

BUILDING MAINTENANCE

Tender for Supply and Installation of Inverter Based AC Units (Split Units) for PWD Workshop Store Room and Office”

August 2015



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 13th, 2015

Our Ref: CW/A MP.0009-001

Dear Sir/Madam,

Re: Tender for the Supply and Installation of Inverter Based AC Units (Split Units) for PWD Workshop Store Room and Office

You are invited to submit a tender for the above captioned project. Included are the tender documents consisting of:

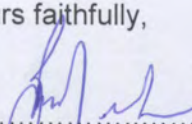
1. Instruction to Tenderers
2. Document Check List
3. Form of Tender
4. Scope of Works
5. Form of Agreement
6. Anti-Collusion Statement
7. Tender Evaluation
8. Drawing Aide

Please return a complete document of the priced and signed Form of Tender, Bill of Quantities, Completed Document Check List and a copy of your **tax compliance certificate (if locally based)**. **These should be placed in an inner envelope and addressed to The Chairperson, Departmental Tender Committee, Ministry of Communications, Works & Labour, Brades, MSR1110, Montserrat. The name of the project should also be written on this inner envelope and should read, "Tender for the Supply and Installation of Inverter Based AC Units (Split Units) for PWD Workshop Store Room and Office". The name of the tenderer should also be written on the inner envelope.** The inner envelope should be placed in an outer envelope addressed to **The Chairperson, Departmental Tender Committee, Ministry of Communications, Works & Labour, Brades, MSR1110, Montserrat. The name of the project should also be written on this outer envelope and should read, "Tender for the Supply and Installation of Inverter Based AC Units (Split Units) for PWD Workshop Store Room and Office".** The outer envelope should bear no identification of the tenderer. Tenders are to be received no later than **3:00p.m. on Thursday September 3rd 2015**. Please ensure that no additional marks are placed on the outer envelope.

Given the nature and urgency of the materials needed, the supplier will be expected to supply the materials in as little time as possible for the timely completion of works. Therefore, delivery time will be an important component in the tender evaluation process.

Any queries relating to the tender or works included should be made in writing to the Director, Public Works Department.

Yours faithfully,


.....
Beverley Mendes
Chairperson
Departmental Tender Committee
Ministry of Communications, Works and Labour

Instructions to Tenderers

1. The contract conditions adopted for this project will be the Montserrat General Conditions of Contract.
2. Tenderers are to complete the **Form of Tender**, **Document Check list** and **Scope of Work** for the works. Failure to fully complete these documents may lead to their bid becoming non-compliant and rejected.
3. All works undertaken will be the subject of taxation in accordance with the current legislation. Tenderers must submit a current Tax Compliance Certificate with their bid ***if locally based***.
4. Tenders and all supporting documents should be enclosed in an inner envelope duly sealed and bearing the words, "**Tender for the Supply and Installation of Inverter Based AC Units (Split Units) for PWD Workshop Store Room and Office**" and addressed to **The Chairperson, Departmental Tender Committee, Ministry of Communications, Works and Labour, Brades, MSR1110, Montserrat**. The name of the tenderer should be written on this inner envelope. Tenders should then be placed in an outer envelope, duly sealed and addressed to **The Chairperson, Departmental Tender Committee, Ministry of Communications, Works and Labour, Brades Montserrat**. Tenders should be received no later than **3:00pm Thursday September 3rd 2015**. The name of the project should be written on the outer envelope and should read "**Tender for the Supply and Installation of Inverter Based AC Units (Split Units) for PWD Workshop Store Room and Office**". ***The name of the Bidder should not be written on this outer envelope***. Tenders should not have any additional marks on the envelope. **Late tenders will not be considered**.
5. 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.
6. Tenderers are not allowed to submit alternative bids.
7. The Employer is not bound to accept the lowest tender and has the right to accept and reject any tender.
8. 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)**.
9. Tenderers **must** provide a detailed statement of length of warranty on the equipment supplied.
10. All equipment supplied **must** be in a brand new condition.
11. All tenderers must provide a signed receipt in respect of circular tender addendum. Electronic acknowledgement would be considered acceptable.
12. Tenders must be submitted exclusively in English to the Chairman, Departmental Tender Committee, Ministry of Communications, Works & Labour, Brades, Montserrat. Tenders submitted by any other means will not be considered. Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. All written communications for this tender and contract must be in English.

Brief description of the Works

- Source and delivery of Air Conditioning Units as per specifications outlined within the scope of works.

FORM OF TENDER

The Chairperson
Department Tender Committee
Ministry of Communications, Works and Labour
Brades
Montserrat

Dear Sir/Madam;

Re: Quotation for the Supply and Installation of Inverter Based AC Units (Split Units) at the PWD Workshop Store Room and Office.

I/We the undersigned undertake to construct and complete the above Works in accordance with the General Conditions of Contract, Specifications and Drawings for the sum of:

EC\$

.....
(words).....
.....
.....

If my/our tender is accepted, I/We undertake to commence the Works within **___ weeks** from the date of receipt by me/us of the official order and complete the works within **___ weeks** 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 tender.

Name.....

Signed.....

Name of firm.....

Address.....

.....

Tel. nr.....

Fax nr.....

Email

Date.....

PWD Workshop Store Room AC Units

Project: CW-A-M.0009

Scope of Works

Note: The successful contractor is required to supply all materials and labour to complete the works described, unless where indicated that materials provided by PWD.

Item	Description	Qty.	Unit	Rate	Price
1	Inverter Based Air Conditioning Units (Split Unit)				
1-1	Remove existing AC unit, ducting, and condenser from Store Room Office and dispose of appropriately off site.	1	sum		
1-2	Recommend, supply and install inverter based air conditioning unit(s) (split unit) necessary for properly cooling the PWD Workshop Store Room Office as indicated in the site visit with the Government Architect. (Consideration being made for 38 lin. feet of ducting running from Store Room interior to exterior ground surface for condenser for each recommended unit)	64	sq ft		
1-3	Recommend, supply and install inverter based, air conditioning unit(s) (split unit) necessary for properly cooling the PWD Workshop Store Room as indicated in the site visit with the Government Architect. (Consideration being made for 38 lin. feet of ducting running from Store Room interior to exterior ground surface for condenser for each recommended unit)	632	sq ft		
2	Miscellaneous				
2-1	Transportation	1	sum		
3	Total:			EC\$	

PLEASE NOTE:

1. Height of proposed areas to be verified on site during a visit with the PWD Architect at an agreed date and time.
2. In addition to the above stated rates and quantities, please provide documentation outlining the full specifications of all recommended air conditioning units.

Name: _____

Sign: _____

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.....2015

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

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 (%)
Technical Compliance	40
Price	60

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

Price (60%)

Tenderers must complete the Form of Tender and the Scope of Works 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 base material is purchased 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.

Technical Compliance (40%)

Adherence to technical specification is paramount. Prospective tenderers need to provide details of at least 2 previous contracts completed within the past 5 years of a similar nature to the scope of works of this tender. These details should include but are not limited to the following; the entity or person for which the work was completed, contact information for the entity or person, the value of the works, the location of the works. In addition the prospective tenders can submit award letters for works in lieu of the above mentioned information.

Revisions

Δ	Date	Description

General Notes

1. This drawing is the exclusive property of the The Ministry of Communications & Works for Montserrat and the reproduction in whole or in part is prohibited without prior written consent.
2. The Contractor is to check and verify all levels datum and dimensions and report any discrepancy or omission to the Architect, prior to construction.
3. Drawings are not to be scaled
4. The Architect is not responsible for dimensions of the site plan unless they are taken directly from a registered boundary survey carried out by a Licensed Land Surveyor.
5. This drawing is to be read in conjunction with Structural, Mechanical, Electrical and/or other consultant's documentation that is applicable to the project.

PROJECT
PWD
WORKSHOP
BRADES

DRAWING
STORE RM & OFFICE
FLOOR PLAN &
WEST ELEVATION

PROJECT NO.

DATE

SCALE

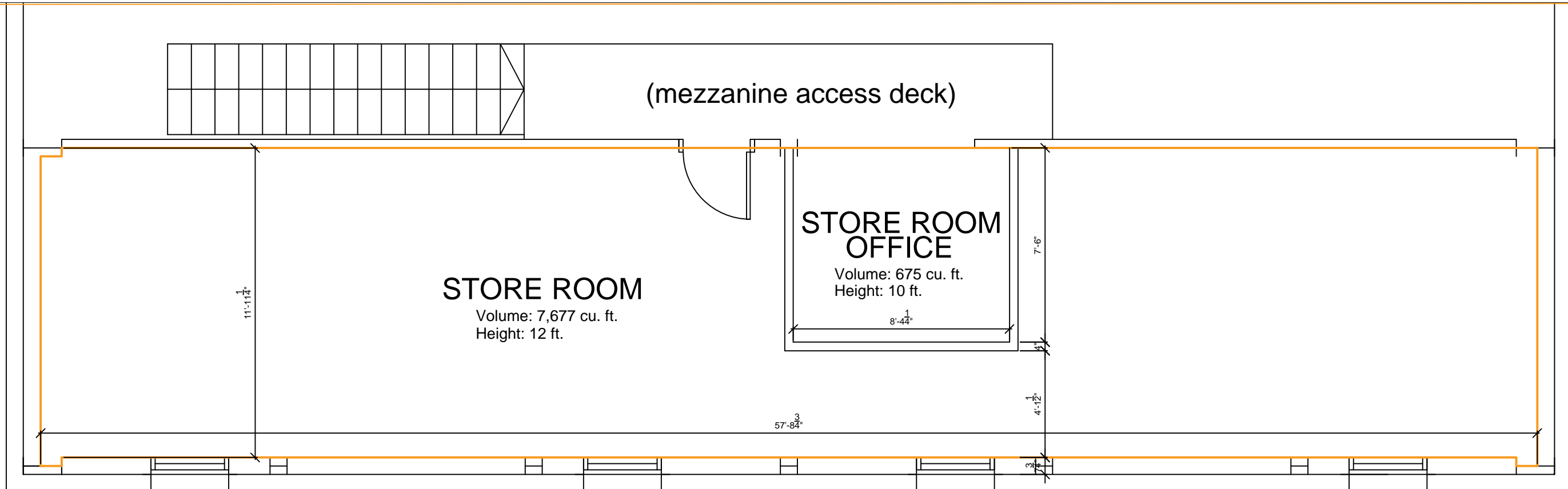
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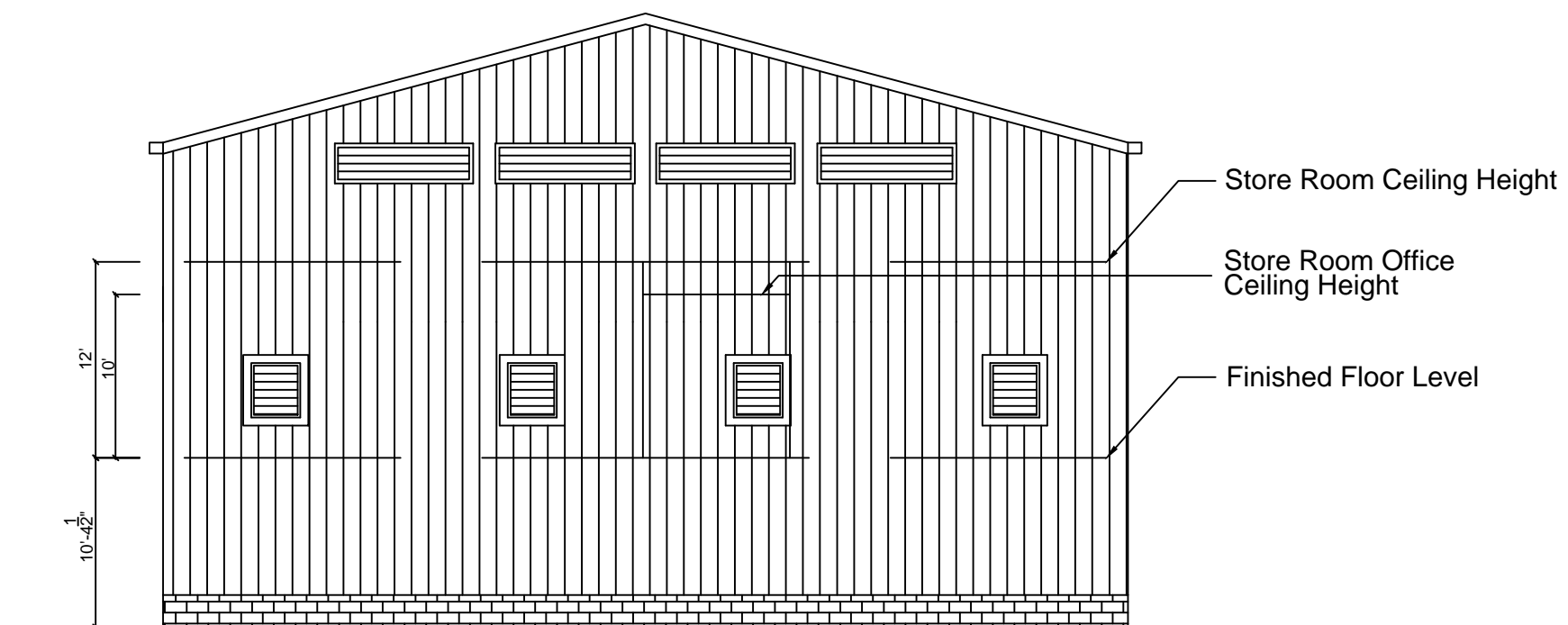
DRAWING NO.

01

REV:



PWD WORKSHOP BRADES - STORE ROOM & OFFICE FLOOR LAYOUT



PWD WORKSHOP BRADES - WEST ELEVATION