



Ministry of Education, Youth Affairs & Sports

**P O Box 103
Government Headquarters
Brades
Montserrat**

***Tel:* 664-491-2541/2542
Fax: 664-491-6941
Email: education@gov.ms
Ref: MEYA&S/E/10/5**

July 9, 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 Service Providers
- Appendix C - Form of Proposal
- Appendix D - General Conditions of Contract
- Appendix E - Service Provider's Identification and Details
- Appendix F - Government of Montserrat's Tender Submission Anti-Collusion Certificate
- Appendix G - Proposal Checklist

Any contract placed as a result of this RFP will be subject to the General Conditions of Contract at Appendix D, 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; Service Providers Identification Details; Copies of credentials; proof of contracts previously undertaken of a similar nature and a valid tax compliance certificate (if locally based in Montserrat).

The proposal should be placed in a large sealed envelope labelled with your name and address and the name of the proposal which is then placed inside an outer sealed envelope bearing only the words "Request for Proposal to Deliver Teacher Training in Montserrat" and addressed to The Chairman, Public Procurement Board, Ministry of Finance and Economic Management, Government Headquarters, Brades MSR1110, Montserrat. No indication of the identity of the sender should be on this outer envelope. All tenders MUST be submitted no later than 2.00pm on Wednesday 30th July 2014 for immediate opening thereafter.

No other marks should be placed on the outer envelope. The completed tender including the 'Form of Tender' which is provided must be submitted. Submitting an incomplete "Form of Tender" will result in the proposal being rejected. Failure to comply with these instructions may invalidate your proposal.

Proposal packages can be accessed on the Government of Montserrat website at www.gov.ms. Proposals received late will not be considered for evaluation.

Yours sincerely,



Philip Chambers
Permanent Secretary

PC/GF/jj

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 increase the number of trained teachers at Montserrat Secondary School.

2. SCOPE OF WORK:

The 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	2/3 teachers
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▪ Biology/ Integrated Science/Chemistry	2 teachers
▪ ICT	2 teachers

However, the total number of teachers to be trained under this proposed teacher training programme 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 while the Ministry of Education will perform a coordinating role only, the successful provider must propose a workable solution for observing and mentoring the teacher-trainees. This is a critical task and complete details must be provided.
- Available to commence during September 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.
- 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 significant 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 August 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.

INSTRUCTIONS TO SERVICE PROVIDERS

1. Any contract which will be agreed as a result of this Request for Proposal will be 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 their 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 may 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. In addition, proposals 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.
6. Any request for clarification of the RFP must be emailed to Mr Glenn Francis (francisg@gov.ms) Director of Education, Ministry of Education, Brades MSR1110, Montserrat no later than ten (10) 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 published in the form of an addendum on the GoM website.
7. All proposals will be arithmetically checked and 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 proposal sum is subject to arithmetical correction will be informed and asked whether he accepts the corrected proposal sum. Failure to accept the corrected sum may result in the rejection of the proposal.
8. Proposals must be submitted exclusively in English to the Public Procurement Board. Proposals submitted in any other language will not be considered.

9. Service providers may alter or withdraw their proposals by written notification prior to the deadline for submission of proposals. No proposal may be altered after this deadline. All written communications for this proposal and contract must be in English.
10. Your proposal should be returned in a plain sealed outer envelope no later than **2pm on Wednesday 30th July 2014**. The envelope should be addressed to: **The Chairman, Public Procurement Board, Ministry of Finance and Economic Management, Government Headquarters, Brades MSR1110, 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"**. No additional marks should be placed on the envelope.
11. Any bid received after the deadline for submission of bids **will** not be considered.
12. Service Providers are not allowed to submit multiple or alternative proposals.
13. The Public Procurement Board is not bound to accept the lowest proposal and has the right to accept or reject any proposal. The Public Procurement Board will only accept the tender which is most economically advantages and technically meets their requirements.

FORM OF TENDER

The Chairman
Public Procurement Board
Ministry of Finance and Economic Management
Brades MSR1110
Montserrat

Dear Sir/Madam,

Re: Request for Proposal to Deliver Teacher Training in Montserrat

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 proposal for the above captioned project in accordance with the general conditions of contract and program requirements specified in the proposal documents for the sum of:

EC\$.....

If my/our proposal 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 proposal.

I/We confirm this proposal shall remain valid for a period of 90 days from the date of submission of this proposal.

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:

GENERAL CONDITIONS OF CONTRACT

This Agreement is made the..... day of..... **2014** between the **GOVERNMENT OF MONTERRAT** having its headquarters at Government Headquarters, Brades MSR1110, 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 proposal 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, Youth Affairs and Sport
Government Headquarters
Brades
Montserrat
Tel: (664) 491-2541/2
Fax: (664) 491-6941
Email: 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 SERVICE PROVIDER'S IDENTIFICATION / DETAILS

A	PERSONAL INFORMATION
<p>COMPANY NAME----- REGISTRATION NUMBER -----</p> <p>COMPANY ADDRESS-----</p> <p>-----</p>	
<p>CONTACT PERSON----- POSITION-----</p> <p>TELEPHONE NUMBER- ----- FAX NUMBER-----</p> <p>WEBSITE-----</p> <p>EMAIL ADDRESS:-----</p>	

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? This should be works		(1-3)
			(4-6)
			(7-9)

	carried out of a very similar nature	(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 Service Provider contrived to misrepresent any information relevant to this proposal?	Yes
		No

(TICK WHERE APPLICABLE ABOVE)

C	SIGNATURE

GOVERNMENT OF MONTSERRAT

TENDER SUBMISSION ANTI-COLLUSION CERTIFICATE

I/WE CERTIFY THAT THIS TENDER IS MADE IN GOOD FAITH, AND THAT WE HAVE NOT FIXED OR ADJUSTED THE AMOUNT OF THE TENDER BY OR UNDER OR IN ACCORDANCE WITH ANY AGREEMENT OR ARRANGEMENT WITH ANY OTHER PERSON. I/WE ALSO CERTIFY THAT WE HAVE NOT AND I/WE UNDERTAKE THAT WE WILL NOT BEFORE THE AWARD OF ANY CONTRACT FOR THE WORK:

DISCLOSE THE TENDER PRICE OR ANY OTHER FIGURES OR OTHER INFORMATION IN CONNECTION WITH THE TENDER TO ANY OTHER PARTY (INCLUDING ANY OTHER COMPANY OR PART OF A COMPANY FORMING PART OF A GROUP OF COMPANIES OF WHICH I AM/WE ARE A PART OF) NOR TO ANY SUB-CONTRACTOR (WHETHER NOMINATED OR DOMESTIC) NOR SUPPLIER (WHETHER NOMINATED OR DOMESTIC) OR ANY OTHER PERSON TO WHOM SUCH DISCLOSURE COULD HAVE THE EFFECT OF PREVENTING OR RESTRICTING FULL COMPETITION IN THIS TENDERING EXERCISE

ENTER INTO ANY AGREEMENT OR ARRANGEMENT WITH ANY PERSON THAT THEY SHALL REFRAIN FROM TENDERING, THAT THEY SHALL WITHDRAW ANY TENDER ONCE OFFERED OR VARY THE AMOUNT OF ANY TENDER TO BE SUBMITTED OR OTHERWISE COLLUDE WITH ANY PERSON WITH THE INTENT OF PREVENTING OR RESTRICTING FULL COMPETITION

PAY, GIVE OR OFFER PAY OR GIVE ANY SUM OF MONEY OR OTHER VALUABLE CONSIDERATION DIRECTLY OR INDIRECTLY TO ANY PERSON FOR DOING OR HAVING DONE OR CAUSING OR HAVING CAUSED TO BE DONE IN RELATION TO ANOTHER TENDER OR PROPOSED TENDER FOR THE WORK ANY ACT OR THING OF THE SORT DESCRIBED AT I), II) OR III) ABOVE.

I/WE FURTHER DECLARE THAT I/WE HAVE NO KNOWLEDGE EITHER OF ANY SUM QUOTED OR OF ANY OTHER PARTICULARS OF ANY OTHER TENDER FOR THIS CONTRACT BY ANY OTHER PARTY.

I/WE FURTHER CERTIFY THAT THE PRINCIPLES DESCRIBED ABOVE HAVE BEEN, OR WILL BE, BROUGHT TO THE ATTENTION OF ALL SUB-CONTRACTORS, SUPPLIERS AND ASSOCIATED COMPANIES PROVIDING SERVICES OR MATERIALS CONNECTED WITH THE TENDER AND ANY CONTRACT ENTERED INTO WITH SUCH SUB-CONTRACTORS, SUPPLIERS OR ASSOCIATED COMPANIES WILL BE MADE ON THE BASIS OF COMPLIANCE WITH THE ABOVE PRINCIPLES BY ALL PARTIES.

I/WE ACKNOWLEDGE THAT ANY BREACH OF THE FOREGOING PROVISIONS SHALL LEAD AUTOMATICALLY TO THIS TENDER BEING DISQUALIFIED AND MAY LEAD TO CRIMINAL OR CIVIL PROCEEDINGS. THE GOVERNMENT OF MONTSERRAT SHALL TREAT ANY TENDER RECEIVED IN CONFIDENCE BUT RESERVES THE RIGHT TO MAKE THE SAME AVAILABLE TO ANY OTHER FUNDING ORGANISATION OR STATUTORY REGULATORY AUTHORITY EITHER HAVING JURISDICTION OVER THE WORKS OR WHO MAY NOW OR AT ANY TIME IN THE FUTURE HAVE STATUTORY POWER TO REQUIRE DISCLOSURE OF THIS TENDER.

IN THIS CERTIFICATE, THE WORD 'PERSON' INCLUDES ANY PERSONS AND ANY BODY OR ASSOCIATION, INCORPORATED OR UNINCORPORATED; ANY AGREEMENT OR ARRANGEMENT INCLUDES ANY TRANSACTIONS, FORMAL OR INFORMAL AND WHETHER LEGALLY BINDING OR NOT; AND 'THE WORK' MEANS THE WORK IN RELATION TO WHICH THIS TENDER IS MADE.

SIGNATURE..... IN CAPACITY OF

DATE.....2014

DULY AUTHORISED TO SIGN TENDERS AND ACKNOWLEDGE THE CONTENTS OF THE ANTI-COLLUSION CERTIFICATE FOR AND ON BEHALF OF:

NAME OF FIRM.....

FULL POSTAL ADDRESS.....

TELEPHONE No..... FAX No

APPENDIX G

PROPOSAL 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 may result in the bid being considered noncompliant and rejected:-

- (1) Statement of Institutional experience of other **similar programmes** undertaken; ☐
- (2) Proposed curriculum and training programme, including how the training will be organised and delivered; This should be very detailed in nature ☐
- (3) Teaching credentials of the staff proposed for this programme. CVs detailing qualifications, current posts and academic history etc.; ☐
- (4) Proof of contracts previously undertaken of a similar nature; ☐
- (5) Completed and signed Form of Tender. The Form of Proposal document shall be signed by a person legally authorized to bind the firm to a contract. The complete proposal sum should be clearly written and included in the Form of Proposal; ☐
- (6) Signed Government of Montserrat Anti-Collusion Certificate; ☐
- (7) Identification details of the Service Provider or Business; ☐
- (8) Proposed payment terms ☐
- (9) Tax/social security Compliance Certificate (if locally based in Montserrat) ☐

08th July 2014

**REQUEST FOR PROPOSAL TO DELIVER TEACHER TRAINING FOR MONTSERRAT LEADING TO POST
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The proposal should be placed in a large sealed envelope labelled with your name and address and the name of the proposal which is then placed inside an outer sealed envelope bearing only the words

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.....

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Signed.....

Name of firm (If Applicable)

Address.....

.....

Tel No:

Fax No:

Date:

GENERAL CONDITIONS OF CONTRACT

This Agreement is made the..... day of..... **2014** between the **GOVERNMENT OF MONTSERRAT** having its headquarters at Government Headquarters, Brades MSR1110, 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 proposal 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, Youth Affairs and Sport
Government Headquarters
Brades
Montserrat
Tel: (664) 491-2541/2
Fax: (664) 491-6941
Email: 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.....

6.0 SERVICE PROVIDER'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? This should be works		(1-3)
			(4-6)
			(7-9)

	carried out of a very similar nature	(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 Service Provider contrived to misrepresent any information relevant to this proposal?	Yes
		No

(TICK WHERE APPLICABLE ABOVE)

C	SIGNATURE

GOVERNMENT OF MONTSERRAT

TENDER SUBMISSION ANTI-COLLUSION CERTIFICATE

I/WE CERTIFY THAT THIS TENDER IS MADE IN GOOD FAITH, AND THAT WE HAVE NOT FIXED OR ADJUSTED THE AMOUNT OF THE TENDER BY OR UNDER OR IN ACCORDANCE WITH ANY AGREEMENT OR ARRANGEMENT WITH ANY OTHER PERSON. I/WE ALSO CERTIFY THAT WE HAVE NOT AND I/WE UNDERTAKE THAT WE WILL NOT BEFORE THE AWARD OF ANY CONTRACT FOR THE WORK:

DISCLOSE THE TENDER PRICE OR ANY OTHER FIGURES OR OTHER INFORMATION IN CONNECTION WITH THE TENDER TO ANY OTHER PARTY (INCLUDING ANY OTHER COMPANY OR PART OF A COMPANY FORMING PART OF A GROUP OF COMPANIES OF WHICH I AM/WE ARE A PART OF) NOR TO ANY SUB-CONTRACTOR (WHETHER NOMINATED OR DOMESTIC) NOR SUPPLIER (WHETHER NOMINATED OR DOMESTIC) OR ANY OTHER PERSON TO WHOM SUCH DISCLOSURE COULD HAVE THE EFFECT OF PREVENTING OR RESTRICTING FULL COMPETITION IN THIS TENDERING EXERCISE

ENTER INTO ANY AGREEMENT OR ARRANGEMENT WITH ANY PERSON THAT THEY SHALL REFRAIN FROM TENDERING, THAT THEY SHALL WITHDRAW ANY TENDER ONCE OFFERED OR VARY THE AMOUNT OF ANY TENDER TO BE SUBMITTED OR OTHERWISE COLLUDE WITH ANY PERSON WITH THE INTENT OF PREVENTING OR RESTRICTING FULL COMPETITION

PAY, GIVE OR OFFER PAY OR GIVE ANY SUM OF MONEY OR OTHER VALUABLE CONSIDERATION DIRECTLY OR INDIRECTLY TO ANY PERSON FOR DOING OR HAVING DONE OR CAUSING OR HAVING CAUSED TO BE DONE IN RELATION TO ANOTHER TENDER OR PROPOSED TENDER FOR THE WORK ANY ACT OR THING OF THE SORT DESCRIBED AT I), II) OR III) ABOVE.

I/WE FURTHER DECLARE THAT I/WE HAVE NO KNOWLEDGE EITHER OF ANY SUM QUOTED OR OF ANY OTHER PARTICULARS OF ANY OTHER TENDER FOR THIS CONTRACT BY ANY OTHER PARTY.

I/WE FURTHER CERTIFY THAT THE PRINCIPLES DESCRIBED ABOVE HAVE BEEN, OR WILL BE, BROUGHT TO THE ATTENTION OF ALL SUB-CONTRACTORS, SUPPLIERS AND ASSOCIATED COMPANIES PROVIDING SERVICES OR MATERIALS CONNECTED WITH THE TENDER AND ANY CONTRACT ENTERED INTO WITH SUCH SUB-CONTRACTORS, SUPPLIERS OR ASSOCIATED COMPANIES WILL BE MADE ON THE BASIS OF COMPLIANCE WITH THE ABOVE PRINCIPLES BY ALL PARTIES.

I/WE ACKNOWLEDGE THAT ANY BREACH OF THE FOREGOING PROVISIONS SHALL LEAD AUTOMATICALLY TO THIS TENDER BEING DISQUALIFIED AND MAY LEAD TO CRIMINAL OR CIVIL PROCEEDINGS. THE GOVERNMENT OF MONTSERRAT SHALL TREAT ANY TENDER RECEIVED IN CONFIDENCE BUT RESERVES THE RIGHT TO MAKE THE SAME AVAILABLE TO ANY OTHER FUNDING ORGANISATION OR STATUTORY REGULATORY AUTHORITY EITHER HAVING JURISDICTION OVER THE WORKS OR WHO MAY NOW OR AT ANY TIME IN THE FUTURE HAVE STATUTORY POWER TO REQUIRE DISCLOSURE OF THIS TENDER.

IN THIS CERTIFICATE, THE WORD 'PERSON' INCLUDES ANY PERSONS AND ANY BODY OR ASSOCIATION, INCORPORATED OR UNINCORPORATED; ANY AGREEMENT OR ARRANGEMENT INCLUDES ANY TRANSACTIONS, FORMAL OR INFORMAL AND WHETHER LEGALLY BINDING OR NOT; AND 'THE WORK' MEANS THE WORK IN RELATION TO WHICH THIS TENDER IS MADE.

SIGNATURE..... IN CAPACITY OF

DATE.....2014

DULY AUTHORISED TO SIGN TENDERS AND ACKNOWLEDGE THE CONTENTS OF THE ANTI-COLLUSION CERTIFICATE FOR AND ON BEHALF OF:

NAME OF FIRM.....

FULL POSTAL ADDRESS.....

TELEPHONE No..... FAX No

PROPOSAL 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 may result in the bid being considered noncompliant and rejected:-

- (1) Statement of Institutional experience of other **similar programmes** undertaken; ☐
- (2) Proposed curriculum and training programme, including how the training will be organised and delivered; This should be very detailed in nature ☐
- (3) Teaching credentials of the staff proposed for this programme. CVs detailing qualifications, current posts and academic history etc.; ☐
- (4) Proof of contracts previously undertaken of a similar nature; ☐
- (5) Completed and signed Form of Tender. The Form of Proposal document shall be signed by a person legally authorized to bind the firm to a contract. The complete proposal sum should be clearly written and included in the Form of Proposal; ☐
- (6) Signed Government of Montserrat Anti-Collusion Certificate; ☐
- (7) Identification details of the Service Provider or Business; ☐
- (8) Proposed payment terms ☐
- (9) Tax/social security Compliance Certificate (if locally based in Montserrat) ☐