



Director
Disaster Management Coordination Agency
Yellow Hill
Montserrat, W. I.
MSR1230

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March 7th 2018

Ref: EOC 4/8/4

Re: Tender for the Supply of one (1) Vehicle for the Disaster Management Coordination Agency (DMCA)

You are invited to submit tender for the procurement of one (1) vehicle for the Disaster Management Coordination Agency. Tenders must be submitted in accordance with the specifications, which accompany this invitation to tender. Included are the tender documents consisting of:

- 1.) Instructions to Tenderers
- 2.) Form of Tender
- 3.) Appendices and Schedules
- 4.) Anti-Collusion Statement
- 5.) Evaluation Criteria
- 6.) General Conditions of Contract
- 7.) Tenderer's Identification and Details/Copies of Credentials
- 8.) Tender checklist

Tender packages can be accessed on the Government of Montserrat website at www.gov.ms.

Please return the priced and signed Form of Tender, Completed Document Check List, Signed Anti-Collusion Statement and a copy of your tax compliance certificate (**if locally based**). A two (2) envelope system would be necessary for the valid submission of tenders. This is as follows:-

The first envelope, **the inner envelope**, is where all documents that are to be submitted would be placed. This inner envelope is to be 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 one (1) Vehicle for the Disaster Management Coordination Agency (DMCA)”**. The name of the tenderer should also be written on the inner envelope.

The inner envelope, completed as stated above, should then be placed into an **outer envelope**. The outer envelope should be 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 one (1) Vehicle for the Disaster Management Coordination Agency (DMCA)”**. The outer envelope should bear no identification of the tenderer.

Tenders are to be received no later than **2:00p.m on Wednesday 14th March 2018**. Please ensure that no additional marks are placed on the outer envelope.

Envelopes are to be taken to the Office of the Ministry of Finance where the tenderer would place their tender in the Tender Box and be given a receipt after this is completed.

Any queries relating to this tender should be made in writing or by email to Mrs Cheverlyn Kirnon, Director of Office of Deputy Governor (ODG) at williamsc@gov.ms or on 1-664-491 9202.) Additionally, queries regarding vehicle specification and other technical matters can be sent to Mr Rapheal White, Operations and logistics Officer at whitekr@gov.ms or Mr Astrid Wade at wadea@gov.ms.

Regards


for Director Disaster Management Coordination Agency

1.0 SCOPE OF WORKS

The Disaster Management Coordination Agency is soliciting bids from qualified businesses and persons to provide proposals to supply One (1) vehicle (1 Pick-up Truck 4x4), inclusive of after sales supporting services, warranty and essential spare parts to effect preventative maintenance during the initial 12 months of operation. The vehicles must conform to the specifications provided in this tender document. Tenderers are required to provide an overall price for the vehicle taking into account the following considerations as outlined in the vehicle listing:

(a) Provision of Service:

Cost associated with acquiring the specified vehicle and spare parts necessary to affect preventative maintenance during the initial 12 months of operation. This cost should also include 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) Training:

Provision of on-site operation and maintenance training before and after the commissioning of the vehicle.

(d) 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, a comprehensive list of recommended spare parts should be provided during the said warranty period provided and warranty details.

Specification Summary Table

The following table provides guidelines and specifications of the type of vehicle required; its functionality and intended use. Tenderers are required to provide the necessary documentation to clearly describe the vehicle being offered and to demonstrate that they meet or exceed the technical specification provided in the summary table, their ability to provide post-sales technical support, particularly training and how this vehicle meets all other requirements of the tender.

- The available colour or colours of the vehicle.
- Type and make of the vehicle.
- Year of manufacture (the vehicle must be new)
- Chassis and body configuration of the vehicle

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

