



FINANCIAL SERVICES COMMISSION

November 5, 2018

Dear Sir/Madam

RE: Tender for Providing Architectural and Engineering Services for the New Financial Services Commission Building, Little Bay, Montserrat

You are invited to submit a Tender for the above-named project. The following Categories are included in this Request for Proposals (RFP):

- Architectural
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Civil Engineering
- Quantity Surveying
- Technical Inspection of Construction

Tender documents can be accessed by visiting the two websites below;

- Electronic tender documents can be downloaded and submitted via the Mytender Portal at <https://www.mytenders.co.uk/>
- Electronic copies can also be downloaded from the Financial Services Commission website at <http://www.fscmontserrat.org/>

The tender dossier consists of the following documents;

- (1) Invitation to Tender
- (2) Instructions to Tenderers
- (3) Form of Tender
- (4) Terms of Reference
- (5) Respondent's Identification and Details
- (6) Anti-Collusion Statement

Please read Instructions to Tenderers before completing and submitting tenders, failure to do so may result in tenders being deemed non-compliant and rejected. Please ensure that you read and understand the Terms of Reference as you are required to submit a Preliminary Design, Work Plan and Financial Proposal that must address the deliverables and methodology required for this project. Any queries or clarifications relating to the Tender should be made to:

Mrs. Dulcie James, Commissioner by email at; fsccomr@candw.ms

or via the electronic procurement portal; [https:// www.mytenders.co.uk/](https://www.mytenders.co.uk/) no later than 10 days before the deadline for submission.

Tenders are to be received no later than 12:00 midday/noon on Wednesday, 9 January 2019.
Queries received after this deadline will not be answered.

Yours sincerely

Mrs. Dulcie James
Commissioner
Financial Services Commission