



Invitation to Tender
for
Ferry Agency Service
at the Ferry Terminals,
both in Montserrat and Antigua



Office of the Premier

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The Government of Montserrat (GoM), through the Office of the Premier (OOP) and with support from the Access Division, is issuing this Invitation to Tender (ITT). Our aim is to seek Bids from reputable companies for Ferry Agency Service at the ferry terminals in both Montserrat and Antigua. The Government of Montserrat's main objectives are to identify an agent to provide a high quality service at the ferry terminals in Montserrat or Antigua. The service must include cargo handling and an agent for the ferry operations. Companies are invited to submit a bid, in accordance with the requirements contained within this ITT.

ITT documents can be accessed by visiting the two websites below:

- **Electronic proposal documents can be downloaded and submitted via the MyTenders Portal at <https://www.mytenders.co.uk/>**
- **Hard copies can be downloaded from the Government of Montserrat website at <http://www.gov.ms/tenders/>**

The ITT suite of documents include the following;

1. Invitation Letter
2. Instructions to Bidders
3. Terms of Reference/Scope of Work
 - Service Specification
 - Reporting
 - Ferry Schedule
 - Passenger Levels and Services required
4. Evaluation Criteria
5. Technical Questionnaire
6. Form of Tender
7. Mandatory Requirements and obligations and undertaking
8. Anti-Collusion Certificate
9. Document Compliance Checklist

Any clarifications or queries relating to the Tender should be submitted via the myTenders Portal <http://www.mytenders.or> or in writing to Ms Hartjinder Jutle, procurement@gov.ms, no later than 12:00 midday on Wednesday, **5th December 2018**.

Deadline for submissions is no later than 12.00 midday on Wednesday 12th December 2018.

Yours faithfully,



Daphne Cassell
Permanent Secretary
Office of the Premier

INSTRUCTIONS TO BIDDERS

1.0 General

The following instructions have been included for advice and guidance for the completion and submission of Tenders. Please ensure that you read the instructions before completing your ITT. Tenders that are found to have not complied with the instructions may be rejected for noncompliance.

- 1.1 Each Bidder is required to:
 - i. Examine the ITT and any documents referenced in the ITT and any other information provided by the Procuring Entity.
 - ii. Consider all risks, contingencies and other circumstances relating to the delivery of the requirements and include adequate provision in your financial submission to manage such risks and contingencies
 - iii. Ensure that pricing information is submitted in XCD (Eastern Caribbean Dollars).
 - iv. If necessary, obtain independent advice before submitting a proposal
 - v. Satisfy itself as to the correctness and sufficiency of your Financial Submission, including the proposed pricing and the sustainability of the pricing.
- 1.2 The Bidder shall ensure that each and every sub-consultant, consortium member and adviser adheres to the terms of these instructions and the Conditions of Proposal.
- 1.3 The Bidder shall not make contact with any other employee, agent or consultant of the Authority who are in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed otherwise by the Authority.
- 1.4 The Authority or Government of Montserrat shall not be committed to any course of action as a result of:
 - issuing this ITT or any invitation to participate in this procurement exercise;
 - an invitation to submit any Response in respect of this procurement exercise;
 - communicating with a Bidder or a Bidder's representatives or agents in respect of this procurement exercise; or
 - any other communication between the Authority and/or any relevant GoM Departments (whether directly or by its agents or representatives) and any other party.
- 1.5 Bidders shall accept and acknowledge that by issuing this ITT the Authority shall not be bound to accept any Proposal and reserves the right not to conclude a Contract for some or all of the services and services for which Submissions are invited.
- 1.6 The Authority reserves the right to amend, add to or withdraw all or any part of this ITT at any time during the procurement exercise.