



**MINISTRY OF COMMUNICATIONS, WORKS AND LABOUR
P O BOX 344, BRADES, MSR1110, MONTSERRAT, W I**

◆ **Tel: (664) 491-2521/2522** ◆ **Fax: (664) 491-6659**

◆ **E-mail: mcw@gov.ms**

Request for Proposals

Consulting Services

To Develop a RFP for Utility-Scale Solar PV in Brades, Montserrat

RFP Reference Number: CW/12/20/1

Issued on July 7th 2016



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7th July 2016

RFP CW/12/20/1

Utility Scale Solar PV Client's Engineer Services

Request for Proposal for Consulting Services for Client's Engineer Services for Utility-Scale Solar PV in Brades Montserrat.

The Government of Montserrat, through the Ministry of Communication, Works and Labour (MCWL), is issuing this Request for Proposal (RFP) to solicit proposals from qualified consultants for Client's Engineer Services (utility-scale solar PV). This will be to assist with the design, Engineering Procurement and Construction (EPC) Advisory Services and oversight of the selected EPC Contractor, to put in service a Solar PV Plant of an installed capacity of maximum 1 Mwp in close integration with the existing Thermal Power Plant. Companies are invited to submit a proposal, in accordance with the requirements set forth in the documents attached hereto. Specifically, this RFP includes the following documents:

- This letter of invitation
- Instructions to Bidders
- Terms of Reference/Scope of Work
- Company Information Checklist
- Proposed Format for Technical Approach and Methodology
- Proposed Format for Company Team Composition
- Anti-Collusion Certificate

This project involves the provision of consulting services in Montserrat as outlined in the Scope of Works. Full details, RFP documents and forms may be obtained from the Government of Montserrat website at www.gov.ms.

Pre-Submission Information

Companies interested in submitting a proposal should provide point of contact information to ensure receipt of any supplemental information that may be provided by the Government of Montserrat prior to the closing date for submissions. Such information should be e-mailed to pattersonr@gov.ms no later than **July 20th, 2016**, to help ensure timely receipt of any supplemental information.

Any queries must be in writing and directed to Rawlson Patterson by e-mail, pattersonr@gov.ms.

Proposal submission MUST be delivered to:-
The Chairman
Public Procurement Board
Ministry of Finance and Economic Management
Government Headquarters
Brades, MSR 1110
Montserrat



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The outer envelope must be clearly marked with the title:

RFP Submission for Consulting Services for Client's Engineer Services for Utility Scale Solar PV.


The proposals shall be reviewed and evaluated based on completeness and compliance with, and responsiveness to the requirements of the RFP and all annexes and/or addenda providing details of Government of Montserrat requirements. The bidder that submits the proposal that complies with all the requirements, meets all the evaluation criteria, and offers the best value for money shall be selected and awarded a contract. Any offer that does not meet the requirements shall be rejected.

The Government of Montserrat is not bound to accept any proposal, nor award a contract, nor be responsible for any costs associated with a service provider's preparation or submission of a proposal, regardless of the outcome or the manner of conducting the selection process.

The Government of Montserrat encourages every prospective service provider to prevent and avoid conflicts of interest, by disclosing to the Government of Montserrat if the service provider or any of the provider's affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates and other information used in this RFP.

We look forward to receiving your proposal and thank you in advance for your interest.

Yours faithfully,

for 
.....
Beverly Mendes
Permanent Secretary
Ministry of Communication, Works and Labour



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INSTRUCTIONS TO BIDDERS

Public Access to Information

Any information collected or used by or on behalf of the Government of Montserrat ("Government") under this solicitation document is subject to the Public Finance (Management and Accountability) Act and Subsidiary Legislations Revised Edition showing the Law as at 1 January 2013 ("Act"). The information belongs to a class of information that might be made available to the general public under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

Summary of Key Dates

Issue RFP	July 7 th , 2016
Question Deadline	July 20 th , 2016
Submissions Deadline	July 27 th , 2016

Submission Deadline

Proposals must be received no later than 2:00 p.m. Atlantic Daylight Time (ADT), on **July 27th, 2016**. **Proposals received after the stated deadline will be considered as nonresponsive and will not be considered for a contract award.** The deadline will be strictly observed.

Submission Delivery

Sealed hard copies (Five (5) copies required) and a memory stick or CD-ROM containing the electronic version of bidder's proposal **MUST** be submitted. In case of any discrepancies between the electronic version and the original hard copy, printed version, the latter will prevail. Hard and electronic copies of the proposals **MUST** be delivered to the following address:

- EITHER by **Courier OR hand delivered** (including courier services) **directly** to the Client in return for a **signed and dated receipt** to:
The Chairman
Public Procurement Board
Ministry of Finance and Economic Management
Government Headquarters
Brades, MSR 1110
Montserrat

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1. Submissions shall become the property of the Government of Montserrat and will not be returned. All conditions contained in the RFP are considered accepted by the bidder unless specifically exempted in the proposal.
2. All proposals will be kept confidential and will only be reviewed by Government of Montserrat employees or agents as necessary to complete the procurement process and/or the project.
3. Submissions must be from qualified service providers, familiar and experienced with work of this nature. In the case of a joint venture bid, one party must be clearly identified as the primary consultant, with all others being identified as sub-contractors.

Bid Validity

1. All prices offered shall remain firm for ninety (90) calendar days from the deadline for proposals specified unless the deadline is modified by an amendment to this solicitation.
2. In exceptional circumstances, prior to expiry of the original bid validity period, the Government of Montserrat may request that the bid validity period be extended. The request and the responses thereto shall be made in writing by email or by facsimile. A Bidder may refuse the request and withdraw his Tender. A Bidder agreeing to the request will not be required nor permitted to modify his proposal.
3. This validity period shall apply to all proposals received regardless of whether a different validity period is specifically stated within a proposal.

Questions/Addenda

Questions pertaining to this RFP must be in writing and submitted via e-mail to pattersonr@gov.ms. The Ministry of Communication, Works and Labour will provide a written response to all pertinent questions in the form of an Addendum which will be emailed to the specified point of contact (as requested in the cover letter) for each bidder. Questions must be submitted by the question deadline as specified in 'Summary of Key Dates Above'. Questions after this deadline will not be answered.

At any time before the close of the RFP, the Government may alter or amend, in whole or in part, any terms or provisions of this RFP. The Government will communicate any such modification or amendment to the specified point of contact for each bidder.

Submission Requirements

1. The Bidder shall prepare ONE (1) hard copy original set of the documents, clearly marked "**Original**" and FOUR (4) hard copies each marked "**Copy**" plus an electronic copy by memory-stick, CD-ROM, etc.
2. The proposal shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. All pages of



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the proposal where entries or amendments have been made shall be initialled by the person or persons signing the Tender.

3. The completed Tender shall be without alterations, interlineations or erasures, except those to accord with instructions issued by the Government of Montserrat, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Tender.

Only one Tender may be submitted by each Bidder. No Bidder may participate in the Tender of another for the same Contract in any relation whatsoever.

Content of Bidder's Proposal Letter of Submission

Each proposal must be accompanied by a Letter of Submission that:

1. Identifies the company and person making the submission (name, title, address, telephone number, fax number and e-mail address); local bidders will include Tax Complainant Certificate.
2. If multiple bidders are proposing jointly, includes a statement indicating which bidder intends to act as primary consultant;
3. Includes a certification that the company making the submission is in receipt of all RFP documents (including any Addenda) and is committed to delivery of all required services as specified in the RFP; and
4. Includes certification that the person(s) signing the transmittal letter is (are) authorized to legally bind the company.

Minimum Submission Requirements

Submissions must include the following information:

1. **Company Qualification** – this shall include bidder qualifications and experience working on similar projects, as well as background information on the resources proposed to work on the project.

The Desirable Qualifications and Experience: An internationally recognised advanced degree in a related technical field, Additional postgraduate qualification in Renewable Energy or Energy Management will be an advantage.

The Consultant should have the following experience: (example only)

- At least 5 years work experience in the development of Solar PV design, integration and RFP development for utility scale solar PV farms;



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- At least 3 years work experience in in similar engineering for small island development states;
 - Demonstrated high level technical writing and communications skills particular in the preparation of technical reports, technical specifications, technical training materials and presentations;
 - Highly developed personal communication and people skills with evidence of track record in effective team work and collaboration.
2. **Pricing Schedule** – this shall include the total cost to complete the required tasks as set forth in the Terms of Reference (including any proposed reimbursable expenses) and a breakdown that contains proposed milestones and the associated payment amount. The pricing schedule should also include unit rates for any additional services (hourly/daily/weekly rate) which may be required by the Government of Montserrat.
 3. **Approach/Methodology** - a description of the proposed approach/methodology which will be used to deliver the tasks outlined in the Terms of Reference must be included.
 4. **Available Resources** – bidders must include resumes of all personnel who will be performing services on the project.
 5. **Statement of Risks** – bidders should identify the potential risks which, in their experience, occur on projects of this type. In addition, the bidders should identify steps that can be taken (by the bidders, EPC Contractor or Government of Montserrat) to avoid or mitigate these risks.
 6. **Required Government of Montserrat Resources** – any resources required of the Government of Montserrat must be identified. Such resources may include staff, offices space, training facilities, etc.
 7. **References** – bidders must include the name and contact information for three references who were prior clients within the last 5 years and who can provide information on prior experience working with the vendor on projects of a similar nature.
 8. **Company Information** – see attached document.
 9. **Anti-Collusion Certificate** – see attached document.

Responsibility

It is the bidders' responsibility to ensure its complete understanding of the terms and conditions set forth in this RFP. In the event that clarification is required, bidders should submit written enquiries as described above.



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Review Process/Evaluation Criteria

Proposals submitted to the Government of Montserrat will be evaluated in a two-stage process as further described below.

Stage One: Proposal Responsiveness (Pass/Fail)

Proposals will be reviewed to determine compliance with all baseline requirements. Submission must be timely, and all required documentation must be included. Proposals that are late or that fail to contain the required documents and information will be considered nonresponsive and will be disqualified from further consideration.

Stage Two: Proposal Review and Evaluation

Government of Montserrat will evaluate all proposals containing the information requested and prepared in the format required by this RFP. An evaluation committee nominated and approved by the Public Procurement Board will rate the proposals received. The criteria for evaluating the written proposals are described in the Proposal Evaluation form provided at the end of the RFP.

As these criteria are extremely important in the evaluation, all proposals should provide complete information. Although price is a factor in the evaluation, it will not be the sole determining factor in awarding the contract. The evaluation will consider both quantitative and qualitative aspects of each proposal. This shall include analysis of the following criteria:

- Bidder understands the requirements of the project
- Bidder's prior experience with projects of a similar nature
- The proposed approach/methodology
- Bidder's available resources
- Bidder's proposed timeline for completion of the project
- Bidder's pricing proposal
- Responses from the bidder's references
- Bidder's financial status

Bidders from the Caribbean region will be given an extra 10 points as a capacity development incentive.

Presentations/Oral Interviews

Following the review and initial evaluation, finalists (proposals determined to have scored in the competitive range) may be invited to make oral presentations to the evaluation team with respect to their proposed solution. Oral presentations will not be scored separately, but will be considered as part of the overall scoring and resulting rank of each of the finalists.



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Final Selection

The final award recommendation will be based on the highest scoring proposal as determined by total points and rank using the criteria stated above.

Negotiations

Each supplier is permitted to give only one price quotation, which it is NOT permitted to change, and the procuring entity is NOT permitted to engage in negotiations with a supplier with respect to a quotation submitted by the supplier.

Award of Contract

1. The Government of Montserrat will award the contract to the Bidder whose proposal has been determined to be substantially responsive to the RFP documents and who, in the opinion of the Government of Montserrat, has offered the best proposal taking into consideration the price, the contractor's capability and available resources to carry out the contract effectively and the contractor's schedule. This may not be the lowest priced proposal received.
2. The Government of Montserrat does not bind itself to accept the lowest or any proposal and reserves the right to reject any proposal, and to annul the bidding process and reject all tenders, at any time prior to award of contract, without thereby incurring any liability to the affected tenderer or tenderers, or being under any obligation to inform the affected tenderer or tenderers of the grounds for the Government's action.
3. The Government of Montserrat may declare the tender void when it is evident that there is a lack of competition or there has been collusion. All proposals may be rejected if substantially higher than the budget.

Notification of Award

1. Prior to the expiration of the period of Bid validity prescribed, the Government of Montserrat will notify the successful bidder by email and/or registered letter that its proposal has been accepted. This letter (hereinafter and in the Conditions of Contract called "Letter of Acceptance") shall name the sum which the Government of Montserrat will pay to the Contractor in consideration of the execution and completion of the Works (service) by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called "the Contract Amount").
2. The successful proposal together with the Letter of Acceptance will constitute the formation of a binding contract unless and until a formal agreement is executed.
3. The Government of Montserrat will promptly notify the unsuccessful tenderers in writing by email and/or registered letter.



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Signing of Contract Agreement

1. At the same time that the Government of Montserrat notifies the successful tenderer that its tender has been accepted, the Government will send the tenderer, the Form of Agreement provided in the tendering documents, incorporating all agreements between the parties.
2. Within 14 business days of receipt of the Form of Agreement, the successful tenderer shall sign the Form and return it to the Government.

Acceptance and Authority to Cancel this RFP

The Government of Montserrat shall not be obliged to accept the lowest priced proposal or any of the proposals submitted. Each bidder acknowledges and agrees that the Government of Montserrat shall have no liability or obligation to any bidder, except to the party, if any, awarded a contract by the Government at its sole discretion. The Government of Montserrat shall be fully and forever released and discharged of all liability and obligation in connection with this RFP. Government of Montserrat reserves the right to cancel this RFP at any time prior to execution of a contract without any obligation or reimbursement to any bidder.

Confidentiality

All submissions shall be regarded as containing proprietary information and shall remain confidential from the public. However, details regarding the final contract award (name of recipient and price) will be publicly announced.

Ownership of Project Documents

All information produced as part of the project shall be the property of the Government of Montserrat. The bidder can only take possession of any relevant Government owned information when granted by the Government of Montserrat and only for the purposes of carrying out the objectives of this project. Use of the data for purposes other than this is strictly prohibited and requires written authorization by the Government of Montserrat.

General Terms and Conditions

1. The Government of Montserrat reserves the right to accept or reject any item or group(s) of items submitted in response to this RFP.
2. The Government shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by submission of the proposal.
3. All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the deadline for submission.



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Payments

Payments are generally processed within 30 days of receipt of invoices for satisfactorily completed services. All responses must include any proposed variations to this standard payment term for consideration.

End of Instructions to Bidders



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Terms of Reference, Consultancy Services

Statement of Purpose

The Government of Montserrat through the Ministry of Communication, Works and Labour (MCWL) has identified the opportunity to integrate a utility-scale (1 MW) solar photovoltaic installation plus storage into the Montserrat Utility Limited (MUL) grid connected generation system. The planned installations are a combination of Roof Tops and Car Ports and are to be located in and around the MUL Power Station compound in Brades. The solar 'farm' is envisioned to offset the operational expenses of generating electricity peak load thus saving diesel fuel and later the planned geothermal power plant cycling. In order to ensure the best use and best value for money for this development of indigenous solar PV energy, it is necessary to procure engineering consultancy services and an engineering procurement construction (EPC) contractor. Due to the complexity of such a project, it is necessary for the Government of Montserrat to seek the services of a qualified consultant who has experience in the design (feasibility studies & preliminary design), EPC Advisory Services and Oversight/Supervision of the EPC Contractor for projects of this nature. This RFP is to secure the Client's Engineer Services Consultant for the proposed project.

Background

GoM recognises the critical issues it faces in relation to the provision of energy for its population. Despite the abundance of indigenous renewable energy sources, particularly sunshine, Montserrat is currently totally dependent on imported diesel (fossil fuel). This has resulted in the economy being exposed to volatile energy prices, major outlays in imported fuel and limited economic growth. This has stifled the ability to attract regional investment, built up local environmental pollution and delayed the island's ability to mitigate against the growing consequences of climate change. Longer term dangers from increased storm frequency and intensity, periodic major flooding and land erosion, and increasing periods of more pronounced drought need to be confronted. In view of these pressures, climate change strategies are being developed and implemented.

Across the Caribbean, and indeed worldwide, Montserrat has one of the highest electricity tariffs in the Caribbean (EC\$0.99 to EC\$1.10 per kilowatt hour [kwhr]). Box 1 summarises the average household electricity tariffs in Montserrat, the Caribbean, the UK, Europe and the USA. By comparison, Antigua and Barbuda have slightly lower regional tariffs. Guyana has a higher peak tariff than Montserrat (but with a low off-peak tariff).

GoM is seeking to position Montserrat as being dependent fully on renewable indigenous energy sources by 2020. It has formulated a long-term sustainable vision for the energy sector. This is stated as: ***"Reliable low cost, sustainable provision of energy services matched to the societal and development needs of Montserrat over time and based on robust diverse energy***



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sources and distribution systems that utilises appropriate generation technologies and equitably provided to all sectors of society.”

Montserrat’s long-term vision for the energy sector is underpinned by four fundamental inter-connected goals. These cover:

1. Recognition of the need for energy conservation and eco-efficiency, on a 24/7 basis.
2. Investment in modern energy generating infrastructure, which is clean, secure, reliable and affordable to all, on a sustainable basis.
3. Security of supply based on renewable energy sources at internationally competitive prices, capable of supporting medium and long-term economic and social development.
4. Reliance on high levels of consultation and support to implement the future redevelopment of the energy sector.

GoM has recognised the key and compelling advantages associated with developing a renewable energy sector for Montserrat. These include:

1. Generation of lower costs of energy per unit consumed, thus improving overall household budgets and affordability levels.
2. A plentiful and inexhaustible supply of both solar and geothermal energy sources.
3. Virtually no generation of greenhouse gas emissions and waste products.
4. Limited health and safety risks.
5. Sustainability for further application for longer term, in line with increased demand for energy.
6. No adverse impacts on budgetary allocations from volatile energy price changes.
7. Low electricity prices to support a future electric mobility infrastructure to further sustainability and improving affordability levels.

The consultant should plan on including in their bid their travel to Montserrat including accommodations for the number of visits they deem necessary to complete the project. The bidder will also coordinate delivery across all working groups and Government advisors (e.g. Carbon War Room-Rocky Mountain Institute, Clinton Climate Initiative and CARICOM Energy Unit) leading to the completion of the Deliverables.

The consultant shall deploy international good practices of project management and shall actively transfer such knowledge to the Montserratian nationals involved as and when possible.



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The successful response should include a draft scoping document, and elaborate on the following activities/deliverables, adding to them as appropriate.

Scope of Work

The overall objective of this Scope of Works is to assist with design, to put in service a Solar PV Plant of an installed capacity of maximum 1 MWp in close integration with the existing Thermal Power Plant. In view of the minimization of variability and the optimization of the security of supply, the implementation of 1 MW Solar PV is to be performed in two stages of 250 and 750 kW plus storage, as recommended in the GIZ REETA CARICOM Siemens “PV Integration Montserrat Report 29.10.2015.

Phase / Deliverable Package 1: INTERCONNECTION SUPPORT

The intent is to interconnect the Solar Power Facility into the grid at the Power Station Bus.

Work to be completed by Client Engineer Consultant would include:

- (i) Assemble and review available transmission line information.
- (ii) Prepare a one-line diagram for the project collector substation.
- (iii) Perform calculations to determine modelling parameters for transformers and transmission lines.
- (iv) Assess the range of load variability that the transmission system can accommodate.
- (v) Prepare a load balancing scheme.
- (vi) Compile and summarize technical data as per the Montserrat Utility Limited (MUL) requirements.
- (vii) Provide preliminary design of the Solar PV Plant.

The following activities are proposed:

- (i) The 1 MW (initial 250 kW and additional 750 kW) Solar Project includes some of the requirements from the local utility company (MUL) for the design and integration of the 1 MW Solar PV Project with the local grid (e.g., integration of PV System SCADA/Monitoring with the Island’s overall Power Management System - balancing variability, power management, frequency control, VAR control, voltage regulation, demand side management options via desalination or electricity storage).
- (ii) A “Professional Services Guide” which summarizes the types and costs of environmental studies and engineering services required for a typical 1 MW Solar PV Farm.
- (iii) A Feasibility Study combined with a Protection Impact Assessment (PIA) to determine the thermal capacity of the transmission line, short circuit capacity of the transmission station and feeder, and the PV Facility’s system impedances.
- (iv) Prepare System Impact Assessment (SIA) report for the Interconnection Agreement (IA).



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(v) Prepare Connection Impact Assessment (CIA).

Information required to complete the Feasibility Study and SIA/CIA application for a 250 kW and subsequent 750 KW Solar (PV) plus storage facility will be provided to the awarded Client's Engineer Consultant.

**Phase / Deliverable Package 2: ENGINEERING PROCUREMENT CONSTRUCTION (EPC)
TENDERING PROCESS ADVISORY SERVICES**

Once Phase 1 Deliverables have been completed and signed-off the intent is to implement the project through an EPC type contract to select an EPC Contractor.

The Client's Engineer Consultant role would be to provide advisory services to procure an appropriate tender and would include:

- (i) Division of Responsibility – A matrix showing the responsibilities of the various parties involved with the project.
- (ii) Statement of Work – A document that describes the project, provides design criteria, performance requirements, and describes the various plant system & required equipment.
- (iii) Initial PVSyst Analysis – prepare the initial PVSyst runs to establish guarantee parameters.
- (iv) Site Plot Plan – High level plan view of plant layout.
- (v) General Arrangement Drawing – Additional plan view that shows proposed equipment arrangement.
- (vi) Electrical One Line Diagram – Diagram showing the electrical scheme from project.
- (vii) Preliminary BOP Equipment List – A list of equipment and data sheets defining the equipment.
- (viii) Schedule – Level 1 Project Schedule.
- (ix) Commercial Terms and Conditions – Review and comment on Owner's commercial terms and conditions.
- (x) Contractor and Supplier Qualification Review – Review the qualifications of contractors and provide recommendations on bidders list.
- (xi) Review bids for technical compliance.

This must be undertaken in line with Government of Montserrat's procurement policies and practices.



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Phase / Deliverable Package 3: OVERSIGHT / SUPERVISION OF EPC CONTRACTOR IMPLEMENTATION ACTIVITIES

The Client's Engineer Consultant role Oversight / Supervision of EPC Contractor Implementation Activities

- (i) Review of the design of the Solar PV Plant.
- (ii) Provide a solution in terms of peak shaving for coping with variability on demand or supply patterns.
- (iii) Provide the approach and schedule for a phased implementation.
- (iv) Inspect the substantial completion of the Solar PV Plant site.
- (v) Oversee the connection of the Solar PV Plant to the grid / generator bus.
- (vi) Review the integration of the control and monitoring system of the Solar PV Plant with the overall combined power management system of the thermal power plant.
- (vii) Review the "put in service" of the Solar PV Plant with a site acceptance test.
- (viii) Review the necessary documents for operation and maintenance.
- (ix) Review the necessary training on operation and maintenance training of local personnel.

Results to be achieved

The Client Engineer Consultant's scope will include the oversight of the EPC Contractor's responsibility to confirm the delivery of the following on time and on budget.

- (i) Provide the design and configuration for the Solar PV Plant.
- (ii) Turnkey delivery (in 2 phases) of 1 MW Solar PV Plant.
- (iii) Execution of Site acceptance test.
- (iv) Provide design for seamless integration in existing power plant and infrastructure.
- (v) Provide all required documentation and operating instructions.
- (vi) Provide training of plant personnel.

End of Terms of Reference



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◆ **E-mail: mcw@gov.ms**

COMPANY INFORMATION CHECKLIST

Please provide a description of your firm/entity and each associate firm or staff member who will work on this project. Your description should include information on the following:

- Company legal name and status (type of legal entity)
- A history and overview of the Company
- Description of core business activities and key consulting competencies
- Name(s) of the Principal(s) and Director(s) of the company and the company address
- Whether the company has any involvement with other entities or projects that may present a conflict of interest, and if so, please ensure details are provided.
- The firm's experience with projects of a similar nature in the last five (5) years;
 - an overview of those projects including duration; and
 - references for at least three of those projects, including names and full contact information.



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PROPOSED FORMAT FOR TECHNICAL AND FINANCIAL APPROACH & METHODOLOGY

This form may be used to assist in providing the required information, but is not required to be used.

Technical approach, methodology and work plan are key components of the Technical Proposal. It is suggested to present your Technical Proposal supported by relevant & appropriate charts and diagrams divided into the following sections:

- a. Technical Approach and Methodology**
- b. Work Plan**
- c. Organization and Staffing**

a. Technical Approach and Methodology

In this section, you should explain your understanding of:

- the objectives of the assignment
- approach to the services & methodology for carrying out the activities
- obtaining the expected output

You should highlight the tasks & problems to be addressed and their importance, and explain the technical approach you would adopt to address them. You should also discuss potential risks of the project and mitigation strategies to be employed.

b. Work Plan

In this section you should propose:

- the main activities of the assignment, their content and duration
- phasing and interrelations of the main activities
- milestones - including interim approvals by the Client and delivery dates of reports

The proposed work plan should be consistent with the technical approach and methodology, showing a full understanding of the scope of work and ability to translate them into a feasible working plan.

c. Organization and Staffing

In this section, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and the tasks to be addressed by each team member and proposed technical and support staff.

Financial Approach - Fee for Services: Provide a fee for the scope of services outlined in Terms of Reference of this RFP. Provide an hourly rate for all staff and sub-contractors proposed. These hourly rates should include all overheads, profit, and labour burden. Include separate line items for each deliverable indicated in the Scope of Works. The fee shall be a “not to exceed” amount for the service outlined in the RFP and invoiced on a time and cost accrued and approved basis.



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FORM T1 – FORMAT FOR COMPANY TEAM COMPOSITION (Add more spaces as needed)

This form may be used to assist in providing the required information, but is not required to be used.

PROFESSIONAL STAFF				
NAME OF STAFF	FIRM	AREA OF EXPERTISE	POSITION	TASKS ASSIGNED
TECHNICAL STAFF				



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CERTIFICATE OF CONFIRMATION OF ANTI-COLLUSION

Notes for the Bidder

The essence of Open Tendering is that the Government of Montserrat shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle, all companies submitting a tender will be required, by way of the signature of the Company Principle, state their agreement to the statements below, which indicates that the tender has been submitted without any form of collusion.

The Certificate of Confirmation of Anti-Collusion is a mandatory requirement from all bidders. Any bids submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the process, the bidder will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the bidder and/or any party involved in the matter.

False submissions may also exclude the bidder, and any other person or company involved in collusion, from bidding for future contracts tendered by the Government of Montserrat.



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GOVERNMENT OF MONTSEERRAT

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 MONTSEERRAT 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.....2016

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



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**PROPOSAL EVALUATION
CONSULTING SERVICES for CLIENT'S ENGINEER SERVICES for
UTILITY SCALE SOLAR PV**

Professional Consultant Firm _____

Address _____

City _____

State _____

Zip _____

Telephone _____

Contact _____

Criteria	Rating	Weight	Total (RxW)
Responsiveness to RFP Requirements		2	
Pricing proposal		5	
Detailed project approach/methodology		7	
Project team		6	
Related experience		6	
Financial status		5	
<i>Rating 1-7 Points (most value) Weight 1-7 Points (important to project)</i>			