



MINISTRY OF COMMUNICATIONS, WORKS & LABOUR

P O BOX 344, BRADES, MONTSERRAT, W I

◆ Tel: (661) 191-2521/2522 ◆ Fax: (661) 191-6659 ◆ E-mail: mcw@gov.ms

October 16th, 2017

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

Dear Sir/Madam,

Re: Tender for Structural Engineering Services for Infrastructure Priority Projects: J. A. Osborne Airport Improvement Project, & The Montserrat Port Authority Ferry Terminal Expansion & Warehouse Roof Replacement Project.

Tenders are invited for Structural 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. Engineering 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 Structural Engineering Services for Infrastructure Priority Projects: J. A. Osborne Airport Improvement Project, & The Montserrat Port Authority Ferry Terminal Expansion & Warehouse Roof Replacement Project". 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**

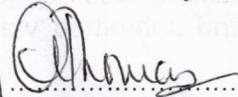
The name of the project should also be written on this outer envelope and should read, "Tender for Structural Engineering Services for Infrastructure Priority Projects: J. A. Osborne Airport Improvement Project, & The Montserrat Port Authority Ferry Terminal Expansion & Warehouse Roof Replacement Project". 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 (MCWL)**

FORM OF TENDER

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

Dear Sir/Madam;

Re: Tender for Structural Engineering Services for Infrastructure Priority Projects: J. A. Osborne Airport Improvement Project, & The Montserrat Port Authority Ferry Terminal Expansion & Warehouse Roof Replacement Project.

I/We the undersigned undertake to provide **Structural Engineering 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 Structural Engineering Services for Infrastructure Priority Projects: J. A. Osborne Airport Improvement Project, & The Montserrat Port Authority Ferry Terminal Expansion & Warehouse Roof Replacement Project

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. Structural Engineering 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 Structural Engineering Services 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 Statement

Tenderer's are required to provide Structural Engineering Consultancy Services to complete all the works as described in the Terms of Reference, and all of the Tender documents provided to the tenderers. The Contract provides for but is not necessarily limited to provide Structural Engineering Services for Infrastructure Priority Projects: J. A. Osborne Airport Improvement Project, & The Montserrat Port Authority Ferry Terminal Expansion & Warehouse Roof Replacement Project.

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 Structural Engineer 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 completion of the Structural Engineer 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 Structural Engineer Consultant performance in achieving the project objectives.

The Structural Engineer 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 Structural Engineers Consultancy, for the Works and the Contract shall not relieve any person whose Tender is accepted from any risks or liabilities for the Structural Engineer 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 Structural Engineering 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 Structural Engineering Consultancy Contract,
- D Any alteration made by a tenderer to the documents issued for the purpose of tendering or omission by him/her to complete fully and return every document as required by this notice to tenderers, unless otherwise instructed by the Government Architect, may impede 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**, and prices shall be inclusive of applicable taxes etc. 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 Structural Engineering Consultancy Services

Interim Payment % of Total Value of SEC Contract - EC\$

Interim Payment % of Total Value of SEC Contract - EC\$

Final Payment to be awarded subsequent
to completion of 100% of work
100% of the Total Value of SEC Contract - EC\$

Total Value of Work: - EC\$

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 for Structural Engineering Services for Infrastructure Priority Projects:**
J. A. Osborne Airport Improvement Project, & The Montserrat Port Authority
Ferry Terminal Expansion & Warehouse Roof Replacement Project.
- 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 Tenderers 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 Structural Engineering Consultants Tender will be dealt

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

Government of Montserrat

Ministry of Communications, Works, & Labour

Terms of Reference

For Engineering Services

For Infrastructure Priority Projects:

*J.A. Osborne Airport Improvement Project,
& The Montserrat Port Authority*

*Ferry Terminal Expansion &
Warehouse Roof Replacement Project*

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 Structural Engineering 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** and the **Montserrat Port Authority Ferry Terminal Expansion & Warehouse Roof Replacement Project** as outlined in the overview.

It is anticipated that the Structural Engineering Consultancy provided 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 Structural Engineering Consultancy will be responsible for producing structural analysis of the existing airport facilities to accommodate the relocation of the new air traffic control tower, as well as of the Montserrat Port Authority warehouse roof structure. Additionally, the consultancy will be required to provide structural design work for both projects in a timely and cost effective manner. Concurrently, the consultancy will ensure that the GoM and people of Montserrat receive value for money.

To ensure the Structural Engineering services are executed in accordance with best practices, as well as to manage project related risks, the Structural Engineering Consultancy's role would include:-

1. Ensuring all relevant government objectives, legislation, codes and national policies which are necessary to promote positive outcomes are adhered to.

2. Ensure that the Structural Engineering works are executed in a timely manner.

3.0 SCOPE OF WORKS

The scope of works for the Structural Engineering Consultancy will include, but not be limited to the following:

Planning

- Prepare all the required preliminary and final structural engineering analysis, designs, and plans for each assigned project or assigned aspect of the project.
- Provide the required information for project planning including measurements, dimensions, and quantities for the finalisation of estimates and bill of quantities.
- Provide the required information that will assist in the development of the project schedule, implementation plan and milestones.
- Provide requisite information for the development and finalisation of the tender documents.
- Facilitate the timely completion of all contractual agreements for the assigned project including the specifications.
- Produce accurate calculations of proposed structural design elements for all aspects of the engineering works.

Execution

- Conduct Structural Audit and Analysis on 7,050 s.f. of existing John A. Osborne Airport facilities and make necessary recommendations for the 675 s.f. proposed new Air Traffic Control Tower and the 8,380 s.f. expansion of the Terminal Building structure.
- Conduct Structural Survey & Audit on 20,000 s.f. of the existing Montserrat Port Authority facilities and make necessary recommendations for the renovation of the facilities.
- Make necessary recommendations for the 2,500 s.f. expansion of the existing Ferry Terminal Building.
- Prepare structural designs for the proposed construction of 675 s.f. of new Air Traffic Control Tower.
- Prepare structural designs for the proposals of the 2,500 s.f. expansion of the existing Montserrat Ferry Terminal structure.
- Coordinate and consult within the Project Manager, Project Architect, and consultants during the life cycle (i.e., design period and post design variation period) of the *Airport Improvement Project*.

- Coordinate and consult with the Project Manager, Project Architect, and consultants during the life cycle of the *Montserrat Port Authority Ferry Terminal Expansion & the Warehouse Roof Replacement Project*.
- Production of design documentation, to include, but not limited to structural drawings, documentation, schedules, etc.
- Execute post-contractual structural designs to satisfy variations and on-site discoveries.
- Provide all structural designs in editable AutoCAD format, or a related CAD software, as agreed by Project Managers.
- Provide all documentation in editable Microsoft Office software, or related software, as agreed by Project Managers.
- Ensure that all works are carried in a safe manner and all the required signs and safety measures are put in place.

4.0 DELIVERABLES AND MILESTONES

The Structural Engineering consultancy will provide engineering work with regular reporting to the Project Manager as may be agreed. It is anticipated that this will include:

- Preparation of Preliminary Structural Assessment Report on 7,050 s.f of the existing John A. Osborne Airport Facility within **two (2) weeks of the award of contract**.
- Preparation of Structural Design drawings and details for the 675 s.f. proposed design of the John A. Osborne Air Traffic Control Tower within **three (3) weeks of the award of contract**.
- Preparation of Structural Design drawings and details for proposed 8,380 s.f. design of the John A. Osborne Terminal Building Expansion within **four (4) weeks of the award of contract**.
- Preparation of Preliminary Structural Assessment Report on 20,000 s.f. of the existing Montserrat Port Authority Facility within **two (2) weeks of the award of contract**.
- Preparation of Structural Design drawings, details, bills of quantities, and estimates for the 2,500 s.f. proposed design of the Montserrat Port Authority Ferry Terminal Expansion within **three (3) weeks of the award of contract**.
- Preparation of Structural Design drawings, details, bills of quantities, and estimates for the proposed design of the Montserrat Port Authority Warehouse Building Roof within **three (3) weeks of the award of contract**.

- Preparation of design drawings and details for a 160 s.f. proposed design of the Montserrat Port Authority Security Building within **three (4) weeks of the award of contract**.
- Ensure that all works are completed according to scope, schedule, quality and budget.
- Provide engineering work, and ensure the timely and efficient completion of the works assigned.
- Ensure that all works are carried out in safe and secure manner in accordance to the Health and Safety plans.
- Ensure all requisite quality assurance test are carried out.
- Ensure that all post-contractual design variations prior to the completion of the project are provided within two (2) weeks subsequent to the request.

5.0 TIMEFRAME

The arrangement for short term technical assistance will cover an overall period of six (6) weeks from commencement of the appointment, with specific focus on the analysis and design of key elements in the John A. Osborne Airport Improvement Project and the Montserrat Port Authority Ferry Terminal Expansion & Warehouse Roof Repair Project. A 10% retention of the overall contract sum will be withheld until the completion of both projects in March of 2018.

6.0 REPORTING REQUIREMENTS

The Structural Engineering Consultancy shall make progress reports to the Project Manager, 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 Structural Engineering Consultancy will be working closely with MCWL staff including the Project Architect, Quantity Surveyor, and Assistant Quantity Surveyor.

7.0 REQUIRED PROFILE AND QUALIFICATIONS

- The ideal consultancy would employ professionally qualified Structural Engineers (or similar disciplines) who have at least a Bachelor Degree in Structural Engineering or equivalent, and are professionally licenced in the field of Structural Engineering;
- The employed professionals should have a minimum of 10-years' experience in Structural Engineering, including management skills and vast knowledge in Engineering.

- The consultancy should be experienced in the area of building structural assessment, structural analysis & design, and scoping for retrofits.
- Knowledge of, but not limited to:
 - Structural Engineering;
 - Airport Design;
 - Computer Aided Software skills;
 - National Building Code and international design standards,
 - Planning Application procedures,
- The professionals should be computer literate in AutoCAD, and relevant specialist software;
- The Structural Engineering 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 projects. 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 of man days	DAILY RATE	ESTIMATED COST (USD)
1.	Preparation of Preliminary Structural Assessment Report of the existing John A. Osborne Airport Facility.	2 weeks			
2.	Preparation of Structural Design drawings and details for proposed design of the John A. Osborne Air Traffic Control Tower.	3 Weeks			
3.	Preparation of Structural Design drawings and details for proposed design of the John A. Osborne Terminal Building Expansion.	4 Weeks			
TOTAL					

Assessment Criteria –

Montserrat Port Authority Ferry Terminal Expansion and Warehouse Roof Replacement Project

ITEM	DESCRIPTION	PERIOD	No of Man days	DAILY RATE	ESTIMATED COST (USD)
1.	Preparation of Preliminary Structural Assessment Report of the existing Montserrat Port Authority Facility.	2 weeks			
2.	Preparation of Structural Design drawings and details for the proposed design of the Montserrat Port Authority Ferry Terminal Expansion.	3 Weeks			
3.	Preparation of Structural Design drawings and details for the proposed design of the Montserrat Port Authority the Warehouse Building Roof.	3 Weeks			
4.	Preparation of construction drawings and details for the new Montserrat Port Authority Security Building.	4 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 Structural Engineering 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 Structural 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 Structural Engineering over the past 10 years. The nature of the consultancy requires the tenderer to be experienced in the area of building structural assessment, structural analysis and design and retrofits.

The Tenderers knowledge should encompass all forms of Structural Engineering works, modern Airport Designs, Planning application procedures, National Building Code, International design principles and AutoCAD.

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 Structural Engineering Services for Infrastructure Priority Projects: J. A. Osborne Airport Improvement Project, & The Montserrat Port Authority Ferry Terminal Expansion & Warehouse Roof Replacement 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 Structural Engineering 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 ☐

Schedules A and B ☐

Details of Tenderer Experience ☐

Tenderer Academic Qualification ☐

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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 Structural Engineering Services for Infrastructure Priority Projects: J. A. Osborne Airport Improvement Project, & The Montserrat Port Authority Ferry Terminal	
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	NA	
8			8		0	NA	
9			9		0		
10			10		0		
Quality			Quality				
			0		0	NA	
			0		0	NA	
			0		0	NA	
			4				
			5				
			0		0	NA	
			7				
			0				
			0		0	NA	
			0		0	NA	
			0				
			0				
			0		0	NA	
			0		0	NA	
			0		0	NA	
			0		0	NA	
			0		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: