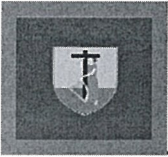


**New Windward Road
Emergency Works**

**Supply of 40 Metric Tons Bitumen Pen 60/70 Grade
delivered to Port Little Bay, Montserrat**

January 2014



MINISTRY OF COMMUNICATIONS, WORKS & LABOUR

P O BOX 344, WOODLANDS, MONTSERRAT, W I

◆ **Tel: (664) 491-2321/2322** ◆ **Fax: (664) 491-0639** ◆ **E-mail: maw@gov.ms**

January 23rd, 2014

Dear Sir/Madam,

Re: Tender for the supply of 40 Metric Tons bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat

You have been invited to tender for the supply of the above product delivered to Port Little Bay, Montserrat. Attached are the tender documents consisting of:

1. Instruction to Tenderers
2. Document Check List
3. Form of Tender
4. Bill of Quantity

Please print and return a complete document of the priced and signed Form of Tender and Bill of Quantities, address to **the Chairperson, Public Procurement Board, Ministry of Finance, Government Headquarters, Brades** to be received no later than **2:00pm on Wednesday January 29th, 2014**. Please ensure that no additional marks are placed on the document.

Given the nature and urgency of the products needed, the supplier will be expected to supply the materials in as little time as possible.

Any queries relating to the tender or works included should be made in writing to the Director, Public Works Department.

Yours faithfully,


.....
Beverley Mendes
Permanent Secretary
Ministry of Communications, Works and Labour

Instructions to Tenderers

1. **Tenderers must fully complete the Form of Tender (including notice period and time for completion), Tender Checklist and Bill of Quantities for the works. Failure to fully complete and return these three documents and provide the additional information stated in these instructions will render the bid non-compliant and it will be rejected.**
2. Tenders should be returned and sealed in a plain envelope, no later than **2:00pm Wednesday January 29th 2014**. The envelope should be marked with the following, **“Tender for the supply of 40 Metric Tons of bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat”**. It should be addressed and delivered to the **Chairperson, Public Procurement Board, Ministry of Finance and Economic Management, Government Headquarters, Brades**. **Late tenders will not be considered.**
3. All tenders will be arithmetically checked, any errors will be brought to the tenderers attention. The rates supplied would be the basis for the arithmetic correction and would be the determining factor for any queries about the corrected price.
4. Tenderers are not allowed to submit alternative tenders.
5. The Employer is not bound to accepting the lowest tenderers and has the right to accept and reject any tender offers.
6. All tenderers must provide a signed receipt in respect of circular tenders or addendum. Electronic acknowledgement is also considered acceptable.
7. Delivery to be made in 5400 US gallon ISO Bulktainer.
8. All custom duties, clearance, local fees and taxes will be paid for by the buyer.
9. The Point of Delivery is Little Bay Montserrat, West Indies.
10. Risk and Title for the product will transfer from the supplier to the customer when the ship berths at Little Bay, Montserrat, West Indies.

Project Title: **Tender for the supply of 40 Metric Tons bitumen Pen 60/70
Grade delivered to Port Little Bay, Montserrat**

Date scheme advertised *Friday 24th January 2014*

Tender Deadline Date: *Wednesday 29th January 2014*

Tender Deadline Time *2:00pm*

Below are the following documents that must be provided for a contractor's bid to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents would result in the bid being non-compliant and rejected.

Signed Form of Tender

Completed Bill of Quantity

.....

Contractor

.....

Date

FORM OF TENDER

The Chairperson
Public Procurement Board
Ministry of Finance and Economic Management
Brades
Montserrat

Dear Sir/Madam,

Re: Tender for the supply of 40 Metric Tons of bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat

I/We the undersigned undertake to the supplying of the above Materials delivered to Port Little Bay, Montserrat:
US\$

.....
(words).....
.....
.....

If my/our tender is accepted, I/We undertake to deliver the materials within ____Days from the date of receipt by me/us of the official order. I/We understand I/We shall not be reimbursed for any cost that may have been incurred in compiling this tender.

I/We confirm this tender shall remain valid for a period of 30 days from the date of submission of this tender.

Name.....

Signed.....

Name of firm (If Applicable)

Address.....

.....

Tel. nr.....

Fax nr.....

Email Address

Date.....

BILL OF QUANTITY

| Item | Description | Units | Qty | Rate US\$ | Total US\$ |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|------------------|-------------------|
| 1.00 | Bitumen | | | | |
| 1.01 | Supply Bitumen Pen 60/70 Grade to be delivered to Port Little Bay, Montserrat. Delivery is to be made in 5400 US gallon ISO Bulktainer. | Metric Tons | 40 | | |
| | Total value | | | | |