# Road Maintenance

## Supply of 80 Metric Tons Bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat

**August 2018**

**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**

August 1st, 2018

Dear Sir/Madam,

**Re: Tender for the supply of 80 Metric Tons Bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat**

You are invited to submit a Tender for the above named project. Tender documents can be accessed by visiting the two websites below:

- **Electronic tender documents can be downloaded and submitted via the Mytenders Portal at** https://www.mytenders.co.uk/
- **Copies can be downloaded from the Government of Montserrat website at** http://www.gov.ms/tenders/ and the hard copy can be submitted as set out in the Instructions to Tenderers.

The tender dossier consists of the following documents:

1. Instruction to Tenderers
2. Document Check List
3. Form of Tender
4. Bill of Quantities
5. Signed Anti-Collusion Statement
6. Tender Evaluation Criteria

**Please read Instructions to Tenderers before completing and submitting tenders, failure to do so may result in tenders being deemed non-compliant and rejected.**

To access and submit bid via Electronic means perspective bidders would be required to register on the Mytenders portal, https://www.mytenders.co.uk/.

Any queries clarifications relating to the works included should be made in writing to the Director; Mr. Junior Bruce, at brucej@gov.msor via the electronic portal https://www.mytenders.co.uk/ no later than 12:00pm on **15 August 2018**.

**Tenders are to be received no later than 12:00 noon(EST) on 15th August 2018.**

**Tender Opening will be at 2.00pm (14.00)(EST) on Wednesday 15th August 2018.**

Yours Sincerely,

.....
**Beverley Mendes**
**Permanent Secretary**
**Ministry of Communications, Works and Labour**

**Instructions to Tenderers**

**Submitting a Tender (Bid)**

There are two options for submitting a tender

- **Electronic tender submissions can be uploaded via the Mytenders Portal at** https://www.mytenders.co.uk/

If you are intending to make an electronic submission to this tender, please register your interest on Mytenders at the earliest opportunity. Please ensure that you allow sufficient time to upload your documents.

- **Hard copies can be submitted by hand – Please follow the instructions set out below;**

**Submitting a hard copy of your tender**

You will need two plain envelopes for the Tender submission
You must follow these instructions, failure to do so may result in the bid being non-compliant and not considered any further.

Envelope 1.
Follow the steps written below:

1. Write the name of the bidder (Tenderer, Supplier) on this envelope
2. Write the name of the project and the address on the envelope as written below;

**Supplier Name (Your Company Name)**
**Tender for the Supply of 80 Metric Tons Bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat**
**Chairperson, Public Procurement board**
**Ministry of Finance and Economic Management**
**P.O. Box 292, Brades, Montserrat, MSR1110**

3. Now put this envelope into another plain envelope (Envelope 2.)

Envelope 2
Continue following the steps below:

4. Envelope 1 should now be inside this envelope (Envelope 2), seal the envelope and then write the Project Title and address for Tender return.;

**Tender for the Supply of 80 Metric Tons Bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat**
**Chairperson, Public Procurement board**
**Ministry of Finance and Economic Management**
**P.O. Box 292, Brades, Montserrat, MSR1110**
***NB: Envelope 2 must not have the Bidders name on it or any other markings.*** Tenders are to be delivered to the address above tenderers will be given a receipt.

Tenders are to be received no later than **12:00pm** on Wednesday 15th July 2018. **Late tenders will not be considered.**

1. Tenderers must submit the **completed Tender Document Checklist** along with the documents listed within the Tender Document Checklist. Failure to submit these documents will lead to their bid becoming non-compliant and rejected.

2. The tenderer must submit a Tax Compliance Certificate with his tender if applicable.

3. All tenders will be arithmetically checked; any errors will be brought to the tenderers attention. The rates supplied would be the basis for the arithmetic correction and would be the determining factor for any queries about the corrected price.

4. Tenderers are not allowed to submit alternative tenders.

5. The currency to be used in the completion of this document is **Eastern Caribbean Dollars (XCD)**. In addition, the subsequent contract would also be based in **Eastern Caribbean Dollars (XCD)**. Please note that if the product originates in a country where the currency is the United States dollar (US$), then the accepted exchange rate to the Eastern Caribbean Dollar (XCD) is 2.7169.

6. The Employer is not bound to accept the lowest tenderers and has the right to accept and reject any tender offers.

7. All tenderers must provide a signed receipt in respect of circular tenders or addendum. Electronic acknowledgement is also considered acceptable.

8. Delivery to be made in 5400 US gallon ISO Bulktainer.

9. All custom duties, clearance, local fees and taxes will be paid for by the buyer.

10. The Point of Delivery is Port Little Bay, Montserrat, West Indies.

11. Risk and Title for the product will transfer from the supplier to the customer when the ship berths at Little Bay, Montserrat, West Indies.

Project Title: **Tender for the supply of 80 Metric Tons Bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat**

Date scheme advertised *Wednesday 1st August 2018*

Tender Deadline Date: *Wednesday 15th August 2018*

Tender Deadline Time *2:00pm*

Below are the following documents that must be provided for a contractor's bid to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents would result in the bid being non-compliant and rejected.

Signed Form of Tender ☐

Completed Bill of Quantities ☐

Signed Anti Collusion Statement ☐

Information about Material to be Supplied ☐

Tax Compliance Certificate (*If Applicable*) ☐

..... .....

Contractor Date

# FORM OF TENDER

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

Dear Sir/Madam,

**Re: Tender for the Supply of 80 Metric Tons of bitumen Pen 60/70 Grade delivered to Port Little Bay, Montserrat**

I/We the undersigned undertake to the supplying of the above Materials delivered to Port Little Bay, Montserrat:
**XCD$**

……

(words)……..……

……

……

**Please note the applicable exchange rate from US$ to XCD is 2.7169**

If my/our tender is accepted, I/We undertake to deliver the materials 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 60 days from the date of submission of this tender.

Name……..

Signed……

Name of firm (If Applicable) ……..

Address……..

……

Tel. nr……..

Fax nr……

Email Address ……

Date……

## 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 CAPACITY OF ……..……..……..……..

DATE……2018

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 …….

| BILL OF QUANTITY | | | | | |
|---|---|---|---|---|---|
| **Item** | **Description** | **Units** | **Qty** | **Rate XCD$** | **Total XCD$** |
| **1.00** | **Bitumen** | | | | |
| 1.01 | Supply Bitumen Pen 60/70 Grade to be delivered to Port Little Bay, Montserrat. Delivery is to be made in 5400 US gallon ISO Bulktainer.<br><br>**N.B.** The supplier is responsible for any and all shipping and transportation cost that would be incurred in getting the Bitumen to Montserrat. | Metric Tons | 80 | | |
| | **Total value** | | | | |

## EVALUATION OF TENDER

### Evaluation Criteria

The following evaluation criteria will be used to evaluate tenders received in response to this Invitation to Tender. **Tenders must achieve a minimum score of 65% to be considered for award of contract.**

| Criteria Description | Weight (%) |
|---|---|
| Administrative Compliance | Pass/Fail |
| Price | 50 |
| Availability (Delivery Time) | 30 |
| Adherence to Specification | 20 |

Tenderers that fail to meet the above qualifying score will be rejected and not considered for award of contract.

### Administrative Compliance (Pass/Fail)

The **Tender Document Checklist** provides a list of requirements which need to be completed and submitted with their Tender Submission. All tenderers shall submit all the documents that are requested. Similarly, tenderers shall address the envelopes as stated within the Instructions to Tenderers. If **all** the above requirements are fulfilled, then the tenderer would move onto the other evaluation criteria. If any of the above mentioned requirements are not met, then the tender would be deemed non-compliant and rejected.

### Price (50%)

Tenderers must complete the Form of Tender and the Bill of Quantities and return them with their tender submission. The tendered price is a significant factor and the Government of Montserrat will seek to ensure that the works are undertaken at the most economically advantageous price. However, there are other factors which comprise the criterion and these will be considered proportionately. Government of Montserrat is not bound to accept the lowest or any tender. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from tenders.

### Availability (Delivery Time) (30%)

A higher than normal weighting has been given to delivery schedule, so that preference can be given to those suppliers that can supply the bitumen into Montserrat at the earliest time. The percentage for this criterion will be calculated proportionately to similar submissions from other tenders.

**Technical Specifications (20%)**

Adherence to technical specification is paramount. The procuring entity is particular that the stated specification is received from the supplier. Under no circumstance will the procuring entity accept a material which does not match the specifications which is found within the Bills of Quantity Items. Points will be awarded depending on the degree of compliance with the technical specifications as compared with the other tenders.