

# **MINISTRY OF HEALTH**

Tender for the supply of One (1) Utility  
Vehicle (Environmental Health)

May 2017



## Ministry of Health & Social Services

P. O Box 24, Tel:  
Brades, Fax:  
Montserrat. W. I.

(664) 491-2552/2880  
(664) 491-3131  
email: [mehcs@gov.ms](mailto:mehcs@gov.ms)

31 May 2017

Dear Sir/Madam

Re Tender for *Supply of one (1) Utility Vehicle – Environmental Health*

You are invited to submit a tender for the above captioned project. Included are the tender documents consisting of:

1. Instructions to Tenderers
2. Form of Tender
3. General Conditions of Contract
4. Document Checklist
5. Bill of Quantities
6. Specifications
7. Tender Evaluation Criteria
8. Anti-Collusion Statement

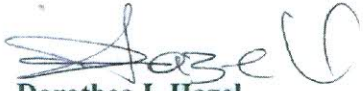
Tenders are to be uploaded and submitted onto the My Tenders portal at <http://www.mytenders.org/>. When tenders are submitted by hard copy, the completed tender document comprising the priced and signed Form of Tender, Bill of Quantities, Completed Document Check List, signed anti-collusion statement and a copy of your Tax Compliance Certificate must be submitted in a sealed inner envelope and addressed to the **Chairman, Public Procurement Board, Ministry of Finance and Economic Management, Brades, Montserrat**. The name of the project should also be written on the inner envelope and should read “Tender for the Supply of one (1) Utility Vehicle – Environmental Health”. The name of the tenderer should also be written on this inner envelope.

The inner envelope should then be placed in an outer envelope and addressed to the **Chairman, Public Procurement Board, Brades, Montserrat**. The name of the project should also be written on this outer envelope and should read “Tender for the Supply of one (1) Utility Vehicle – Environmental Health”. The outer envelope should not bear any identification of the tenderer. Tenders are to be received no later than 2:00pm on Wednesday 21<sup>st</sup> June 2017. Please ensure that no additional marks are placed on the outer envelope.

Any queries relating to the tender should be submitted through the My Tenders portal. Tenderers submitted bids by hard copies must submit queries by email and addressed to Dorothea Hazel, Permanent Secretary (Ag), Ministry of Health and Social Services at [hazeld@gov.ms](mailto:hazeld@gov.ms).

All queries must be received no later than Friday 16<sup>th</sup> June 2017.

Yours faithfully



**Dorothea L. Hazel**  
**Permanent Secretary (Ag),**  
**Ministry of Health and Social Services**





## 1.0 INVITATION TO TENDER

### Scope of Work

The Ministry of Health and Social Services is soliciting bids from qualified businesses and persons to provide proposals to supply one (1) utility vehicle, inclusive of after sales supporting services, warranty and essential spare parts to effect preventative maintenance during the initial 12 months of operation. The vehicle must conform to the specifications provided in this tender document. Respondents are required to provide an overall price for the vehicle taking into account the following considerations as outlined on the equipment listing:

a) 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.

b) Warranty

Type of warranty and information on how warranty obligations are to be carried out during the time period offered.

c) Documentation

Provision of all documents pertaining to the vehicle and other equipment which form part of this tender to include, but not limited to, maintenance manuals, operation manuals, commissioning certificates, a comprehensive list of recommended spare parts and warranty details. It is important to note that all documents including operational and service manuals must be written in English.

d) Payment Schedule

All bidders are required to provide a preferred schedule of payment.

### Equipment Price Sheet

The following sheet provides guidelines and specifications of the type of product required including its functionality and intended use. Respondents are required to provide the necessary documentation to illustrate the product being offered, their ability to provide technical support, particularly training and how this item meets the requirements of the tender. The following considerations must be given, along with the required supporting documents.

- The versatility of the equipment.
- The accuracy of the equipment as per the required specifications.
- The ability of the equipment to damp down vibration.
- Simplicity of operation.
- Maintenance and repairs economy.
- Operator's safety and comfort.

## Minimum Supporting Documents

- (1) Brochures
- (2) Data Sheets
- (3) Detailed quotation fully inclusive of delivery to Montserrat.
- (4) Terms of warranty.

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



