



Office of the Premier

P.O. Box 292, Government Headquarters, Brades, Montserrat
Tel: (664) 491 3378/3463/2066/2557, Fax: (664) 491 6780/4632,
Email: op@gov.ms

Date: 17th July, 2018

Dear Sir/Madam,

Re: Tender for the Supply of Equipment for the Montserrat Terrestrial Fibre Project:

- Lot A** (Cisco Switches and Accessories)
- Lot B** (Power Backup & Server Racks)
- Lot C** (Fibre Tools and Other Fibre Equipment)

Tenders are invited for the supply of IT equipment for use in the Montserrat Terrestrial Fiber Project. All equipment must be submitted in accordance with the model numbers and descriptions in the Bill of Quantities, which accompanies this invitation to tender. Included are the tender documents, consisting of:

- (1) Invitation to Tender
- (2) Instructions to Tenderers
- (3) Form of Tender
- (4) Bill of Quantities
- (5) General Conditions of Contract
- (6) Respondent's Identification and Details
- (7) Anti-Collusion Statement
- (8) Tender checklist

Tenderers may submit a bid which includes one or more than one lot; and **GoM** reserves the right to issue contracts for one or multiple lots.

Electronic tender packs can be accessed and submitted via the myTender Portal at <http://www.mytenders.org/>.

Hard copies (paper copy) can be downloaded from the Government of Montserrat website at <http://www.gov.ms/tenders/>.

If you choose to submit a Paper based tender then you must follow the instructions in this ITT, failure to follow the instructions may result in your bid being deemed non-compliant and not considered any further in this process.

Tenders, both electronic and hard copies, are to be received no later than **12:00 mid-day Eastern Caribbean time and 17:00 UK time on Wednesday 01st August, 2018**. Tender opening will be at 14:00 on Wednesday 01st August 2018.

The deadline for submission of clarifications /queries will be **Thursday 26th July, 2018**.

Clarifications can be submitted through the myTenders portal at <http://www.mytenders.org/>. or in writing to Mr Denzil West, Director, DITES at westd@gov.ms and copied to Procurement@gov.ms.
Queries received after the deadline will not be answered.

Yours sincerely,



Daphne Cassell (Mrs)
Permanent Secretary
Office of the Premier

1.0 INVITATION TO TENDER

Scope of Work

The Department of Information Technology & E-Government Services (DITES) is soliciting bids from qualified businesses and individuals to provide proposals to supply the specified IT Equipment for the Government of Montserrat Terrestrial Fibre Project. The equipment must conform to the model numbers and descriptions provided in this tender document. Respondents are required to complete the enclosed Bill of Quantities taking into account the following considerations:

- (a) Provision of Equipment
Cost associated with acquiring the specified product in quantities specified and shipping with adequate insurance coverage to Port Little Bay, Montserrat.
- (b) Documentation
Provision of all documents pertaining to the equipment which form part of this tender to include, but not limited to, operation manuals, and warranty details. All manuals are to be written in English or an English translation should be provided.
- (c) Transportation from Port Little Bay to Davy Hill
Cost associated with the loading, un-loading and transportation of equipment from Port Little Bay to DITES offices in Brades **will be covered by the Government of Montserrat.**
- (d) Delivery Duty Paid
Cost associated with securing release of the equipment from Montserrat Customs and Montserrat Port Authority will be **covered by the Government of Montserrat.**

2.0 INSTRUCTIONS TO TENDERERS

- (1) State which lot(s) of equipment you are interested in tendering for:
 - **Lot A** (Cisco Switches and Accessories)
 - **Lot B** (Power Backup & Server Racks)
 - **Lot C** (Fibre Tools and Other Fibre Equipment)
- (2) The contract conditions adopted for this project will be the Government of Montserrat General Conditions of Contract.
- (3) The Government of Montserrat retains the right to negotiate the Bill of Quantities submitted after a contract has been awarded.
- (4) Tenderers must fully complete the Form of Tender (including notice period and maximum delivery time). Failure to fully complete and return these documents and provide the additional information stated in these instructions will render the bid non-compliant and it will be rejected.
- (5) All transaction undertaken will be the subject of taxation in accordance with the current legislation. Tenderers must submit a current Tax Compliance Certificate with their bid if the business or individual locally based.
- (6) Tax
Except in cases where there is an exemption from tax, of which proof must be provided; residents of Montserrat for tax purposes are subject to tax on the