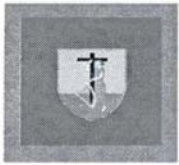


Hospital Rehabilitation

Tender for the Removal of existing and Replacement with New Windows and Doors to Male and Female Ward

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: mew@gov.ms

March 4th, 2016

Dear Sir/Madam,

Re: Tender for the Removal of existing and Replacement with New Windows and Doors to Male and Female Ward

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 Removal of existing and Replacement with New Windows and Doors to Male and Female Ward". 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 Removal of existing and Replacement with New Windows and Doors to Male and Female Ward".** The outer envelope should bear no identification of the tenderer. Tenders are to be received no later than **2:00p.m on March 15th 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 March 8th 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\$50,000.00. 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 15th March 2016**. Tenders and all supporting documents should be enclosed in an inner envelope duly sealed and bearing the words, **“Tender for the Removal of existing and Replacement with New Windows and Doors to Male and Female Ward”** and 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 Removal of existing and Replacement with New Windows and Doors to Male and Female Ward”**. 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 existing aluminium windows and doors.
- Supply and Installation of new windows and doors.

Ministry of Communications, Works and Labour

Tender Document Checklist

Project Title: ***Tender for the removal of existing and replacement with New Windows and Doors to Male and Female Ward***

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 Removal of existing and Replacement with New Windows and Doors to Male and Female Ward

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 Ward Block

Scope of Works for repairs to the Hospital Ward

<u>Windows and Doors (Female and Male Ward)</u>					
Item	Description	Qty	Unit	Rate	Price
All works measured as per Smm7 and standards are to meet Government of Montserrat (GOM) and					
1					
1- 1	Carefully remove existing sections of veranda roof, to include (hurricane ties, galvanise, 2" x 4" purlins, upvc conduit and 1" x 4" strip etc.). Cut out approximately 97ft of 2"x 8" wall plate to enable access to remove existing windows and doors and store for refixing.		Item		
1- 2	Provide acro props to support all roof members		Item		
1- 3	Provide and fix 13 number 6" bolts and washers and refix existing wall plate as instructed by client.		Item		
1- 4	Supply and fix hurricane straps to existing rafters and wall plate.	132	No		
1- 5	Refix existing purlins, galvanise and upvc conduit. Allow for replacing any deteriorated elements and making adjustments as required and instructed by client.		item		
1- 6	Carefully remove and dispose existing 3' - 0" x 7' - 0" aluminum jalousie windows. Make all necessary adjustments to existing walls in order to remove windows. Please dispose to the nearest dump site (New Windward).	14	No		
1- 7	Allow for removing existing metal channel below each double window and refixing same.	7	No		
1- 8	Carefully remove and dispose existing 6' - 0" x 6' - 8" double timber panel door and frame with full length aluminum insert windows. Please dispose to the nearest dump site (New Windward).	2	No		
1- 9	Carefully remove and dispose existing 6' - 0" x 2' - 2" aluminum jalousie windows above existing double timber panel door and frame. Each window 3' - 0" x 2' - 2" Make all necessary adjustments to existing walls in order to remove windows. Please dispose to the nearest dump site (New Windward).	2	No		
1- 10	Supply and install 3' - 0" x 6' - 10" Luxe Guard Security Windows white finish with 3" aluminum blades with screens	14	No		
1- 11	Supply and install 6' - 0" x 6' - 8" double aluminum door and frame with 1/2 Security windows insert with 3" aluminum Blades with screen. Include for all ironmongery, locks, hinges, deadbolt, and door closers.	2	No		
1- 12	Supply and install 4mm thick plexi glass above new doors.	12	ft ²		
1- 13	Supply and install 2" x 6" Treated timber frame for plexi glass as instructed by PWD Architect	34	ft		
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 removal, replacement 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**

Specifications
of
Labour and Materials
for

**Removal of existing and Replacement with new Windows and
Doors**

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| 2 | Concrete Work |
| 3 | Masonry |
| 4 | Carpentry and joinery |
| 5 | Metal Work |
| 6 | Plastering |

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 THE WORKS GENERALLY

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/Contract Administrator as to their suitability and obtains his/her written approval. **The Architect/Contract Administrator 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 pipe work, 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 at all times. On completion, remove all plant, materials, waste and rubbish. Repair any damage to all 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/Contract Administrator'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 taken 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 CONCRETE WORK

All structural concrete used on this project will be of Class A, unless otherwise specified.

2.01 Sand

No sea dredged or beach sand is to be incorporated in any of the structural work covered by this contract.

Sand for concrete work shall be obtained from a source approved by the Government Architect/Contract Administrator and shall be sifted only where necessary on site for screeds and rendering.

All sand shall be clean and free from soil or deleterious matter and shall comply with BS 882. It shall be well graded between the limits given in BS 882.

2.02 Coarse Aggregate

All coarse aggregate shall consist of clean approved hard stone or gravel, free from soil or deleterious materials and shall comply with BS 882. Sea dredged or beach aggregate shall not be used.

Once the first delivery of coarse aggregate has been received on site graded coarse aggregate, it may be necessary to blend single-sized aggregates on the site.

Both sand and coarse aggregates shall be stored on hard clean surfaces and shall be handled so as to remain clean and well graded and shall be kept separate from one another by separating walls if space is restricted until placed in the mixture.

2.03 Water

All water used throughout the works shall be clean fresh water free from harmful matter in undesirable quantities. Seawater shall not be used.

2.04 Cement

The cement for the whole works shall be Portland Cement (PC42.5) to BS12 of approved manufacture. Cement, which is not manufactured in Trinidad or Barbados, shall have a certified average alkali content of 0.6% or less. Cement shall be delivered in the original sealed bags of the manufacturer and stored in a suitably dry, weatherproof and properly ventilated store.

2.05 Concrete Mixes

Concrete specified by Class shall be mixed in the nominal proportions stated below, the proportion of sand to coarse aggregate being carefully adjusted to provide a dense and workable concrete to the satisfaction of the Architect/Contract Administrator. The water content shall be adjusted so that the slump lies within the limits stated and the quantity of water added to the mix shall be measured accurately. Batch testing shall be carried out before commencement of concreting.

Class of Concrete	Normal Mix	Allowable Slump	Nominal Minimum Cube Strength	Nominal Average Cube Strength
A	1 : 1½ : 3	1" to 3"	4500 psi	5500 psi

B	1 : 2 : 4	1" to 3"	3000 psi	4000 psi
C	1 : 3 : 6	1" to 2"	1000 psi	1500 psi
D	1 : 4 : 8	1" to 2"	-	-

2.06 Admixtures

Nothing shall be added to the essential ingredients of the concrete (cement, sand and coarse aggregate and water) without the Architect/Contract Administrator's approval.

2.07 Steel Reinforcement

Steel bar reinforcement shall be deformed high yield steel bars complying with BS 4449, with minimum yield strength of 60 PSI. The drawings may show imperial bar sizes for which equivalent metric sizes may be substituted.

Steel fabric (mesh) reinforcement shall be high yield welded fabric to BS 4483. All reinforcement shall be free from loose mill scale, loose rust, oil, grease, paint, etc.

Existing exposed reinforcement because of concrete splinter shall be wire brushed and be entirely free from rust, oil, grease, paint, etc. before patching.

The reinforcement shall be bent to the shapes and placed exactly as shown on the drawings and the Contractor before cutting shall check the lengths of all bars. Cutting shall be by sawing or shearing. All bars shall be bent cold. Bars shall not be re-bent.

All intersections of bars shall be bound together with soft pliable 16 SWG wire so that they will not be displaced in the process of depositing the concrete.

The whole of the steel reinforcement shall be spaced with concrete block or other proprietary spacers or suspended from above so that the concrete cover does not deviate by more than ¼" from that shown on the drawing. Spacers should be as maximum 3' 0" centres but closer centres may be necessary. For fabric reinforcement, spacers should be at 18" centres. The contractor shall request an inspection by the Architect/Contract Administrator of each section of completely assembled reinforcement. Concreting shall not be carried out until the Architect/Contract Administrator's final approval is given.

2.08 Formwork Generally

Formwork shall be constructed to the shape and dimensions shown, sufficiently accurate to prevent leakage and shall be securely braced and shored to prevent displacement, at the same time safely supporting the construction loads.

Formed finishes shall have the appearance of a dense, well-compacted concrete and any minor voids or honeycombing shall be made good as directed.

Vertical formwork for columns, walls, sides of beams and other parts not supporting the weight of the concrete may be removed as soon as the concrete has hardened sufficiently to resist damage from removal operations but not less than 12 hours after concreting.

Formwork for soffits of beams and slabs and other parts that support the weight of the concrete shall remain in place until the concrete has reached the specified 28 days strength and in any case shall remain in place for at least the following periods:

Soffits of Slabs	8	days
Soffits of beams and cantilever slabs	12	days

The contractor shall be solely responsible for the safety of the construction during and after form removal.

2.09 Fair-faced Concrete work

Where fair faced concrete is specified, the members shall be rubbed down before the concrete has set, all holes filled and formwork marks removed as much as possible and the whole smoothed down with concrete filler

2.10 Gauge Boxes

Gauge boxes of suitable sizes shall be employed to give exact volumes of fine and coarse aggregate but due allowance shall be made for the bulking effect of sand in wet weather and the additional water entrained in the aggregates. In all cases, the amount of cement employed in a given mix shall be based on the tables in clause 3.05 and shall be such that it is necessary to divide a full bag of cement.

2.11 Mixing Concrete

The mixing of the concrete shall be carried out by means of a batch machine of approved design and capacity to be agreed with the Architect/Contract Administrator prior to the commencement of the works.

The mixing shall continue until there is a uniform distribution of the materials and the mass is uniform in colour and consistency. The mixing time shall not be less than two minutes and the batch or any part thereof shall not be permitted to remain in the drum longer than ten minutes after being completely mixed.

2.12 Placing Concrete

Before placing commences, all formwork shall be clean and free from construction debris and shall be properly oiled or lime-washed. All reinforcement shall have been placed in proper position and firmly supported and forms for all construction joints and stop ends completely installed. Runways shall have been placed and any steel disturbed, properly replaced. The formwork shall be wetted down to eliminate suction and all water used for this purpose drained away.

Immediately after mixing, the concrete shall be placed in the work in layers not exceeding 6" thick. Each layer shall be thoroughly vibrated or rammed until it has been made to penetrate and fill all the spaces between and around the reinforcement or other embedded fixtures and has properly and completely surrounded them throughout their entire length in such a manner as to ensure that all surfaces are dense and free from honey-combing or other defects. It is imperative that the work to be done quickly as well as effectively and a sufficient number of men shall be employed to ensure this.

Vibrators must be used for all columns, beams and suspended slabs and for all paths, roads or hard-standings exceeding 4" thickness.

In no circumstances shall the concrete be thrown or dropped from a height or deposited under conditions that would cause the separation of the coarser from the finer portions of the concrete.

When no special placing plant is provided the concrete shall be conveyed from the mixer to the point of deposit in as short a time as possible. It shall be emptied onto a tray from which it shall be carefully placed in its final positions in the forms by shovels. Concrete shall be deposited at several points in line and shall not be permitted to flow along the forms.

In columns and other similar members, the bottom 1" shall be filled with grout which shall consist of cement and water mixed to a thick, creamy consistency. In deep members in which congestion of steel makes placing difficult the lower part of the forms shall be filled with grout in the same way. The grout in each case shall be deposited immediately in advance of the concrete and shall not be permitted to dry out or set so as to lose its mobility before the concrete is placed on top of it.

2.13 Stoppage of Work

No concrete of any kind shall be placed during inclement weather. The Architect/Contract Administrator reserves the right to stop concrete placing during periods of excessive rainfall unless adequate precautions are taken to protect freshly placed concrete from the weather.

2.14 Worked Finishes

Tamped Finish: when no specific finish is required, tamp to a plain or evenly ribbed finish with tolerance suitable for subsequent work or use.

Wood Float Finish: close the surface with a wood float to produce an even slightly coarse texture, free from ridges and depressions.

Steel Trowel Finish: repeatedly trowel by appropriate means (e.g. power float) to produce a dense smooth surface free from ridges and depressions. If a thin floor finishing is to be applied no defect in the concrete should show through the finish. Maximum permissible deviation is 1/8" from a 9" straight edge.

Brush Finish: after working to a smooth finish, draw a stiff bristled brush across the surface to produce an even non-slip finish of fine parallel line free from ridges and depressions. Trowel the margins of the panel with a steel float to produce a uniform band approximately 4" wide.

Generally: Form falls where required to ensure that all areas drain naturally towards outlets and other run-off points. All newly finished surfaces shall match existing finished surfaces.

2.15 Curing of Concrete

Concrete after taking the initial set shall be protected from drying out at all times during the first three days. Acceptable methods of curing are by flooding, by polythene sheeting in close contact, by permanently wet Hessian or by an approved proprietary curing compound which should not affect adhesion of subsequent finishes, not stain exposed concrete. During the curing period the concrete should be shaded from direct sunlight.

2.16 Construction Joints

All joints including day joints should be straight and perpendicular to the surfaces.

Construction joints for slabs and beams may be located at or near the middle of the span. Construction joints for columns and horizontal wall joints shall be made only at the underside of floor members or at floor level unless otherwise approved.

Un-reinforced slabs are to be laid in bays not exceeding 20' 0" in length and no bay should have a length exceeding 1½ times its width. Fabric reinforced slabs are to be laid in bay not exceeding 30' 0" in length.

Hardened concrete faces of joints should be prepared for subsequent concrete by cleaning and roughening the face of the joint to remove laitance and expose but not disturb the larger aggregate. For horizontal surfaces, washing off laitance and fines after concreting may attain exposure, once initial set has occurred.

The Contractor shall submit for approval construction joints scheduled for walls and slabs. The contractor shall not attempt to cast a single pour of more than twenty cubic yards without obtaining the prior approval of the Architect/Contract Administrator.

2.17 Samples and Testing

Testing shall be in accordance with BS 1881.

Samples for compressive strength shall be taken from concrete Classes A and B at the rate of 1 sample per 10 batches, but not less than 1 sample from each Class on each day of casting. A sample shall consist of three standard 6" cubes that shall be cured by immersion in water until tested. One cube from each sample shall be tested at 7 days and the remaining two cubes at 28 days. Each cube shall be marked with a unique reference number and record shall be kept to record the class, date of casting and location of member corresponding to the cube. Slump tests shall be carried out for each batch.

3.00 MASONRY

3.01 Cement, Water, Coarse Aggregate and Reinforcement

To be as specified for Concrete

3.02 Sand

To be as specified for Concrete. Alternatively, use sand to BS 1200

3.03 Concrete Block

The hollow concrete blocks shall be obtained from an approved source and shall be nominally 15 ½ "long by 7 ½" high by the thickness shown on the drawings and shall be handpicked for fair work where required. Actual dimensions shall not vary from nominal dimensions by more than ¼". Minimum wall thickness shall be 1".

All blocks shall be cured at the place of manufacture for a minimum of 14 days before being transported to the site and off-loading shall be carried out with care – tipping will not be permitted and damaged blocks must not be used.

For laying in half bond, half blocks shall either be purpose made or cut from 3-core full blocks. They shall not be cut from 2-core blocks.

3.04 Mortar

Unless otherwise stated mortar for block work and stonework is to be composed of one part cement to three parts sand, mixed on the site with the minimum quantity of water to achieve a workable consistency. The proportions are to be obtained by actual measurement in gauge boxes, making due allowance for bulking of wet sand.

Mortar is to be made in such quantities as can be used within one hour after mixing and no mortar that has become set or hard must be used on any part of the work. Re-tempering is permitted only up to one hour after mixing.

3.05 Blockwork Reinforcement

Vertical reinforcement is to be ½" diameter high yield ribbed bars except where otherwise specified. Horizontal reinforcement is to be Dur-O-Wal Extra Heavy Duty galvanized "Ladur Type" ladder reinforcement with cross bars at 16" centres and with prefabricated corners and tees or 3/8" diameter bars in alternate courses.

Vertical starter bars are to be anchored in the base concrete with 8" bends located below the top layer of reinforcement, or drilled 4½" deep into the concrete and anchored with Hilti "HIT C100" resin.

At tops of walls, vertical bars are to be bent 8" into slabs or beams cast on top. Freestanding walls are to be capped with a 8" deep concrete beam reinforced with one continuous ½" diameter bar, lapped 2' 0" at splices and intersections.

Vertical bars are to be lapped 2' 0". Horizontal ladder reinforcement is to be lapped 1' 0". Unless otherwise detailed, reinforcement is to be provided as follows:

Vertically: At each corner, end or intersection
Beside each opening exceeding 2' 0" in width or height
At the following centres, measured horizontally: 6" block work - 32"

Horizontally: At the following centres, measured vertically: 6" block work - 16"

3.06 Grout

Grout for filling the cores of blocks to comply with the concrete specification, is to have a slump of 8 to 10 inches and is to be of the following proportions, volume:

Block Size	Cement	Sand	3/8" Nominal Size Aggregate
6" and 8"	1	3	2

3.07 Workmanship

The concrete blocks shall be laid in half bond in mortar as specified with joints nominally 1/2" thick covering all concrete areas of the block. Blockwork shall be carefully set out at floor level so that at jambs of opening only half blocks and full blocks are used: cut blocks may be used where necessary above and below centres of openings, midway between openings and at faces of columns. Where lintels, ring beams, etc are cast over open block cores, place Dur-O-Wal "Dur-O-Stop" mesh over cores to prevent concrete from dropping through. Grout shall be placed and compacted in maximum 4' 0" lifts. Excess mortar shall be removed from cavities before grouting. Grout shall be placed to 1" below the top of the blocks to provide a key.

Protection shall be provided at all times as necessary to prevent damage to work done by storms and no part of a wall shall be built higher than 4' 0" above the surrounding walls. Cut blocks shall be saw cut and all joints shall be made as even as practical

Generally conduits shall be built into the cores of new work. Otherwise, chases shall be formed as required for the installation of other work. There shall be at least 10" of masonry between the chases and the jambs of openings. Where chasing exposes block cores, they shall be solidly grouted. Chases exceeding 2' 0" in length shall have expanded metal lath fixed over them before plastering. The lath shall be 6" wider than the chase. Unfinished work shall be stepped back to permit jointing of new work. Chasing shall not take place on both sides of the same wall.

3.08 Samples and Testing

Blocks shall be sampled at the rate of one sample per day of deliveries, but not less than one sample per 1000 blocks. A sample shall consist of three blocks, selected at random by the Architect/Contract Administrator. The strength of the blocks shall be measured over the gross area including voids and shall not be less than 700 psi for a single block

4.00 CARPENTRY & JOINERY

Generally

Comply with BS 5268: Parts 2 and 3

4.01 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."

4.02 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.

4.03 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.

4.04 Splices

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

4.05 Doors

A specialist manufacturer shall construct doors. Timber shall be specially selected for straightness and is to be well seasoned, tenoned and glued and wedged or pinned together when being fabricated. Plywood faced doors shall be glued and pressed to the framework and suitably dressed and finished with lipped stiles.

4.06 Door and Window Frames

Where not otherwise specified, frames should be fixed to all sides of openings at not more than 12" centres. Fixtures are to consist of built-in cramps, plugs and anchorages at least 2" deep into the adjacent structure.

5.00 METAL WORK

5.01 Ironmongery

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

5.02 Finished Hardware

The Contractor shall supply and install all operating gear, finished hardware locking devices and similar appliances.

Locksets and latch sets shall be as secure and fit for their intended purposes. Locks by Schlage or other equal approved manufacturer shall be supplied with master keys. Locks must be provided with two keys that will be handed over to the Architect/Contract Administrator on completion of this Contract.

All hardware, unless otherwise stated, shall be stained chrome on brass or other non-ferrous metal base. All butts, fingerplates, bolts, door closers, stops and holdbacks shall have similar finish.

Unless otherwise specified, locksets and latch sets shall be of cylindrical type with mechanism throughout constructed of rust resistant materials.

5.03 Windows

Windows shall be of Industrias Feliciano Aluminum manufacturer or equivalent.

6.00 PLASTERING and PAVING

6.01 Materials

As described in Concrete Work, except that sand for plastering shall comply with BS 1199. Over-sifting of sand shall be avoided.

6.02 Substrates

All surfaces specified or indicated on the drawings to be plastered or rendered are to be thoroughly brushed and cleaned and well wetted before the work is executed. Plaster on concrete surfaces shall be applied to galvanized expanded metal lath, securely fixed and overlapping by 4" onto adjacent block work. Joints between new and existing plaster are to be carefully executed by cutting plaster on a splay as directed by the Architect/Contract Administrator before applying new plaster.

6.03 Proportioning Mixing and Timing

Unless otherwise specified, the proportions shall be one part of cement to between four and six parts of sand. Once an acceptable mix within this range has been determined and approved by the Architect/Contract Administrator, the same proportions shall be used throughout.

Mortar mixes shall be used up within two hours of the first contact of the cement with water. All mixes remaining after this time are to be discarded. No re-tempering shall be carried out.

6.04 Cement Screeds

Lay sand and cement screeds to the thickness necessary, well bonded to the sub-concrete. All screeds shall be smooth and level and approved by the Architect/Contract Administrator prior to applying tiling or finish.

Screeds to floors shall be mixed one part cement to three parts sand; the cement and sand shall be clean and smooth and mixed only with sufficient water to bind the sand and cement. Adequate protection shall be supplied and laid by the Contractors as soon as possible after laying.

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. However 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

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



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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