



MINISTRY OF FINANCE & ECONOMIC
MANAGEMENT
GOVERNMENT HEADQUARTERS
BRADES, MONTSERRAT, W.I

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Our Ref: MF 5/7

12 August 2013

Dear Sir/Madam,

Re Tender for the Supply of Ambulance for the Glendon Hospital

You have been invited to tender for the Supply of Ambulance for the Glendon Hospital in Montserrat. Attached are the tender documents consisting of:

1. Instructions to Tenderers
2. Document Compliance Checklist
3. Form of Tender
4. Form of Agreement
5. Specifications of Works

Please print and return a complete document of the priced and signed Form of Tender, Company Details and Proof of similar supply contracts entered into. Tenders should be placed in a sealed envelope and addressed to the **Chairman, Central Tenders Board, Ministry of Finance and Economic Management, Brades, Montserrat** to be received no later than 1400 hrs on Wednesday, August 28th, 2013. The envelope should be clearly marked in the right hand corner, "*Tender for the supply of Ambulance for the Glendon Hospital*". Please ensure that no additional marks are placed on the envelope. Tenders will be opened on the day and deadline for submission.

Any queries relating to the tender and specifications of equipment should be made in writing to the Chairman, Central Tenders Board, Ministry of Finance and Economic Management, Government Headquarters, Brades, Montserrat.

Regards,


Lindorna Brade
Deputy Financial Secretary

LB/fg

Tender for the Supply of Ambulance (HHCIP Project)

**The Government of Montserrat is the Contracting
Authority**

Project Administrator: The Ministry of Finance and Economic Management

Tender Submission Deadline: 28th August 2013

Tender Checklist

Please ensure that the following required documents are included with your tender:

- **Eligibility Criteria (Appendix 4)**

- **Form of Tender (Appendix 2), completed and signed**

- **Detailed Breakdown of Tender Costs (Appendix 3)**

- **Contact Details for Referees**

- **Evidence of Business Authenticity and Annual Turnover (Appendix 1)**

Tenderers must ensure that all the documents in the above checklist are provided to facilitate the evaluation of tenders. Tenderers are advised to read all tender documentation and appendices in full in order to provide a comprehensive response. Failure to provide any of the information requested above will invalidate your tender.

GENERAL CONTRACT CONDITIONS FOR SUPPLY OF GOODS

This Agreement is made the..... day of..... 2013 between the **GOVERNMENT OF MONTSERRAT**, having its headquarters at Government Headquarters, Brades, Montserrat, acting herein and represented by the Deputy Financial Secretary, hereinafter referred to as “**GOM**”) of the one part and (*supplier's company*)....., whose address is acting herein and represented by (*name of representative*) (hereinafter referred to as “**the Contractor**”) of the other part.

This agreement shall take effect from the ----- day of ----- 2013 and subject to prior termination as provided by this agreement shall continue for a period of ----- weeks.

In this Agreement, the word “**Agreement**” means these General terms and Conditions together with the Specifications and any other document incorporated into this agreement.

“**Contractor**” includes the Contractor and his/its employees.

“**Deliverables**” includes Specifications and any component element within the scope of Works.

“**Works**” means the works to be executed in accordance with this agreement as described in the Specifications.

The Contractor shall procure and supply an ambulance as required and described in the Specifications and shall ensure that the said ambulance is shipped and received by the GoM within the prescribed time as per the contract.

The **Contractor** is an independent contractor and shall not be considered in any respect as being an employee of **GOM**.

INTERPRETATION

The Contract means the agreement concluded between the GOM (Deputy Financial Secretary, who will administer this contract) and the Contractor, including all specifications and other documents which may be incorporated or referred to herein;

The “Contractor” means the company/ individual that will be responsible for supplying the ambulance.

Administrator means the duly authorized representative of **GOM** for the administration of this Agreement who has care and control of this Contract and whose name will be provided to the **Contractor**. The Administrator shall have final authority for acceptance of the **Contractors** performance, and if satisfactory shall initiate the process for approval of payment to the **Contractor**. No payment shall be made without such approval.

“**The Contract Price**” means the gross price to be paid by **GOM** and the method of Payment of the Contract Price shall be agreed between the parties.

Instructions to Tenderers

Submission of Tenders:

It is the responsibility of the tenderer to ensure that their tender is complete and reaches the correct address by the designated deadline. **Late tenders will not be considered.**

The completed Tender shall be enclosed in a plain sealed envelope and addressed to, “**The Chairman, Central Tenders Board, Ministry of Finance and Economic Management, Brades, Montserrat**”. In the top right hand corner of the envelope should be the name of the project, “**Tender for the supply of Ambulance for Glendon Hospital**”. No additional marks should be placed on the envelope. Failure to comply with these instructions will invalidate your tender.

Queries

All queries regarding this tender should be emailed to silcotte@gov.ms for the attention of Mr Elijah Silcott, Permanent Secretary in the Ministry of Health. The closing date for receipt of queries is 21st August 2013.

Queries should be in question format and submitted by email **only**. Responses to queries will be published on the designated website in order to ensure that no party has an unfair advantage over any other. For the purpose of circulating responses, queries may be edited to avoid disclosing the identity of the party submitting it.

Sufficiency & Accuracy of Tender

Tenderers will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of the tender.

Tenderers are cautioned to check the accuracy of their tender prior to submission. A tender found to contain any arithmetical errors will be corrected and referred back to the tenderer for confirmation and acceptance.

While tenderers are requested to ensure they have included all of the information requested as part of this tender, excess documentation impedes the evaluation process and should not be submitted.

Tender Documents - Ambiguity, Discrepancy, Error, Omission

Tenderers shall immediately notify the Contracting Authority should they become aware of any ambiguity, discrepancy, error or omission in the Tender Documents. The Contracting Authority will, upon receipt of such notification, issue a clarification in respect of any such ambiguity, discrepancy, error or omission. Such clarification shall then form part of the Tender Documents.

Extension of Tender Period

The Contracting Authority reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by publishing the new deadline date on the website. This must be done before the original closing date.

Modifications to Tenders prior to the Closing Date for Receipt

Modifications to tenders will be accepted in the form of supplementary information and/or addenda, provided they are submitted in a sealed envelope before the closing date for receipt of tenders and clearly marked as part of the tender. Any modifications received after the closing time for receipt of tenders will not be considered.

Form of Tender

Tenderers are required to complete, sign and return the Form of Tender set out in Appendix 2, and Breakdown of Costs in Appendix 3. **Failure to sign the Form of Tender, or to complete it in the required format, will result in rejection of the tender.**

Cost of Preparation of Tender

The Contracting Authority will not be liable for any costs, charges or expenses incurred by tenderers in the preparation of proposals or any associated efforts. It is the responsibility of the tenderer to ensure

that they are fully aware and understand the requirements as laid down in this document. Tenderers will be responsible for any costs incurred by them in the event of their being required to attend clarification or other meetings or make a presentation of their proposals.

Tender Validity Period

To allow sufficient time for tender assessment, a tender validity period of 90 days is required, during which all elements of the offer contained in the tender shall remain open for acceptance by the Contracting Authority. The tender validity period commences on the date by which the tenders are to be returned (tender submission deadline).

Currency

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be XCD (Eastern Caribbean Dollars).

Confidentiality

The distribution of the tender documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Tenderers are required to treat the details of all documents supplied in connection with the tender process as private and confidential.

Applicable Law

This tender process will be governed by the Laws of Montserrat.

Clarification of Tenders

To assist in the examination and comparison of tenders, the Contracting Authority may ask tenderers for clarification of their bids, including breakdown of unit prices. No change in the price or substance of any tender shall be sought, offered or permitted.

Correction of Errors

Detailed pricing of all tenders will be examined for errors that might alter the tender pricing as determined from the figures on the tender form. In general, the following approach will be applied to manifest errors:

- (a) Where there is a discrepancy between amounts in figures and words the amount in words shall apply.
- (b) Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless, in the opinion of the Contracting Authority, there is a gross mathematical error in the unit price, in which event the total amount as quoted will govern.

The amount stated in the tender form will be adjusted by the Contracting Authority in accordance with the above procedure and, with the agreement of the tenderer, shall be considered as binding upon the tenderer. Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined will have their tender rejected.

Change in the Composition of a Tender

The Contracting Authority will disqualify any tenderer that makes any change to its composition after submission of a tender.

Interference and Inducement to Purchase

Any tenderer attempting to unduly influence the Contracting Authority or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the award of contract shall have their tender rejected.

Notification of Outcome

All tenderers will be informed of the outcome of their proposals following tender evaluation and any necessary clarifications. Potential outcomes can be:

- a) Letter of award of contract.
- b) Letter of Regret.

Award of Contract

Following determination of a successful tenderer, an award of contract notice will be despatched to the successful tenderer. All other tenderers who participated in the process will be sent a letter stating that they were unsuccessful.

Payment

Payment of monies for the performance of the contract will be made in XCD or Eastern Caribbean currency.

Cancellation of Tender Process

Please note that the Contracting Authority is not obliged to award any contract on foot of this procedure. The Contracting Authority reserves the right to cancel the procedure at any time, including where funding for the project or approval of the competent authorities is not forthcoming.

Technical Specification / Scope of Works

The Government of Montserrat is inviting tenders for the supply of one (1) Ambulance. All quotations should be accompanied by:

- A picture of the ambulance
- Detailed specifications/service manuals
- Place of manufacture
- Warranty policy
- After sales service

The supplier should indicate whether they stock the consumables and spares or provide a reliable source where such consumable can be procured from. The technical specifications are outlined below:

Equipment	Quantity	Specifications
Ambulance	1	<p><u>Chassis:</u> Wheel-base 3225mm Right hand drive 2.2 litre Diesel Engine Power Steering 2 seater cab and centre cubby box Permanent 4 wheel drive 6 speed manual gearbox with locking differential Hot climate cooling Coil spring suspension 3500 GVW All statutory lighting and instrumentation Front and rear mudflaps White colour finish</p> <p><u>Ambulance Body:</u> Wide body (1920mm). GRP over cab canopy and side pillars. Insulated wipe clean plain panels interior and exterior. Double metal lockable rear doors. Rear folding recessed step. 12mm exterior grade ply floor overlaid with anti-slip vinyl flooring. Fixed shadowlike window in each rear door. Shadowlike sliding window each side. Full bulkhead with clear sliding communication window. Over cab locker with hinged door. 1 kg dry powder fire extinguisher in cab and one 2kg dry powder fire extinguisher in saloon. Oxygen cylinder brackets in saloon for 1 F size.</p>

Defibrillator bracket.
Bump pads at rear entrance.
Longitudinal grab rail in saloon ceiling.
Spare wheel carrier at rear

Bulkhead:

Full bulkhead with clear sliding communications window.
Stowage for multi-sized first aid box.
Full height locker forward of one trolley with Sharps bin, clinical and general waste bin housed in lower section of locker with a tilt front.

Saloon Interior:

Perno Pioneer trolley in side locking device on nearside of saloon.
Bench seat/convertible stretcher platform on offside with storage area below.
Folding pole stretcher with straps supplied for use with the above. Plain backrest over bench seat.
Storage for longboard and scoop stretcher (supplied). Attendants seat forward of one trolley at bulkhead.
2 x IV double hooks on rail each side of saloon.

Oxygen:

Piped oxygen system with pin index regulator, flow-meters and BS oxygen wall point at head of each trolley.

Ancillary Medical Items:

Laerdal electrical aspirator hard wired into vehicle saloon.
Manual aspirator.
Nebuliser
Spine Board with speed clips
Two-pieced scoop stretcher
Defibrillator
Rear folding recessed step.

Electrics:

Front mounted light bar with centre AMBULANCE sign.
Wood way 100w siren with tube speaker.
Headlamp Flasher
Battery Guard
2 x cigar lighter sockets in saloon.

		<p>Work lights at Rear Four (4) LED interior lights Additional battery and split charge Battery Charger Dash mounted switches for exterior lighting and siren. Switches in rear for saloon lighting.</p> <p><u>Air-Conditioning:</u> Heavy duty air-conditioning unit for cab and saloon.</p> <p><u>Interior:</u> Anti-skid flooring Body painted in white to match cab Advisory labels in saloon.</p> <p><u>Exterior:</u> Vehicle is under sealed Reflective tape stripe around the complete body. AMBULANCE in red reflective lettering on both sides, front and rear.</p>
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Verification

Bidders must supply the requisite technical data and service manuals both for the ambulance and the equipment they wish to supply in accordance with the specifications found within the tender documents. Where reference is made in the technical specification to any particular make, source, origin, patent, process, trademark, brand name or standard, such reference shall on every occasion be understood as being accompanied by the words “or equivalent.” These references are provided only where it is not otherwise possible for a sufficiently precise description to be defined.

Lots

Tenderers must submit a proposal for each of the items included in this tender document or a Tenderer may submitted for one or more of the items.

Eligibility Criteria

The Contracting Authority is using the open procedure for the procurement of the ambulance, therefore, while all interested parties may submit a tender, only those demonstrating they have the required level of financial and technical capacity will have their tender considered. In order to demonstrate eligibility, tenderers are required to provide the information set out below.

Evidence of Turnover and Profitability

Please provide the following information based on your organisation’s annual accounts:

Appendix 1

Year	Turnover (\$)	Profitability (%)

Rule

Tenderers must provide evidence of their turnover and profitability for the past two financial years by submitting extracts from audited accounts or an auditor's signed statement. If these figures are not available for the full two year period please include an explanation for this and provide figures for all years/ part years available.

Please Note: **Failure to submit the above requested information will invalidate your tender.**

Tenderer's Organisation and Structure

Please provide the following information:

- Company name, address and contact details for individual responsible for this tender.
- Outline of relevant Human Resources. Please provide an organisation chart and give details of the manpower levels and skills base within your organisation, in particular related to the delivery and maintenance of the required products.
- Outline of Technical Resources within the organisation which are relevant to a contract of this nature, including delivery and maintenance.

Tenderers must demonstrate that they have adequate and appropriate resources at their disposal to deliver a contract of this nature.

Please Note: **Failure to submit the above requested information will invalidate your tender.**

Previous Similar Contracts

Please provide details of at least 5 previous contracts of a value exceeding \$100,000.00 successfully delivered by your organisation which are similar in nature and scope to the requirements of this tender.

The details to include:

- Client Name
- Details of start/end dates of contract
- Approx. value of contract (\$)
- Nature and description of work done
- Similarity to Contracting Authority's requirements

Tenderers must demonstrate that they have acquired the necessary experience by providing details in relation to 5 previous contracts of a similar nature and scope.

Please Note: **Failure to submit the above requested information will invalidate your tender.**

Tax Compliant

Tenderers should provide a copy of their current Tax Compliance Certificate if they are locally based.

A tenderer may rely on the capacities of other entities in demonstrating its eligibility, regardless of the legal nature of the links which it has with them. In that case, evidence must be provided that the tenderer will have at its disposal the resources necessary for performance of the

contract, for example by producing a clear undertaking on the part of those entities to place the relevant resources at its disposal.

Award Criteria

Only tenders which have met the eligibility criteria and are valid and responsive to the specification set out in this document will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below.

Assessment of tenders and award of contract will be on the basis of the **most economically advantageous tender**, in accordance with the evaluation criteria, weightings and minimum requirements.

	Criterion	Weighting	Maximum Score	Minimum Required
(A)	Quality and Performance	20%		
(B)	Maintenance	15%		
(C)	Warranty Length & Inclusiveness	15%		
(D)	Price	50%		

In relation to minimum score required - Tenderers should note that they must achieve a minimum rating of 60% for each of the individual qualitative criteria (A) - (D) in order to avoid elimination from the competition.

Explanation of Award Criteria

Tenderers should ensure in their tenders that they provide detailed information in respect of all aspects of the contract award criteria as stated below.

Quality and Performance (20%)

The ambulance should have a high quality finish with a rigid and durable chassis base. It should have a powerful engine capacity with the capability for easy steering and reliable braking function. As the vehicle will be operated in hot temperatures, the air-conditioning system should be powerful allowing for temperature controlled cabin and patient area. The ambulance should also be equipped with enhanced emergency lighting systems and other safety features. The ambulance should be fully equipped with the standard necessary medical apparatus and user manuals should be provided for their use. The on-board medical equipment should be sufficient to provide life support for the patient from pick up to hospital.

Maintenance (15%)

It is the aim of the Government of Montserrat to procure an ambulance which would require minimal levels of maintenance. The ambulance should be suitable for climbing hills and other rugged terrains and be robust in its use. The supplier should ensure that all user manuals are provided as part of their tender submission. Any intricate service requirement should be highlighted with relevant diagrams and user manuals to enable work to be done locally.

Warranty Length & Inclusiveness (15%)

Tenderers should provide in their tender the terms and condition and length of any warranty provided with the sale of the ambulance. Marks will be awarded on the basis of warranty length and the comprehensiveness of coverage, including availability of spare parts and consumables. The price should be inclusive of insurance to Montserrat.

Price (50%)

Tenderers must complete the Form of Tender attached in Appendix 2 and return this with their tender submission. Appendix 3 must also be completed with a detailed breakdown of unit prices. The cost of the equipment/s is a significant factor and the Government of Montserrat will seek to ensure that equipment purchased will be at the most economically advantageous price. However, there are other factors which comprise the criterion and these will be considered proportionately. Government of Montserrat is not bound to accept the lowest or any tender.

Appendix 2

Form of Tender

THIS FORM OF TENDER MUST BE COMPLETED AND RETURNED BY ALL TENDERERS.

To: The Chairperson, Central Tenders Board, Ministry of Finance & Economic Management,
Brades, Montserrat.

From:

- 1. I/We have examined the tender documentation and hereby offer to provide the Supplies in accordance with the Tender Documents and specifications of equipment. Below is the attached Detailed Breakdown of Costs.

COST OF TENDER	Total in XCD
Total Fee for supply and delivery of Ambulance as per specification.	\$

- 2. This offer will remain open for acceptance by you for a period of 90 days from the closing date for receipt of tenders.
- 3. We acknowledge that you are not obliged to accept the lowest or any offer and that this contract award procedure may be cancelled by you.
- 4. We undertake to deliver the Ambulance in accordance with the terms and conditions of the tender specification.
- 5. We acknowledge that all costs and expenses incurred by us in producing and submitting this offer will be borne by us in full.
- 6. We undertake to treat the details of this offer as private and confidential. We acknowledge that no part of these documents may be transmitted by us to a third party.
- 7. I/We intend to deliver the Ambulance within ----- weeks from the date of official confirmation of award of contract. Prices quoted are inclusive of duty and freight to Port Little Bay, Montserrat.

Signed: _____ Date: _____

Name in Capital Letters: _____

On behalf of: _____

Address: _____

Telephone: _____ E-mail: _____

*****Failure to sign this Form of Tender will invalidate the offer*****

Appendix 3

Detailed Breakdown of Costs

Item	Quantity	Unit Price in \$	Total Cost \$
Portable X-ray Machine	1		
Delivery/Insurance	-		
Warranty	-		

Appendix 4

Eligibility Criteria

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERER'S ORGANISATION

Name of Tenderer:	
Address:	

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

No.	QUESTION	YES	NO
		Please ✓	
1.	The Tenderer is bankrupt or is being wound up, or its affairs are being administered by a court, or it has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.		
2.	The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by a court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.		
3.	The Tenderer, a Director or Partner, has been convicted of an offence concerning professional conduct by a judgment which has the force of <i>res judicata</i> or has been guilty of grave professional misconduct.		
4.	The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in any jurisdiction in which the Tenderer is located or has operations.		
5.	The Tenderer, a Director or Partner has been found guilty of fraud.		
6.	The Tenderer, a Director or Partner has been found guilty of money laundering.		
7.	The Tenderer, a Director or Partner has been found guilty of corruption.		
8.	The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation.		
9.	The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency.		
10.	The Tenderer has contrived to misrepresent any information relevant to this proposal.		

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this and future tenders. If you answer yes to any of these questions, your tender will be rejected.

Signature		Date	
Print Name		Position	
Telephone		Email	