



## Ministry of Education, Youth Affairs & Sports

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Government Headquarters  
Brades  
Montserrat

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*Ref:* MoEYA&S/E/9/6

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2<sup>nd</sup> April 2014

### REQUEST FOR PROPOSAL TO DELIVER TEACHER TRAINING FOR MONTSERRAT LEADING TO POST GRADUATE DIPLOMA IN EDUCATION

You are invited to submit a Proposal for the Provision of Services as specified above and in the Terms of Reference in the attached Appendix A ('the services').

The services are required to be performed in Montserrat.

This RFP consists of:-

- This letter
- Background
- Appendix A – Terms of Reference
- Appendix B – Instructions to Tenderers
- Appendix C - Form of Proposal
- Appendix D – General Conditions of Contract
- Appendix E - Form of Agreement
- Appendix F – Tenderer's Identification and Details
- Appendix G – Tender Checklist

Any contract placed as a result of this RFP will be subject to the Form of Agreement at Appendix E, in addition to any conditions specified in this RFP.

Please return a complete document of the priced and signed Form of Tender; the signed Anti-Collusion statement; Tenderers Identification Details; Copies of credentials; proof of contracts previously undertaken of a similar nature and a valid tax compliance certificate (if locally based).

.../2 The tender should

The tender should be submitted in two (2) envelopes clearly marked Technical Proposal and Financial Proposal. Both envelopes should be placed in a large envelope and addressed to The Chairman, Public Procurement Board, Ministry of Finance and Economic Management, Government Headquarters, Brades, Montserrat to be received no later than 2:00p.m on Wednesday 23<sup>rd</sup> April 2014. The name of the project is "Request for Proposal to Deliver Teacher Training in Montserrat Leading To Post Graduate Diploma In Education" should be clearly written in the top right hand corner of the envelope. Please ensure that no additional marks are placed on the envelope. Tender packages can be accessed on the Government of Montserrat website at [www.gov.ms](http://www.gov.ms). Proposals received late will not be considered for evaluation.

Yours faithfully,



Philip Chambers (Mr)  
**PERMANENT SECRETARY**

PC/GF/ttol

## **BACKGROUND**

As a result of the volcanic situation, the education system lost a significant proportion of its core of trained and experienced teachers. Some migrated whilst others were used to fill management positions in other areas of the public service. This core, which was expected to have served as modeled good teaching for younger recruits was severely depleted.

The current complement of teachers is made up of younger local persons and of teachers with short term contracts, usually of non-local (mainly CARICOM) origin. The Ministry of Education has had to invest in training in a significant way and the resources are not always available.

At the lone secondary school the turnover rate among teachers was about 20% last academic year. Further, only 12 of 30 (40%) of classroom teachers are trained although most are university graduates. Training is needed in most aspects of teaching, from pedagogy to planning. As a result of the training gaps, particularly at the secondary level, pupil outcomes fail to meet expectations.

**TERMS OF REFERENCE**

Request for Proposal to Deliver Teacher Training in Montserrat Leading To Post Graduate Diploma In Education

**1. OBJECTIVE:**

To primarily increase the number of trained teachers at Montserrat Secondary School

**2. SCOPE OF WORK:**

Ministry of Education, Youth Affairs and Sports of the Government of Montserrat invites proposals from Tertiary Educational Establishments (“service providers”) to undertake a training programme to train existing teachers in Montserrat to provide accredited training to regional and international standards.

Based upon current staffing levels, it is envisaged that within the next five year period, new teachers will be needed in the following subject areas at MSS:

- |   |            |
|---|------------|
| ▪ English Language  | 3 teachers |
| ▪ Spanish   | 2 teachers |
| ▪ French  | 1 teachers |
| ▪ Mathematics   | 2 or 3     |
| ▪ Agriculture   | 2 teachers |
| ▪ Business studies ( Principles of Business, Principles of Accounts)  | 2 teachers |
| ▪ Humanities (Geo, Social St)   | 2 teachers |
| ▪ Industrial Arts (Electricity/Electronics, Woods/ technical Drawing) | 2 teachers |
| ▪ Food and Nutrition/Home Management / hospitality Industry           | 1 teacher  |
| ▪ Biology/ Integrated Science/Chemistry                               | 2 teachers |
| ▪ ICT   | 2 teachers |

However, the total number of teachers to be trained under this proposed teacher training program is 17.

### **3. COURSE CONTENT:**

A modular approach (with an associated credit structure) is expected to form the basis of the program. The following modules are expected to feature highly in the proposal:

- Educational Psychology
- Assessment of Learning Outcomes
- Professional Development
- Introduction to Research Methods
- Research Project
- Psychology of Adolescence
- Instructional Methodology
- Managing the Learning Environment
- Curriculum Planning and Development
- Practicum

### **4. SPECIFIC TASKS/ ACTIVITIES:**

In order to meet our needs, the successful service provider must be:-

- A tertiary educational establishment
- Prepared to provide a training program remotely via video conferencing or using a blended approach. Teaching practicum must be a vital part of that program and the successful provider must propose a workable means of observing and mentoring the teacher-trainees.
- Available to commence before May 2014 and complete within 18 -24 months, that is, all teachers in the program should complete their courses including teaching practicum within this time frame.
- Be responsible for admissions to the program - student teachers should have to meet the same admissions criteria as under normal situations. However, the service provider should be willing to consider admitting student teachers who may not have a degree in the subject discipline but have been teaching it for a number of years.
- Award certification which is consistent with that awarded to other students who have done the same program.
- Recognize teachers' existing degree qualifications from recognized institutions
- Be willing to enter into a contract with the Government of Montserrat.

## **5. ASSESSMENT**

Student assessment may be on the basis of any combination of theses, assignments, research papers, teaching practicum and examinations.

## **6. REPORTING:**

The service provider must provide an end-of-module summary report on the progress of each student in respect of each module to the Ministry of Education. Additionally, each student should receive an end of module report in respect of his/her performance.

## **7. TIMING:**

Ideally, the service provider would commence training in May 2014 and be completed with 18 - 24 months, that is, all teachers in the program should complete their courses including teaching practicum within the time frame.

## APPENDIX B

### INSTRUCTIONS TO TENDERERS

1. Any contract as a result of this Request for Proposal will be placed subject to the Government of Montserrat General Conditions of Contract.
2. Service providers must fully complete the Form of Tender and separately provide the following details which will form your Technical Proposal:-
  - a. Teaching credentials of the staff proposed to undertake this programme – please forward CVs detailing qualifications achieved, details of current posts, duration in that post and previous relevant posts;
  - b. Please include copies of these credentials with your proposal;
  - c. Institutional experience of other similar programmes undertaken;
  - d. Proposed curriculum and training programme, including how the training will be organised, conducted and delivered.
3. Failure to fully complete and return the above documents and provide the additional information stated in these instructions will render the bid non-compliant and it will be rejected. The Ministry reserves the right to contact sources on previous assignments to obtain confirmation on the quality of the work performed.
4. Service providers must submit a current Tax Compliance Certificate with their bid if their place of business is registered in Montserrat.
5. The technical proposal, containing no financial information, shall be included in a separate envelope clearly marked "Technical Proposal". This envelope shall be opened and evaluated first in accordance with the evaluation criteria provided in these instructions. Only those proposals evaluated as achieving the minimum technical requirement will proceed to having their financial bids opened.
6. The financial proposal shall be contained in a separate envelope clearly marked "Financial Proposal". This envelope will detail the overall cost component to deliver teacher training programme in Montserrat. It would only be opened if the tenderers technical bid achieves the minimum qualifying score to proceed to the financial evaluation.
7. In addition, your proposal should include the suggested terms of payments for consideration by the Public Procurement Board. A full breakdown of all costs must be given in relation to the conduct of the teacher training programme. This should form part of your Financial Proposal.
8. In combining the technical and financial evaluations, technical proposals shall receive a weighting of 80% and financial proposals will receive a weighting of 20%. The tender receiving the highest combined technical and financial mark will be considered to be the preferred tender.

9. Any request for clarification of the RFP must be emailed to Mr Glenn Francis ([francisg@gov.ms](mailto:francisg@gov.ms)) Director of Education, Ministry of Education, Brades, Montserrat no later than seven (7) days prior to the deadline for the submission of Proposals. Written copies of the Ministry's response (including an explanation of any query but without identifying the source of such query) will be sent to all tenderers.
10. All tenders will be arithmetically checked, any errors will be brought to the service provider's 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. A service provider whose tender sum is subject to arithmetical correction will be informed and asked whether he accepts the corrected tender sum. Failure to accept the corrected sum will result in the rejection of the tender.
11. Tenders must be submitted exclusively in English to the Public Procurement Board. Tenders submitted in any other language will not be considered.
12. Service providers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. All written communications for this tender and contract must be in English.
13. Technical and Financial bids should be returned in a plain sealed outer envelope no later than **2pm on Wednesday 23 April 2014**. The envelope should be addressed to: **The Chairman, Public Procurement Board, Ministry of Finance and Economic Management, Government Headquarters, Brades, Montserrat**. The name of the project should be written in the top right hand corner of the envelope. It should read, **"Request for Proposal to Deliver Teacher Training for Montserrat Leading to Post Graduate Diploma in Education"**. No additional marks should be placed on the envelope.
14. Any bid received after the deadline for submission of bids will not be considered.
15. Tenderers are not allowed to submit multiple or alternative tenders.
16. The Public Procurement Board is not bound to accept the lowest tender and has the right to accept or reject any tender.

**FORM OF TENDER**

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

Dear Sir/Madam,

**Re: Request for Proposal to Deliver Teacher Training in Montserrat Leading To Post Graduate Diploma in Education**

I/We the undersigned undertake to develop and deliver a suitable course for training in-post teachers to post graduate diploma level as described in the tender for the above captioned project in accordance with the general conditions of contract and program requirements specified in the tender documents for the sum of:

EC\$.....

If my/our tender is accepted, I/we undertake to initiate the program within \_\_\_\_weeks from the date of receipt by me/us of the official award of contract. I/We understand that I/We shall not be reimbursed for any cost that may have been incurred in compiling and submitting this tender. I/We confirm this tender shall remain valid for a period of 90 days from the date of submission of this tender.

Payment – I/We would suggest to the Public Procurement Board for their consideration that acceptable payment terms for this contract of services should be:

.....

Name:.....

Signed.....

Name of firm (If Applicable) .....

Address.....

.....

Tel No: .....

Fax No: .....

Date: .....

**APPENDIX D**

**GENERAL CONDITIONS OF CONTRACT**

This Agreement is made the..... day of..... **2014** between the **GOVERNMENT OF MONTSERRAT** having its headquarters at Government Headquarters, Brades, Montserrat acting herein and represented by the Permanent Secretary in the Ministry of Education hereinafter referred to as "**GOM**") of the one part and

*(Supplier's Establishment)*....., whose address is

.....  
.....

Acting herein and represented by *(name of Representative)*

.....

(Hereinafter referred to as "**the Supplier**") of the other part.

**INTERPRETATION:**

**The Contract** means the agreement concluded between the GOM and the Supplier ....., including all qualifications, stipulations, specifications and provisions and any other documents which may be incorporated or referred to herein;

**The Contracting authority** means the Ministry of Education of the Government of Montserrat.

**The Supplier**" means the company/ companies/ individual that is responsible for carrying out the requirements of the contract.

**The Contract Price** means the gross price to be paid to the Supplier by GOM.

**The requirement to develop and deliver a suitable course for training in-post teachers to post graduate diploma level** or where referred to in the contract as "services" means all work which the Supplier is required to undertake in the performance of this contract.

**The Specification** means the GOM's requirements for the provision of a suitable course for training in-post teachers to post graduate diploma level, details of which have been provided in this tender document.

**VARIATIONS OF CONDITIONS**

The provision of a suitable course for training in-post teachers to post graduate diploma level shall be carried out in accordance with these Conditions and expressed requirements and no amendment or variation either to the terms and conditions or to the requirements shall be made unless agreed in writing between the parties and incorporated into this agreement.

## **COMPLETE AGREEMENT**

This Agreement supersedes any prior Agreement between the parties whether written or oral relating to the subject matter hereof, but without prejudice to any rights which have already accrued to either of the parties. This Agreement shall be governed by the laws of Montserrat in every particular and shall be deemed to be made in Montserrat.

## **FORCE MAJEURE**

Both parties shall be released from their respective obligations in the event of national emergency, natural disaster, war, prohibitive governmental regulation or if any other cause beyond the reasonable control of the parties or either of them renders the performance of this Agreement impossible whereupon all money due under this agreement shall be paid immediately.

## **NOTICES**

Any notice required to be served under this Agreement shall be in writing and may be served by electronic mail to the correct address, facsimile transmission to the correct number, post or hand delivery to the last known business address of the party upon whom it is being served. Notice shall be deemed to have been effected within 24 hours of the date of sending of the notice when sent by electronic mail or facsimile transmission, within 72 hours of the date of posting of the notice when sent by post and upon delivery when hand delivered.

A notice shall be delivered as follows:

**A.** if to the Supplier, to:

Name  
Designation  
Address  
Tel: No  
Fax  
Email

**B.** if to the GOM, to:

Name: Philip Chambers  
Permanent Secretary of Education  
Ministry of Education  
Government Headquarters  
Brades  
Montserrat  
Tel: (664) 491-2541/2  
Fax: (664) 491-6941  
Email: [chambersp@gov.ms](mailto:chambersp@gov.ms)

**MEDITATION AND ARBITRATION**

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in Montserrat. The parties shall share any costs and fees other than attorney fees associated with the mediation equally.

**SIGNATURES**

Each party represents and warrants that on this date they are duly authorized to bind their respective principals by their signatures below.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth first above with full knowledge of its content and significance and intending to be legally bound by terms hereof.

**A. SUPPLIER**

Name.....  
Designation.....  
Signature.....  
Witness Name.....  
Designation.....  
Signature.....

**B. GOM**

Name...Philip Chambers.....  
Designation...Permanent Secretary MoE.....  
Signature.....  
Witness Name.....  
Designation.....  
Signature.....

**APPENDIX E**

**6.0 RESPONDENT'S IDENTIFICATION / DETAILS**

A	PERSONAL INFORMATION
COMPANY NAME----- REGISTRATION NUMBER ----- - COMPANY ADDRESS----- ----- CONTACT PERSON----- POSITION----- - TELEPHONE NUMBER- ----- FAX NUMBER----- WEBSITE----- -- EMAIL ADDRESS:-----  _____ _____	

B	QUESTIONNAIRE	
1	Your entity operates as which one of the following?	Sole Proprietorship
		Partnership
		Limited Liability
		Others
2	How many years has your entity been in operation?	(0-1)
		(1-3)
		(3-5)
		(5-10)
		(10 & Over)
3	Number of Employees with your entity?	(1-5)
		(6-10)
		(11-15)
		(16 &Over)
4	How many similar contracts has your entity successfully completed in the last 2 years?	(1-3)
		(4-6)
		(7-9)
		(10 & Over)
5	Has your entity failed to complete a contract for a public or private entity?	(50-100)k
		(101-200)k
		(201-400)k
		Over 400k

6	Has the Tenderer contrived to misrepresent any information relevant to this proposal?	Yes
		No

**(TICK WHERE APPLICABLE ABOVE)**

C	SIGNATURE

**TENDER CHECKLIST**

The following documents should 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 will result in the bid being considered noncompliant and rejected:

Institutional experience of other similar programmes undertaken;  
Proposed curriculum and training programme, including how the training will be organised and delivered.

- (1) Teaching credentials of the staff proposed for this programme. CVs detailing qualifications, current posts and academic history etc.
- (2) Completed and Signed Form of Tender. The Form of Tender document shall be signed by a person legally authorized to bind the firm to a contract. The complete tender sum should be clearly written and included in the form of tender).
- (3) Identification details of the tenderer or Business
- (4) Statement of Institutional experience of other similar programmes undertaken
- (5) Comprehensive costed financial proposal including proposed payment terms
- (6) Tax/social security Compliance Certificate (if locally based)

**IMPORTANT NOTE:** The tenderer is responsible for ensuring that no price related items are included in the inner envelope marked "Technical Proposal". Tenders containing price-related information in the technical proposal envelope will be considered non-responsive and rejected.