



**MINISTRY OF COMMUNICATIONS, WORKS & LABOUR**

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June 14<sup>th</sup>, 2016

Dear Sir/Madam,

**ADDENDUM No. 1 – Change of Scope**

**Re: Tender for Construction of Reinforced Concrete Slab Geothermal Site No.3**

Tenderers are asked to note there has been an update to the Evaluation Criteria for the Above mentioned project. All queries and clarification relating to this tender should be sent to Junior Bruce, Director PWD at [brucej@gov.ms](mailto:brucej@gov.ms) or Felix Persaud, Assistant Civil Engineer PWD at [persauf@gov.ms](mailto:persauf@gov.ms).

## **EVALUATION OF TENDER**

### **Evaluation Criteria**

The following evaluation criteria will be used to evaluate tenders received in response to this Invitation to Tender. The Administrative Compliance would be applied before the remaining criteria and is either pass or fail with failure meaning that bids would be deemed Non-compliant. **Tenders must achieve a minimum score of 65% to be considered for award of contract.**

| Criteria Description                         | Weight (%) |
|--|------------|
| Administrative Compliance                    | Pass/Fail  |
| Financial Compliance                         | 50         |
| Completion Time                              | 20         |
| Safety Operational Plan                      | Pass/Fail  |
| Technical Compliance & Tenderer's Experience | 30         |

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

### **Administrative Compliance (Pass/Fail)**

Tenderers must submit all the documents requested in the tender document. The tender checklist provides a list of requirements which need to be fulfilled. All Tenderers are required to fully complete the Form of Tender including the commencement time and the proposed completion time which are highlighted. In addition, they need to fully complete the Bill of Quantities provided. A valid Tax Compliance Certificate need to be submitted with their submission. Tenderers should sign and date the Anti-Collusion statement. Similarly details of previous experience must be submitted in accordance with the Technical Compliance below. This is a pass/fail criterion. If **all** the above requirements are fulfilled, then the tenderer would move onto the other evaluation criteria. If any of the above mentioned items are not submitted, then the tender would be deemed non-compliant and rejected.

### **Financial Compliance (50%)**

The tendered price is a significant factor and the Government of Montserrat will seek to ensure that the works are undertaken at the most economically advantageous price. The Government of Montserrat is not bound to accept the lowest or any tender. However, there are other factors which comprise the criterion which are stated in the table above (Criteria Description) and these will be considered proportionately. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from tenders.

**Safety Operational Plan (Pass/Fail)**

The contractor will need to produce a safety plan suitable for carrying out the works specified in the tender document. In addition this plan must state clearly the person designated as the safety officer for the duration of the project and their roles and responsibilities as well as who would act in their place if they are not present in the site. The plan must stipulate the presence of a stocked first aid or safety kit on the site for the duration of the project. The proposed plan must explain how the contractor will incorporate safety in each aspect of the task they envision they would be carrying out to complete the project. Reports about any incidents that take place on the site must be documented and this information must be readily available if requested by the client or their representatives within 1 week. This must be stated within the plan. Due to the location of the works the contractor would need to incorporate safety with respect to potential volcanic activity within the plan. The proposed plan shall form part of the contract document and must be approved by the GOM before the contractor can commence operation at the proposed site location. Be advised that the Government of Montserrat may request further information for the contractor's operational safety plan after the tender is accepted as valid but prior to the contract being signed and work can commence.

**Completion Time (20%)**

The procuring entity is desirous for the works to be completed as soon as possible. Marks will be awarded to the tenderer who proposes to complete the works soonest. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from tenders.

**Technical Compliance & Experience (30%)**

Adherence to technical specification is paramount. Prospective tenderers need to provide details of at least 2 previous contracts completed within the past 10 years of a similar nature to the scope of works of this tender with a value of a minimum \$200,000.00 for material and labour. 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. The percentage for this criterion will be calculated proportionately in comparison to other submissions from tenders.

| <b>Start Date or Date of Award</b> | <b>Description of Works</b> | <b>Name of Client</b> | <b>Price of Contract</b> | <b>Date Completed</b> |
|------------------------------------|-----------------------------|-----------------------|--------------------------|-----------------------|
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