

Road Maintenance

**Supply of 80 Metric Tons Bitumen Pen 60/70 Grade
delivered to Port Little Bay, Montserrat**

July 2016



MINISTRY OF COMMUNICATIONS, WORKS & LABOUR

P O BOX 344, BRADES, MONTSERRAT, W I

◆ Tel: (664) 491-2521/2522 ◆ Fax: (664) 491-6659 ◆ E-mail: mcw@gov.ms

July 13th, 2016

Dear Sir/Madam,

Re: Tender for the supply of 80 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 Quantities
5. Signed Anti-Collusion Statement
6. Tender Evaluation Criteria

Please return a complete document of the priced and signed Form of Tender, Bill of Quantities, Completed Document Check List and a copy of your **tax compliance certificate**. **These should be placed in an inner envelope and addressed to The Chairperson, Public Procurement Board, Ministry of Finance and Economic Management, Brades, Montserrat.** The name of the project should also be written on this inner envelope and should read **"Tender for the Supply of 80 Metric Tons Bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat"**. The name of the tenderer should also be written on the inner envelope.

The inner envelope should be placed in an outer envelope addressed to **The Chairperson, Public Procurement Board, Ministry of Finance and Economic Management, Brades, Montserrat.** The name of the project should also be written on this outer envelope and should read, **"Tender for the Supply of 80 Metric Tons Bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat"**. The outer envelope should bear no identification of the tenderer. Tenders are to be received no later than **2:00p.m. on July 27th 2016**. Please ensure that no additional marks are placed on the outer envelope.

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 or email to brucej@gov.ms.

Yours faithfully,


for **Beverley Mendes**

**The Chairperson
Departmental Tender Committee
Ministry of Communications, Works and Labour**

Instructions to Tenderers

1. Tenderers **must** complete the **Form of Tender, Document Check list & Bill of Quantities**. Failure to fully complete these documents may lead to their bid becoming non-compliant and rejected.
2. The tenderer must submit a Tax Compliance Certificate with his tender if applicable.
3. Tenders and all supporting documents should be enclosed in an inner envelope duly sealed and bearing the words, **“Tender for the Supply of 80 Metric Tons Bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat”** and addressed to **The Chairperson, Public Procurement Board, Ministry of Finance and Economic Management, Brades, Montserrat**. The name of the tenderer should be written on this inner envelope. Tenders should then be placed in an outer envelope, duly sealed and addressed to **The Chairperson, Public Procurement Board, Ministry of Finance and Economic Management, Brades, Montserrat** to be received no later than **2:00p.m. on Wednesday July 27th 2015**. The name of the project should be written on the outer envelope and should read, “Tender for the Supply of 80 Metric Tons Bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat”. The name of the tenderer should not be written on this outer envelope. Tenders should not have any additional marks on the envelope. **Late tenders will not be considered.**
4. 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.
5. Tenderers are not allowed to submit alternative tenders.
6. The currency to be used in the completion of this document is **Eastern Caribbean Dollars (XCD)**. In addition, the subsequent contract would also be based in **Eastern Caribbean Dollars (XCD)**. Please note that if the product originates in a country where the currency is the United States dollar (US\$), then the accepted exchange rate to the Eastern Caribbean Dollar (XCD) is 2.7169.
7. The Employer is not bound to accept the lowest tenderers and has the right to accept and reject any tender offers.
8. All tenderers must provide a signed receipt in respect of circular tenders or addendum. Electronic acknowledgement is also considered acceptable.
9. Delivery to be made in 5400 US gallon ISO Bulkcontainer.
10. All custom duties, clearance, local fees and taxes will be paid for by the buyer.
11. The Point of Delivery is Port Little Bay, Montserrat, West Indies.
12. 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 80 Metric Tons Bitumen Pen 60/70
Grade delivered to Port Little Bay, Montserrat**

Date scheme advertised *Thursday 14th July 2016*

Tender Deadline Date: *Wednesday 27th July 2016*

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 Quantities ☐

Signed Anti Collusion Statement ☐

Tax Compliance Certificate *(If Applicable)* ☐

.....
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 80 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:

XCD\$

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

Please note the applicable exchange rate from US\$ to XCD is 2.7169

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 60 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 XCD\$	Total XCD\$
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 Bulkcontainer. N.B. The supplier is responsible for any and all shipping and transportation cost that would be incurred in getting the Bitumen to Montserrat.	Metric Tons	80		
	Total value				

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.....2016

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

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 score of 65% to be considered for award of contract.**

Criteria Description	Weight (%)
Administrative Compliance	Pass/Fail
Price	40
Availability (Delivery Time)	20
Adherence to Specification	40

Tenderers that fail to meet the above qualifying score will be rejected and not considered for award of contract.

Administrative Compliance (Pass/Fail)

Tenderers must submit all the documents requested in the tender document. The tender checklist provides a list of requirements which need to be fulfilled. All Tenderers are required to fully complete the Form of Tender including the commencement time and the proposed completion time which are highlighted. In addition they need to fully complete the Bill of Quantities provided. A valid Tax Compliance Certificate need to be submitted with their submission. Tenderers should sign and date the Anti-Collusion statement. Similarly details of previous experience must be submitted in accordance with the Technical Compliance below. This is a pass/fail criteria. If **all** the above requirements are fulfilled then the tenderer would move onto the other evaluation criteria. If any of the above mentioned items are not submitted then the tender would be deemed non-compliant and rejected.

Price (40%)

Tenderers must complete the Form of Tender and the Bill of Quantities and return them with their tender submission. The tendered price is a significant factor and the Government of Montserrat will seek to ensure that the works are undertaken 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. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from tenders.

Availability (Delivery Time) (20%)

A higher than normal weighting has been given to delivery schedule, so that preference can be given to those suppliers that can supply the base material and aggregate into Montserrat at the earliest time. The percentage for this criterion will be calculated proportionately to similar submissions from other tenders.

Technical Specifications (40%)

Adherence to technical specification is paramount. The procuring entity is particular that the stated specification is received from the supplier. Under no circumstance will the procuring entity accept a device which does not match the specifications which is found within the Bills of Quantity Items . Marks will be awarded depending on the degree of compliance with the technical specifications as compared with the other tenders.