING TECHNICAL ENTITY IS:					
Quality Assurance Division of the Electric Power Corporation					
THE SUPERVISOR IS:					
Mr. Christopher Fruenan					
No.	Service Description	Quantity	Unit	Unit Price	Total Price
1	Replace the old meter with the new smart meter with the following associated services	200	1		

PART 4A: GENERAL CONDITIONS OF CONTRACT: MINOR GENERAL 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 Minor General Services in accordance with Instructions 3.7 of Part K of the Treasury Instruction 2016.
- 2 NAMES OF PARTIES: relative to the categories name in #1 above, the Principal 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 Principal and the Service Provider (s) 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. >SAM-EPC20/2021 (the 'RfQ') inclusive of Instructions to Contractors;
 - c. these General Conditions of Contract;
 - d. Special Conditions of Contract;
 - e. Scope of Services and Service Delivery Schedule.
- 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 'Contract Period') and shall be completed by the Completion Date identified in the SCC.
- 6 CONTRACT PRICE: The Principal shall ONLY pay to the Service Provider the Contract Price set out in the SCC. The Service Provider shall provide the Principal or the Supervisor with an invoice which shall:
 - a. state the amount of the invoice including the total unit/meter installed;
 - b. detail the Services performed and completed since the previous claim for Payments including the materials used;
 - c. report on the progress of the Services.

The Supervisor shall issue a Progress Payment Certificate once he/she is satisfied that the same is bona fide. The Principal must pay the amount in the invoice within thirty (30) days from when he/she is satisfied with the same.
- 7 SUPERVISOR: The Supervisor shall be responsible for liaising with the Service Provider and general administration and supervision of the Services. The Supervisor 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.
- 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 Service Provider shall become and remain the property of the Principal, without encumbrances of ownership by other parties. The Principal shall establish proof of ownership of existing materials provided to the Service Provider for contract performance and the Service Provider shall establish the right to use and reproduce any materials produced by third parties to be used in contract performance.

Any deliverable, studies, reports, specification, drawing, plan or other material prepared or submitted by the Service Provider for the Principal under this Contract shall remain the property of the Principal. The Service Provider may retain a copy of such material. Any disclose or use of the contract material for purposes outside of this Contract is subject to approval from the Principal.
- 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 Service Provider shall not have a conflict of interest. The Service Provider 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 Principal or is likely to arise in the performance of the Services. If during the performance of the Services a conflict of interest arises or appears likely to arise, the Service Provider agrees to:
 - (a) Immediately notify the Principal in writing;
 - (b) make full disclosure of all relevant information relating to the conflict; and
 - (c) take such steps as the Principal may reasonable require to resolve or otherwise deal with the conflict.
- 17 CURRENCY OF PAYMENT: The currency for payment shall be in Samoan Tala (SAT).
- 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 Service Provider 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 Service Provider shall permit and also require its subcontractors and consultants to permit, the Government and/or its authorized appointees to inspect the Contractor'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 Service Provider 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 Service Provider 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 Service Provider under the Contract or civil law shall not exceed one hundred and fifty percent of the Contract Price, except that this shall not apply to costs of rectifying defective equipment, works or other deliverables.
- 22 **SUSPENSION:** The Principal may, with written notice of the nature of default, suspend all payments to the Service Provider if the Service Provider fails to perform particular requirements of the Contract and shall require the Service Provider to remedy the default within thirty (30) days of Service Provider 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 Principal may terminate the Contract for convenience. If the Contract is terminated, the Service Provider shall stop the Services immediately. If the Contract is terminated for the Principal's convenience or because of a fundamental breach of Contract, the Supervisor shall prepare a statement of amounts owing to the Service Provider based on the Services completed as final payment.
- 24 **FORCE MAJEURE:** If, because of the result of an event of Force Majeure causing delay and the Service Provider(s) is unable to perform its Contract obligations, it shall not be liable for its Performance Security forfeiture, liquidated damages or termination for default. The Service Provider(s) 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 Service Provider(s) 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 Contractors Liability. The Principal may deduct liquidated damages from payments due to the Service Provider.
- 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.
- 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 Service Provider shall, subject to Clause 19, at all times indemnify, hold harmless and defend the Principal, 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 Service Provider, its employees, agents or Subcontractors in connection with the Contract.
- 30 **DEFECTS LIABILITY:** At the Completion Date, the Principal or its representative shall check the Service Provider's work and notify the Service Provider of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. If the Principal finds any latent or patent defects in the works carried out, the Principal shall then notify the Service Provider and the contract shall remedy the said defects prior to the expiration of the defect period. The Principal shall give the said notice to the Service Provider before the expiration period which is set out in the RfQ.
- 31 **COMPLIANCE WITH POLICIES AND PROCEDURES:** The Service Provider must, when using the Principal's Premises or facilities, comply with all reasonable directions of the Principal and all procedures and policies of the Principals including those relating to occupational health (including no smoking), safety and security in effect a 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 **INSURANCE:** The Service Provider(s) will be responsible for taking out any appropriate insurance coverage during the duration of the Contract.
- 33 **ASSIGNMENT:** The Service Provider(s) shall not assign this Contract or sub-contract any portion of it without the Principal's prior written consent.
- 34 **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.
- 35 **WARRANTY:** The Service Provider (s) acknowledges and confirms its workers have the necessary expertise to carry out the services to completion in accordance with the terms and conditions of this Contract. Further, that it will carry out the services and prepare all the necessary documents, plans, details, calculations, specifications and other information in accordance with the Specifications and all the other provisions of this Contract.
- 36 **CLEANING UP:** The Service Provider shall, to the satisfaction of the Supervisor keep the Services aor 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.

PART 4B- SPECIAL CONDITIONS OF CONTRACT: MINOR GENERAL SERVICES

GCC	Details
Clause 5	Commencement date: <i>date of execution of Contract</i>

	<p><i>between EPC and service provider(s).</i></p> <p>Completion Period: 120 days</p> <p>Completion Date: 120 Days from Execution of Contract<</p>
Clause 6	The Contract Price will be calculated on the basis of price per unit/price per meter< (incl. all taxes)
Clause 6	% of the Retention:
Clause 7	Supervisor shall be: Mr. Chris Fruean
Clause 11	<p>For communications to the:</p> <p>(a) Principal It must be delivered to the following address: <i>Electric Power Corporation</i> <i>Level 5, TATTE Building, Sogi</i></p> <p>(b) Service Provider It must be delivered to the following address: <i>>insert address<</i></p>
Clause 22	<p>(a) The Service Provider stops the work for 14 days when no stoppage of the work is shown on the current Program.</p> <p>(b) The Service Provider is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation.</p> <p>(c) The Service Provider does not maintain a Security, which is required;</p> <p>(d) The Service Provider 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)</p>
Clause 24	<p>Rate per day: 0.5%</p> <p>Maximum amount: 15% of the Contract Price</p>

PART 5: SCOPE OF SERVICES & SERVICE DELIVERY SCHEDULE

Introduction

The Electric Power Corporation (EPC) is seeking electrical contractors to be part of its Smart Meter Project installation team. The contractors will be tasked with the replacement of the current revenue meters used by EPC with smart meters. EPC is looking to engage a number of contractors for this work. The project is funded by the Corporation and is expected to take three years to complete. This RFQ requests for quotation for the installation of smart meters per successful Bidder.

1.0 Scope

- 1.1 **Site Inspection** – the Contractor is required to check the site for dangerous or illegal wiring. If such an instance is confirmed, EPC must be **contacted immediately** and the Contractor is not permitted to perform a meter installation at this site until EPC has resolved the issue with the customer.
- 1.2 **Radio Frequency (RF) Mesh Coverage Test** – This is a simple test that requires a car powered inverter and test meter. Powering up the meter on site, the Contractor is required to check if the meter successfully attaches to the RF mesh network. The Contractor will be trained by EPC to on how to perform this test.
- 1.3 **Record Pre Works Information** – The contractor is required to take a photo of the meter in its pre-works status. The picture shall be a closed up one indicating the number of remaining units in the meter. The contractors shall explain to the customer or the representative present the operation and functions of the meter
- 1.4 **EPC Supply Isolation**– If 1.2 is successful, the contractor will then proceed to start the isolation of the supply with the customer’s full knowledge of the works and consent. It must be performed safely and according to EPC Standards
 - 1.4.1 Switch off all appliances
 - 1.4.2 Switch Off the Mains Switch on the switch board
 - 1.4.3 Remove fuse on the Pole
 - 1.4.4 Carry out testing to confirm that the supply is now fully isolated
- 1.5 **Replacement of Current Meter to Smart Meter** – The Contractor will replace the current meter with a new Smart Meter.
- 1.6 **Power & Test the New Meter** – Before re-connection of EPC service supply to power the meter, the contractor must ensure the property’s main switch is off prior to re-connection. Once the supply is back ON, the Contractor will check if the meter shows SyncNet (meaning it has successfully attached to the EPC RF mesh network) and the balance relayed to EPC earlier shows on the meter display next to the label Cr. The contractor shall take a photo of the new meter indicating that it is now connected and communicating to the system
- 1.7 **Customer Education / Installation Pack** – The Contractors will pass an EPC-produced Installation Pack to the customer after the installation. These paper documents will provide all the information about the new smart meter, and new

services associated with it. In addition, the contractor will also educate the customer on the basic functions of the meter.

- 1.8 **Connection Form** – The contractor will have with them a form that will be filled up after the installation. On this form will be the customer’s details, such as name, contact numbers and addresses as well as details from the old meter. The telephone numbers will be used by EPC to send text messages to the customer when their balance is low as well as electricity supply termination. The form is to be co-signed by both the contractor and the customer. The signature is an indication of job completion, customer acceptance of the new meter and full delivery of meter training by the contractor.
- 1.9 **Information for EPC** - The contractor shall take a photo of the completed form while the original stays with the customer. Contractor shall send the following information back to the EPC headquarters using the official Messenger Chat group
 - 1.9.1 Photo of the old meter with remaining units
 - 1.9.2 Photo of new meter showing successful connection
 - 1.9.3 Photo of the signed form discussed in 1.7 above
 - 1.9.4 Photo of the completed meter installation
- 1.10 **Clean-Up** – The Contractor must ensure that any rubbish produced from the installation is cleared from the customer’s site before leaving. The site must be returned to “pre works” conditions.

2.0 User Acceptance Tests (UAT)

Based on the scoped functions of an installation Contractor, the following acceptance tests will be performed by EPC. The Corporation places significant importance in maintaining a strong smart meter network as a mishap in this regard will present significant issues with the customer experience and therefore EPC as well.

2.1 Radio Frequency (RF) Mesh Attachment:

EPC will primarily validate an installation via a smart meter’s successful and automatic attachment to the EPC RF Mesh Network. EPC will be able to remotely see this meter live on the head-end system and update the balance to the validated remaining units. If the meter does not attach to the network – then EPC will check on site if the Contractor has failed to perform the RF Mesh Coverage test, before executing an installation. If EPC proves this, the Contractor will be subject to proceedings on failure to perform Contractual obligations.

During the EPC training, the Contractor is required to pay attention to the installation pattern that must be adhered to. It is important that these instructions and processes are followed to ensure the EPC RF Mesh network remains at optimum level and all meters can be reached. Failure to maintain this means the customer’s meter is at risk of never being updated by the head-end system – no supply to the property.

An OpenWay Riva smart meter will display **noSync** if it is unable to attach to the EPC network.

- 2.2 **Process Flow** – The process outlined in Section 3.0 must be adhered to. Failure to carry out any of the steps will cause issues in the work flow and may cause EPC to pursue proceedings on failure to perform Contractual obligations. The process is

designed to ensure the installation progresses smoothly without major inconveniences to the customer.

- 2.3 **Replacement of Current Meter to Smart Meter** – EPC will use the Itron Field Deployment Manager (FDM) tool to validate select installations on site wirelessly. This near-field test ensures that the meter state is at optimum level and an acceptable power quality it maintained.
- 2.4 **Customer Education / Installation Pack** – EPC will provide a set of brochures / pamphlets for the customer’s full information of what the new meter is and the changes that come with it. The Contractor will be trained on Smart Meter concepts and its new associated services.

3.0 Installation Process Flow

The Contractor’s functions are illustrated in the flow chart below is labeled QADM.

- IMPORTANT NOTES:**
1. Installations must be performed in the required **radial pattern from a central CGR**. Any deviation into a linear or other pattern will result in poor RF mesh strength and poses a significant risk of missing data in meter interrogations (customer balances not updated accurately or no update at all).
 2. A field team is expected to contact TDCC/QACS on site prior to installation but after RF mesh coverage tests. This ensures all system updating (registration) work is completed in parallel to the actual hardware installation.
 3. If a meter cannot attach to the mesh network, please pass this to the Engineering / Networking team for analysis on FND. The mitigation measures will involve a Range Extender or an extra Riva meter to bridge communications.
 4. A successful meter attachment is confirmed when the Riva meter displays **SyncNet**. A failure will display **noSync**.
 5. Meter balance transfers (from STS kWh total to AMI \$) must utilize the tariff structure from the last purchase by the customer. iPay+OWOC will push this balance to the new meter as soon as it is saved on MMA. This process may take more than 5 minutes to complete.
 6. Each customer should be provided with an Installation Pack prepared by QACS. Please ensure this is securely stored close to the installation / or passed directly to customer.
 7. Processes that need to be approved by respective EPC Management include that in (5) plus remote connect/disconnect tasks.

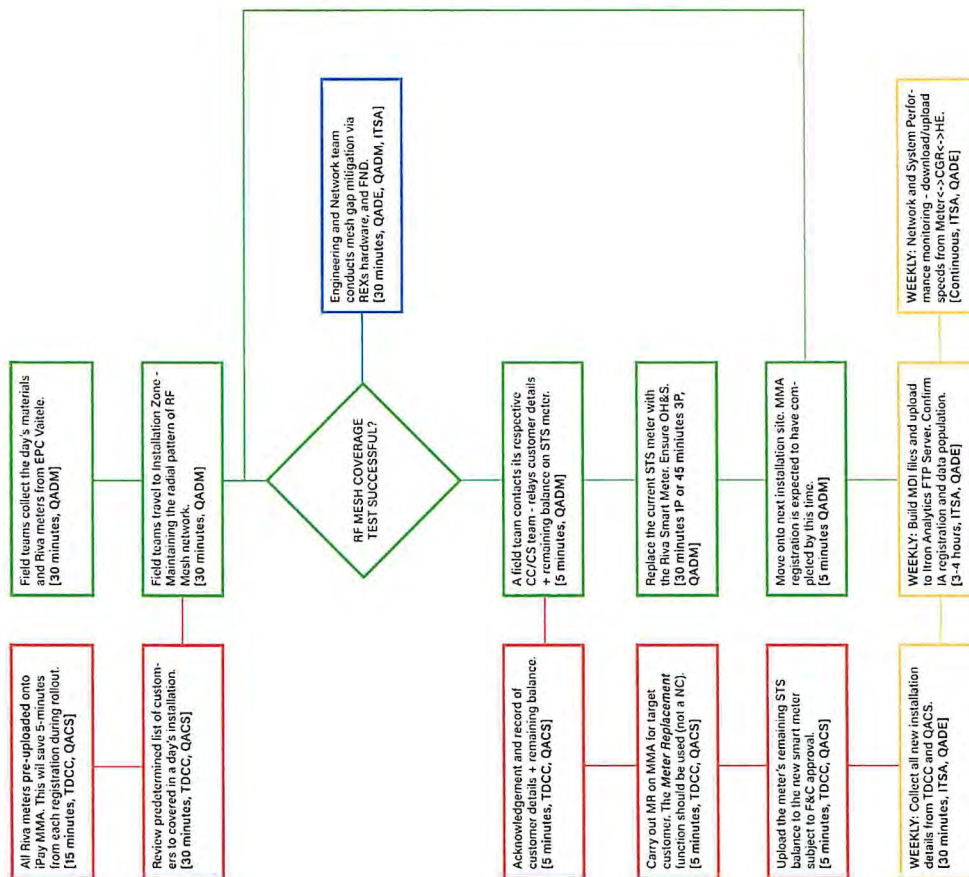


Figure 1: EPC OpenWay Riva Rollout Process

4.0 Bill of Quantities

Description of Work	Unit Cost
Installation of a single phase Smart Meter (Replacement of customer's current meter with an OpenWay Riva Smart Meter)	
Installation of a 3 Phase direct Smart Meter	

5.0 Instructions

- 5.1 The contractor is responsible for the following:
 - 5.1.1 Transport for its workers and refueling of its vehicles;
 - 5.1.2 Tools and equipment needed for the works;
 - 5.1.3 Personal Protective Equipment (PPE) for its workers;
 - 5.1.4 Documentation and reporting for the works carried out;
 - 5.1.5 Identification of workers to EPC inspectors
 - 5.1.6 Security and safety at the work site
 - 5.1.7 On site consultations
 - 5.1.8 Weekly reports on progress of works
- 5.2 The Employer (EPC) is responsible for the following
 - 5.2.1 Providing the contractor with meters, maps, information packages and the necessary information in regards to the MESH
 - 5.2.2 Attending to urgent requests from the contractor in regards to meters NOT connecting to the system or other technical issues that would prevent the meters from operating
 - 5.2.3 Attending to reports of suspected tampers and other illegal wiring activities
 - 5.2.4 Receive old meters that have been removed by the contractors
 - 5.2.5 Carry out spot checks of works performed by contractors
 - 5.2.6 Document and notify contractors on instances of poor performance
 - 5.2.7 Verify claims for works completed
 - 5.2.8 Pay the contractor when works have been proven completed and meeting the required standards as per the contract
- 5.3 As part of the submission for this work, the contractor needs to:
 - 5.3.1 Provide substantial evidence that it is a legitimate electrical contracting business with extensive experiences in installation, testing and commissioning.
 - 5.3.2 Provide at least three references in support of such experiences to confirm legitimate know-how to carry out the works and complete the same without delay;
 - 5.3.3 Provide evidence that it is familiar with any electrical policies of EPC and the *Electric Power Corporation Act 1980*. Must also comply with any related policy or law enforced in Samoa e.g. Aus & NZ Standard 3000.
- 5.4 All equipment pertaining to safety of workers is the responsibility of the contractor.
- 5.5 EPC will conduct spot checks of the works being carried out and it has the right to dismiss a contractor from the work site, if ANY of the following is confirmed
 - 5.5.1 Safety concerns in regards to workers and the public are not addressed
 - 5.5.2 There has not been a proper effort by the contractor to explain the meter operation to the customer.
 - 5.5.3 Absence of a licensed supervisor from the work site
 - 5.5.4 There has been damage to the customer's property as a result of the contractor's work but there has been no mitigation process applied
 - 5.5.5 Contractor departing from a work site without cleaning it up and returning the site to its condition before the works were carried out
 - 5.5.6 A penalty points system (5.11) has been created to monitor the contractor's performance throughout the contract. The system operates on three levels.

- 5.5.6.1 50 points – First Warning
- 5.5.6.2 75 points – Second and Final Warning
- 5.5.6.3 100 points – Termination of contract

- 5.6 EPC shall be indemnified of any losses resulting from the willful, unlawful or negligent act or omission of the Contractor, his officers, employees, agents or sub-contractors in connection with these works.
- 5.7 EPC must not be held liable for any willful, unlawful or negligent act or omission of the contractor, his officers, employees, agents or subcontractors in connection with these works.
- 5.8 The contractor is responsible with the care of EPC meters in their possession. Any damages caused to the meter while in possession of the contractor will be charged to the contractor.
- 5.9 Selected contractors are required to undergo specialized training by EPC. Contractors that do not meet Competency status will be disqualified.
- 5.10 The contractor is responsible for the safety of the installation site. Workers as well as members of the public must be protected from hazards related to the works.
- 5.11 Due to the high publicity nature of the project, EPC is very conscientious of any customers’ concerns or complaints as a result of the workmanship displayed in the project. As a result of this, the table below lists poor performance actions that will be tallied against the contractor throughout the contract

	Performance Issue	Penalty Points
1	Non reporting of Tamper	20
2	Meter Damage	20
3	Damage to customer’s property	10
4	No licensed supervisor on site	10
5	Poor installation	5
6	Not following guidelines in regards to MESH	5
7	No PPE for worker(s)	5
8	Providing other services outside of contract	5
9	Providing false information to customer	5
10	Incomplete explanation of meter	5

6.0 Method Statement

A Method Statement must be presented to clearly illustrate the engineering philosophy of the contractor. The statement should include but not restricted to the following

- 6.1 Team members
 - 6.1.1 Qualification
 - 6.1.2 Experience in the field
 - 6.1.3 Role in the team
- 6.2 Installation Strategy
 - 6.2.1 Explaining the meter operation to the customer
 - 6.2.2 Testing for suspected tamper
 - 6.2.3 Isolation procedure
 - 6.2.4 Reconnection procedure
- 6.3 Mitigation Strategy
 - 6.3.1 Complaints by customers

- 6.3.2 Damage of customer property as result of works
- 6.3.3 Injuries to workers on the site

7.0 Qualifications

- 6.4 A valid Samoan Electrician's license (A or B Grade)
- 6.5 A valid Business License
- 6.6 A good record with EPC in regards to quality of work delivered.
- 6.7 References of works to confirm the quality of works delivered. Three references are required

7.0 Evaluation Criteria

- 7.1 Administrative compliance
 - 7.1.1 Business license
 - 7.1.2 Valid Electrician license (A or B)
 - 7.1.3 Evidence of works (electrical installation and testing)
 - 7.1.4 VAGST Certificate from the Ministry of Revenue
 - 7.1.5 Request for Quotation form

- 7.2 Technical compliance
 - 7.2.1 Method Statement
 - 7.2.1.1 Complete list of team and CVs
 - 7.2.1.2 Identification of team roles. **Note - Contractors with only one or two workers will not be considered as this project requires a team of workers due to the nature of the works.**
 - 7.2.1.2.1 Communication
 - 7.2.1.2.2 Electrician
 - 7.2.1.2.3 Line Man
 - 7.2.1.2.4 Supervisor
 - 7.2.1.3 Overview of technical works
 - 7.2.1.4 Team Uniform with company identification
 - 7.2.2 Equipment
 - 7.2.2.1 Electrical Meters
 - 7.2.2.1.1 Multimeters
 - 7.2.2.1.2 Earth Tester
 - 7.2.2.1.3 Insulation Tester
 - 7.2.2.2 Two Extension ladders (15 meters)
 - 7.2.2.3 Two Step ladders
 - 7.2.2.4 Minimum of two safety harnesses
 - 7.2.2.5 Two pairs of low voltage gloves
 - 7.2.2.6 Complete set of electric tools
 - 7.2.2.7 First Aid kit
 - 7.2.2.8 Personal Protective Equipment (PPE)
 - 7.2.2.8.1 Overalls or equivalent clothing
 - 7.2.2.8.2 Hard Hat
 - 7.2.2.8.3 Insulated Boots
 - 7.2.3 Vehicles
 - 7.2.3.1 Two vehicles at least one equipped with ladder racks, and all equipment needed for the work

Note – An inspection of equipment and vehicles will be carried out and a contractor will be automatically disqualified if false evidence is proven.

- 7.3 Price
 - 7.3.1 Cost for installing one single phase meter
 - 7.3.2 Cost for installing one 3 phase meter

- 7.3.3 EPC has the right to negotiate the cost with the contractor once said contractor is short listed
- 7.3.4 All prices are inclusive of VAGST