

**SMALL CAPITAL ASSET FUND**

**Tender for the Supply and Delivery of One (1) Rear  
Mounted Flail Mower for the John A. Osborne  
Airport**

**September 2017**



**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](mailto:mcw@gov.ms)

September 11<sup>th</sup>, 2017

Dear Sir/Madam,

**Re: Tender for the Supply and Delivery of One (1) Rear Mounted Flail Mower for the John A. Osborne Airport**

You have been invited to tender for the supply of the above materials to be delivered to the Port Little Bay, Montserrat. Attached are the tender documents consisting of:

1. Instruction to Tenderers
2. Document Check List
3. Form of Tender
4. Form of Agreement
5. Bill of Quantities
6. Respondent's Identification

Please print and return a complete document of the Priced and signed Form of Tender, Tender Checklist, Bill of Quantities and a copy of your Tax Compliance (*If Locally based*). **These should be placed in an inner 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 this inner envelope and should read, "Tender for the Supply and Delivery of One (1) Rear Mounted Flail Mower for the John A. Osborne Airport". The name of the tenderer should also be written on the inner envelope.** The inner envelope should be placed in an outer envelope 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 this outer envelope and should read, "Tender for the Supply and Delivery of One (1) Rear Mounted Flail Mower for the John A. Osborne Airport".** The outer envelope should bear no identification of the tenderer. Tenders are to be received no later than **2:00p.m on Tuesday October 3<sup>rd</sup> 2017**. Please ensure that no additional marks are placed on the outer envelope.

Given the nature and urgency of the equipment needed, the supplier will be expected to supply the equipment in as little time as possible for the timely completion of works. Therefore, delivery time will be an important component in the tender evaluation process.

Any queries relating to the tender or works included should be made in writing to the Director, Public Works Department.

Yours faithfully,

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

## Instructions to Tenderers

1. The contract conditions adopted for this project will be the Montserrat General Conditions of Contract.
2. Tenderers are to complete the **Form of Tender**, **Document Check list** and **Bill of Quantities** for the works. Failure to fully complete these documents may lead to their bid becoming non-compliant and rejected. **Documents not produced at the opening stage must be verified and submitted before any award of contract can be made. See Document Check List.**
3. **The tenderer must submit a Tax Compliance Certificate from Inland Revenue along with the bidding documents. In the case of a sole trader, the tax compliance certificate should be issued in that individual's name. However, where the sole trader is trading using a business name, the tax compliance certificate should be issued in the business name. In the case of a company, the tax compliance certificate should be issued in the name of the Company". It is therefore incumbent on the bidder to ensure that the tax compliance certificate is issued in the correct name. Diligent checks will be made with the Inland Revenue Department and the Financial Services Commission to verify the accuracy of certificates. Tenders received with improper tax compliance certificates would be rejected. This applies if locally based.**
4. Tenders and all supporting documents should be enclosed in an inner envelope duly sealed and bearing the words, "**Tender for the Supply and Delivery of One (1) Rear Mounted Flail Mower for the John A. Osborne Airport**" and addressed to **The Chairperson, Departmental Tender Committee, Ministry of Communications, Works and Labour, Brades Montserrat.** The name of the tenderer should be written on this inner envelope. Tenders should then be placed in an outer envelope, duly sealed and addressed to **The Chairperson, Departmental Tender Committee, Ministry of Communications, Works and Labour, Brades Montserrat** to be received no later than **2:00pm Tuesday October 3<sup>rd</sup> 2017.** **The name of the project should be written on the outer envelope and should read "Tender for the Supply and Delivery of One (1) Rear Mounted Flail Mower for the John A. Osborne Airport". The name of the Bidder should not be written on this outer envelope.** Tenders should not have any additional marks on the envelope. **Late tenders will not be considered.**
5. 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.
6. Tenderers are not allowed to submit alternative tenders.
7. The Employer is not bound to accept the lowest tender and has the right to accept and reject any tender.
8. The currency to be used in the completion of this document is **Eastern Caribbean Dollars (XCD)**. In addition, the subsequent contract would also be based in **Eastern Caribbean Dollars (XCD)**. Please note that if the product originates in a country where the currency is the United States dollar (US\$), then the accepted exchange rate to the Eastern Caribbean Dollar (XCD) is 2.7169.
9. The equipment to be supplied must be in a brand new condition.

10. All tenderers must provide a signed receipt in respect of circular tender addendum. Electronic acknowledgement would be considered acceptable.
11. Tenderers must provide a detailed statement of length of warranty on the equipment.
12. Tenderers must provide the Government of Montserrat with all user manuals and other operating instructions which are supplied with the equipment. All manuals must be written in English.

**Brief description of the Works**

- Source and supply of One (1) Rear Mounted Flail Mower to be deliver to John A. Osborne Airport, Gerald's, Montserrat.

## Ministry of Communications, Works and Labour – Tender Checklist

Project Title                    *Supply and Delivery of One (1) Rear Mounted Flail Mower for the John A. Osborne Airport*

Date scheme advertised        *Monday 11<sup>th</sup> September 2017*

Tender Deadline Date:        *Tuesday 3<sup>rd</sup> October 2017*

Tender Deadline Time         *2:00pm*

Below are the following documents that should be provided for a contractor's bid to be compliant. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the bid 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
- Completed Bill of Quantities
- Tax Compliance Certificate (*If Locally Based*)
- Signed Anti-Collusion Statement
- Details of Contractor Experience. The contractor should provide details of at least two (2) previous contracts completed within the past 5 years of a similar nature to the scope of works of this tender with a value of a minimum \$20,000.00.

.....  
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 Supply and Delivery of One (1) Rear Mounted Flail Mower for the John A. Osborne Airport**

I/We the undersigned undertake to the supplying of the above Materials delivered to Port Little Bay, Montserrat:

**XCD\$**

.....  
(words).....  
.....  
.....

**Please note the applicable exchange rate from US\$ to XCD is 2.7169**

If my/our tender is accepted, I/We undertake to deliver the materials 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 60 days from the date of submission of this tender.

Name.....

Signed.....

Name of firm (If Applicable) .....

Address.....

.....

Tel. nr.....

Fax nr.....

Email Address .....

Date.....

**BILL OF QUANTITIES**

Item	Description	Units	Qty	Rate EC\$	Total EC\$
<b>1.00</b> 1.01	<b>Rear Mounted Flail Mower</b> Source and Supply a PTO Rear 3 Point Hitch mounted Flail Mower for the cutting of grass and verges at the John A. Osborne Airport. The flail mower must be 74in in cutting width. The flail mower must have a 3-point centre hitch for connection to a tractor as it would be dragged behind the tractor on the ground. Offset mounts are not acceptable for the efficient use of the device by the client. The cutting height must be adjustable from 1/2" to 6" in intervals of 1/2in increments. Rear roller must be 6" diameter with 1/4" wall full-length tube rated at 6000lbs. Similarly cutter shaft is 4-1/2" diameter with 5/16" wall. Flair Mower should be equipped with cutting knives which are used by the device for cutting of the grass. The recommended horsepower that should be needed to pull the device is 43HP.  <u><b>N.B.</b></u> <u>Include for all cost associated with shipping the Flail mower to John A. Osborne Montserrat as this would be the responsibility of the successful bidder.</u>	No.	1		
	<b>Total Value</b>				

## GOVERNMENT OF MONTSERRAT (GOM)

### GENERAL CONTRACT CONDITIONS FOR THE SUPPLY AND DELIVERY OF ONE (1) REAR MOUNTED FLAIL MOWER FOR THE JOHN A. OSBORNE AIRPORT

This Agreement is made the ..... day of ..... 2017 between the **GOVERNMENT OF MONTSERRAT** having its headquarters at Government Headquarters, Brades, Montserrat acting herein and represented by the Permanent Secretary, Ministry of Communications, Works and Labour (hereinafter referred to as "**GOM**") of the one part and ..... , whose address is ..... acting herein and represented by ..... (hereinafter referred to as "**the Supplier**") of the other part.

#### 1. INTERPRETATION

##### 1.1. In these conditions:-

**The Contract** means the agreement concluded between the GoM (PWD) of the Government of Montserrat and the Supplier....., including all specifications, drawings and other documents which may be incorporated or referred to herein;

**The Purchaser** means **GOM**, the Government of Montserrat.

**The Supplier** means the Company / Companies / Individuals that have responsibility for the supplying of the Rear Mounted Flail Mower.

**The Administrator or CA** means the duly authorized representative of **GOM** for the administration of this Agreement who has care and control of this Contract and whose name will be provided to the Supplier. The Administrator shall have final authority for acceptance of the **Suppliers** performance, and if satisfactory, shall initiate the process for approval of payment to **the Supplier**. No payment shall be made without such approval.

**The Contract Price** means the gross price to be paid by **GOM** and the method of payment of the Contract Price shall be agreed between the parties.

**The Goods**, or where referred to in the Specification as "items" means all equipment or articles which the Supplier is required to supply under the Contract.

**The Specification** means the **GOM's** requirements for the undertaking of the supplying and delivery of the Rear Mounted Flail Mower, the details of which have been provided to the Supplier.



## **2. VARIATIONS OF CONDITIONS**

The works shall be carried out in accordance with these Conditions and requirements and no amendment or variation either to the terms and conditions or to the requirements shall be made unless agreed in writing between the parties and incorporated into this agreement.

## **3 DELIVERY AND ACCEPTANCE**

- 3.1 The Goods shall be delivered by the Supplier's carriage paid in such quantities and in such manner and at such times as shall be agreed between the Supplier and GoM in accordance with timelines.
- 3.2 The Goods shall be inspected by the CA within 14 days after delivery and may be rejected if:
  - (i) found to be defective or differing substantially in form or material from the requirements of the Contract; or
  - (ii) if they do not comply with any term express or implied in the Contract
- 3.3 The CA shall immediately notify the Supplier of the discovery of any defects or any element of non-compliance identified under clause 4.2 and shall invite the Supplier to investigate such defects within 14 days.
- 3.4 The GOM may reject the whole of any consignment if a reasonable sample of the Goods taken indiscriminately from that consignment is found not to conform in every material respect to the requirements of the Contract and shall notify the Supplier within 2 days of delivery of the goods.
- 3.5 Goods so rejected after delivery shall be removed by the Supplier at his own expense within 30 days from the date of the receipt of notification of rejection. In the event of the Supplier failing to remove them within such period, the GoM shall be at liberty to return the rejected goods at the Supplier's risk and expense.

## **4 PROPERTY AND RISK**

The property and risk in the Goods shall pass to the GoM when the Goods have been delivered to the John A. Osborne Airport, Gerald's, Montserrat in accordance with the specifications provided.

## **5 NON-DELIVERY**

Without prejudice to any other right or remedy, should the Supplier not deliver the Services or any portion thereof within the time or times specified in the Contract, except in cases of force majeure and subject always to the receipt of written notice within 5 days of the force majeure event relied on, or if the Services are delayed due to events outside of the Supplier's control, in which case the Supplier shall be entitled to a fair and reasonable time for such delay, then:

- 5.1 The **GOM** shall be at liberty to determine the Contract and to procure services of the same or similar description from another Supplier to make good such default; and,
- 5.2 The **GOM** shall recover from the Supplier any sum or sums paid to the Supplier in respect of the services. Also, the **GOM** shall be able to recover from the supplier any increased costs resulting from obtaining supplies from an alternative supplier.

## 6 PAYMENT

- 6.1 As full consideration for the Services performed by the Supplier under the terms of this Contract, the **GOM** will pay the fees as outlined within 30 days of receipt of an invoice, payable against original invoices delivered to the **GOM** by the Supplier, provided that **GOM** give notice in writing of its intention not to pay such fee and provide the relevant reason where:
  - a. The Supplier has failed to carry out services, or has inadequately carried out services required by this Contract to be carried out and has not remedied such failure or deficiency within a reasonable time;
  - b. The Supplier, by act or omission has caused damage to personnel or property of the **GOM** or any third party;
  - c. there is a breach of any other provision of this Contract; and upon giving such notice the **GOM** may withhold payment accordingly.
- 6.2 **GOM**, whenever under the Contract any sum of money shall be recoverable from or payable by the Supplier, the same may be deducted from any sum then due or which at any time thereafter may become due to the Supplier under the Contract as a debt, providing that such sum is agreed by the parties as recoverable by GOM or has been fully ascertained and substantiated.
- 6.3 If any fee or portion thereof payable under this Agreement shall be unpaid 40 days after receipt of an original invoice in respect of such fee the Supplier may give notice to the **GOM** requiring the **GOM** to pay such fee or part thereof and if the **GOM** shall fail to comply with such notice, the Supplier may terminate or suspend this Contract immediately. Nothing stated in this provision shall operate to impair the right of the Supplier to recover any such fee in any other manner.
- 6.4 Any payment made after the due date for payment shall attract interest at a rate of 2 per centum.

## 7 INDEMNITY AND INSURANCE

- 7.1 Subject to clause 7.2 and without prejudice to its liability for breach of any of its obligations under the Contract, the Supplier shall be liable for and shall indemnify the **GOM** against any liability, loss, costs, expenses, claims or proceedings whatsoever arising under any statute or common law in respect of:-
  - 7.1.1 Any loss of or damage to property (whether real or personal) caused by the Supplier, its servants or agents; and

- 7.1.2 Any injury to any person including injury resulting in death, in consequence of or in any way arising out of any negligent act or omission which may arise in the performance of the Contract by or on behalf of the Supplier except insofar as such loss, damage or injury shall have been caused by negligence on the part of the **GOM**, its employees, servants or agents.
- 7.2 The Supplier shall only be liable to pay compensation to the Purchaser under or in connection with this Contract if a breach of clause 3 is established against the Supplier.

Notwithstanding any other term to the contrary in this Contract or any related document and whether the cause of action for any claim arises under or in connection with this Contract in contract or tort, in negligence or for breach of statutory duty or otherwise, in relation to any and all causes of action as aforesaid the total liability of the Supplier in the aggregate for all claims shall be limited to the lesser of

- a) sum equivalent to ten (10) times the fee payable under this Contract or
- b) 1,000,000.00 Eastern Caribbean Dollars.

- 7.3 Neither party shall be liable to the other for any indirect, special or consequential loss (including but not limited to loss of profit whether direct or indirect, loss of production, loss of contracts, loss of use, loss of business, and loss of business opportunity.
- 7.4 Further and without prejudice to the aforesaid limit of liability and such liability of the Contractor/Consultant/Supplier for the loss or damage in respect of any claim or claims shall be limited to such sum or sums as it would be just and equitable for the Contractor/Consultant/Supplier to pay having regard to the Contractor's /Consultant's responsibility for the same and on the basis that:
- a) all other parties appointed or to be appointed by the Purchaser to perform related services in connection with the Project shall be deemed to have provided undertakings on terms no less onerous than this Contract and shall be deemed to have paid to the Purchaser such contribution as it would be just and equitable for them to pay having regard to their responsibility for the loss or damage; and
  - b) it shall be deemed that all such other parties have not limited or excluded their liability to the Purchaser for the loss or damage in any way which may be prejudicial to the Contractor's/Consultant's liability under this clause

## 8. INSURANCE

- 8.1 The Supplier shall insure against its full liability under this Contract.
- 8.2 The Supplier shall produce to **GOM**, upon request, documentary evidence that insurance is properly maintained.

## 9 ASSIGNMENT

- 9.1 The **GOM** shall be entitled to assign the benefit of this Contract or any part thereof and shall give written notice of any assignment to the Supplier.
- 9.2 The Supplier shall not:-
- 9.2.1 Assign the Contract or any part thereof or the benefit or interest of the Contract without the prior written consent of the **GOM**; or
- 9.2.2 Subcontract any provision of the Contract or any part thereof to any person without the previous written consent of the **GOM**, **such consent shall not be unreasonably withheld or delayed**, which if given shall not relieve the Supplier from any liability or obligation under the Contract and the Supplier shall be responsible for the acts, defaults, or neglect of any sub-Supplier or his agents or employees in all respects as if it were the acts, defaults or neglect of the Supplier or its agents or employees.

## 10 CONFIDENTIALITY

- 10.1 All information, requirements, documents and other data which the **GOM** may have imparted and may from time to time impart to the Supplier relating to its business, employees, customers, prices, requirements, or any computer system (including hardware and software or maintenance thereof) and including any technical specifications is proprietary and confidential.
- 10.2 The Supplier hereby agrees that it shall use such confidential information and all other data solely for the purposes of this Contract and that it shall not at any time during or any time after the completion, expiry or termination of this Contract, disclose the same whether directly or indirectly to any third party without the **GOM's** prior written consent.
- 10.3 The obligations set forth in Clauses 10 and 18 shall expire two (2) years after the termination of the Contract.

## 11 BRIBERY AND CORRUPTION

Either party shall be entitled to determine the Contract and to recover from the other party the amount of any loss resulting from such action if:-

- 11.1 Any party has offered or given or agreed to give to any person any gift or consideration of any kind as inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the Contract or any other contract with the other party; or
- 11.2 The like acts shall have been done by any person employed by the Parties or acting on its behalf (whether with or without the knowledge of the Party); or

- 11.3 In relation to any contract with the **GOM** the Supplier or person employed by it or acting on its behalf shall:-
- 11.3.1 Have committed an offence under the Integrity in Public Office Act No. 2 of 2010 or
- 11.3.2 Have given any fee or reward, the receipt of which is an offence, under the relevant laws.
- 11.4 In the performance of their obligations under or in connection with this Contract the parties, their agents and employees shall comply with all applicable laws, rules and regulations including and not limited to the Bribery Act 2010 and where appropriate, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions.

## 12 TERMINATION

- 12.1 The **GOM** may terminate this Contract in any of the circumstances set out in 12.2 below by giving to the Supplier notice in writing where the Supplier; -
- 12.1.1 commits a material breach of any of its obligations under this Contract; and despite notice of such breach in writing by the Purchaser to the Supplier, the Supplier fails to remedy such breach within 14 days of the notice then the Purchaser may terminate the Contract forthwith.
- 12.1.2 becomes bankrupt or makes a composition or arrangement with its creditors or has a proposal in respect of its company or partnership for the voluntary arrangement for the composition of debts or scheme or arrangement approved in accordance with the Companies Act or the Bankruptcy Act;
- 12.1.3 Has a winding-up order made or (except for the purposes of amalgamation or Reconstruction) a resolution for voluntary winding-up passed;
- 12.1.4 has a provisional liquidator, receiver or manager of its business or undertaking duly appointed;
- 12.1.5 has an administrative receiver appointed;
- 12.1.6 has possession taken by or on behalf of the holders of any debentures secured by a floating charge of any property comprised in or subject to the floating greater than US\$25,000.00
- 12.1.7 Is in circumstances which entitle a court or creditor to appoint or have appointed a receiver, a manager or administrative receiver or which entitle a court to make a winding-up order; then in any such circumstances the **GOM** may without prejudice to any accrued rights or remedies under this Contract, terminate the Contract by giving notice in writing.
- 12.2 If the Contract is terminated as provided in this condition then the **GOM** shall:-

- 12.2.1 Cease to be under any obligation to make further payment until the costs or loss resulting from or arising out of the termination of this Contract shall have been calculated, and shall make such payment only in accordance with a court order or pursuant to the applicable law;
- 12.2.2 Be entitled to repossess any of its Equipment (if any) in the possession of the Supplier;
- 12.2.3 Be entitled to deduct any losses to the **GOM** resulting from or arising out of the termination of this Contract (from any sum or sums which would but for the termination of the contract as aforesaid have been due from the **GOM** to the Supplier as a debt). Such loss shall include the reasonable cost to the **GOM** of the time spent by the **GOM** in terminating of the Contract as aforesaid have been due to the Supplier.

### **13. WAIVER**

- 13.1 The failure by either party to enforce at any time or for any period any one or more of the terms or conditions of this Contract shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this Contract. No waiver of any default or non-performance by any party shall be considered a waiver of any subsequent default or non-performance.

### **14. COMPLETE CONTRACT**

- 14.1 This Contract supersedes any prior Contract between the parties whether written or oral relating to the subject matter hereof, but without prejudice to any rights which have already accrued to either of the parties.

### **15. GOVERNING LAW**

- 15.1 This Contract shall be governed by the laws of Montserrat in every particular and shall be deemed to be made in Montserrat.

### **16. FORCE MAJEURE**

Both parties shall be released from their respective obligations in the event of national emergency, natural disaster, war, prohibitive governmental regulation or if any other cause beyond the reasonable control of the parties or either of them renders the performance of this Contract impossible whereupon all money due under this Contract shall be paid immediately.

### **17. NOTICES**

- 17.1 Any notice required to be served under this Contract shall be in writing and may be served by electronic mail to the correct address, facsimile transmission to the correct number, post or hand delivery to the last known business address of the party upon whom it is being served. Notice shall be deemed to have been effected within 24 hours of the date of sending of the notice when sent by electronic mail or facsimile

transmission, within 72 hours of the date of posting of the notice when sent by post and upon delivery when hand delivered.

17.2 A notice shall be delivered as follows:

A. if to the Supplier, to:

Name:.....  
Designation:.....  
Address:.....  
.....  
Tel:.....  
Fax: .....  
Email:.....

B. if to the **GOM**, to:

Beverley Mendes  
Permanent Secretary  
Ministry of Communications, Works and Labour  
Brades  
Montserrat  
Tel: (664) 491-2521 or 2522  
Fax: (664) 491-6659  
Email: mcw@gov.ms  
Email: mendesb@gov.ms

## 18. CONFIDENTIALITY

18.1 The Supplier shall not at any time during or after the term of this Contract divulge or allow to be divulged to any person any information which comes into its possession by virtue of its performance of this Contract, which relates to the business and affairs of the **GOM** except upon authorization by the **GOM**. The Supplier shall not seek to acquire any such information outside of the performance of its duties under this Contract.

## 19. MEDIATION AND ARBITRATION

19.1 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 other than attorney fees associated with the mediation equally.

**20. SIGNATURES**

20.1 Each party represents and warrants that on this date they are duly authorized to bind their respective principals by their signatures below.

IN WITNESS WHEREOF, the parties have executed this Contract on the dates set forth first above, with full knowledge of its content and significance and intending to be legally bound by terms hereof.

Insert names etc.

**A. SUPPLIER**

Name.....

Designation.....

Signature.....

Witness Name.....

Designation.....

Signature.....

**B. GOM**

Name: Beverley Mendes

Designation: Permanent Secretary, MCWL

Signature.....

Witness Name.....

Designation.....

Signature.....



## **EVALUATION OF TENDER**

### **Evaluation Criteria**

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

Criteria Description	Weight (%)
Administrative Compliance	5
Financial Compliance	60
Availability (Delivery Time)	20
Adherence to Specification	15

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

### **Administrative Compliance (5%)**

Tenderers must submit all the documents requested in the tender document. The tender checklist provides a list of requirements which need to be fulfilled. All Tenderers are required to fully complete the Form of Tender including the commencement time and the proposed completion time which are highlighted. In addition, they need to fully complete the Bill of Quantities provided. A valid Tax Compliance Certificate need to be submitted with their submission. Tenderers should sign and date the Anti-Collusion statement. Similarly details of previous experience must be submitted in accordance with the Technical Compliance below. In addition tenderers need to complete the Respondent's Identification form. This fulfils The Administrative Compliance which is weighted 5% of the total evaluation. If **all** the above requirements are fulfilled, then the tenderer would move onto the other evaluation criteria. If any of the above mentioned items are not submitted, then the tender would be deemed non-compliant and rejected.

### **Financial Compliance (60%)**

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

### **Availability (Delivery Time) (20%)**

A higher than normal weighting has been given to delivery schedule, so that preference can be given to those suppliers that can supply the base material and aggregate into Montserrat at the earliest time. The percentage for this criterion will be calculated proportionately to similar submissions from other tenders.

### **Technical Compliance & Experience (15%)**

Adherence to technical specification is paramount. The procuring entity is particular that the stated specification is received from the supplier. Under no circumstance will the procuring entity accept HDPE pipes which are not the correct size, quality and quantity than those stated in the Bills of Quantities. A statement must be made as to the quality and technical specifications of the pipes which are being supplied. Similarly tenderers need to provide information about previous experience of a similar nature as stated within the Tender Check List. Marks will be awarded depending on the degree of compliance with the technical specifications as compared with the other tenders.

## **RESPONDENT'S IDENTIFICATION / DETAILS**

A	PERSONAL INFORMATION
COMPANY NAME----- REGISTRATION NUMBER ----- COMPANY ADDRESS----- -----	
CONTACT PERSON----- POSITION----- TELEPHONE NUMBER- ----- FAX NUMBER----- WEBSITE----- EMAIL ADDRESS:----- _____	

B	QUESTIONNAIRE										
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Your entity operates as which one of the following?</td> <td style="width: 30%; padding: 5px;">Sole Proprietorship</td> </tr> <tr> <td></td> <td style="padding: 5px;">Partnership</td> </tr> <tr> <td></td> <td style="padding: 5px;">Limited Liability</td> </tr> <tr> <td></td> <td style="padding: 5px;">Others</td> </tr> </table>	Your entity operates as which one of the following?	Sole Proprietorship		Partnership		Limited Liability		Others		
Your entity operates as which one of the following?	Sole Proprietorship										
	Partnership										
	Limited Liability										
	Others										
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">How many years has your entity been in operation?</td> <td style="width: 30%; padding: 5px;">(0-1)</td> </tr> <tr> <td></td> <td style="padding: 5px;">(1-3)</td> </tr> <tr> <td></td> <td style="padding: 5px;">(3-5)</td> </tr> <tr> <td></td> <td style="padding: 5px;">(5-10)</td> </tr> <tr> <td></td> <td style="padding: 5px;">(10 &amp; Over)</td> </tr> </table>	How many years has your entity been in operation?	(0-1)		(1-3)		(3-5)		(5-10)		(10 & Over)
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7	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Has your entity failed to complete a contract for a public or private entity?</td> <td style="width: 30%; padding: 5px;">YES</td> </tr> <tr> <td></td> <td style="padding: 5px;">NO</td> </tr> </table>	Has your entity failed to complete a contract for a public or private entity?	YES		NO						
Has your entity failed to complete a contract for a public or private entity?	YES										
	NO										

**(TICK WHERE APPLICABLE ABOVE)**

C

SIGNATURE

I hereby certify that the information outlined in this document is true and accurate to the best of my knowledge and belief. I understand false statement may result in denial of a contract and possible debarment from future prospects.

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Signature of Company Representative

Company Name/Stamp

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*Date*

**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.....2017

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 .....