# 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**


October 16th 2017

Our Ref: MCWL-17/18-C-01

Dear Sir/Madam,

**Re: Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade –Air Traffic Control Tower (ATCT) within the Infrastructure Priority Projects.**

Tenders are invited for Engineering Services, included are the tender documents consisting of:

1. Invitation letter to Tenderers
2. Instruction to Tenderers
3. Form of Tender
4. Tender Check List
5. Mechanical Electrical Plumbing (MEP) Agreement
6. Anti-Collusion Statement
7. Evaluation Criteria
8. Post Contract Evaluation
9. Schedule A – Agreement to Terms of Reference and Scope of Works
10. Schedule B – Costs - Proposed Payment Schedule

All Tender packages can be accessed on the Government of Montserrat website at www.gov.ms and Electronic tender documents can be accessed and submitted via the Mytender Portal at http://www.mytenders.org/

**Please read the Instructions to Tenderers and follow the instructions for preparing the tender for submission.**
Please return the completed set of Tender documents, and the signed Form of Tender, Completed Document Check List, signed anti-collusion statement, Completed Schedules A - B and a copy of your **tax compliance certificate (if locally based). These documents should be placed in a sealed inner envelope, and** addressed to

**The Chairperson**
**Public Procurement Board**
**Ministry of Finance and Economic Management**
**Government Headquarters**
**Montserrat, MSR1110**

**The name of the project should also be written on this inner envelope and should read, "Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects". The name of the tenderer should also be written on the inner envelope.**

This envelope should be placed into an outer envelope addressed to

**The Chairperson**
**Public Procurement Board**
**Ministry of Finance and Economic Management**
**Government Headquarters**
**Montserrat, MSR1110**

**The name of the project should also be written on this outer envelope and should read, "Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects".** The outer envelope should bear no identification of the tenderer.

Tenders are to be received no later than **2:00p.m** on **November 01st 2017**. Please ensure that no additional marks are placed on the outer envelope.

Tenders are to be taken to the main office of the Ministry of Finance and Economic Management where the tenderer would place his/her tender in the Tender Box and be given a receipt after this is completed.

Any questions relating to the tender or works included should be made in writing to Miss Linda Dias, Government Architect MCWL at diasla@gov.ms no later than 2.00pm on Tuesday 24th October 2017.

Yours faithfully,

.....
**Beverly Mendes**
**Permanent Secretary**
**Ministry of Communications Works and Labor**

# FORM OF TENDER

The Chairperson
Public Procurement Board
Ministry of Finance and Economic Management
Montserrat

Dear Sir/Madam;

**Re: Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects.**

I/We the undersigned undertake to provide **Mechanical, Electrical and Plumbing Services** to safely execute and complete the above Works in accordance with the Tender Document requirements for the sum of:
EC$
.....
(words).....
.....
.....

If my/our tender is accepted, I/We undertake to commence the Works within__ **days** from the date of receipt by me/us of the official order and complete the works 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 90 days from the date of submission of this tender.

Name.....

Signed.....

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

Address.....

.....

Tel. nr.....

Fax nr.....

Email Address .....

Date.....

Done by
Quantity Surveying Section

**APPENDIX TO FORM OF TENDER**

| | |
|---|---|
| Amount of Workmen's Compensation Insurance | EC. $500,000.00 |
| Period for commencement from Notification of Award of Contract | ..... Calendar Days ** |
| Time for completion | ..... Calendar Days ** |
| Time within which payment to be made after issue of Certificate | 14 Calendar Days |
| Delivery date | ..... |

** To be filled in by Tenderer

Done by
Quantity Surveying Section

**Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects.**

**Instructions to Tenderers**

A Tenderers will be supplied with the following tender documents-:

- Tender Dossier

B Invitation Letter/verbal confirmation was done.

C Tender Documents prepared by the Quantity Surveyor, Public Works Department, Ministry of Communication, Works and Labor.

D One copy of the above mentioned tender document will be supplied to tenderers. Tenderers must comply strictly with the following instructions; failure to do so is liable to cause your tender to be rejected.

E. Documents to be submitted together with the Form of tender:

1. Tender Document Check List
2. Form of Tender
3. Tax Compliance certificate **(if locally based)**
4. Signed Anti-Collusion Statement
5. Mechanical, Electrical and Plumbing Consultancy Agreement
6. Schedule A – Agreement to Terms of Reference and Scope of Works
7. Schedule B – Cost – Proposed Payment Schedule

F This tender is based on the Mechanical, Electrical and Plumbing Consultancy Agreement, Schedule A - Terms of Reference and Scope of Works (attached), and Schedule B – Cost - Proposed Payment Schedule (listed below) hereinafter is referred to as the Contract Documents.

**Scope Statements**

Tenderer's are required to provide Mechanical, Electrical and Plumbing Consultancy Services to complete all the works as described in the Terms of Reference, and all of the Tender Documents, which are provided to the tenderers. The Contract provides for but is not necessarily limited to provide Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects.

**Explanation of Documents**

A If any point/s in the documents issued for the purpose of tendering are not clear, the tenderer is especially asked to telephone the Public Works Department at +664 491 6611 or +664 491 8566 to clarify any Queries. The Government Architect will provide explanations by the issue of an addendum to confirm answers given, and not less than 7 working days prior to the date fixed for the delivery of tenders, and a copy of such addendum will be dispatched to all parties who have interest in the tender documents. Any addendum so issued will be incorporated in the contract documents. All information provided to Tenderers in the Tender Pack relating to the proposed Mechanical, Electrical and Plumbing Consultancy, is from the best source available to the Employer at preparation of the tender documents. All such information is furnished only for the information and convenience of tenderers.

**Statements to Tenderer**

A Neither the Employer; Government of Montserrat, nor any of its agents or servants shall be bound by or held liable for any statement made or delivered to any tenderer unless such a statement shall have been confirmed by a circular letter to tenderers issued by the Government Architect.

B Each Tenderer shall familiarize itself with all the requirements to provide consultancy services under this contract and bring to the attention of the Government Architect any apparent areas of conflict, at an early enough stage to ensure that appropriate steps can be taken and instructions issued, without jeopardizing any aspect of the consultancy services as a whole.

C Tenderers are to provide for special attendance to include for the necessary costs in relation to their Employment should include all travel, accommodation, and any other expense and include for their safe return at the end of the contract.

D Tenderers are advised that the Government of Montserrat aims to improve Performance, Quality, provide Client satisfaction and realize value for money. At the

**Return of Tenders**

Tenders shall be sent to: -

A **The Chairperson**
**Public Procurement Board**
**Ministry of Finance and Economic Management,**
**Government Headquarters,**
**Brades,**
**Montserrat**

B Tenders shall be made on the appropriate Form of Tender included in the tender documents. The complete tender shall be submitted in a plain sealed envelope or package clearly marked on the outside: -

C **TENDER Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects**

D The envelope or package shall bear no indication of the identity of the sender.

E Tenders shall reach the above address no later than; **As indicated on the invitation to tender.**

**Information to be Completed by the Tenderer**

A Tenderer shall complete the tender documents so provided. Each Tender must contain the name, residence and place of business of the person making the Tender and must be signed by the Tenderer with his usual signature.

**Responsibility for Tender**

A The Employer, Government of Montserrat will not be responsible for, or pay for, any expense or loss which may be incurred by the tenderer in the preparation of his tender.

**Bribery**

A The offer of a bribe or other inducement to any person with the object of influencing the placing of the Contract will result in instant rejection of the tender concerned.

**Validity of Tender**

A The tender shall be valid for 90 calendar days from the date fixed for public or private opening of tenders. During this period the tender is irrevocable. The Employer shall notify the successful tenderer (if any) of his/her acceptance within the period of the tender validity. The Tenderer to whom the award is made will be required to enter into an agreement with the Employer. This agreement will be of the form that is in the Tender Documents, and stated earlier.

**Acceptance of Tender**

A The Employer, Government of Montserrat., does not bind itself to accept the lowest or any tender nor to assign any reason for the rejection of any tender. Tenders may be declared void if the tender sum exceeds the funds available for the works.

**Errors in the Tender**

A Errors discovered in the Mechanical, Electrical and Plumbing Tender will be dealt

completion of the Mechanical, Electrical and Plumbing Consultancy Contract the Government of Montserrat will undertake a Contractor Performance Report. A form has been included in the tender pack and this will be the tool used to measure and assess the Mechanical, Electrical and Plumbing Consultant performance in achieving the project objectives.

The Mechanical, Electrical and Plumbing Consultants performance during contract implementation will be assessed at close out of the contract. Please be advised that the Client's satisfaction for project delivery will form part of the measureable indicators, to determine the project success.

**Tenderer to Investigate Before Tendering**

A The tenderer will be deemed to have read and examined all the documents in the Tender pack carefully and he/she shall satisfy him or herself as to all matters and eventualities which can in any way influence his or her tender submission. Any neglect or failure on the part of tenderers to obtain reliable information upon any matters affecting the implementation and completion of the Mechanical, Electrical and Plumbing Consultancy, for the Works and the Contract shall not relieve any person whose Tender is accepted from any risks or liabilities for the Mechanical, Electrical and Plumbing Consultancy, nor will any claim for increase of the Contract be entertained as a result of such Tenderer negligence.

B The tenderers are required to visit and examine the site and its surroundings, and he/she may obtain for him or herself all the information that may be necessary for compiling his or her tender. He/she must examine the tender documents and determine the matters on which he/she considers a risk. Therefore, submission of his/her tender shall be considered conclusive evidence that the Tenderer has satisfied him or herself of all the risks and obligations which the Mechanical, Electrical and Plumbing Consultancy Contract will impose.

C The tenderer shall submit his or her tender with the understanding that the tender documents are intended to cover all the work within the scope of the Mechanical, Electrical and Plumbing Consultancy Contract.

D Any alteration made by a tenderer to the documents issued for the purpose of tendering or omission by him or her to complete fully and return every document as required by this notice to tenderers, unless otherwise instructed by the Government Architect, may preclude consideration of the tender by the Employer. Should any further information be required, it will be supplied to the Tenderer by the Government Architect.

**Currency of Tender**

A Tenders shall be priced in **EC. Eastern Caribbean Dollars**. Rates and prices shall be inclusive of applicable taxes. In order to keep the bidding process as fair and simple as possible, please bid as a **duty paid** project.

**Cost Proposed PAYMENT SCHEDULE**

Payment for Mechanical, Electrical and Plumbing Consultancy Services

| | |
|---|---|
| Interim Payment % of Total Value of MEP Contract | - **EC$** |
| Interim Payment % of Total Value of MEP Contract | - **EC$** |
| Final Payment to be awarded subsequent to completion of 100% of work 100% of the Total Value of MEP Contract | - **EC$** |
| ***Total Value of Work:*** | - **EC$** |

with as follows: The Tenderer will be given details of such errors and afforded an opportunity to confirming or withdraw his/her offer. If the Tenderer withdraws, the tender of the second most advantageous tenderer will be examined, and if necessary this Mechanical, Electrical and Plumbing will be given a similar opportunity.

# Government of Montserrat

Ministry of Communications, Works, & Labour

*Terms of Reference*
*For*
*Mechanical Electrical Plumbing (MEP)*
*Services*
*Short-Term*
*MNI Airport Upgrade-ATCT*
*within the Infrastructure Priority Projects*

# 1.0 BACKGROUND

Montserrat's Sustainable Development Plan for the period 2008-2020, has clearly outlined this country's strategic goals that will guide the long-term sustainable development of the Island. According to the Economic Management Medium term objective 3 of the SDP, the focus is to develop and construct the physical infrastructure and transportation facilities required to facilitate tourism development, international trade and national well-being. Embedded in this objective is the strategic action 1:3:7 which places specific emphasis on securing adequate accommodation for GOM staff and appropriate facilities for the effective delivery of Government services in the north of the island. This action will both enhance the recently constructed facilities to be suitable for occupation, as well as develop additional building assets to relocate government departments still in temporary accommodation.

With the support of the UK Department for International Development (DfID), the Government of Montserrat (GoM) is planning and implementing a number of priority infrastructure projects that are key to the re-development of this volcano devastated Island. The programme involves a number of schemes such as providing social housing solutions for vulnerable households, enhancement of primary and secondary healthcare facilities, as well as the establishment and improvement of education and sports facilities.

A number of these projects are already at various stages of planning and implementation, however, there is need for additional technical resources to ensure that the projects are completed within the scheduled timeframe, with expectation that all expenditure will be completed by the end of the financial year in March 2018.

# 2.0 OBJECTIVES

For a consultancy to provide Mechanical Electrical & Plumbing (MEP) services over a short term period. The services provided will support the Ministry of Communications, Works, & Labour in the timely delivery of the **John A. Osborne Airport Improvement Project.**

It is anticipated that the MEP Consultancy will be attached to the Ministry of Communications, Works & Labour, where the professionals will be working closely with MCWL staff under the supervision of the Government Architect/Project Manager, but will work out of their own office. The MEP Consultancy will be responsible for producing, in a timely and cost effective manner, Construction Documents for the Mechanical, Electrical & Plumbing design of the ATCT that have been coordinated with the overall architectural design for this project. Concurrently, he/she will ensure that the GoM and people of Montserrat receive value for money.

To ensure that the MEP Consultancy is executed in accordance with best practices, as well as to manage project related risks, the MEP consultant's role will include:-

1. Ensuring all relevant government objectives, legislation, codes and national policies that are necessary for promoting positive outcomes are adhered to.
2. Ensure that the MEP works are executed in a timely manner.

# 3.0 SCOPE OF WORKS

The scope of works for the MEP Consultancy will include the following:

## Concept Design

- Identify stake holder requirements in each of the MEP services of the proposed development.
- Arrive at approximate capacities and standards to be followed for each of above services, including but not limited to HVAC, Fire detections and protection system.
- Assist in formulating utility requirements.
- Prepare conceptual design for the MEP services.
- Overall space requirements for each of MEP services.
- Space planning for services.
- Block cost estimates for each of MEP services.

## Schematic Design

- Prepare schematic design for MEP services.
- Prepare single line system diagrams.
- Firm up space requirements and layout.
- Prepare block cost estimate for each of the MEP services.
- Indicate approximate capacities of all equipment related to each MEP service.
- Identification of long lead procurement items.
- Firm up shafts for services & area requirements for all components.
- Estimate budgetary cost based on the approved concept design.

## Design Development

- Firm up all equipment capacities and ratings of MEP services.
- Selection of type of equipment.
- Coordination with Architectural and other service drawings.

## Local Authority Submission

- Prepare necessary documents according to local regulations and codes for authority approvals required for commencement of construction from local government and relevant governing bodies.
- Subsequent to Approval, MCWL shall provide copies of all the sanctioned documents for consultants' records.

## Final Design Drawings

- Prepare design drawings based on schematic designs. The main task during this stage is:

1. Prepare and issue design drawings and details for proper execution of works for construction in coordination with the services and specifications, if applicable.

### Construction

- Issue supplementary details and any modifications due to MCWL / site requirements.
- Approve samples of various elements and components as per construction schedule.
- Check and approve shop drawings submitted by contractor / vendors.

## 4.0 DELIVERABLES AND MILESTONES

### Schematic Design Deliverables (1 wk)

Design Basis Report comprising:

- List codes and standards used for each MEP service.
- Schematic drawings for MEP.
- Estimated project cost with broad break down for various equipment.

Government Architect in conjunction with MCWL staff to discuss and agree on a list of changes required. Such changes to be done at the next stage. This will form the basis of all further designs and subsequent stages.

### Design Development Deliverables (3 wks)

- Equipment capacities and ratings of all services under MEP
- Flow diagrams and layout drawings.
- Distribution scheme for MEP services.

### Authority Submission Deliverables (milestone)

- Drawings and documents required for authority approval.

### Final Design Deliverables (2 wks)

- One (1) comprehensive set of design drawings for MEP works.
- Specifications.

## 5.0 TIMEFRAME

The arrangement for short term technical assistance will cover an overall period of six (6) weeks from commencement of the appointment.

## 6.0 REPORTING REQUIREMENTS

The MEP Consultancy shall make progress reports to the Government Architect and PWD Architect I, inclusive of:-

- Designs and documentation completed according to the schedule agreed.
- Any technical problems or issues arising with recommendations for remedies/solutions.
- Any delays in timeframe and proposed adjustment to maintain schedule.
- Updates on any other issues which could facilitate or affect the progress of the work.

All drawings and designs must be provided in DWG and PDF format that are compatible with MCWL's current software.

The MEP Consultancy will work closely with MCWL staff including the Government Architect, PWD Architects, Quantity Surveyor, and Assistant Quantity Surveyor.

## 7.0 REQUIRED PROFILE AND QUALIFICATIONS

- The ideal consultancy should be employ professionally qualified and professionally licensed Mechanical Engineers with at least a Bachelor Degree in Mechanical Engineering.
- The employed professionals should have a minimum of 10-years' experience in designing MEP systems for commercial and industrial projects.
- Experience in aviation related construction would be an asset.
- The candidate should be competent in the following areas:

    1. HVAC Systems
    2. Plumbing Systems
    3. Automatic Control Systems
    4. Energy Management
    5. Litigation Support
    6. Electrical Systems
    7. Fire Protection Systems
    8. "MEP" Specification Writing
    9. Energy Audits
    10. Due Diligence Reports

- The professionals should be computer literate in AutoCAD, and relevant specialist software.
- The MEP Consultancy must have good communication skills, coupled with excellent time management skills.

## 8.0 RESPONDING to the TOR

You are invited to submit a company profile and a quotation for services by Wednesday November 1st, 2017. Costs should include the overall daily rate, together with a breakdown of all associated fees and all expenses. Compensation will be paid as per assigned works completed.

The applicant may offer suggestions and improvements to the Terms of Reference, which it considers would result in better implementation of the project. Such proposals if accepted will form part of the Terms of Reference of the proposals submitted by the applicant. The effect on time and cost estimates given under the above clause shall be clearly identified.

## Assessment Criteria –

## John A. Osborne Airport Improvement Project

| ITEM | DESCRIPTION | PERIOD | No. man days | DAILY RATE | ESTIMATED COST (USD) |
|---|---|---|---|---|---|
| 1. | Preparation of Schematic MEP Design for the proposed John A. Osborne Airport Air Traffic Control Tower Facility. | 1 week | | | |
| 2. | Development of Design Drawings and details for proposed design of the John A. Osborne Air Traffic Control Tower. | 3 Weeks | | | |
| 3. | Preparation of Final Design Drawings and details for proposed design of the John A. Osborne Terminal Building Expansion. | 2 Weeks | | | |
| | **TOTAL** | | | | |

## EVALUATION OF TENDER

### Evaluation Criteria

The following evaluation criteria will be used to evaluate tenderers submissions received in response to the Invitation to Tender delivered. The Administrative Compliance would be applied before the remaining criteria and is either a pass or fail, with failure meaning that bids would be deemed Non-compliant. Please note that any bids deemed Non-compliant will not be evaluated.

**An Evaluated Tender must achieve a minimum qualifying score of 75% to be considered for Award of Contract.** Tenderers that fail to meet the above minimum qualifying score will be rejected and not considered for award of contract.

| Criteria Description | Weight (%) |
|---|---|
| Administrative Compliance | Pass/Fail |
| Profile Qualifications and References | 20 |
| Experience Knowledge and Skills | 25 |
| Technical Compliance | 15 |
| Remuneration | 40 |

### Administrative Compliance (Pass/Fail)

Tenderers must submit all the documents requested in the tender pack 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, Tenderers are required to fully complete the Schedules A - B as required. A valid Tax Compliance Certificate must be submitted with each submission **(if tenderer locally based).** Tenderers must **sign** and **date** the Anti-Collusion statement. In addition, details of two (2) previous Mechanical, Electrical and Plumbing Consultancy works of similar nature must be submitted in accordance with the Technical Compliance requirements. Submission of these fulfils The Administrative Compliance which is weighted a Pass/Fail. Where **all** the above requirements have been fulfilled then the tenderer would advance to the subsequent evaluation criteria. If any of the above mentioned items are not submitted, then the tender would be deemed **non-compliant** and the submission rejected.

**Profile Qualifications and References (20%)**

Tenderers are required to submit an unblemished profile and details of all his/her Qualifications. The ideal consultant should possess a minimum of a Bachelor Degree in Mechanical Engineering from a reputable institute. The preferred candidate should be a licenced Professional in the discipline being sort after. Credit will be given to candidates who hold Management Qualifications. Tenderers are required to provide two References which may be contacted for further verification at any point in time. The percentage for this criterion will be assessed by a 20% weighting.

**Experience Knowledge and Skills (25%)**

Tenderers are required to submit a list of all his/her experience in the field of Mechanical Engineering over the past 10 years. The nature of the consultancy requires the tenderer to be experienced in designing MEP systems for commercial and industrial projects. Experience in aviation related construction works would be an asset.
The Tenderers knowledge should encompass all forms of Mechanical Engineering works, HVAC Systems, Plumbing Systems, Automatic Control Systems, Energy Management, Litigation Support, Electrical Systems, Fire Protection Systems, "MEP" Specification Writing, Energy Audits and Due Diligence Reports.
The tendering Consultancy must possess skills in; Management of major Engineering Projects, Computer Aided Software, Effective Communication, and Excellent time management in the successful delivery of projects. All submissions with the necessary requirements in experience knowledge and skills would be evaluated and assessed by a percentage weighting out of 25%.

**Technical Compliance (15%)**

Adherence to the technical specification is paramount to tenderers achieving success in the evaluation process. Prospective tenderers need to provide details of at least 2 previous contracts completed within the past 10 years of a similar nature to the scope of works of this tender with a value of a minimum $4,000,000.00 for material and labour and a minimum value of $1,880,000 for labour only. These details should include but are not limited to the following; the entity or person for which the work was completed, contact information for the entity or person, the value of the works, the location of the works and photographic evidence of different stages of the works. In addition, the prospective tenderers can submit award letters for works in lieu of the above mentioned information. The percentage for this criterion will be calculated proportionately in comparison to other submissions from tenderers and assessed on a weighting of (15%).

**Remuneration (40%)**

The tendered price is a significant component and the Government of Montserrat will seek to ensure that the works are undertaken at the **Most Economically Advantageous Tendered Price**. Nonetheless, the Government of Montserrat is not bound to accept the lowest or any tender. However, there are other factors as listed in the criterion description for evaluation and these will be considered proportionately.

The percentage for this criterion will be calculated proportionately in comparison to other priced submissions from tenderers, and assessed by obtaining a required percentage weighting out of (40%).

| Start Date or Date of Award | Description of Works | Name of Client | Price of Contract | Date Completed |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## 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 THE CAPACITY OF.....

DATE.....2017

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 .....

## Ministry of Communications Works and Labour (MCWL) – Tender Document Checklist

| | |
|---|---|
| Project No. | **CW/A MP.0026-A** |
| Project Title | **Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects** |
| Tender issue date: | **October 16th, 2017** |
| Tender deadline date & time: | **November 01st, 2017, 2:00PM** |

Below are the following documents that are to be provided for a Mechanical Electrical and Plumbing Services Consultancy Tender to be compliant. All Potential Tenderers are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the Tender being considered non-compliant and rejected.

**Required Documents**

Completed and **Signed Form of Tender**. The Form of Tender document shall be signed by the person legally authorised to bind a contract. The complete tendered sum should be clearly written and included in the form of tender. ☐

Valid Tax Social Security Compliance Certificate **(if locally based)** ☐

Signed Anti-Collusion Statement ☐

Schedule A and B ☐

Details of Tenderer Experience ☐

Tenderer Academic Qualification ☐

..... .....

Signed on behalf of Tenderer Date

# Ministry of Communication, Works & Labour

## CONTRACT PERFORMANCE REPORT

| GoM Contract Ref | Department | Document Ref. No. |
|---|---|---|
| MOH | Public Works Department | PWD17/18-01 |
| **Service/Item Code** | **Contractor & VDB No (if known)** | |
| Infrastructure Contractor Service | | |
| **Delivery Point / Project Location** | **Project & Contract Title** | |
| MCWL HQ, Brades | Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects | |
| **Project Executing Officer** | **Project Assessing Officer** | **Assessment Grade** |
| | | |

| Initial Project Objective | | | Project Objective Achieved | | | Variations Agreed | Remark No. |
|---|---|---|---|---|---|---|---|
| **Scope** | | | **Scope** | | | | |
| No. | Deliverables | Quantity | No | Deliverables | Quantity | | |
| 1 | Form of Tender | 1 | 1 | Form of Tender | 0 | NA | |
| 2 | Tender Check List | 1 | 2 | Tender Check List | 0 | NA | |
| 3 | Schedule A T.O.R | 1 | 3 | Schedule A T.O.R | 0 | NA | |
| 4 | Schedule B T.O.R | 1 | 4 | Schedule B T.O.R | 0 | NA | |
| 5 | Consultant Experience | 1 | 5 | Consultant Experience | 0 | NA | |
| 6 | Consultant Accademic Qualifications | 1 | 6 | Consultant Accademic Qualifications | 0 | NA | |
| 7 | | | 7 | 0 | 0 | NA | |
| 8 | | | 8 | 0 | 0 | NA | |
| 9 | | | 9 | 0 | | | |
| 10 | | | 10 | 0 | | | |
| | | | | | | | |
| **Quality** | | | **Quality** | | | | |
| | | | | | 0 | NA | |
| | | | | | 0 | NA | |
| | | | | | 0 | NA | |
| | | | | | | | |
| | | | | | | | |
| | | | | | 0 | NA | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | 0 | NA | |
| | | | | | 0 | NA | |
| | | | | | | | |
| | | | | | | | |
| | | | | | 0 | NA | |
| | | | | | 0 | NA | |
| | | | | | 0 | NA | |
| | | | | | 0 | NA | |
| **Project Non-Conformances** | | | **Project Non-Conformances** | | 0 | NA | |
| **Project Value ($XCD)** | | $ - | **Project Value ($XCD)** | | $ - | NA | |
| **Programme Time (weeks)** | | | **Programme Time (weeks)** | | 0 | NA | |

## PROJECT CLOSE OUT REPORT

**1 - 0.75 = VERY GOOD PERFORMANCE** **0.74 - 0.5 GOOD PERFORMANCE** **0.49 - 0.25 POOR PERFORMANCE** **0.24 - 0.1 VERY POOR PERFORMANCE**

| Signed (Project Assessing Officer) | Date: |
|---|---|
| | |