



Ministry of Education, Youth Affairs & Sports

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**Request for Quotation (RFQ)
for
Minor Repair Works – Fenton’s Building PSU - Salem**

An indicative timetable and may be subject to change.

Project Details	Deliverable
Request for Quotation (RoQ) for Minor Repair Works – Fenton’s Building PSU - Salem	Date Published on Government of Montserrat Website and myTenders Thursday 5 December 2019
Access to the RoQ	Hard copies can be downloaded from the Government of Montserrat website at http://www.gov.ms/tenders/ .
Site Visit	Wednesday 11 December 2019, 10 am – Fenton’ Building below the MSS Campus in Salem
RFQ submission deadline	The 18 December 2019, no later than 3pm – Ministry of Finance
Quotation submission address	Ministry of Finance Government Headquarters Brades
Works Commencement	January 2 2020

Request for Quotation (RFQ) for Minor Works to Pupil Support Unit Charles Fenton's Building-Salem

Interested persons are invited to submit a Quotation for minor works to Charles Fenton's building in Salem, located below the MSS Campus. Works to be carried out are outlined in the Scope of Works below. These documents can be accessed by visiting <http://www.gov.ms/tenders/>

Included in this RFQ are the following documents:

- Indicative timetable
- Request for Quotation
- Scope of Works/Bill of Quantities
- RFQ Form
- Quotation Document Checklist

A site visit is being arranged for 10 am on Wednesday 11 December 2019. Please meet outside the Charles Fenton building immediately below the MSS Campus next to the main road. Your quotations should be submitted to Ministry of Finance no later than 3pm on Wednesday 18 December 2019. Prospective contractors are advised that it is the intention that the repairs to be carried out should be started during the first week in January 2020.

Instructions to Bidders:

- (1) Bidders must fully complete and submit the RFQ Form and the Bill of Quantities. Failure to fully complete and return these documents and provide the additional information stated in these instructions will render the RFQ non-compliant and it will be rejected.
- (2) Bidders must submit a current Tax Compliance Certificate with their RFQ if their place of business is registered in Montserrat.
- (3) Any RFQ received after the deadline for submission will be rejected.
- (4) Bidders are not allowed to submit multiple or alternative RFQ's.

Reinstatement of MSS Pupil Support Unit

Scope of Works for (RMSSPSU)

<u>RMSSPSU</u>					
Item	Description	Qty	Unit	Rate	Price
All works measured as per Smm7 and standards are to meet Government of Montserrat (GOM) and OECS building code. Copies of which can be read at PWD Architectural Section					
1					
1-1	Prepare all areas and power wash all external walls and pavements.	item			
1-2	Provide all materials and labour to supply and paint all internal wall areas, colour to match existing. Allow for filling and making good of all cracks with an approved filler. (Provisional Sum)	item			
1-3	Provide all materials and labour to supply and paint all external wall areas, colour to match existing. Allow for filling and making good of all cracks with an approved filler. (Provisional Sum)	item			
1-4	Carefully remove all broken, damaged, broken and discoloured floor and wall tiles. Supply and install new floor and wall tiles to match existing. (Provisional Sum)	item			
1-5	Provide all materials and labour to repair all broken and damaged windows and window panes.	item			
1-6	Provide all materials and labour to supply and replace missing and damaged window winders.				
Total					



Figure 1: External Elevation



Figure 2: External Elevation



Figure 3: External Elevation



Figure 4: External Elevation



Figure 5: External Elevation



Figure 6: External elevation showing damaged Garage Gate



Figure 7: External Elevation



Figure 8: External Elevation showing a detailed crack



Figure 9: Showing crack through existing tiles



Figure 10: Showing crack through existing tiles



Figure 11: Showing crack through existing tiles



Figure 12: Showing a broken tile on the existing internal staircase

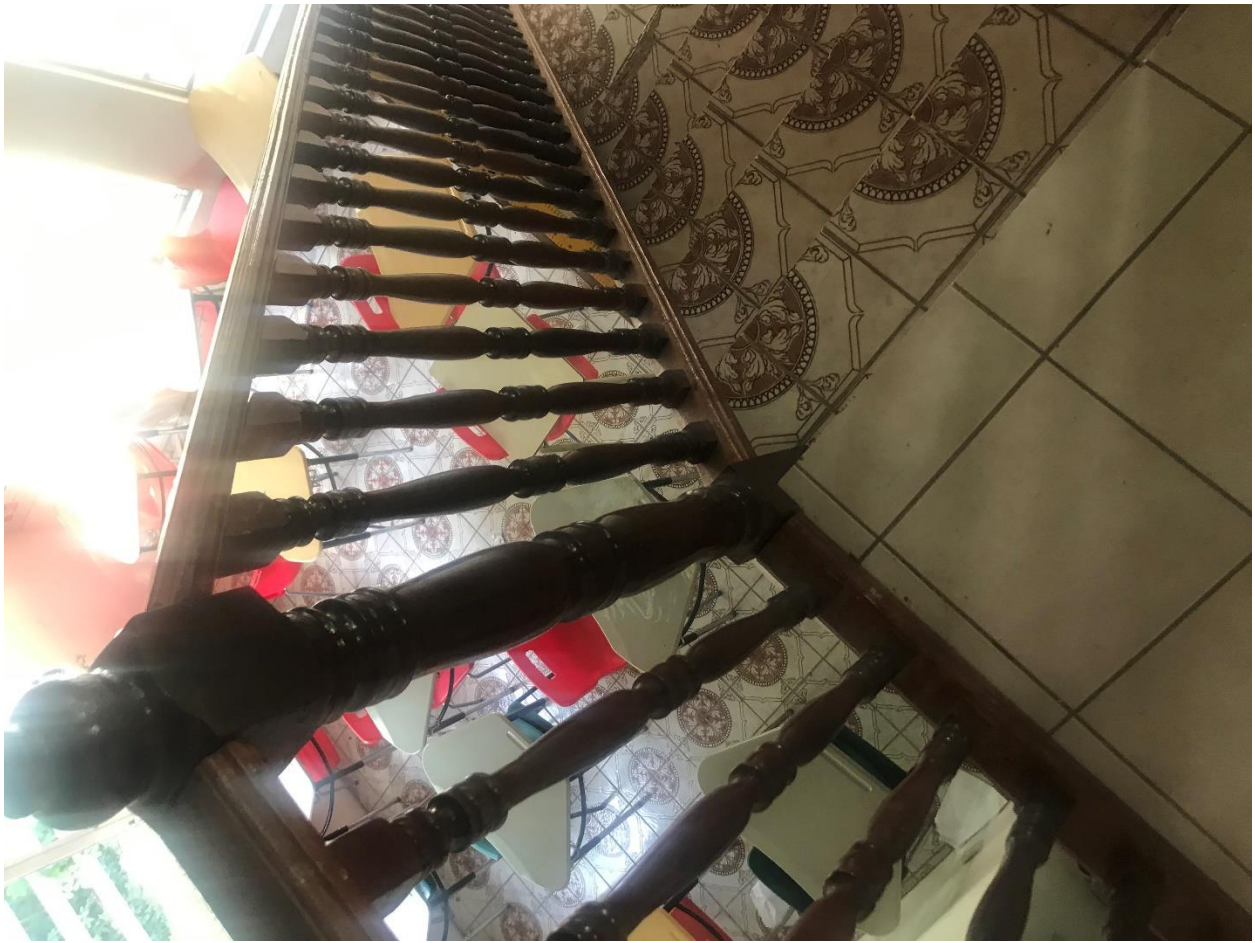


Figure 13: Showing deterioration of timber railing and balustrades



Figure 14: Broken tile on existing internal staircase



Figure 15: Showing crack through existing tiles



Figure 16: Showing unfinished works in the existing laundry room



Figure 17: Showing crack on existing wall downstairs



Figure 18: Showing chipped tile on the existing staircase downstairs



Figure 19: Showing window operator missing



Figure 20: Showing window operator missing



Figure 21: Showing broken tile in the existing kitchen



Figure 22: Showing broken glass on existing window

Experience

Bidders must demonstrate that they have similar work experience in-line with the works to be carried out under this quotation. Please complete the following table below;

Name of Previous Contract	Entity or person for which work was completed	Contact information for entity or person	Value of the services performed	Location of the services performed
1.				
2.				

Request for Quotation (RFQ)

Ministry of Finance and Economic Management
Government Headquarters
Brades

Dear Sir/Madam;

Quotation for Minor Works at Charles Fenton's Building at UWI

I/We the undersigned undertake deliver the scope of work described herein in accordance with the requirements of this project for sum of:

EC\$..... being the total cost for supplying all material and labour described herein.

If my/our RFQ is accepted, I/We undertake to deliver the work within a period of
.....days.

I/We understand that I/We shall not be reimbursed for any cost that may have been incurred in compiling this quotation. I/We confirm this quotation shall remain valid for a period of 90 days from the date of submission of this quotation.

Name.....
Signed.....
Name of firm (If Applicable)
Address.....
.....
Tel. nr.....
Fax nr.....
Email Address
Date.....

RFQ DOCUMENT CHECKLIST

The following documents should be provided for a bidders RFQ to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents will result in the RFQ being considered noncompliant and rejected:

- | | |
|---|--------------------------|
| 1. Completed and signed RFQ. | <input type="checkbox"/> |
| 2. Tax/Social Security compliance certificate | <input type="checkbox"/> |
| 4. Completed and signed Bill of Quantities | <input type="checkbox"/> |
| 5. Details of similar previous contract table completed | <input type="checkbox"/> |

.....
Signed by Bidder