

REQUEST FOR PROPOSAL

Construction of an Air Traffic Control Tower at the John A. Osborne Airport in Montserrat



GOVERNMENT OF MONTSERRAT
Ministry of Communication, Works, Energy & Labour
Brades, Montserrat
Tel: 1-664-491-2521/2522

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PART A – BACKGROUND

A1 Overview

- A1.1 The John A. Osborne Airport located in Montserrat is the island's primary source of air transportation. The airport was constructed in 2002 and has an asphalted concrete runway of 596m long by 18m wide. The airport facility was designed to facilitate the Twin Otter nineteen (19) seater aircraft, but is currently trafficked by the eight (8) seater Islander. Both aircraft are powered by propeller engines. The airport operates between 6am and 6pm and welcomes between six (6) and twelve (12) flights daily. It is regulated by Air Safety Support International (ASSI www.airsafety.aero) which is both the supporting and governing entity for aviation safety in the UK Overseas Territories.

Several studies were commissioned to examine possible improvements to maintain the airports certification. One major element that was identified was the replacement of the existing Air Traffic Control Tower. The Government of Montserrat (GoM), through the Ministry of Communication, Works, Energy and Labour has developed a project for the replacement of the Air Traffic Control Tower. **Recently, a prefabricated Air Traffic Control Cabin was procured from a specialist fabricator, and is currently at the airport awaiting installation on the proposed 4-storey shaft.** This RFP seeks to acquire services for the construction of the Control Tower Shaft, as well as the installation of the Control Tower Cabin for the new Air Traffic Control Tower, through competitive bidding. It is envisaged that once this project is complete, the John A. Osborne will have a new and improved facility that will maintain its certification and continue to provide appropriate air access to Montserrat.

A2 Current and Proposed Air Traffic Control Tower

- A2.1 The current Air Traffic Control Tower (ATCT) was built in 1997 and is a reinforced concrete building, with glass and wood trimmings. The building stands approximately 25- 33ft above ground level. It's control cab is approximately ninety (90) square feet and houses two operating personnel at any given time. The proposed new ATCT is expected to stand 65- 70ft above ground level with a prefabricated control cabin mounted and affixed at the top.

A3 The Authority

- A3.1 The Government of Montserrat (GoM) through the Ministry of Communications, Works, Energy & Labour will be the procuring entity managing the project and has been deemed to be The Authority. The Authority shall actively manage the resulting Contract and key activities including contract review meetings, key deliverables and analysis of management information provided.

If you have any queries relating to this RFP please email them to jutleh@gov.ms for the attention of the Head of Procurement, Ms. Harjinder Jutle.



Air traffic control building in the background with the 8 seater Islanders in the front of the picture



John A Osborn Airport's Terminal building that was built in 2002.



Aerial photograph of
the John A Osborn
Airport's runway.

PART B – RFP OVERVIEW

B1 Introduction

- B1.1 The Authority wishes to establish a Contract for the replacement of the existing Air Traffic Control Tower at the John A. Osborne Airport in Montserrat. The Authority is managing this procurement process in accordance with the Government of Montserrat Public Procurement Regulations.

Construction Contract: The contract used for this project will be a variation of the JCT Contract

- B1.2 The Authority is procuring the Contract for its exclusive use.

B2 Scope of Works

- B2.1 The scope requires the construction of a multi-level, standalone Air Traffic Control Tower with internal access to a roof top prefabricated Control Cab. Construction is traditional in situ placed reinforced concrete with infills of concrete block and steel, reinforced concrete floors, and reinforced cantilevered roof slab with upstand beams to support a nine (9) tonne (20,000 lbs) prefabricated cab. Works to include the placement and fixing of the prefabricated cab at roof level, as well as the connection and commissioning of all associated services within, with the exception of air traffic control equipment. The installation of an elevator and surrounding civil works to be executed as options (alternates) upon the request of The Authority. These works are to be done at JAO Airport in Gerald's, Montserrat.

This project has five (5) distinct components:

- Architectural (A) works,
- Structural Engineering (S) works,
- Mechanical, Electrical, Plumbing Engineering (MEP) works, to include but not be limited to mechanisms for fresh air Ventilation, Air-Conditioning, Lightning Protection, Fire Protection, Telecoms, Security and the installation of an elevator,
- Civil Engineering (C) works,
- Placement and Fixing of a nine (9) tonne (20,000 lbs) fully up fitted and finished Prefabricated Cab to a height of approximately fifty (50) feet above ground level, and connection of all associated MEP services provided within (air traffic control equipment excluded). A Spreader Beam Assembly, to be used specifically for lifting the Prefabricated Cab into place onto the proposed shaft, is available on-site. Air-conditioning units, as well as all associated bolts and fixings for the cab have been supplied by the manufacturer (AJT Engineering Inc.).

B3 Key Project Personnel

PROJECT POSITION	NAME
Architect:	Ministry of Communications, Works, Energy, & Labour (MCWEL), Government of Montserrat (GoM)
Quantity Surveyor:	Ministry of Communications, Works, Energy, & Labour (MCWEL), Government of Montserrat (GoM)
Structural Engineering (Consultants):	AMR Consulting Engineers
MEP (Consultants):	Leverage Consulting Engineers Inc.
ATC Prefabricated CAB (Supplier):	AJT Engineering Inc.

B4 Procurement Details

Times and dates shown below may be subject to change.

PROJECT DETAILS	DELIVERABLE
RFP for J.A.O Airport Improvement Project in Montserrat.	Date Published on Government of Montserrat Website and MyTenders portal. 09th October, 2019
Access to the RFP Suite of Documents	Soft copies can be downloaded from the Government of Montserrat website at http://www.gov.ms/tenders/ . Electronic tender packs can be downloaded, completed and submitted via the MyTenders Portal at https://www.mytenders.co.uk/ . If your intention is to make an electronic submission for this tender, please register your interest on MyTenders at the earliest opportunity. Please ensure that you allow sufficient time to upload your documents. If you experience difficulty in uploading to the MyTenders website, please contact jutleh@gov.ms before the stipulated deadline.
Clarification Deadline and Contact Details	Monday 2 nd December 2019
RFP Submission Deadline	Wednesday 11 th December 2019, no later than 12.00 midday, Eastern Caribbean Time and UK time 17:00hrs.
Tender Submission Address	The Chairperson Public Procurement Board, Ministry of Finance and Economic Management, Brades, Montserrat.
Contract Commencement – this is an indicative date and may be subject to change.	January 2020.

Please read all sections carefully before completing your submission. Failure to follow instructions may result in your bid being adjudged non-compliant and being disqualified from further consideration. Submissions must include ALL elements outlined in the Scope of Works.

PART C – INSTRUCTIONS TO BIDDERS

C1 General

- C1.1 These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is important therefore that you provide all of the requested information in the format and order specified.
- C1.2 Bidders should read these instructions carefully before completing the Bid documentation. Failure to comply with these requirements for completion and submission of a Bid may result in the rejection of the Bid. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the JCT Agreement, as the contract used for this project will be a variation of this contract.
- C1.3 Each Bidder will:
- i. Examine the RFP and any documents referenced in the RFP and any other information provided by the Authority.
 - 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). Rates and prices must be complete and shall be inclusive of applicable taxes, shipping, handling, delivery, fees, permits, regulatory requirements of authorities having jurisdiction, specialists, profit, overheads, etc. In order to keep the bidding process as fair and simple as possible, bidders are expected to bid as a **duty paid** project.
 - iv. If necessary, obtain independent advice before submitting a bid.
 - v. Be satisfied that the Financial Submission is correct and sufficient, to include the proposed pricing and the sustainability of the pricing.
- C1.4 The Bidder shall ensure that each and every sub-consultant, consortium member and adviser abides by the terms of these instructions and the Conditions of Bid.
- C1.5 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.
- C1.6 The Authority shall not be committed to any course of action as a result of:
- issuing this RFP 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.

- C1.7 Bidders shall accept and acknowledge that by issuing this RFP the Authority shall not be bound to accept any Bid and reserves the right not to conclude a Contract for some or all of the services and services for which Bids are invited.
- C1.8 The Authority reserves the right to amend, add to, or withdraw all or any part of this RFP at any time during the procurement exercise.

C2 Tax Compliance

- C2.1 The bidder must submit a Tax Compliance Certificate from the Inland Revenue Department of the Montserrat Customs and Revenue Service, along with the bidding documents, if the individual or company is based in Montserrat. In the case of a sole trader, the tax compliance certificate should be issued in that individual's name. However, where the sole trader is trading using a business name, the tax compliance certificate should be issued in the business's name. In the case of a company, the tax compliance certificate should be issued in the name of the Company. It is therefore incumbent on the bidder to ensure that the tax compliance certificate is issued in the correct name. Diligent checks will be made with the Inland Revenue Department and the Financial Services Commission to verify the accuracy of certificates. Bids received with improper tax compliance certificates will be rejected.

- C2.2 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 profits from this project while non-residents are liable to a **20% Withholding Tax** deduction from the gross amount.

Please take into consideration your tax obligations and liabilities to the Government of Montserrat. For further information please contact Montserrat Customs & Revenue Service (MCRS) via email at irev@gov.ms.

- C2.3 All services undertaken will be the subject of taxation in accordance with the current legislation.

C3 Bid Validity

- C3.1 Bids are to remain open for acceptance for a period of 180 days. A Bid valid for a shorter period will be rejected.

C4 Authority's Contact Details

- C4.1 Unless stated otherwise in these Instructions or in writing from the Authority, all communications from Bidders (including their sub-consultants, consortium members, consultants and advisers) during the period of this procurement exercise must be directed to the designated Authority contact named in **A3**.
- C4.2 All communications should be clearly entitled "**Construction of Air Traffic Control Tower at JAO Airport, Montserrat**" in email subject header, and include the name, contact details and position of the person making the communication in the body of the email.
- C4.3 Suppliers' requests for Bid clarifications must be submitted in accordance with the procedure set out in **C7**.

C5 Insurance

C5.1 All Bidders will be required to submit Professional Indemnity Insurance within his/her Bid submission.

C5.2 The preferred Bidder will be required to submit details of additional insurances and bonds prior to Contract Signing stage, inclusive of:

- i. All-Risk Insurance
- ii. Workmen's Compensation Insurance
- iii. Performance Bond (equal to, or not less than 10% of the Contract value)
- iv. Payment Bond (equal to, or not less than 10% of the Contract value)

All insurance and bond documents must be submitted in an acceptable form in relation to carrying out services for this project.

C5.3 The preferred Bidder shall deliver the required bonds outlined in **C5.2** to The Authority no later than fourteen (14) calendar days after the date of Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. The Authority may deem the failure of the Bidder to deliver the required bonds within the period allowed as a default. Bonds shall be executed and remain in place until the end of the defects liability period when the final certificate is issued.

C5.4 Bidders and Bidders' sub-contractors must be professionally licenced by reputable accredited registration bodies in their respective trades.

C6 Submission of Proposals

C6.1 Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Bids. Bidders are solely responsible for the costs and expense incurred in connection with the preparation and submission of their Bid and all other stages of the selection and evaluation process. Under no circumstances will The Authority be liable for any costs or expense borne by Bidders, sub-consultants, suppliers or advisers in this process. Any neglect or failure on the part of bidders to obtain reliable information upon any matter affecting the implementation, execution and completion of the Works shall not relieve any person whose Bidr is accepted from any liability or risks for the works and contract, nor will any claim for increase of the Contract be entertained as a result of such Bidder's negligence.

C6.2 The Authority may, at its own absolute discretion, extend the closing date and the time for receipt of Bids specified under **B4**. Any extension granted will apply to all Bidders.

C6.3 All Bids will be arithmetically checked; any errors will be brought to the Bidder's attention. The rates supplied will be the basis for the arithmetic correction and will be the determining factor for any queries about the corrected price. The Bidder will be given details of such errors and afforded an opportunity to confirm or withdraw his/her offer.

C6.4 Bidders must complete and submit the **RFP Document Checklist (F1)**, as well as all listed documents outlined on checklist to be deemed Administratively Compliant.

C6.5 The Authority is not bound to accept the lowest Bid and has the right to accept or reject any Bid offers.

C6.6 Late Bids will not be not considered for award.

C6.7 Submitting a Bid

There are two (2) options for submitting a tender

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

If you intend to make an electronic submission to this tender, please register your interest on MyTenders at the earliest opportunity, and please ensure that you allow sufficient time to upload your documents. If you experience difficulty in uploading to the MyTenders website, please contact jutleh@gov.ms before the stipulated deadline.

- **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 (2) plain envelopes for the Tender submission.

You must follow these instructions, failure to do so may result in the bid being adjudged non-compliant and disqualified from further consideration.

Envelope 1.

Follow the steps written below:

1. Place ALL documents listed on **RFP Document Check List** inside this envelope.
2. Write the name of the bidder (Tenderer, Supplier) on this envelope
3. Write the name of the project and the address on the envelope as written below:

Supplier Name (Your Company Name)

Proposal for the Construction of an Air Traffic Control Tower at John A. Osborne Airport

The Chairperson

Public Procurement Board

Ministry of Finance and Economic Management

P.O. Box 292, Brades, Montserrat, MSR1110

4. Put this envelope into another plain envelope (Envelope 2.)

Envelope 2

Continue following the steps below:

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

Proposal for the Construction of an Air Traffic Control Tower at John A. Osborne Airport

The 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.

C7 Queries Relating to Bid

- C7.1 All requests for clarification about the requirements or the process of this procurement exercise shall be made in accordance with these Instructions.
- C7.2 The Authority will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time. In order to satisfy query requests, the Authority has designated specific personnel to deal with clarification requests from Bidders
- C7.3 Clarification requests can be submitted via e-mail to at jutleh@gov.ms from the date shown under **B4**.
- C7.4 In order to ensure equal treatment of Bidders, the Authority will share questions and clarifications raised by Bidders, together with the Authority's responses (but not the source of the questions) to all participants on a regular basis via the website: www.gov.ms/tenders
- C7.5 The Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request will, or is likely to prejudice its commercial interests.

C8 Bribery

- C8.1 The offer of a bribe or other inducement to any person with the object of influencing the placing of the Contract will result in instant rejection of the Bid concerned.

C9 Withdrawal of Bid

- C9.1 The withdrawal of a bid may only be made by persons authorised to act on behalf of the Bidder. Authorised persons are those so identified in the Bidder's corporate bylaws, specifically empowered by the Bidder's charter or similar legally binding document acceptable to The Authority, or by a power of attorney, signed and dated, describing the scope and limitations of the power of attorney. Ensure such documentations are made available to The Authority at the time of seeking modifications or withdrawal of the Bid.

C10 Award & Execution of the Contract

- C10.1 At the end of the evaluation, the Government of Montserrat Public Procurement Board will inform the Preferred Bidder that they have been selected to enter into detailed negotiations with the Authority in order to finalise and agree a Contract. Unsuccessful Bidders will also be notified at the same time as the successful Bidder.
- C10.2 Subsequent to the Notice of Intent to Award, and within fourteen (14) calendar days after the prescribed *Agreement* is presented to the Preferred Bidder for signature, the Preferred Bidder shall

cute and deliver the Agreement to the Authority through the Project Architect, and sign in such number of counterparts as the Authority may require.

- C10.3 The Authority may deem the failure of the Preferred Bidder to execute the Contract, and to supply the required bonds when the Agreement is presented for signature within the period of time allowed, as a default.
- C10.4 Unless otherwise indicated in the Procurement and Contracting Documents or the executed Agreement, the date of commencement of the Works shall be the date of the executed Agreement **or the date that the Bidder is obligated to deliver the required bonds to the Authority.**

C11 Post-Contract Evaluation

- C11.1 Tenderers are advised that the Government of Montserrat aims to improve Quality and ensure value for money throughout the project life cycle. The Contractor's performance during contract implementation will be assessed at close out of the contract. Therefore, at the completion of the proposed works, the Government of Montserrat will undertake a Contract Performance Evaluation, which is a review of all the project objectives.
- C11.2 A form referred to as the *Post Contract Performance Report* will be the tool used to measure and assess the Contractor's performance in achieving the project objectives. Please be advised that The Authority's satisfaction for project delivery will form part of the measurable indicators for achieving project objectives.
- C11.2 The project's success will determine the Contractor's probability for future employment opportunities with the Government of Montserrat.

PART D – BID EVALUATION

D1 Evaluation of Bids

- D1.1 The Bid process will be conducted to ensure that Proposals are evaluated fairly to ascertain the most technically and economically advantageous Proposal.
- D1.2 The following evaluation criteria will be used to evaluate Bids received in response to this RFP. Administrative Compliance will be applied before the remaining criteria can be assessed, and will be graded as either a Pass or Fail, with failure meaning that bids would be deemed Non-compliant. Bidders must achieve a minimum score of **70%** to be considered for award of contract.

EVALUATION CRITERIA	WEIGHTED SCORE %
Administrative Compliance	PASS/FAIL
Qualifications & Experience	30%
Technical Questions	15%
Cost Proposal	40%
Delivery Time	15%

D2 Administrative Compliance (PASS/FAIL)

- D2.1 Bidders must submit all the documents requested in the **RFP Document Checklist**. This checklist is provided in **F1** and lists documents to be completed and submitted for bidders to be deemed compliant and achieve a **PASS** assessment. The accurate and whole submission of these documents fulfils the Administrative Compliance requirement, which is a Pass/Fail assessment. Where **all** of the outlined requirements have been fulfilled, the bidder will then advance to the subsequent evaluation criteria. If any of the listed items are not submitted, the tender will be deemed **non-compliant** and the submission rejected.

D3 Qualifications and Experience (30%)

- D3.1 Tenderers are required to submit:
- A Company Profile**, including a summary of annual revenue in earnings and overall financial health.
 - Details of Qualifications** of all project staff and subcontractors who will be assigned to this project. The ideal contracting firm should possess qualified, professional personnel with qualifications in Civil Engineering (C), Mechanical, Electrical and Plumbing (MEP), Heating, Ventilation, Air Condition (HVAC), Construction Management (CM) and Structural Engineering (S) disciplines from reputable institutes. The evaluation of the Bidder's qualifications will include: academic qualifications, status of licensure, and record of compliance with licensing requirements. The nature of the contract requires experience in the management of different disciplines for successful completion of the project.
 - A Visual Portfolio of Works** of a similar nature, including project descriptions, size and value of works, the entity or person for which the work was completed, contact information of the entity or person, the location of the works, and photographic illustrations of works. In addition, prospective bidders can submit award letters for

works in lieu of the above mentioned. Experience in aviation related construction works would be an asset, but is not required.

- iv. **A minimum of two (2) Referees** who may be contacted for further verification of any information submitted.

- D4.2 Prior to contract award, the Authority may request an unblemished police record of key personnel expected to access the airport site.

D4 Technical Questions (15%)

- D4.1 Respond to the Technical Questions in **F11** on a separate sheet of paper.

D5 Cost Proposal (40%)

- D5.1 Bidders must complete the Form of Proposal and return them with their RFP submission. The Bid price is a significant factor and the Government of Montserrat will seek to ensure that the services are undertaken at the most economically advantageous price. The Government of Montserrat is not bound to accept the lowest or any Bid. The percentage for this criterion will be calculated as described below:
- D5.2 The lowest price bidder will achieve the maximum score for this criterion. All other (higher) bids will be evaluated relative to the lowest bid price using the formula shown below:

Given a full Cost Proposal score of 40%:

$$\frac{\text{Lowest Price (A)}}{\text{Higher Price (B)}} \times 40\%$$

$$\begin{aligned} A &= 10000 \\ B &= 14000 \times 40\% = B's \text{ score is } \mathbf{28.5\%} \end{aligned}$$

D6 Delivery Time (15%)

- D6.1 The timely delivery of this project will ensure that the John A. Osborne Airport maintains the necessary regulatory approval to remain in operation. A weighting has been established for this criterion as the preference will be for the delivery of the project at the earliest time. The percentage of this criterion will be calculated in a similar manner as shown above for the Cost Proposal Criterion.

D7 Quality Evaluation Methodology

Quality will be measured upon evaluation of Bidder's responses to the Technical Questions in **PART F**. Each question in the Technical Questions criterion is marked using the following scores:

Scoring – Quality Criteria	
Rating of Response	Score
Very Good or Fully Compliant Submission which meets all requirements and is fully explained in comprehensive detail. Clearly includes all the information requested and instils full confidence that the Tenderer has the ability to fully meet the requirements of the Contract.	9 – 10
Good or Fully Compliant Submission which meets all the requirements and is explained in reasonable detail. Includes all the information requested and instils reasonable confidence that the Tenderer has the ability to fully meet the requirements of the Contract.	7 – 8
Satisfactory or Compliant Submission which meets the essential requirements and is explained in adequate detail. Although brief or lacking some detail, all the information requested has been supplied and the Council is relatively confident that the Tenderer has the ability to meet the requirements of the Contract.	5 – 6
Weak or Partially Compliant (Minor issues) Submission which in some areas falls short of requirements and is poorly explained. Not all of the information requested has been supplied and The Council has minor concerns regarding the Tenderers ability to meet the requirements of the Contract.	3 – 4
Unacceptable or Non-Compliant (Major issues) Submission which clearly fails to meet requirements and is not explained. Key information requested has not been supplied and the Council has major concerns regarding the Tenderers ability to meet the requirements of the Contract.	1 – 2
An answer to the question has not been provided or the Tenderer has not understood the requirements of the question and therefore the answer provided does not address the question.	0

PART E – ESSENTIAL RFP DOCUMENTS FOR DOWNLOAD

E1 Drawings and Architectural Specifications

For ease of handling, the following essential documents have not been included in this document, but are available on the GoM website or MyTenders Portal for download (see **B4**). These should be used to help inform your bid submission and are as follows:

1. RFP Drawings (Architectural /Structural/ MEP)
<http://www.gov.ms/wp-content/uploads/2019/10/JAO-Arch-Dwg-Set-2.pdf>
<http://www.gov.ms/wp-content/uploads/2019/10/JAO-Structural-Dwg-Set.pdf>
<http://www.gov.ms/wp-content/uploads/2019/10/JAO-MEP-Dwg-Set.pdf>
2. Drawings of Prefabricated Control Cab (**Proprietary** /for reference **ONLY**/ Not to be constructed or used on any other projects)
<http://www.gov.ms/wp-content/uploads/2019/10/Prefab-Cab-Reference-Dwgs.pdf>
3. Architectural Specifications.
<http://www.gov.ms/wp-content/uploads/2019/10/JAO-Arch-Specs.pdf>

E2 Other Required Documents to be Downloaded & Completed by Bidders

The following essential documents have been made available on the GoM website or MyTenders Portal for download (see **B4**). These are listed on the **RFP Document Checklist** and are required documents that should be completed and returned by the Bidder. They are as follows:

1. Structural Bill of Quantities (BoQs) – **Schedule B**
<http://www.gov.ms/wp-content/uploads/2019/10/Structural-BoQs.pdf>
2. MEP Details of Tender (w/ associated specifications) – **Schedule C**
http://www.gov.ms/wp-content/uploads/2019/10/MEP-DTs_Specifications-Complete.pdf

PART F – DOCUMENTS FOR BIDDER’S RESPONSE

F1 RFP Document Checklist

The following documents **must** be submitted for a bid to be valid.

Bidders are asked to supply and check the following information circles below. Failure to provide any of the stated documents will result in the bid being non-compliant and rejected.

- ☐ Signed Form of Proposal (**Including time for completion and notice period**) (F2)
- ☐ Signed Proposal Submission Anti-Collusion Statement (F3)
- ☐ Bidder’s Identification Details Form (F4)
- ☐ Technical Questions Responses (F11)

- ☐ Tax Compliance Certificate **If locally registered in Montserrat** (C2)
- ☐ Professional Indemnity Insurance (C5)

- ☐ Bidder’s Company Profile (D3)
- ☐ Details of Qualifications (D3)
- ☐ Bidder’s Company License (D3)
- ☐ Visual Portfolio of Works Similar in Nature (D3)
- ☐ Two (2) Referees Minimum (D3)

Note: All Detail of Tenders & Structural BoQs have been provided for Bidders to complete. However, where “Bidder Developed” BoQs are requested, Bidders are expected to completely develop on their own as required.

Completed **Schedule A** – Architectural

- ☐ Bidder Developed Architectural **BoQ** - using architectural drawings & architectural specifications.
Separate OPTIONAL line items for Civil works (C) and the supply and installation of an elevator as per specification, to be included and priced.

Completed **Schedule B**- Structural

- ☐ **BoQ** – for Structural Engineering (Specifications)

Completed **Schedule C** - MEP

- ☐ **Detail of Tender** – for Air-conditioning (Specifications)

- ☐ **Detail of Tender**– for Security, CCTV & Fire Alarm (Specifications)
- ☐ **Detail of Tender** – for Electrical (Specifications)
- ☐ **Detail of Tender** – for Structured Cabling (Specifications)

Completed **Schedules D-G**

- ☐ **Schedule D** - Bidder Developed Plumbing **BoQ** – using plumbing specifications, MEP, Civil & Architectural drawings
- ☐ **Schedule E** - Construction Equipment (*F9*)
- ☐ **Schedule F** - Sub-Contractors (*F10*)
- ☐ **Schedule G** - Completed Milestone Payment Schedule (*F11*)

.....
Bidder's Authorized Signature

...../...../.....
Date

F2 Form of Proposal

The Chairperson
Public Procurement Board
Ministry of Finance and Economic Management
Government Headquarters
Montserrat,
MSR1110

Dear Sir/Madam;

Project: **Construction of an Air Traffic Control Tower at the John A. Osborne Airport in Montserrat**

Bidders are advised that this project is governed by an indicative budget and no bid exceeding this budget will be considered.

I/We the undersigned undertake to provide **Architectural (A), Structural Engineering (S), Mechanical, Electrical, Plumbing Engineering (MEP), and Civil Engineering (C) works** to include the placement and fixing of a prefabricated Air Traffic Control Tower Cab, and to safely execute and complete the above works in accordance with the Tender Document requirements for the sum of:

EC\$

.....

(words).....

.....

A. **OPTIONAL:** Procurement and Installation of Elevator System within Air Traffic Control Tower:

EC\$

.....

(words).....

.....

B. **OPTIONAL:** Civil Engineering Works

EC\$

.....

(words).....

.....

If my/our tender is accepted, I/We undertake to commence the Works within _____ **days** from the date of receipt by me/us of the official order and complete the works 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 90 days from the date of submission of this proposal.

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 profits from this project while non-residents are liable to a **20% Withholding Tax** deduction from the gross amount.

Please take into consideration your tax obligations and liabilities to the Government of Montserrat. For further information, please contact Montserrat Customs & Revenue Service (MCRS) via email at irev@gov.ms

Name.....

Name of Firm (If Applicable)

Address.....

Tel. no Fax no /

Email Address

Signed.....

Date.....2019

APPENDIX TO FORM OF PROPOSAL

Amount of Workmen's Compensation Insurance	EC\$ 2,000,000.00
Period for Commencement from Notification of Award of ContractCalendar Days
Time for CompletionCalendar Days
Time within which payment to be made after issue of Certificate	21 Calendar Days
Delivery Date/...../.....

F3 Proposal Submission Anti-Collusion Statement

I/we certify that this proposal is made in good faith, and that we have not fixed or adjusted the amount of the proposal 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 proposal price or any other figures or other information in connection with the proposal 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-consultant (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 proposing exercise.

Enter into any agreement or arrangement with any person that they shall refrain from proposing, that they shall withdraw any proposal once offered or vary the amount of any proposal 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 proposal or proposed proposal 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 proposal 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-consultants, suppliers and associated companies providing services or materials connected with the proposal and any contract entered into with such sub-consultants, 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 proposal being disqualified and may lead to criminal or civil proceedings. The government of Montserrat shall treat any proposal 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 services or who may now or at any time in the future have statutory power to require disclosure of this proposal.

In this certificate, the word 'person' includes any persons and anybody 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 proposal is made.

Signature:

In capacity of:

Date:2019

Duly authorised to sign proposals and acknowledge the contents of the anti-collusion certificate for and on behalf of:

Name of Firm:

Full postal address:

Contact No.

F4 Bidder's Identification Details Form

A	PERSONAL INFORMATION
COMPANY NAME: REGISTRATION NUMBER: COMPANY ADDRESS: CONTACT PERSON: POSITION: TELEPHONE NUMBER: WEBSITE: EMAIL ADDRESS:	

B	QUESTIONNAIRE		
1	Your entity operates as which one of the following?	<input type="checkbox"/>	Sole Proprietorship
		<input type="checkbox"/>	Partnership
		<input type="checkbox"/>	Limited Liability
		<input type="checkbox"/>	Others
2	How many years have you or your entity been in operation?	<input type="checkbox"/>	(0-1)
		<input type="checkbox"/>	(1-3)
		<input type="checkbox"/>	(3-5)
		<input type="checkbox"/>	(5-10)
		<input type="checkbox"/>	(10 & Over)
3	How many persons are employed within your entity?	<input type="checkbox"/>	(1-5)
		<input type="checkbox"/>	(6-10)
		<input type="checkbox"/>	(11-15)
		<input type="checkbox"/>	(16 & Over)
4	How many similar contracts have you or your entity successfully completed within the last two (2) years?	<input type="checkbox"/>	(1-3)
		<input type="checkbox"/>	(4-6)
		<input type="checkbox"/>	(7-9)
		<input type="checkbox"/>	(10 & Over)
6	What is the largest contract sum of a project completed by you or your entity within the last two (2) years?	<input type="checkbox"/>	(50-100)K
		<input type="checkbox"/>	(101-200)K
		<input type="checkbox"/>	(201-400)K
		<input type="checkbox"/>	Over 400K
7	Has your entity ever failed to complete a contract for a public or private entity?	<input type="checkbox"/>	YES
		<input type="checkbox"/>	NO

(TICK WHERE APPLICABLE ABOVE)

C	SIGNATURE
<p>I hereby certify that the information outlined in this document is true and accurate to the best of my knowledge and belief. I understand that any false statement may result in a denial of a contract and possible debarment from future prospects.</p> <p>..... (Signature of Company Representative)</p> <p>..... (Date)</p> <p>Company Name/Stamp</p>	

F5 SCHEDULE A – Bidder Developed Architectural BoQs

Bidders are expected to use Architectural drawings and specifications, which include civil works, to create **bidder developed Architectural Bill of Quantities**. (see **PART E**)

F6 SCHEDULE B – Structural BoQs

Bidders are expected to download and complete Structural Bill of Quantities (**Schedule B**) that have been provided. (see **PART E**)

F7 SCHEDULE C – MEP Details of Tender (w/ associated specifications)

Bidders are expected to download and complete MEP Detail of Tenders (**Schedule C**) that have been provided, using associated MEP specifications to inform pricing.
(see **PART E**)

F8 SCHEDULE D – Bidder Developed Plumbing BoQs

Bidders are expected to use all necessary drawings, specifically MEP, Architectural and prefabricated cab drawings, to create **bidder developed Plumbing Bill of Quantities**. This should include, but may not be limited to plumbing associated with hot and cold water supply, solid waste, site sanitation, and rainwater drainage. (see **PART E**)

F9 SCHEDULE E – Construction Equipment

I (We) propose to employ the following construction machinery and equipment for the execution of the Works and to the best of my (our) knowledge, the equipment listed is in sufficient capacity to construct all of the Works within the time specified for completion.

Note: Indicate (*) if equipment is to be rented or sub-contracted locally, and provide details. Also list the rate of hourly hire of all equipment for Day-work purposes. Do not list hand tools or normal tools required by trade persons. Add additional equipment to the list below as required.

Description of Equipment	Hourly Rate for Day-work (EC\$)
Concrete Mixer (with hopper)	
Concrete Mixer (without hopper)	
Ready mix concrete truck	
5 Ton Lorry	
3 Ton Lorry	
Vibrator	
Backhoe	
Bobcat	
Excavator	
Tele handler	
Crane	

..... (Signature)
(Name in Block Letters)

Dated this day of, 2019

being an officer of, and duly authorized to sign on behalf of
(Name of Company in Block Letters)

.....

.....
(Business Address)

.....
(Telephone)

F10 SCHEDULE F – Sub-Contractors

I (We) propose to sub-contract the following parts of the Works to the sub-contractors listed below.
I (We) agree not to make changes to this list without the written consent of the Project Manager.

In my (our) opinion, the sub-contractors named hereunder are reliable and competent to perform that part of the works for which each is listed and, in any case, I (we) understand that all proposed sub-contractors shall be subject to the Architect/Contract Administrator's written approval.

Name of Sub-Contractor	Profession	Cost/Rate EC\$
	Steel Bender/Fitter	
	Carpenter	
	Mason	
	Labour	
	MEP specialist	
	HVAC specialist	
	Structural Engineering Consultant	
	Civil Engineering Consultant	

..... (Signature)
(Name in Block Letters)

Dated this day of, 2019

being an officer of, and duly authorized to sign on behalf of
(Name of Company in Block Letters)

.....

.....
(Business Address)

.....
(Telephone)

F11 SCHEDULE G – Proposed Payment Schedule

Tenderers are advised that this project is governed by an indicative budget as stated in the instructions and no bids exceeding this budget shall be considered. The contract price will be paid as a percentage of the works completed as shown on the Construction Program:

MILESTONE	VALUE (EC\$)

Please note that advanced payment repayments will be addressed during the first four payment certificates. It's expected that the retention amount (previously agreed) of **3%** will be deducted in the final accounts and final payment and be held for a **1-year period** from the date of practical completion.

..... (Signature)
(Name in Block Letters)

Dated this day of, 2019

being an officer of, and duly authorized to sign on behalf of
(Name of Company in Block Letters)

.....

.....
(Business Address)

.....
(Telephone)

F12 Technical Questions

Weighted quality scores will be calculated by multiplying the score for each quality question by its individual weighting. The weighted scores will be totalled for each bid. Please provide your responses to these questions in an attached sheet.

Question 1: (20%)

What is your understanding of the most important airport regulations that will affect construction activities during the construction phase of this project? Your response should consider, but not be limited to:

1. Temporary fencing requirements during construction to separate landside from airside.
2. Restrictions on materials storage and vehicular access
3. Height restrictions associated with the Obstacle Limitation Surface at JAO Airport and its effect on the new tower and construction equipment.
4. Hours of operation.

Question 2: (10%)

Please describe in detail your intended methodology for constructing this Air Traffic Control Tower. Describe how you will ensure the safe installation of the prefabricated Air Traffic Control Cab onto the constructed shaft.

Question 3: (10%)

What, in your view, are the key health and safety standards to be upheld in this project? Please describe your strategy for ensuring that these health and safety standards are maintained.

Question 4: (45%)

Please describe your approach to project management & supervision and include project management tools that you will utilise to deliver the scope of services, outputs and deliverables. This should include an outline of your approach to ensuring that the key outputs and deliverables are met within the required timescales.

Question 5 (10%)

Given the limitations of the existing site and its surroundings, describe your approach to staging of construction materials, and how you will manage construction traffic during hours of airport operations to minimise disruption to the airport and businesses in the immediate vicinity.

Question 6 (5%)

What resources will you dedicate to the completion of this project?

Please outline to what extent you will utilize the local labour force, your availability on and off site, and your working days and hours.

END OF DOCUMENT