



Samoa National Provident Fund

PLEASE ADDRESS ALL CORRESPONDENCES TO **"THE CHIEF EXECUTIVE OFFICER"**
P.O. BOX 2010, APIA, SAMOA, TELEPHONE: 64800 (APIA & VAITELE) SAVAI: 51321,
FACSIMILE NO.: (685)20888. Email: info@npf.ws/ Website: www.npf.ws

Request for Expression of Interest (REOI)

Building Project Technical Adviser Consultancy Services

Procurement Reference: SNPF_PE1225.

1. Name of Project / Title of Procurement

Engagement of a Building Project Technical Adviser for the Multi-Storey Car Park and Integrated Conference Centre Project, Apia, Samoa (Procurement Ref: SNPF_PE1225)

2. Framework Agreement Information

This procurement is **not** the subject of a framework agreement. No framework arrangements apply.

3. Description of Services to be Procured

SNPF invites qualified and experienced consultancy firms or individual consultants to submit Expressions of Interest (EOIs) for the provision of consultancy services as a Building Project Technical Adviser (TA). The TA will provide expert support throughout the planning, conceptual design, procurement, construction and post-construction phases of the Multi-Storey Car Park and Integrated Conference Centre Project located on SNPF's prime property in central Apia.

a. Scope of Services Includes but is not Limited to:

- i. Formulating of the project brief and preliminary assessment in alignment with SNPF Board requirements;
- ii. Sketching, modelling and traffic analysis;
- iii. Development of concept design and cost estimates;
- iv. Review of detailed design and other construction associated documents;
- v. Support in tender documentation & evaluation;
- vi. Support in contract administration and supervision;
- vii. Ongoing technical advisory roles and responsibilities.

b. Excluded Services:

- i. Direct contract administration and supervision of construction works; and
- ii. On-site inspection, contractor management, or certification of construction activities

c. Timeframe:

The consultancy is expected to commence shortly after contract award and continue until project completion. The estimated duration will be mutually agreed upon during contract negotiations.

4. Qualifications and Experience Required

Interested consultants must demonstrate the following minimum qualifications and experience:

a. Educational Qualifications:

Bachelor's degree in Architecture, or Engineering, or a related field (certified copy of degree to be submitted)

b. **Professional Registration:**

Chartered Professional Engineer registration with the Institute of Professional Engineers Samoa (IPES). Proof of registration must be included.

c. **Experience:**

Minimum of five (5) years of proven experience providing architectural and engineering consultancy services specifically related to the design, tendering, and supervision of multi-storey buildings and conference facilities.

d. **Track Record:**

Evidence of at least three (3) successfully completed projects of similar scope within the last ten (10) years. Each project submission must include:

- a. Project name and location;
- b. Scope of services provided by the consultant;
- c. Total project cost;
- d. Relevance to this assignment; and
- e. Client contact details for references.

e. **Local Presence:**

The consultant must be locally based or demonstrate capacity to deliver locally, including the ability to provide reports and attend meetings in Apia as required.

5. Domestic Margin of Preference

Select one:

- a. A domestic margin of preference **will** be applied in accordance with Government of Samoa procurement policy;

OR

- b. No domestic margin of preference will be applied for this procurement.

6. Place, Date, Time for Expression of Interest Closing and Submission Details

Closing Date:	17th October, 2025 (31/10/2025)
Closing Time:	11am
Submission Address:	Samoa National Provident Fund Level 4, Main Office <u>APIA</u>

7. Submission Instructions

- a. EOIs must be clearly marked with the subject: **'EXPRESSION OF INTEREST - BUILDING PROJECT TECHNICAL ADVISER CONSULTANCY - PROCUREMENT SNPF PE1225'** and addressed to the Chief Executive Officer.
- b. Late submissions will not be accepted or considered.
- c. Applicants must provide one (1) original and three (3) copies.

8. Bid Opening

The opening of EOIs will be conducted one hour after the closing time at SNPF, Level 4, Main Office, Apia. Interested applicants or their representatives may attend. Detailed bid opening

information for the subsequent RFP stage will be communicated only to shortlisted consultants.

9. Criteria for Evaluating Expressions of Interest

EOIs will be evaluated using the following criteria:

Evaluation Criteria	Weight (%)
Consultant's Relevant Qualifications	20%
Experience and Past Performance	40%
Capacity and Local Presence	20%
Quality and Relevance of References	10%
Compliance with Submission Requirements	10%

Shortlisted firms/consultants will be invited to participate in the next stage by submitting full technical and financial proposals via a Request for Proposal (RFP).

10. Availability of Terms of Reference (ToR)]

A full copy of the Terms of Reference (ToR) is available upon request and can be obtained from:

- a. Email: vanita@npf.ws or talava@npf.ws
- b. Physical Pickup:
SNPF office at Level 1 (Properties & Equities Department), during business hours
(Monday to Friday, 12:00 PM to 4:00 PM)

Applicants are encouraged to review the ToR before submitting their Expression of Interest.

11. Additional Information

- a. The SNPF is the sole procuring entity managing this procurement on its own behalf.
- b. SNPF reserves the right to reject any or all Expressions of Interest (EOIs) without providing reasons.
- c. SNPF is not bound to accept the lowest or any EOI.

For further information or clarifications, please contact:

Vanita Fanolua or Talava Leavasa
Manager/Assistant Manager - Properties & Equities
Email: vanita@npf.ws/talava@npf.ws
Samoa National Provident Fund
Level 1, NPF Main Office, Apia

Ma le fa'aaloalo,

Lemalu Selesitina Puleaga Meni-Reti
CHIEF EXECUTIVE OFFICER