



**American Samoa
Power Authority**

P.O. Box PPB
Pago Pago, American Samoa 96799
Phone: (684) 644-2772
Facsimile: (684) 644-5005

In reply refer to:

**AMERICAN SAMOA POWER AUTHORITY
OFFICE OF PROCUREMENT**

REQUEST FOR QUOTES ("RFQ")

**FOR THE SUPPLY OF
LIQUID SODIUM HYPOCHLORITE SOLUTION (15%)**

NOVEMBER 9, 2007



RFQ NO. 2007W1014

**MICHAEL J. KEYSER
Acting Chief Executive Officer**



**American Samoa
Power Authority**

P.O Box PPB
Pago Pago, American Samoa 96799
Phone: (684) 644-2772
Facsimile: (684) 644-5005

In reply refer to:

NOTICE TO OFFERORS
SUPPLY OF LIQUID SODIUM HYPOCHLORITE SOLUTION (15%)

ISSUANCE DATE: November 9, 2007
RFQ #: 2007W1014
PROJECT: Supply of Liquid Sodium Hypochlorite Solution (15%)
CLOSING DATE/TIME: December 28, 2007 @ 10:00 a.m. American Samoa time

The American Samoa Power Authority ("ASPA") hereby issues this request for quotes for the one (1) year supply of liquid sodium hypochlorite solution (15%) ("Sodium hypochlorite" or the "Product"). The successful offeror shall execute a one-year agreement for the supply of the Product, subject to the terms of this RFQ and the written supply agreement.

Qualified offerors must submit quotes and all required forms in a sealed envelope, box, or other enclosure addressed to the ASPA Procurement Manager (collectively, a "quote"). **An original and five (5) copies of the offeror's quote must be received at the ASPA Procurement Office no later than 10:00 a.m. on or before December 28, 2007. The sealed envelope or box must be labeled "RFQ #2007W1014-Supply of Liquid Sodium Hypochlorite" attention Ioana Uli and showing date and time of quote opening.** Quotes transmitted by electronic means, such as via the Internet and facsimile instruments shall be accepted. Proposals transmitted via Air Mail Delivery through Registered, Certified Mail, USPS Express Mail/DHL/DGX and other mail carrier must be received at the Procurement Office no later than the fifth day prior to the proposal opening date. The only acceptance of the date of mailing is a U.S. Postal Service postmark; the only acceptable evidence of time of receipt at the ASPA facility is the time-date evidence maintained by ASPA. **Late submittals will not be opened or considered and will be determined as non-responsive.** All offerors shall provide sufficient written and verifiable information that responds to the requirements set forth herein.

A complete package of these documents may be picked up from the ASPA Procurement Office in Satula. You may also view this on ASPA's website: www.aspower.com. For more information about this RFQ, you may contact: Ioana Uli, Procurement Manager @ (684) 644-2772.

The American Samoa Power Authority reserves the right to:

1. Reject all quotes and reissue a new or amended RFQ;
2. Request additional information from any submitting a quote;
3. Select a firm for award based on other than "highest offer" (e.g. capability to complete work in a timely fashion or proven technical capabilities);
4. Negotiate a contract with the firm selected for award; and
5. Waive any non-material violation of the rules set forth in this RFQ at its sole discretion.

By: 
Name: Michael J. Keyser
Title: Acting Chief Executive Officer

QUOTE INVITATION FORM

AMERICAN SAMOA POWER AUTHORITY OFFICE OF PROCUREMENT

P.O. BOX PPB

PAGO PAGO, AS 96799

(684) 644-2772

ioana@aspower.com

IOANA S. ULI

MANAGER, PROCURMENT OFFICE

DATED ISSUED: November 9, 2007

QUOTE INVITATION NO: RFQ# 2007W1014

INSTRUCTIONS:

- 1) This REQUEST FOR QUOTES requires that a complete quote be submitted in a sealed envelope, box, or other enclosure addressed to Ioana Uli, ASPA Procurement Manager, P.O. Box PPB, Pago Pago, AS 96799. **An original and five (5) copies** must be received at the ASPA Procurement Office no later than **10:00 a.m. December 28, 2007**. The envelope or box must be labeled "**RFQ# 2007W1014-Supply of Liquid Sodium Hypochlorite.**" Quotes transmitted by electronic means, such as via the Internet and facsimile instruments shall be accepted. Proposals transmitted via Air Mail Delivery through Registered, Certified Mail, USPS Express Mail/DHL/DGX and other mail carrier must be received at the Procurement Office no later than the fifth day prior to the proposal opening date. The only acceptance of the date of mailing is a U.S. Postal Service postmark; the only acceptable evidence of time of receipt at the ASPA facility is the time-date evidence maintained by ASPA. **Late submittals will not be opened or considered and will be considered non-responsive.** All offerors shall provide sufficient written and verifiable information that responds to the requirements set forth herein.
- 2) **Pre Quote Questions:** Any pre-quote questions and/or clarifications shall be submitted to the Procurement Manager in writing (through electronic mail or hard copy) prior to the closing date set forth above. Questions and/or clarifications are welcome and should be submitted no later than **December 3, 2007**. ASPA shall issue addenda to address any questions and/or clarifications as necessary on or before **December 14, 2007**.

NOTE TO OFFERORS:

In consideration for the expense of the American Samoa Power Authority in opening, tabulating, and evaluating this and other quotes, and other considerations such as ASPA's contemplated schedule of delivery, the undersigned agrees that their quote shall remain firm and irrevocable for one hundred and eighty (180) calendar days from the date of opening.

SIGNED: _____ DATE _____

RFQ No. 2007W1014

Supply of Liquid Sodium Hypochlorite Solution (15%)

November 9 2007

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SIGNIFICANT DATES

The following are the significant dates for this RFQ and the anticipated contract and scheduling dates:

- | | |
|-------------------------------|---|
| • November 9, 2007 | RFQ Advertisement |
| • December 3, 2007 | Deadline for submitting questions/inquiries/clarifications |
| • December 14, 2007 | ASPA issue addendums to address questions and or clarifications as necessary. |
| • December 28, 2007 | Closing Date (Monday @ 10:00 a.m. American Samoa Time) |
| • December 31-January 4, 2008 | Procurement to review submissions for completion & compliance |
| • January 7-18, 2008 | Source Evaluation Board (SEB) meeting to evaluate quotes |
| • January 21, 2008 | SEB submit recommendations to Procurement Manager and the CFO for review |
| • January 28, 2009 | Procurement Manager submits SEB recommendations through the CFO to the Board and CEO for review, approval, and Final decision |
| • February 11, 2008 | Inform Successful Offeror |
| • February 28, 2008 | Contract Execution/Purchase Order Issuance |



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In reply refer to:

**AMERICAN SAMOA POWER AUTHORITY
GENERAL TERMS AND CONDITIONS
FOR SUPPLY OF LIQUID SODIUM HYPOCHLORITE SOLUTION (15%)**

I. INTRODUCTION: ASPA is seeking quotes from qualified offerors to supply sodium hypochlorite under a one (1) year contract. This RFQ requires the awardee to be responsible for supplying sodium hypochlorite subject to the terms of this RFQ and the written supply agreement.

Interested offerors are invited to submit quotations in accordance with this RFQ and the attached specifications. Interested offerors are also required to complete the attached bid forms.

II. BACKGROUND: American Samoa is a United States Territory located in the South Pacific Ocean, approximately 2,500 miles south/southwest of Hawaii. The American Samoa Power Authority ("ASPA") is a semi-autonomous agency of the American Samoa government, and it provides electricity, potable water, solid waste collection, landfill management and wastewater utility services to four islands: Tutuila, Aunu'u, Ofu, Olosega and Tau. ASPA has approximately eleven thousand (11,000) customers. Due to the tropical climate, a high amount of salt is entrained in the air. The average rainfall in American Samoa is approximately 200 inches per year.

ASPA exclusively uses liquid sodium hypochlorite solution (15%) to disinfect and protect the potable water supplied to its customers from waterborne diseases, parasites and bacteria. ASPA has been using sodium hypochlorite for the last five (5) years.

III. SCOPE OF WORK: The successful offeror shall execute a one (1) year contract for the supply of sodium hypochlorite, with an exclusive option to renew by ASPA for an additional year under the same terms. The successful offeror shall guarantee the quality of the product for no less than six (6) months from the date ASPA receives each shipment. ASPA estimates that there shall be fifteen (15) shipments per year. The successful offeror shall replace all products which degrade between shipments at no cost to ASPA. Offerors shall quote prices on a per-unit basis. One unit shall equal one (1) five-gallon bottle. The successful offeror shall supply an estimated total of nine thousand (9000) five-gallon bottles of sodium hypochlorite during the term of the contract. The successful offeror shall be responsible for all disposal costs, fees and dues of all material and other debris contaminated during shipment of the product. The successful offeror shall be responsible for all shipping and delivery costs to ASPA's Tafuna compound. The successful offeror shall bear the full risk and responsibility of loss during shipping and delivery.

Technical Specifications:

- | | | |
|----|--------------------|--|
| A. | Chemical Name: | Sodium Hypochlorite |
| B. | Molecular Formula: | NaOCl |
| C. | Strength: | 15% |
| D. | Package: | Plastic Containers /Vertex/Jerry cans. |
| E. | Container Size: | 20L (5 gallon) |

F. Approved for use by: USEPA/ASEPA, AWWA, WHO, ANSI/NSF

Accompanying each shipment shall be laboratory analysis and/or quality control reports for the product contained in each shipment. The following test parameters shall be reported in each analysis and/or report: (A) pH, (B) Conductivity, (C) Alkalinity, (D) Density (specific gravity). Accompanying each shipment shall also be a Material Safety Data Sheet ("MSDS"). Each container shipped shall be appropriately labeled as required by law.

IV. QUOTE PREPARATION INSTRUCTIONS:

Part 1: Forms:

A. Quote Transmittal Form. The quote transmittal form must be signed by the offeror, whether a Sole Proprietor or Corporation. If a corporation, the officers of the corporation must sign and the seal of corporation must be provided (see Attachment A).

B. Signed Quote Invitation Form. The Quote Invitation Form states that the offeror understands the requirements of this RFQ and agrees to comply with said terms and conditions.

C. Offeror's Qualification Data Sheet. (See Attachment B).

Part 2: Technical Plan:

The offeror must describe in detail its approach to accomplishing the duties set forth in the **Scope of Work**. This includes listing of specific actions, schedule, and any activities that the offeror will undertake to achieve the goals, objectives, and requirements outlined in the **Scope of Work**. The offeror, as part of the technical approach, shall provide a detailed description plan and methodology. The technical plan shall also include a list of business contacts, contractual partners and business partners of the offeror, including all local and off-island. The technical plan shall also include all business documents, licenses and certifications.

V. PRE-QUOTE QUESTIONS: Any pre-quote questions and/or clarifications shall be submitted to loana@aspower.com or in writing (through electronic mail or hard copy) to the Procurement Manager in accordance with the schedule of significant dates. Questions and/or clarifications are welcome. ASPA shall issue addenda to address any questions and/or clarifications as necessary.

VI. CONTRACT TERM: The term of the written supply agreement shall be for one (1) year, with an exclusive option to renew by ASPA for an additional year.

VII. REPORTS: The successful offeror shall submit all reports in accordance with this RFQ and the written supply agreement directly to the Water Division Manager for verification prior to sending for approval and process for payments.

VIII. BASIS FOR SELECTION: Quotes will be evaluated by a Source Evaluation Board ("SEB"). SEB members shall be chosen by the Chief Financial Officer based on recommendations by the Procurement Manager. Submission of a quote shall constitute a waiver of any challenge or dispute of the SEB members, as well as the choice of methodology set forth on the SEB score sheets. The award will be made by ASPA in accordance with the evaluation criteria set forth herein and with ASPA's Procurement Rules.

A determination shall be made by the SEB of those responsible offerors whose quotes are susceptible of being selected for award. The determination shall be included in the contract file. Discussions may be conducted by the SEB with those responsible offerors whose quotes are determined to have reasonable chance of being selected for award. These discussions shall only be

conducted for the purpose of obtaining clarification from the offeror on its quote to ensure full understanding of and responsiveness to the RFQ requirements. All offerors with whom discussions are conducted shall be accorded an opportunity to revise their quotes in response to specific clarifications based on the discussions. Unless the Procurement Manager determines that satisfactory evidence exists that a "mistake" has been made, as set forth in Procurement Rule § 3-114, offerors will not be permitted to revise their quotes after quote opening.

The results of the evaluation will be documented, and a written recommendation by the SEB will be sent to the Procurement Manager. The Procurement Manager, upon receiving the Source Evaluation Board's written recommendation, shall forward the SEB recommendation to the Board of Directors and the CEO through the CFO, for final approval. Approval is not final until approved by the Board of Directors.

ASPA reserves the right to make the award to the offeror that submits the quote, which meets the requirements set forth herein and is in the best interests of ASPA after taking into consideration the aforementioned factors. ASPA also reserves the right to select portions of a quote, or to reject any and all quotes.

IX. EVALUATION CRITERIA: These criteria will be used by the Source Evaluation Board to evaluate quotes.

80 points Price

20 Points Technical Plan that demonstrates the offeror's ability to meet the objectives of the RFQ and that the offeror has the ability to complete the work, including ensuring effective and timely delivery of the Product

X. PROOF OF COMPETENCY OF SUBCONTRACTOR: Any offeror may be required to furnish evidence, satisfactory to ASPA, that proposed subcontractors have sufficient mean, equipment, and experience in the types of work called for to assure completion of the contract in a satisfactory manner.

XI. QUALIFICATION OF OFFEROR: ASPA may make such investigations as it deems necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to ASPA such information and data for this purpose as ASPA may request, or the offeror may be deemed non-responsive. The offeror shall submit at least that information required by the section entitled "Offeror's Qualification Data."

XII. MULTIPLE QUOTES – COLLUSION: If more than one quote is offered by any one party or in the name of its clerk, partner or other person, all quotes submitted by said party may be rejected by ASPA. This shall not prevent an offeror from submitting alternate quotes when called for. A party who has quoted prices on materials is not thereby disqualified from quoting prices to other offerors or from submitting a quote directly to ASPA. If ASPA believes that collusion exists among any offerors, none of the participants in such collusion will be considered. Quotes in which the contract prices are unbalanced or unrealistic may be rejected at ASPA's sole discretion.

XIII. LICENSING: Offerors from off-island shall be licensed in accordance with the provisions of its state and country and shall be skilled and regularly engaged in the general type and size of work called for under this RFQ.

XIV. ORDER OF PRECEDENCE: The contract documents (the "Contract Documents") governing the work consists of the following, which shall take precedence over each other in the order provided:

- (A) The written supply agreement, then;
- (B) This RFQ, all documents attached hereto, and any addenda issued by ASPA, then;
- (C) Any acknowledgements or clarifications issued by ASPA regarding a submission by an offeror, and finally;
- (D) The offeror's quote.

In the event that any term, clause or provision of any document above conflicts with a term, clause or provision of any other of the contract documents, the document with greater precedent shall supersede, control and be binding on the parties.

XV. OFFEROR'S UNDERSTANDING: Each offeror must understand and acknowledge the conditions relating to the execution of the work and it is assumed that it will make itself thoroughly familiar with all the contract documents prior to execution of the written contract.

Each offeror shall inform itself of, and the successful offeror shall comply with, federal and territorial statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, applicable regulations concerning wage rates, nondiscrimination in the employment of labor, protection of public and employee safety and health, environmental protection, historic preservation, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees and similar subjects. The offeror agrees to the requirements of Executive Order No. 11246, as amended, including specifically the provisions of the equal employment opportunity clause.

XVI. WITHDRAWAL OF QUOTE: Any quote may be withdrawn prior to the scheduled time for the opening of quotes by notifying ASPA in a written request. No quote may be withdrawn after the time scheduled for opening of quotes.

XVII. OPENING AND EVALUATION OF QUOTES: In accordance with ASPA Procurement Rule § 3-110, quotes will be opened and recorded as part of the record for the Source Evaluation Board on the date and at the time indicated above at the Procurement Office in Satala or in another place designated by the ASPA Procurement Manager in writing.

XVIII. RFQ CONDITIONS: This RFQ does not commit ASPA to award a contract or to pay any cost incurred in the preparation of a quote. The American Samoa Power Authority reserves the right to:

- A. Reject any offeror for being non responsive to the requirements contained in this RFQ;
- B. Reject all quotes and reissue an amended RFQ;
- C. Request additional information from any offeror submitting a quote;
- D. Select an offeror for award-based criteria other than "highest offer" (e. g. capability to complete work in a timely fashion or evidence good work experience);
- E. Negotiate a contract with the offeror selected for award; and
- F. Waive any non-material violations of rules contained in this RFQ.

ASPA reserves the right to issue any addendums to this RFQ. Offerors shall send ASPA a signed form confirming receipt of any addendums, and shall submit supporting/additional information as required by any addendums. In the event that an offeror fails to acknowledge receipt of any such Addendum in the space provided, his quote shall be considered irregular and will be accepted by ASPA only if it is in ASPA's best interest. In the event that Addenda are not received until after the offeror has submitted its quote, a supplementary quote may be submitted revising the original quote. Such supplementary quotes must be received by ASPA prior to the scheduled time for opening of quotes.

IXX. OFFEROR'S QUALIFICATION DATA: It is the intention of ASPA to award a contract only to the offeror who is able to furnish satisfactory evidence that it has the requisite experience and ability and that it has sufficient capital, facilities and plant to enable it to perform the work successfully and promptly and to complete it within the term set forth in the contract. Each offeror shall submit as part of the total quote package, the following information on the attached Offeror's Qualification Data Sheet:

- A. Name of organization;
- B. Address and phone number of home office, principal place of business and locations and contact information for any branch offices;
- C. Type of business structure, e.g., corporation, partnership, joint venture, proprietorship;
- D. Place of organization or state of incorporation;
- E. Names and addresses for all owners for businesses other than corporations. For corporations, list the names and addresses of directors, officers and stockholders with twenty (20) percent ownership interest or greater;
- F. Places, including individual states and territories of the United States, where registered as a foreign corporation;
- G. List all countries and all states, territories and possessions of the United States in which similar consulting work has been performed in the last three (3) years, including:
 - i. Name of awarding agency or owner for which work was performed;
 - ii. Nature and scope of contract, including total dollar value;
 - iii. Dates of performance;
 - iv. Whether performance was completed within the specified time under the contract and, if not, why not; and
 - v. Whether contract was performed under joint venture, and if so, with whom and under what arrangement.
- H. The name or names of supervisory personnel employed on the work under this contract, including the experience record for each that indicates the degree of responsibility and type of work supervised.



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Power Authority**

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In reply refer to:

ATTACHMENT A

Quote Transmittal Form

Date: _____, 2007

American Samoa Power Authority
P.O. Box PPB
Pago Pago, AS 96799

RE: RFQ No. 2007W1014

Gentlemen:

The undersigned (the "Offeror"), hereby proposes and has furnished all the necessary information in accordance with the RFQ. The Offeror has read and understands the requirements, and is familiar with and knowledgeable of the local conditions at the place where the work is to be performed. The Offeror has read the Request for Quote Instructions and General Terms and Conditions and certifies that all of the requirements of the invitation are satisfied.

By: _____

Name:

SEAL

Title:

ATTACHMENT B
OFFEROR'S QUALIFICATION DATA SHEET

(Please Print or Type and Complete All Sections. An incomplete section will be considered non-responsive)

1. Name of Organization _____

2. Business Address and phone number of home office, principal place of business and locations and contact information for any branch offices;

3. Type of Business structure (Please check):

☐ Corporation ☐ Partnership ☐ Joint Venture

☐ Proprietorship

NOTE: Corporations must complete the recordation of their Articles of Incorporation, which is evidenced by the Certificate of Incorporation issued by the Treasurer of the American Samoa Government. Copies of partnership agreements and articles of incorporation should be submitted to the Revenue Branch along with this application form and relevant documents. Aliens cannot operate sole ownership enterprises, and partnerships with aliens are subject to review by the Immigration Board.

4. Place of organization or state of corporation:

5. Names and addresses for all owners for businesses other than corporations:

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6. For corporations, list the names and addresses of directors, officers and stockholders with twenty (20) percent ownership interest or greater:

7. Places, including individual states and territories of the United States, where registered as a foreign corporation:

8. List all countries and all states, territories and possessions of the United States in which similar work has been performed in the last three (3) years, including:

- Name of awarding agency or owner for which work was performed:

Nature and scope of contract

Name, address, phone number of Contact Person for the agency

Total Dollar Value \$ Date completed if not, why?

Was contract performed under joint venture, if so with whom and under what arrangement?

- Name of awarding agency or owner for which work was performed:

Nature and scope of contract

Name, address, phone number of Contact Person for the agency

Total Dollar Value \$ Date completed if not, why?

Was contract performed under joint venture, if so with whom and under what arrangement?

- Name of awarding agency or owner for which work was performed:

Nature and scope of contract _____

Name, address, phone number of Contact Person for the agency _____

Total Dollar Value \$ _____ Date completed _____ if not, why?

Was contract performed under joint venture, if so with whom and under what arrangement?

9. The name or names of supervisory personnel proposed to be employed on the work under this Contract, including the experience record for each that indicates the degree of responsibility and type of work supervised:
