

 **MONTSERRAT CUSTOMS AND REVENUE SERVICE**

**P.O. Box 431**

**Government Headquarters, Brades, Montserrat**

 Ref: FCE 10/2 Date: March 06th, 2014

Dear Sir/Madam

**Tender for the Supply of Two (2) four door double Cab Pickup Trucks for the Customs Division of the Montserrat Customs and Revenue Service (MCRS)**

You are invited to submit a tender for the above captioned project. Tenders must be submitted in accordance with the specifications which accompany this invitation to tender. Included are the tender documents consisting of:

1. Instructions to Tenderers
2. Form of Tender
3. Criteria for Evaluation of Tenders
4. General Conditions of Contract
5. Tenderer’s Identification and Details
6. Tender checklist

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 amount; confirmation for the provision of technical support and training; documentation on length and type of warranty and a valid tax compliance certificate (if locally based). 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 March 19th 2014**. The name of the project, that is, **“Tender for the Supply of Two (2) four door double Cab Pickup Trucks for the Customs Division of the Montserrat Customs and Revenue Service (MCRS)”** 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).

For guidance, clarification and additional information relating to this tender, please write to Mr Peter W A White, Acting Director General of the MCRS, Brades, Montserrat or by email to whitepwa@gov.ms.

Regards

……………………………………

Lindorna Brade (Mrs)

**Deputy Financial Secretary**

**1.0 INVITATION TO TENDER**

**Scope of Work**

The Montserrat Customs & Revenue Services is soliciting bids from qualified businesses and persons to provide proposals to supply two (2) Pick Up Trucks, inclusive of after sales supporting services, warranty and essential spare parts to affect preventative maintenance during the initial 12 months of operation. The vehicles must conform to the specifications provided in this tender document. Tenderers are required to provide an overall price for the vehicles taking into account the following considerations as outlined in the vehicle listing:

1. Provision of Equipment

 Cost associated with acquiring the specified product and spare parts necessary to effect

 preventative maintenance during the initial 12 months of operation and shipping with adequate insurance coverage to Port Little Bay, Montserrat. This should be incorporated into the overall price listed for the two trucks in the Form of tender.

(b) Warranty

 Type of warranty and information on how warranty obligations are to be carried out

 during the time period offered. **This should be clearly stated in your proposal.**

(c) Training

 Provision of on-site operation and maintenance training before and after the commissioning of the vehicles. A clear statement must be made detailing how this training will be carried out and by whom.

(d) Documentation

 Provision of all documents pertaining to the vehicles and other equipment which form

 part of this tender to include, but not limited to, maintenance manuals, operation

 manuals, a comprehensive list of recommended spare parts should be provided during

 the said warranty period and details of warranty must be provided.

 **Specification Summary Table**

The following table provides guidelines and specifications of the type of vehicles required, their functionality and intended use. Tenderers are required to provide the necessary documentation to clearly describe the vehicles being offered and to demonstrate that they meet or exceed the technical specification provided in the summary table; their ability to provide post-sales technical support, particularly training, and how this vehicle meets all other requirements of the tender.

* The available colour or colours of the vehicle.
* Type and make of the vehicle.
* Year of manufacture.
* Chassis and body configuration of the vehicle

**Minimum Supporting Documents**

(1) Brochures

(2) Data Sheets

(3) Detailed quotation fully inclusive of delivery to Montserrat.

(4) Terms of warranty.

(5) Operating manuals

(6) Service manuals

***Failure to provide the above information will invalidate your tender***

**Specification Summary Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Equipment Type  | Minimum Equipment Specifications | Vehicle Purpose  | Vehicle Warranty, Servicing and Training/ requirements | Vehicle Delivery Schedule (Wks) | Supportive Document Ref No |
| Two (2)Pick-Up Trucks |  **Engine**3.0 Litre Turbo charged Diesel**Transmission**AutomaticTransmission**Drive**Drive 2WD/4WD**Steering**Power assisted rack and pinion steering.**Suspension**Front: Independent suspension.Rear: Rigid – Elliptic leaf spring**Brake**ABS brake SystemFront: Ventilated DiscRear: Drums**Special Feature**.Air conditionedPower pack windows and mirrorsAir bagsSide step and rear bomberAm and FM Radio (Seating Capacity Five (5) ) | To transport staff and equipment into the exclusion zone which is known for its rough and rugged terrain on a regular basisFor use in transporting staff and clients on occasions for an average of 12 miles per day. The type of suspension system would be optimal, cabin standards, etc | A minimum of 12 months post-delivery warranty is required per vehicle including warranty against corrosion. The warranty shall cover the cost of repairs arising from sub-standard items as delivered.The servicing schedule for the first three years shall be provided and details of likely spares and other items required for these services.  | Maximum 16 Weeks delivery | Vehicle Manual, operations manual, service manual |

**2.0 INSTRUCTIONS TO TENDERERS**

1. The contract conditions adopted for this project will be the Government of

 Montserrat General Conditions of Contract.

1. Tenderers must fully complete the Form of Tender (including notice period and maximum delivery time), copies of credentials; proof of similar contracts previously undertaken, confirmation for the provision of technical support and training, documentation on length and type of warranty. Failure to fully complete and return these documents and provide the additional information stated in these instructions will render the bid non-compliant and it will be rejected.
2. Tenderers must submit a current Tax Compliance Certificate with their bid if their place of business is registered in Montserrat.
3. 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 to tenderers. Only those tenders evaluated as achieving the minimum technical score will proceed to having their financial bids opened.
4. The financial proposal shall be contained in a separate envelope clearly marked "Financial Proposal". This envelope will detail the overall cost component for the two vehicles. It would only be opened if the tenderers technical bid achieves the minimum qualifying score to proceed to the financial evaluation.
5. 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. A tenderer 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.
6. Technical and Financial bids should be returned in a plain sealed outer envelope no later than **2pm on Wednesday March 19th 2014**. The envelope should beaddressed to: **The Chairman, Public Procurement Board, Ministry of Finance and Economic Management, Government Headquarters, Brades, Montserrat**. The name of the projectshould be written in the top right hand corner of the envelope. Itshould read, **“Tender for the Supply of Two (2) four door double Cab Pickup Trucks – Customs Division of the MCRS”**. No additional marks should be placed on theenvelope.
7. Any bid received after the deadline for submission of bids will not be considered.
8. Tenderers are not allowed to submit multiple or alternative tenders.
9. The Public Procurement Board is not bound to accept the lowest or any tenders and has the right to accept or reject any tender.

**3.0 FORM OF TENDER**

The Chairman

Public Procurement Board

Ministry of Finance and Economic Management

Brades

Montserrat

Dear Sir/Madam,

**Re: Tender for the Supply of Two (2) four door double Cab Pickup Trucks – Customs Division of the MCRS**

I/We the undersigned undertake to supply and deliver the two vehicles as described in the tender for the above captioned project in accordance with the general conditions of contract and vehicle specifications as provided in the tender documents for the sum of:

EC$………………………………………………………………………………………

If my/our tender is accepted, I/We undertake to complete the supply and delivery of the vehicles 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.

Name:……………………………………………………………………………………….

Signed………………………………………………………………………………………..

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

Address……………………………………………………………………………………….

…………………………………………………………………………………………………

Tel No: ……………………………………

Fax No: ……………………………………

Date: ……………………………..

**4.0 EVALUATION OF TENDER**

**Evaluation Criteria**

The following evaluation criteria will be used to evaluate tenders received in response to this Invitation to Tender. **Tenders must achieve a minimum** overall technical score of **65% to advance beyond the technical evaluation stage.**

|  |  |
| --- | --- |
| **Criteria Description** | **Weight (%)** |
| Adherence to Technical Specification*(minimum required score)* | **65** |
| Warranty length and inclusiveness | **15** |
| Technical Support/ Training (before and after sales) | **15** |
| Availability (Delivery Time)**12 weeks** | **5** |
| **Maximum Technical Score** | **100%** |

Tenderers that fail to meet the minimum technical specification will not be considered as responsive to the tender requirements regardless of other technical scores). Only those tenders achieving the minimum overall technical score will proceed to evaluation of their financial bids.

**Technical Specifications (65%)**

Adherence to technical specification is paramount. However, consideration will be given to chassis and body robustness, manoeuvrability, comfort level of occupants and enhanced safety features. Marks will be awarded depending on the degree of compliance with the technical specifications as compared with the other tenders.

**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 vehicle. Marks will be awarded on the basis of warranty length and the comprehensiveness of coverage. The percentage for this criterion will be calculated in proportion to warranty submissions from other tenders. The fullest warranty offering will be awarded 15% and all other bids will be scored proportionally with shorter and less-inclusive warranties scoring lower marks.

**Technical Support / Training (before and after sales) (15%)**

The maximum mark will be awarded to the best technical support and training offered among all tenders, so that preference will be given to those suppliers that can provide intensive pre- and post-sale training to the Client's maintenance personnel, in addition to other essential after sale services such as the availability of spare parts. The percentage to be assigned to all other tenderers will be calculated proportionately to the tender that offered the most extensive technical support and training.

**Availability (Delivery Time) (5%)**

The maximum mark will be awarded to the tenderer providing the shortest delivery time for the vehicles and all spare parts to Montserrat. The percentage to be assigned to all other tenderers will be calculated proportionately to the tender that offered the shortest delivery time for all items.

**Price**

Tenderers must complete the Form of Tender and return this with their tender submission. The currency for completing the Form of Tender is **Eastern Caribbean Dollar**. Tenders in other currencies will be rejected.

The **Form of Tender** must be contained in the envelope marked, "Financial Proposal". **No price information should be contained in the envelope marked "Technical Proposal".** The tendered price is a significant factor and the Government of Montserrat will seek to ensure that the vehicle is purchased at the most economically advantageous price. However, only those tenderers achieving the minimum score of the technical specification and the minimum overall technical score will have their financial proposals opened. All tenders failing to achieve these minimum scores will be considered non-responsive and will be rejected.

The financial proposals of all tenders achieving the minimum technical scores will be opened and compared. A score of 20% will be awarded to the lowest priced tender, corrected where appropriate in accordance with the instructions to tenderers, with all other bids being scored proportionally (higher prices achieving lower scores).

**Combination of Technical and Financial Scores**

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.

**Acceptance/Rejection of Tenders**

The Government of Montserrat is not bound to accept the lowest or any tender. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from tenders. The price should be inclusive of insurance to Montserrat (i.e. CIF Montserrat).

**5.0 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 Representative of the Ministry of Finance 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 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 Finance and Economic Management (MOFEM) 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 by GOM.

**The supply and delivery of two Pickup trucks and the training provided to staff** or where referred to in the contract as “services” means all workwhich the Supplier is required to undertake in the performance of thiscontract.

**The Specification** means the GOM’s requirements for the supply of two "Pickup" vehicles, details of which have been provided in this tender document.

**VARIATIONS OF CONDITIONS**

The supply and delivery of the two utility vehicles 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 AGREEEMENT**

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: Lindorna Brade

 Deputy Financial Secretary

 Ministry of Finance and Economic Management

 Government Headquarters

 Brades

 Montserrat

 Tel: (664) 491-2777

 Fax: (664) 491-2367

 Email: bradel@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…Lindorna Brade…………………………………………………..

 Designation…Deputy Financial Secretary………………………………………….

 Signature………………………………………………..

 Witness Name………………………………………….

 Designation…………………………………………….

 Signature……………………………………………….

**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 | What is the highest sum of any of the contracts completed in the last 2 years? |  | (50-100)k |
|  | (101-200)k |
|  | (201-400)k |
|  | Over 400k |
| 6 | Has your entity failed to complete a contract for a public or private entity? |  | Yes |
|  | No |

(**TICK WHERE APPLICABLE ABOVE**)

|  |  |
| --- | --- |
| C | SIGNATURE |
|  |

**7.0 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:

1. One (1) completed Vehicle Price sheet providing equipment

meeting the required specification.

1. 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).

1. Identification Details of the tenderer or Business
2. Statement of capability and confirmation for the provision of technical

support and training

1. Copies of required credentials
2. Comprehensive costed financial proposal
3. Evidence of contracts with similar amounts over the past two (2) years.

(8) 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.