



Ministry of Education, Youth Affairs & Sports

P O Box 103
Government Headquarters
Brades
Montserrat

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Ref: MEYA&S/E/C/117

7 March 2017

Re: Tender for the Procurement of one (1) Vehicle for the Ministry of Education Youth Affairs and Sports

You are invited to submit tender for the procurement of one (1) vehicle for the Ministry of Education Youth Affairs and Sports. Tenders must be submitted in accordance with the specifications, which accompany this invitation to tender. Included are the tender documents consisting of:

- 1.) Instructions to Tenderers
- 2.) Form of Tender
- 3.) Appendices and Schedules
- 4.) Anti-Collusion Statement
- 5.) Criteria for Evaluation of Tenders
- 6.) General Conditions of Contract
- 7.) Tenderer's Identification and Details
- 8.) Tender checklist

Tender packages can be accessed on the Government of Montserrat website at www.gov.ms.

The completed tender documentation must be submitted in a plain and sealed inner envelope and addressed to the “**Chairman, Departmental Tenders Committee, Ministry of Education Youth Affairs and Sports, Brades, Montserrat**”. Tenders are to be received no later than 4:00pm on **Friday 10th march, 2017**. The name of the project should also be written on this inner envelope and

should read, **“Tender for the Procurement of one (1) vehicle for the Ministry of Education Youth Affairs and Sports”**. The name of the bidder **must** also be written on this inner envelope.

The inner envelope should then be placed in a plain sealed outer envelope and addressed to the **“Chairman, Departmental Tenders Committee, Ministry of Education Youth Affairs and Sports, Brades, Montserrat”**. Tenders are to be received no later than 4pm on **Friday 10th March 2017**. The name of the project should also be written on this inner envelope and should read, **“Tender for the Procurement of one (1) vehicle for the Ministry of Education Youth Affairs and Sports”**. No evidence of the bidders name should be on this outer envelope. Please ensure that no additional marks are placed on the outer envelope.

Any queries in relation to the tender should be made in writing to the Chairman, Department Tenders Committee, Ministry of Education Youth Affairs and Sports, Brades, Montserrat or emailed to (francisg@gov.ms).



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Glenn Francis B.Ed., M.Sc.
Permanent Secretary (Ag.)

1.0 SCOPE OF WORKS

The Ministry of Education Youth Affairs and Sports is soliciting bids from qualified businesses and persons to provide proposals to supply one vehicle namely a 14-16-seater commuter omnibus. The vehicle must conform to the specifications provided in this tender document. Tenderers are required to provide an overall price for the vehicles taking into account the following considerations as outlined in the vehicle listing:

(a) Provision of Service:

Cost associated with acquiring the specified vehicle including shipping with adequate insurance coverage to Port Little Bay, Montserrat.

(b) Warranty:

Type of warranty and information on how warranty obligations are to be carried out during the time period offered.

(c) Documentation:

Provision of all documents pertaining to the vehicle which form part of this tender to include, but not limited to, maintenance manual and operation manual.

Specification Summary Table

The following table provides guidelines and specifications of the type of vehicles required; its functionality and intended use. Tenderers are required to provide the necessary documentation to clearly describe the vehicles being offered and to demonstrate that they meet or exceed the technical specification provided in the summary table, their ability to provide post-sales technical support, particularly training and how this vehicle meets all other requirements of the tender.

- The available colour or colours of the vehicle.
- Type and make of the vehicle.
- Year of manufacture (the vehicles must be new)
- Chassis and body configuration of the vehicle

Minimum Supporting Documents

- (1) Brochures
- (2) Data Sheets
- (3) Detailed quotation fully inclusive of delivery to Montserrat.
- (4) Terms of warranty.

Failure to provide the above information will invalidate your tender

