

## Section 1: Letter of Invitation



Government of Samoa

### MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT *Matāgaluega o Puna'oa Faalenatura ma Siosiomaga*

Level 3, Tui Atua Tupua Tamasese Efi  
Building (TATTE), Sogi., P.O Private Bag,  
Apia, SAMOA  
Website: <http://www.mnre.gov.ws/>

Telephone: (+685) 67200  
Fax: (+685) 23176

Email: [info@mnre.gov.ws](mailto:info@mnre.gov.ws)

*Please address all correspondence to the  
Chief Executive Officer, Private Bag, Apia,  
Samoa.*

*Faamolemole faatuatausi uma mai  
fesootaiga uma i le Ōfisa Sili*

Dear Consultant,

1. The Independent Government of Samoa, acting by and through the Ministry of Natural Resources and Environment ("Client"), has available *funds from the SMSMCL Project* and intends to recruit a consultant to the review the O le Pupu Pu'e National Park Management Plan.
2. The Client now invites proposals to provide the following consulting service: Consultancy Services to Review the O le Pupu Pu'e National Reserve Management Plan. More details on the service is provided in the Terms of Reference.
4. A firm or individual will be selected under the Quality and Cost Based Selection Method and procedures described in this RFP, in accordance with Treasury Instructions Part K Section 6 Government Procurement & Contracting June 2016 and the Tenders Board Guidelines for Procurement and Contracting: Consulting Services (CS).
5. The RFP includes the following documents:
  - Section 1 - Letter of Invitation;
  - Section 2 - Instructions to Consultants (including Data Sheet);
  - Section 3 - Technical Proposal - Standard Forms;
  - Section 4 - Financial Proposal - Standard Forms;
  - Section 5 - Terms of Reference; and
  - Section 6 - Standard Forms of Contract.

6. Please inform the Client in writing, before the closing date of submission, at the following address: *Ministry of Natural Resources and Environment, Level 3 TATTE Building*, upon receipt:

- (a) that you received the Letter of Invitation; and
- (b) whether you will submit a proposal alone or as a firm or in association with other firms.
- (c) will submit documents for proposal if you show interest in this consultancy service

**Address of Contracting Authority and Contact persons**


Chief Exécutive Officer  
3<sup>rd</sup> Floor, TATTE Building  
Ministry of Natural Ressources and Environnement  
Private Bag  
Apia, SAMOA

Telephone (685) 67200  
Fax: (685) 23176

Contact Persons:

Mr. Moafanua Tolusina Pouli  
ACEO Forestry Division  
Ministry of Natural Ressources and Environnement  
TATTE Building  
Email: [tolusina.pouli@mnre.gov.ws](mailto:tolusina.pouli@mnre.gov.ws)

Yours sincerely,



(Ulu Bismarck Crawley)  
**Chief Executive Officer**  
**Ministry of Natural Resources and Environment**