

Tender for

**The Salem Primary School Roof
Repair & Construction of Toilet Block**

February 2018



Ministry of Education, Youth Affairs & Sports

P O Box 103
E. Karney Osborne Building
Little Bay
MSR1110
Montserrat
Tel: 664-491-2541/2542
Fax: 664-491-6941
Email: education@gov.ms
Ref: MEYA&S/E/C/117

February 19th, 2018

Dear Sir/Madam,

Re: The Salem Primary School Roof Repair & Construction of Toilet Block

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

1. Instruction to Tenders
2. Document Check List
3. Form of Tender
4. Form of agreement & Contract Conditions
5. Scope of Works
6. Bill of Quantities
7. General Specifications
8. Anti- Collusion Statement
9. Evaluation Criteria

Please return a complete document of 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 (if locally based). These should be placed in an inner envelope and addressed to, "The Chairperson, Public Procurement Board, Ministry of Finance and Economic Management, Brades, MSR1110, Montserrat". The name of the project should also be written on the inner envelope as follows, "Tender for the Salem Primary School Roof Repair & Construction of Toilet Block". The name of the bidder **must** also be placed on this inner envelope.

This envelope should be placed into an outer envelope, sealed and addressed to, "The Chairperson, Public Procurement Board, Ministry of Finance and Economic Management, Brades, MSR1110, Montserrat". The name of the project should also be written on this outer envelope and should read, "Tender for the Salem Primary School Roof Repair and Construction of Toilet Block". The name of the bidder **SHOULD NOT** be written on this outer envelope.

Tenders are to be received no later than **2:00pm on Wednesday 21st March 2018**. Please ensure that no additional marks are placed on the outer envelope. Envelopes are to be taken to the Ministry of Finance building where the tenderer would place their tender in the Tender Box and be given a receipt after this is completed.

A site visit will be arranged for **09:00 am on Friday 9th March, 2018** at the Salem Primary School.

Any queries relating to the works included should be made in writing to Mrs Mary Lynch, Permanent Secretary (Ag), Ministry of Education, Youth Affairs and Sports at fergusm@gov.ms. Deadline for the submission of queries is 4pm on Wednesday 14th March 2018.



.....
Mary Lynch (Mrs)
Permanent Secretary (Ag)

INSTRUCTIONS TO TENDERERS

The following instructions have been included for the advice and guidance of Tenderers. Care should be exercised in ensuring that all conditions and clauses are adhered to in the preparation and submission of tenders. Tenders that are found to have not complied with these instructions will be rejected.

1. Confidentiality of Documents

All recipients of tender documents and drawings for the proposed contract (whether they submit a tender or not) shall treat the details of the documents and drawings as private and confidential. **Failure to do so may result in disqualification from this and future tenders.**

2. Dispatch of Tenders

The Tender shall be delivered on or before the day and before the hour of tender closing stated in the Invitation to Tender. The Form of Tender shall be signed by an authorized representative of the Company. **Tenders received late shall not be considered.** The completed Tender shall be submitted using the Form of Tender, in the copy of the Tender Document provided. **Submitting an incomplete "Form of Tender" will result in the tender being rejected.** The Tender and all supporting documents shall be signed, labelled and submitted as directed in the invitation to tender. Tenders should be addressed and submitted to:

The Chairperson, Public Procurement Board, Ministry of Finance and Economic Management, Brades, MSR1110, Montserrat.

3. Contract Documents

This Tender is based on the Drawings, Specifications, Articles of Agreement and Government of Montserrat General Conditions of Contract, hereinafter referred to as the Contract Documents.

4. No unauthorized alteration or addition should be made to the Form of Tender, or to any other component of the Tender Document. If any such alteration or addition is made or these instructions are not fully complied with, the Tender will be rejected. Should any further information be required, it will be supplied on request by the Permanent Secretary.

5. Any neglect or failure on the part of the tenderer to obtain reliable information upon any matters affecting the cost, execution, construction, completion and maintenance of the Works and the Contract, shall not relieve the contractor whose Tender is accepted from any risks of liabilities for the completion of the Works, nor will any claim for increase of the Contract sum be entertained as a result of such neglect or failure.

6. Tenderers shall at their own expense visit the site and obtain for themselves, on their own responsibility, all information they may require prior to submitting a tender and entering into a contract. Each Tenderer, in submitting a proposal, warrants that he has investigated and inspected the