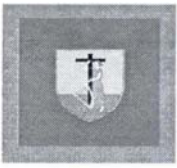


Hospital Rehabilitation

**Tender for the Renovation and Repairs of
Pharmacy block Roof**

March 2016



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

March 4th, 2016

Dear Sir/Madam,

Re: Tender for the Renovation and Repairs of the Pharmacy block roof.

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. Bill of Quantities
5. General Conditions of Contract
6. Anti-Collusion Statement
7. Evaluation Criteria
8. Post Contract Evaluation

Please return a complete document of the priced and signed Form of Tender, Bill of Quantities, Completed Document Check List, signed anti-collusion statement 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 Renovation and Repairs of the Pharmacy block roof". The name of the tenderer should also be written on the inner envelope.**

This envelope should be placed into 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 Renovation and Repairs of the Pharmacy block roof".** The outer envelope should bear no identification of the tenderer. Tenders are to be received no later than **2:00p.m** on March 15, 2016. Please ensure that no additional marks are placed on the outer envelope.

Tenders are to be taken to the top floor of the Ministry of Communications Works & Labour building where the tenderer would place their tender in the Tender Box and be given a receipt after this is completed.

A site visit will be arranged for 10:00 am on Thursday March 10, 2016 at the Glendon Hospital in St Johns. Any queries relating to the tender or works included should be made in writing to the Director, Public Works Department.

Yours faithfully,

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

Instructions to Tenderers

1. The Montserrat General Conditions of Contract will be adopted for this contract.
2. Tenderers must complete the **Form of Tender, Document Check List, Anti-collusion statement** and **Bill of Quantities** for the works. Failure to fully complete these documents will lead to their Tenderer becoming non-compliant and rejected.
3. **The tenderer must submit a Tax Compliance Certificate from Inland Revenue along with the Tender documents.**
4. The tenderer will be deemed to have inspected the site and be familiar with the environment and working conditions on the site.
5. All works undertaken will be the subject of taxation in accordance with the current legislation.
6. The **successful tenderer** should submit details of their current insurance sufficient to satisfy the requirements for insurance given in the Conditions of Contract and the Specification. The insurance shall jointly indemnify the Contractor and GOM in the amount not less than **EC\$44,000.00. This will be requested before the signing of the contract.**
7. Tenders should be returned in a sealed envelope, no later than **2:00p.m on March 15th 2016**. Tenders and all supporting documents should be enclosed in an inner envelope duly sealed and bearing the words, **“Tender for the Renovation and Repairs of the Pharmacy block roof”** addressed to **The Chairperson, Departmental Tender Committee, Ministry of Communications Works and Labour, Brades, Montserrat.** The name of the tenderer should also be placed on this inner envelope. The inner envelope should be placed in a large outer envelope and addressed to **The Chairperson, Departmental Tender Committee, Ministry of Communications Works and Labour, Brades, Montserrat.** The name of the project should also be written on the outer envelope and should read, **“Tender for the Renovation and Repairs of the Pharmacy block roof”**. The outer envelope should bear no identifiable mark of the tenderer. Tenders should not have any additional marks on the envelope.
8. Tenders are to be taken to the top floor of the Ministry of Communications Works & Labour building where the tenderer would place their tender in the Tender Box and be given a receipt after this is completed. **Late tenders will not be considered.**
9. Tenderers are to provide all documents and / or information requested as part of the Tender Evaluation.
10. 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.
11. Tenderers are not allowed to submit alternative tenders.
12. The Employer is not bound to accept the lowest tender and has the right to accept and reject any tender offers.

Description of the Works

- Removal of all rotten and deteriorated soffit and fascia members and replaced with new P.T. timber.
- Prepare roof surfaces and Supply and apply roof membrane as per manufacturers' specifications.

Ministry of Communications, Works and Labour
Tender Document Checklist

Project Title: ***Tender for the Renovation and Repairs of the Pharmacy block roof***

Date scheme advertised: ***Friday 4th March 2016***

Tender Deadline Date: ***Tuesday 15th March 2016***

Tender Deadline Time: ***2:00pm***

Below are the following documents that should be provided for a contractor's tender 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 tender being considered non-compliant and rejected.

The below documents should be presented with their bid to ensure that their bid is valid.

- | | |
|--|--------------------------|
| Signed Form of Tender (Including time for completion and notice period) | <input type="checkbox"/> |
| Completed Scope of Works | <input type="checkbox"/> |
| Tax Compliance Certificate | <input type="checkbox"/> |
| Signed Anti-Collusion Statement | <input type="checkbox"/> |
| Details of Contractor Experience | <input type="checkbox"/> |

.....
Signed on behalf of Contractor

.....
Date

FORM OF TENDER

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

Dear Sir/Madam;

Re: Tender for the Renovation and Repairs of the Pharmacy block roof

I/We the undersigned, undertake to remove the existing and replacement with new windows and doors to the male and female wards and complete the above Works in accordance with the General Conditions of Contract and Specifications for the sum of: 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 tender.

Name.....

Signed.....

Name of firm (If Applicable)

Address.....

.....

Tel. nr.....

Fax nr.....

Email Address

Date.....

Glendon Hospital Pharmacy Block

Bill of Quantity Works for Roof repairs to the Pharmacy Block

Roof					
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					
1					
1-1	Carefully remove and dispose existing 7' - 6 1/4" x 5' - 2 1/4" metal frame which comprises of wooden louvres and wooden benches and reinstall.		Item		
1-2	Carefully remove and dispose existing rotten and delapidated 8" fascia boards. Please dispose at the nearest dump site (New Windward).	84	m		
1-3	Carefully remove and dispose existing rotten and delapidated 3/8" soffit board.	84	m		
1-4	Carefully remove and dispose existing 690mm wide galvanised steel ridge cap. Please dispose at the nearest dump site (New Windward)	28	m		
1-5	Carefully remove and dispose delapidated sections of galvanised steel roof sheeting including all necessary fixings from sections of the existing roof. Please dispose at the nearest dump site (New Windward). NB All sheets to be removed shall be identified and agreed at site visit with Client.	61	m ²		
1-6	Apply an approved termite treatment to all exposed timber surfaces of the existing roof, application should be as per the manufacturers specifications.		item		
1-7	Remove all severely corroded screws from existing sheets and replace with new include for tightening of all loose screws NB All screws to be removed and tightened shall be identified and agreed at site visit with Client.		Item		
1-8	Supply and install 690mm wide galvanised steel ridge cap (including all necessary accessories) screwed to purlins.	28	m		
1-9	Prepare existing surface by cleaning galvanise to ensure that the roof is free from any other elements in order to receive application of fluid applied roofing system.	173	m ²		
1-10	Clean rusted metal sheets with Cleaning solution and apply anti-Rust Primer to the entire area		Item		
1-11	Supply and carefully apply two coats or equivalent of an approved Roof Membrane to all existing and new galvanise sheet surfaces all as per manufacturers specifications (and directed by Government Architect) of finish coat to entire roof area.	173	m ²		
1-12	Supply and install 25 gauge profiled galvanised steel roof sheeting (including all necessary accessories) to sections of the roof previously removed as specified by PWD Architect.	61	m ²		
1-13	Supply and Install new 1/2" thick soffit board, including all the necessary fixings and fastenings.	84	m		
1-14	Supply and Install new 8" wide fascia board, including all the necessary fixings and fastenings.	84	m		
1-15	Supply and carefully apply one coat primer and two coats paint finish to all new timber surfaces of 8" fascia boards all as per manufacturers specifications and as directed by Government Architect.	84	m		
1-16	Supply and carefully apply one coat primer and two coats paint finish to all new timber surfaces of 1/2" thick soffit boards all as per manufacturers specifications and as directed by Government Architect.	84	m		
TOTAL					

GOVERNMENT OF
MONTSERRAT
PUBLIC WORKS DEPARTMENT
GENERAL CONDITIONS
OF
CONTRACT

GENERAL CONDITIONS

1 Definitions

- a) The “Contract” means these General Conditions together with the Specifications, drawings and includes the contract agreement
- b) The “Employer” means the Government of Montserrat
- c) The “Quantity Surveyor” means a duly authorized representative of the Employer
- d) The “Government Architect” means a duly authorized representative of the Employer
- e) The “Contractor” means the company appointed to carry out the works
- f) The “colony” means the colony of Montserrat
- g) The “Site” means the areas and/or places where on or in which the Works are to be carried out
- h) The “Works” means the works to be executed in accordance with this Contract as described in the Specifications
- i) The “language” of the Contract shall be English
- j) The “Law” applicable to the Contract, shall be the Laws of Montserrat

2 Contract Document - Priority

- 1) Contract Agreement
- 2) Specifications
- 3) Conditions of Contract
- 4) Any other document forming part of the Contract

3 Extent of Contract

The Contract comprises of the renovation, repairs and completion of all Works described in the Specifications, and Bill of Quantities and to supply all necessary labor, materials, plant and temporary works to complete the described works together with such materials as are required by the Specifications.

4 Power to Vary or Omit

- a) The Employer reserves the right to vary from time to time during the progress of the works, the Specifications and shall in writing, notify, the Contractor of such variation. If the instructions are given orally, they shall, within two days be confirmed in writing by the Quantity Surveyor , in the event of any such variation involving an alteration in the cost, or in the period required for completion an agreed revision of contract price and/or time of completion may be made, any such alterations should be deemed part of the Contract.
- b) No variation, alteration or addition to the work indicated in the Specification shall be made unless the written instruction of the employer has been obtained.

5 Assignment of Contract

- 1) The Contractor shall remain responsible to the Employer for workmanship and manner of workmanship defaults and neglects of any sub-contractor or agent or workman employed by him.

6 Supply Materials

- 1) The Contractor shall within the agreed contract price, supply such materials as required and detailed by the Specifications

7 Setting Out

- 1) The Contractor shall be responsible for setting out of the work.

8 Workmanship

- i. The Contractor shall at all times carry out his works in accordance with the laws of Montserrat.
- ii. The Employer may from time during the course of the Contract inspect any completed or part-completed work of the Contractor. If the Employer is not satisfied with such work, he shall in writing, inform the Contractor of his dissatisfaction.

- iii. Notwithstanding any such progress inspection by the Employer the Contractor shall at all times carry out the Contract in a workman-like manner. On completion of the works, the Contractor shall satisfy the Employer as to the quality and fitness of the work.

9 Removal of Debris

The Contractor shall remove all debris caused by their work from time to time as it accumulates and shall leave the site clean on completion of the Contracted Works.

10 Supervision of Works and Skilled Workmen

- a) The Contractor shall provide all necessary superintendence during the execution of the works.
- b) The Contractor shall employ in and about the execution of the Works only such persons who are carefully skilled and experienced in their respective several trades.
- c) The Supervising Officer may (but not unreasonably or vexatiously) issue instructions requiring the exclusion from the Works of any person employed thereon.

11 Contractor's Plant

The Contractor shall provide at their own cost all tools, and other plant necessary for the purpose of carrying out the specified Work in an organized and expeditious manner.

12 Payment Fees

The Contractor shall be responsible for the payment of all fees necessary for the completion of the Contract required by an Statutory Authority within or without the Colony.

13 Safety

- a) The Contractor is responsible for the safety of all persons employed by him.
- b) He shall in no way carry out any work that could be seen to endanger the life of any of his employees or of any member of the general public, including any other employee of the employer.

14 Injury to or death of a person

The Contractor shall be liable for and shall, indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at Common Law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the Works.

15 Damage to Property

The Contractor shall be liable for and must indemnify the Employer against any expense, liability, loss, claim or proceedings in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of or in the course of or by reason of the carrying out of the Works and is due to any negligence, omission and default of the Contractor.

16 Evidence of Insurance

The Contractor shall produce such evidence as the Employer may reasonably require that the insurance's referred to herein have been taken out and are in force at all material times.

17 Traffic Control

Due to the nature of the Works it will be the responsibility of the Contractor to ensure that a system of traffic control is in operation, including no vehicular access, if necessary.

18 Payment to the Contractor

Payment to the Contractor will be made after the issue of an Architect's certificate based on the amount of work completed to date. A retention of 5% will be held from the value of each certificate up to a maximum of 3% of the contract sum. Such retention money will be released at the end of the warranty period provided that all works and repairs have been executed to the satisfaction of the Employer.

19 Warranty Period

A warranty period of 12 months is part of the Contract agreement, during which

time the Contractor bears the full responsibility for the execution of maintenance of the works and any repair or correction which might become necessary due to the failure and incorrect performance of the Contractor.

20 Handing Over Completed Works

The Contractor shall notify the Employer in writing of his completion of the contracted Works. Said work shall be subject to the satisfaction of the employer and the statutory body having jurisdiction that all the works is completed and in good order. The supervising Officer shall certify the date when in his opinion, the works have reached practical completion. This date shall be the date of commencement of the warranty period.

21 Failure to Meet Completion Date

Should the contractor fail to complete the contracted works within the agreed time he shall be subject to a fine of 1% of the contract price a day, for every day the completion is overdue.

22 Matters not Contained in the Contract

Any matter not explicitly provided for within this Contract shall be in the matter of a separate agreement between the Employer and Contractor. Any such agreement shall be part of his Contract.

23 Matter of Disagreement

If a dispute arises under this Contract, the parties agree that they would first exhaust the provisions outlined in sections 46, 47 and 48 of the Public Finance (Management and Accountability) Procurement regulations 2012. If the parties fail to come to an amicable resolution through the provisions outlined above, then the dispute shall be settled with the help of a mutually agreed-upon mediator in Montserrat. The parties shall share any costs and fees equally, other than attorney fees associated with the mediation equally.

24 Contract Documents

- a) The Contractor shall receive two complete copies of Contract Documents
- b) Subsequent to the commencement of the Contract, the Contractor shall receive a copy of all additions to and amendments to the Specifications or drawings.

25 DETERMINATION OF THE CONTRACT

1) Default by the Contractor

If, before the date for practical completion, the Contractor shall make a default in any one or more of the following respects:

- a) Without reasonable cause he wholly or substantially suspends the carrying out of the works, or
- b) He fails to proceed regularly or diligently with the works, or
- c) He refuses or neglects to comply with a written instruction given by the Government Architect and by such refusal or neglect the works are materially affected The Government Architect may give to the Contractor a notice specifying the default or defaults.

If the Contractor continues with the default for 14 days from the issue of the notice under the contract the Employer may by a further notice to the Contractor determine the employment of the Contractor under this Contract. Such determination shall take effect on the date of receipt of such further notice.

A notice of determination shall not be given unreasonably or vexatiously.

2) Consequences of determination under clause 25 .i.

The Government Architect shall determine the amount due to the Contractor which shall include loss, damage or expenses incurred by the Employer as a direct consequence of the determination. A final payment certificate will be prepared accordingly.

3) Determination by the Contractor or Employer

If, before the date of practical completion, the carrying out of the whole or substantially the whole of the uncompleted works is suspended by reason of one or more of the events stated below for a period of three months or more

- a) Force majeure, or
- b) The Architects instruction

Then the Contractor or the Employer may upon expiry of the period of the suspension give notice to the other that unless suspension is terminated within 7 days after the receipt of such notice.

The Employer shall pay to the Contractor, the total value of the work properly

executed at the date of determination of the employment of the Contractor, such value ascertained in accordance with the conditions as if the employment of the Contractor had not been determined

A notice of determination shall not be given unreasonably or vexatiously.

26 SUSPENSION OF THE UNCOMPLETED WORKS

- a) The Government Architect may issue instructions in regard the postponement of any or all the works to be executed under this contract.

**Government of Montserrat
Public Works Department**

General Specifications
of
Labour and Materials
for

Renovation and Repairs of the Pharmacy block Roof

CONTENTS

Section

- | | |
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| 1 | General Items |
| 2 | Carpentry and Joinery |
| 3 | Roof Sheeting |
| 4 | Painting |

Note:

This standard specification shall take precedence should there be minor discrepancies between this and other specifications contained within the tender documents.

Should there be any doubt about specific items; the tenderer shall obtain a ruling from the Government Architect/Contract Administrator before proceeding.

1.00 GENERAL ITEMS

1.01 Materials and Workmanship

All materials and workmanship shall be in accordance with current good practice and shall be fit for their purpose.

1.02 British Standards

BS references in this specification are to current British Standard Specifications.

1.03 Manufactured Materials

Strictly observe all manufacturers' instructions. Ensure that the manufacturers' instructions are available at the site. Incompatible materials shall not be mixed (for example, metric and imperial drainage systems). Where proprietary materials are specified on the drawing, the phrase "or equal approved" shall be deemed to be included.

1.04 Alternative Materials

"Or equal approved" means that products other than those specified may be used provided that the contractor satisfies the Architect as to their suitability and obtains his written approval. The Architect reserves the right to insist on the specified product if such approval is not given.

1.05 Accuracy

Work within dimensional limits that are suited to the structural stability and final appearance of the works taking account of the need for a good fit for prefabricated components.

1.06 Inspections

Give notices in respect of any work that must be inspected before covering up and do not cover up until inspections have been carried out. Such work includes pipework, drains and structural elements, e.g., foundations, ground slab and reinforcement for concrete.

1.07 Scaffolds

Properly constructed scaffolds shall be provided for all work that cannot be done safely by workmen standing on permanent or solid construction, except when such work can be done safely on ladders. All such scaffolds shall be substantially constructed, to support at least four times the maximum load and shall be secured to prevent swaying.

Roof brackets, roof scantling, crawling boards and similar forms of support shall be substantial in construction and securely fastened in place when in use.

Planks used in the construction of stationary scaffolds shall not be less than 2" nominal thickness. Where such planks overlap at the ends, the overlap shall be not less than 6". Planks shall be placed so that they cannot tip under the weight of the worker at any point.

Nails used in construction of scaffolds shall be of ample size and length to carry loads they are intended to support and all nails shall be driven full length. No nails shall be subject to direct pull.

Barrels, boxes or other similar unstable objects shall not be used as supports for planking intended as scaffolds or places of work.

No materials or equipment other than required by the workers shall be placed on scaffold platforms.

1.08 Clearing and Cleaning

Remove all timber forms for concrete or other timber not required in the permanent works from the site. Keep the site clean and tidy. On completion, remove all plant, materials, waste and rubbish. Repair any damaged existing features and clean out gutters.

Remove all stains and splashes, clean glass, remove all dust and dirt from surfaces and leave the completed structure(s) to the Architect's satisfaction.

1.09 SITE SERVICES

Any arrangements that the Contractor enters into regarding the provision of electricity, water and other services shall be the sole responsibility of the Contractor. The Contractor shall be liable for all charges arising from such arrangements.

1.10 SITE POSSESSION

The contractor is responsible for obtaining permission to enter the site from the client.

1.11 DISRUPTION

The Contractor is responsible for organising the Works with Hospital management to minimise disruption of the day to day functions at the hospital and other activities in the vicinity of the site. Full and sufficient precautions to ensure the safety of all traffic through and around the work site and of traffic that is diverted by the Works shall be considered at all times, such measures to be approved by the PWD Quantity Surveyor. Signs shall be erected and maintained on the Site for the direction and control of traffic. The sizes of all such signs and the lettering and wording thereon shall be approved before erection. Construction areas shall be signed posted and, during periods of darkness lighted.

The Contractor should seek the approval of the Hospital Site Engineer before occupying any area of the site for the storage of materials, plant or equipment or welfare facilities.

1.12 INSURANCE

The Contractor is required to obtain contractors all risk insurance to cover public liability and damage to persons and property. The Contractor shall be required to prove that he has such insurance and that the sums insured are sufficient for the works in hand prior to commencement of the works. The Contractor shall ensure that the insurance remains valid throughout the period of the works and that any premiums due are paid. The Client may request proof of insurance at any time during the works.

2.00 CARPENTRY & JOINERY

Generally

Comply with BS 5268: Parts 2 and 3

2.01 Timber and Plywood

All timber and plywood is to be clean, sound, merchantable, properly seasoned timber, free from any defects making it unsuitable for its function in the Works. Unless otherwise stated, timber is to be stress graded imported Southern Yellow Pine, Grade No.1 or No.2 to NGRDL rules. Each piece of timber shall be marked with the grade and species. Plywood is to be American construction and industrial A-C or B-C grade sanded plywood, marked "APA: A-C (or B-C) exterior."

2.02 Preservative

Timber and plywood are to be pressure impregnated with copper/chrome/arsenic (CCA) solution to BS 4072. After cutting or machining, brush on preservative in two applications to cut surfaces.

2.03 Fastenings

All fastenings are to be galvanized or zinc plated. Bolt washers are to be large diameter, i.e., at least 3 times the bolt diameter with a thickness of at least $\frac{1}{4}$ of the bolt diameter.

2.04 Splices

Do not splice timber members except where shown on the drawing.

2.05 Termite Treatment

Treat the existing timber members to prevent Termite activity. The work is to be carried out by an approved specialist, using "Torpedo" or other approved proprietary system. The treatment is to be carried out in accordance with the manufacturer's recommendations using the higher concentrations where a range is recommended.

3.00 ROOF SHEETING

3.01 Roof Membrane

Roof sheeting shall be cleaned and prepared to receive roof membrane as per manufactures specifications and as agreed by PWD QS. Provide and fix all holding down bolts/screws, ties, straps, sealants etc. to ensure water tightness and stability prior to membrane application.

3.02 Timber Frame

Timber used in the framing and construction of the roof soffit and fascia shall be of the same specification as that for Carpentry and joinery.

3.03 Roof Soffit Boarding

Shall be ½"finished plywood sheeting

3.04 Ironmongery

Provide and fix all screws, nails, bolts, washers, galvanized wall ties, metal flashings etc to complete the contract.

4.00 PAINTING

4.01 Preparation

Clean down all new and existing surfaces and brush off all loose and flaky paint before commencing decoration. Remove any oil or grease spots with white spirit. Apply fungicide treatment to existing surfaces where necessary

Existing metal surfaces are to be washed down with soap and water and roughened with abrasive paper.

Surfaces of wood to be painted shall be filled as required at no more than 1/8" per layer, each layer being dried in between. Treat all knots, shakes and resinous portions of timber with shellac knotting. Rub down and remove dust and decorate.

4.02 Materials

All painting materials and colours shall be selected or approved by the Client or approved by the Government Architect.

Samples of all colours shall be submitted to the Architect for approval. Undercoats shall be flat and of the approved colour. All paint, when approved, is to be ordered in one batch to ensure the matching of colours. Paint shall be latex based for all wood and concrete surfaces except where otherwise specified.

4.03 Mixing

All paint shall be properly mixed and strained free from skins and loose particles before application.

4.04 Painting

All paints to be used on this project shall be manufactured by an approved manufacturer and are to be free from skins, etc. Paints shall be lead and mercury free. Colours will be specified on site. All surfaces to be painted are to be free from oil, rust, dust, chalking and any other deleterious materials or conditions.

Woodwork generally: To all external woodwork apply one Undercoat primer (other than pre-finished woodwork/joinery) and two coats of gloss paint unless specified otherwise.



Government of Montserrat

CONTRACT PERFORMANCE REPORT

GoM Contract Ref	Start Date	Contractual Completion Date
Service/Item Code	Contractor & VDB No (if known)	
Delivery Point	Project & Contract Title	
Original Contract Value	Original Programme (weeks)	Actual Completion Date:
Completion Value (if agreed)	Final Programme (weeks)	Would you use them again? Yes / No
Any problems with performance or advance payment guarantees?		Yes / No

Comments	CP score ✓ as appropriate	5 - good	4 - good	3 - poor average	2 poor	1 awful
Organisation						
Quality						
Personnel						
Environment						
Safety						
Commercial						
Manufacturing						
Technical						
Time						

Additional information (if necessary amplifying comments, eg why would you use them again if they had scored poorly, were delays/increases in cost the fault of the supplier):

Signed (Project Officer)	Date:
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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.....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

EVALUATION OF TENDER

Evaluation Criteria

The following evaluation criteria will be used to evaluate tenders received in response to this Invitation to Tender provided. 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	60
Technical Compliance & Tenderer's Experience	40

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 Tenderers are required to fully complete the Bill of Quantities provided. A valid Tax Compliance Certificate must be submitted with each submission. Tenderers must sign and date the Anti-Collusion statement. In addition details of two (2) previous works of similar nature must be submitted in accordance with the Technical Compliance below. This fulfils The Administrative Compliance which is weighted a pass/fail. Where **all** the above requirements have been fulfilled then the tenderer would advance to the next evaluation criteria. If any of the above mentioned items are not submitted then the tender would be deemed non-compliant and the submission rejected.

Financial Compliance (60%)

The tendered price is a significant component and the Government of Montserrat will seek to ensure that the works are undertaken at the most economically advantageous price. Nonetheless the Government of Montserrat is not bound to accept the lowest or any tender. However, there are other factors as listed in the criterion description for evaluation and these will be considered proportionately. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from tenderers.

Technical Compliance & Experience (40%)

Adherence to the technical specification is paramount to tenderers achieving success in the evaluation process. 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 \$50,000.00 for material and labour and a minimum value of \$20,000 for labour only. 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.

Start Date or Date of Award	Description of Works	Name of Client	Price of Contract	Date Completed