



Ministry of Education, Youth Affairs & Sports

P O Box 103
Government Headquarters
Brades

Montserrat

Tel: 664-491-2541/2542

Fax: 664-491-6941

Email: education@gov.ms

Ref: MEYA&S/E/C/117

28th November 2017

Dear Sir/Madam

Re: TENDER FOR CARRYING OUT REPAIR WORKS ON BLOCK C AT THE BRADES PRIMARY SCHOOL

You are invited to submit a Tender for the above named project. Tender documents can be accessed by visiting the website below;

- **Hard copies can be downloaded from the Government of Montserrat website at <http://www.gov.ms/tenders/>**

The tender dossier consists of the following documents;

1. Invitation Letter
2. Instruction to Tenderers
3. Service Description and Scope of Works
4. Form of Tender

- 5. Explanation of Documents
- 6. General Conditions of Contract
- 7. Evaluation Criteria
- 8. Programme of Works
- 9. Cost breakdown
- 10. Tender Document Check List
- 11. Anti-Collusion Statement

Please read Instructions to Tenderers before completing and submitting tenders, failure to do so may result in tenders being deemed non-compliant and rejected.

Any queries clarifications relating to the tender should be made to; Glenn Francis, Director of Education, Ministry of Education Youth Affairs and Sports, to francisg@gov.ms no later than **2.00pm on 6th December 2017.**

A site visit will be arranged for December 4th, 2017 at 2pm to introduce the project to potential bidders.

Tenders are to be received no later than 2:00 p.m. on 15th December 2017.

Yours sincerely



.....
Glenn Francis B.Ed., M.Sc.
Director of Education

Instructions to Tenderers

Submitting a Tender

Please follow the instructions set out below;

You will need two plain envelopes for the Tender submission
You must follow these instructions, failure to do so may result in the bid being non-compliant and not considered any further.

Envelope 1:

Write the name of the project and the address on the envelope as written below;

Write the name of the bidder (Tenderer, Supplier) on this envelope and put it into another plain envelope (**Envelope 2**).

Tender for Carrying out Repair works on Block C at the Brades Primary School

**Departmental Tenders Committee
Ministry of Education Youth Affairs and Sports,
E. Karney Building
Little Bay,
MSR1110,
Montserrat.**

Envelope 2:

Envelope 1 should now be inside this envelope (Envelope 2), seal the envelope and then write the Project Title and address for Tender return:

Tenders are to be delivered to the address below Tenderers will be given a receipt:

Tender for Carrying out Repair works on Block C at the Brades Primary School

**Departmental Tenders Committee
Ministry of Education Youth Affairs and Sports,
E. Karney Building
Little Bay,
MSR1110,
Montserrat.**

****NB: Envelope 2 must not have the Bidders name on it or any other markings.***

Tax

Except in cases where there is an exemption from tax, of which proof must be provided; residents of Montserrat for tax purposes are subject to tax on the profits from this project while non-residents are liable to a 20% Withholding Tax deduction from the gross amount.

Please take into consideration your tax obligations and liabilities to the Government of Montserrat. For further information please contact Montserrat Customs & Revenue Service (MCRS) via email at irev@gov.ms

INVITATION TO TENDER

Notice Type: Open Tender

1. Contracting Authority's Details

1.1 Name and Address

Official Name: Ministry of Education Youth Affairs and Sports	
Postal Address E. Karney Building Little Bay, MSR1110, Montserrat.	
For the attention of: Mr. Glenn Francis	Tel: 664-491-2541/2542 Fax: 664-491-6941
E-Mail: education@gov.ms	

1.2 Address from where the Tender documentation can be obtained

You can obtain the Tender documents by visiting the website below;

- Hard copies can be downloaded from the Government of Montserrat website at <http://www.gov.ms/tenders/>

1.3 Address to which Tenders must be sent

For the Attention of;

**Departmental Tenders Committee
Ministry of Education Youth Affairs and Sports,
E. Karney Building
Little Bay,
MSR1110,
Montserrat**

2. Contract Details

Tender for carrying out repairs on Block C at Brades Primary school.

3. Tender Timetable

The timetable may be subject to change and any changes will be notified to bidders as soon as it is practicable.

Action	Dates
Issue Invitation to Tender Notice	28th November 2017
Site Visit	December 4 th at 2pm
Submissions of clarification Questions	6 th December 2017, no later than 2.00pm.
Submission of Tenders	15th December 2017, no later than 2.00pm.
Contract Award	January 2018

NB: All questions/clarifications must be submitted in writing via email to Glenn Francis at Francisg@gov.ms

Please note that all questions and answers will be circulated to all Tenderers that register their interest.

Service Description and Scope of Works

Tender for Carrying out Repair Works on Block C at the Brades Primary School

Introduction: This is a request for tenders to undertake repair works on Block C at the Brades primary School. The building was erected almost 20 years ago and some elements have fallen into a state of disrepair as follows:

1. There is evidence of termite infestation in the ceiling;
2. There is evidence of breaches in the eave vents and bats may have entered the ceiling cavity;
3. A key rain water guttering has become damaged which results in severe flooding of parts of the playground.
4. Metal balustrades on the balcony and external staircase have become rusted and pose a safety hazard to the school community

Objective: The Ministry wishes to return the building to a safe secure facility which is fit for purpose. To that end, works on the ceiling eave vents rain water guttering repair/replacement need to be undertaken.

DESCRIPTION AND SCOPE OF WORKS

The following works are to be undertaken to the standards described:

1. Reportedly, there is evidence of termites in the ceiling sheeting (T1-11 ply). This will require the removal of all such sheeting and treatment to kill all termite nests residue and eggs. Where individual sheets have been so affected as to make replacement a more effective response such replacements are to be agreed with the client; all untreated ceiling plywood are to be treated with an appropriate product according to the manufacturers advice and recommendations.
2. Prior to the removal of the ceiling, all ceiling –installed electrical appliance components and wiring are to be removed and stored for re-installation. The contractor assumes responsibility for any damage to these components and appliances which occur during removal storage and re-installation;

3. All supporting wooden framing members which support the ceiling are to be similarly treated in situ with an appropriate termite treatment product according to the manufacturer's advice and recommendation. Where the treatment of such individual infected members is so unreasonable as to make replacement a better option, this will only be done in consultation with the client.
4. After the treatment of the ceiling sheeting they are to be painted on the room side with a colour to be agreed with the client.
5. Re-install ceiling sheets.
6. Reinstall electrical components wiring and fixtures and check each for complete functionality.
7. Repair eave vents to deter re-entry of bats and birds.
8. Replace ceiling sheets over stairway and landing with pre-treated t1-11 plywood painted as per the original colour. Where the removal of electrical components is necessary this is to be made good on completion.
9. Replace leaking metal roof sheeting over porch and stairway similar. This is to be done in consultation with the client.
10. Repair replace rainwater guttering on front side of building only.
11. Channel rain water from guttering in underground 4" PVC ducts to the nearest rain water sewer.
12. Replace metal handrail and balusters with wooden replacements. Design of the replacements must be approved by the client beforehand
13. Clean up and dispose of all waste material.

14. In the interest of limiting pupil distraction noise and dust, as much work as possible is to be undertaken over the weekends and evenings. Additionally works may be done while the school is closed or the Christmas break on December 16th 2017.

Standards and Expectations

1. It is entirely possible that in removing the ceiling sheets, other previously unknown defects may be discovered which may require treatment. In such cases the contractor will need to consult closely with the client before attempting any works which are not covered under this contract.
2. All work processes and all material used are expected to be done to the highest standards using industry-approved methods;
3. The site is an active school site and all attempts must be made to reduce noise dust and other pollution. Workers should absolutely limit their interaction with staff and children. Where possible works which could be especially hazardous such as the application of termite treatment must be done on weekends or at other times when the school is closed. In all processes the safety of the school community and of the school's assets must be considered in the work programming.

FORM OF TENDER

**Departmental Tenders Committee,
Ministry of Education Youth Affairs and Sports,
E. Karney Building
Little Bay,
Montserrat**

Dear Sir/Madam

Re: TENDER FOR CARRYING OUT REPAIR WORKS ON BLOCK C AT THE BRADES PRIMARY SCHOOL

I/We the undersigned undertake works on Block C at the Brades Primary School described herein in accordance with the Contract Agreement, and as described in the captioned project outlined above as provided in the tender documents for the sum of:

EC\$..... being the total cost for supplying all of the labour, plant, materials and trucking pursuant to the completion of the project as proposed herein.

If my/our tender is accepted, I/We undertake to complete the works within a period of _____ weeks from the awarding of the contract to commence works.

We understand that these works may need to be undertaken at odd hours such as on weekends to cause as little disruption and distraction to the school as possible.

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.

Tax

Except in cases where there is an exemption from tax, of which proof must be provided; residents of Montserrat for tax purposes are subject to tax on the profits from this project while non-residents are liable to a 20% Withholding Tax deduction from the gross amount.

Please take into consideration your tax obligations and liabilities to the Government of Montserrat. For further information please contact Montserrat Customs & Revenue Service (MCRS) via email at irev@gov.ms

Name.....

Signed.....

Name of firm (If Applicable)

Address.....

Tel. nr.....

Fax nr.....

Email Address

Date.....

Explanation of Documents

If any point/s in the documents issued for the purpose of tendering are not clear, the tenderer is especially asked to telephone the Ministry of Education at +664 491 2542 or +664 491 2541 or e-mail Glenn Francis the Director of Education at francisg@gov.ms to clarify any queries.

Statements to Tenderer

Neither the Employer Government of Montserrat, nor any of its agents or servants shall be bound by, or held liable for any statement made or delivered to any proposer unless such a statement shall have been confirmed by a circular letter to Tenderers issued by the Director of Education.

Tenderer to Investigate Before Tendering

The tenderer will be deemed to have read and examined all the documents and he/she shall satisfy him or herself as to all matters and contingencies which can in any way influence his or her tender. Any neglect or failure on the part of the tenders to obtain reliable information upon any matters affecting the cost, execution, completion of the Works and the Contract shall not relieve the persons whose Tender is accepted from any risks or liabilities for the complete Works, nor will any claim for increase of the Contract be entertained as a result of such negligence.

The Tenderers are required to visit and examine the site and its surroundings, and he/she may obtain for him or herself all the information that may be necessary for compiling his or her tender. He/she must examine the tender documents and ascertain all the risks and obligations which the Contract will impose on the Tenderer.

A submission of tender documents shall therefore be considered conclusive evidence that the Tenderer has satisfied him or herself of all the risks and obligations which the Contract will impose.

The tenderer shall submit his or her tender with the understanding that the tender documents are intended to cover all the work within the scope of the Contract, and that unless expressly excluded, any and all labour and materials not indicated therein, but necessary to complete any part of work, shall be considered as included and shall be furnished.

Any alteration made by a tenderer to the documents issued for the purpose of tendering or omission by him/her to complete fully and return every document as required by this notice to Tenderers, unless otherwise expressly instructed by the Government Architect, may preclude consideration of the tender by the Employer. Should any further information be required, it will be supplied on request by the Government Architect.

Currency of Tender

Tenders shall be priced in Eastern Caribbean Dollars. Rates and prices shall be inclusive of all locally applicable taxes. In order to keep the bidding process as fair and simple as possible, please bid as a **duty paid** project.

The tenderer must familiarize himself/herself with the workings of the Customs Department and shall allow for the costs of and shall accept responsibility for preparing and processing the necessary documents involved in the importation of all materials, etc. to be incorporated in the Works.

The tenderer must allow for all Wharfage Dues, Package Tax, Importer's Licenses (where applicable), Stamp Duties, taxes and charge that may be required.

Special rules are in force in respect of the importation of plant, scaffolding, tools, equipment and consumable stores that are not incorporated in the Works. The Tenders must allow for the result of licenses, bonds deposits, duties, taxes, stamp duties or any other charges that may be required.

Return of Tenders

Tenders shall be sent to:-

**Departmental Tenders Committee
Ministry of Education Youth Affairs and Sports,
Government Headquarters,
MSR1110,
E. Karney Building
Little Bay,
Montserrat**

Tenders shall be made on the appropriate Form of Tender included in the tender documents. The complete tender shall be submitted in a plain sealed envelope or package clearly marked on the outside: -

The envelope or package shall bear no indication of the identity of the sender.

Tenders shall reach the above address no later than **as indicated on the invitation to tender.**

Information to be Completed by the Tenderer

Tenderers shall complete the documents so provided. Each tenderer must contain the name, residence and place of business of the person or persons making the Tender and must be signed by the Tenderer with his usual signature.

Tenders by partnership must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative followed by the signature and designation of the person signing. Tenders by corporation to be signed with the legal name of the corporation followed by the date and name of the state of incorporation and by the signature and designation of the President or Secretary or other person authorized to bind it in the matter. Satisfactory evidence of the authority of the signer on behalf of the firm shall be furnished.

Responsibility for Tender

The Employer, Government of Montserrat will not be responsible for, or pay for, any expense or loss which may be incurred by the tenderer in the preparation of his tender.

Bribery

The offer of a bribe or other inducement to any person with the object of influencing the placing of the Contract will result in instant rejection of the tender concerned.

Time for Completion

The time for completion for the complete contract shall be completed within the time specified is in the Form of Tender.

Validity of Tender

The tender shall be valid for 90 calendar days from the date fixed for public or private opening of tenders. During this period the tender is irrevocable. The Employer shall notify the successful tenderer (if any) of its acceptance within the period of the tender validity. The Tenderer to whom the award is made will be required to enter into an agreement with the Employer. This agreement will be of the form that is in the Tender Documents, and stated earlier.

Acceptance of Tender

The Employer, Government of Montserrat, does not bind itself to accept the lowest or any tender nor to assign any reason for the rejection of any tender. Tenders may be declared void if the tendered sum exceeds the funds available for the works.

Errors in the Tender

Errors discovered in a Contractor's Tender will be dealt with as follows:

The Contractor will be given details of such errors and afforded an opportunity of confirming or withdrawing his offer. If the Contractor withdraws, the tender of the second most advantageous tenderer will be examined, and if necessary this Contractor will be given a similar opportunity.

GOVERNMENT OF MONTSERRAT (GOM) GENERAL CONTRACT CONDITIONS

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 Acting Accounting Officer, Ministry of Education, Youth Affairs and Sports (hereinafter referred to as “**GOM**”) of the one part and (*supplier’s company*), whose address is Acting herein and represented by (*name of representative*) (Hereinafter referred to as “**the Supplier**”) of the other part.

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
- k) The “Supervising Officer” means the Director of Education or the Accounting Officer for a particular Government Entity.

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 all works pursuant to the repairing of all leaks in the concrete roof as described in the scope of works and specifications, and to supply all necessary labor, plant and temporary works to complete the described works as are required by the scope of works.

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 (2)** days be confirmed in writing by Director of Education, 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.

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

Neither the Employer nor the Contractor shall, without the written consent of the other, assign this Contract or any rights thereunder.

6 Supply Materials

The Employer shall make all reasonable efforts supply in a timely manner only such materials as requested and agreed with the contractor.

7 Workmanship

- i. The Contractor shall at all times carry out his work in accordance with the Laws of Montserrat.
- ii. The Employer may, 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/she shall in writing, inform the Contractor of his dissatisfaction.
- iii. Notwithstanding any such progress inspection by the Employer the Contractor shall at all times proceed diligently with performance of the Contract. On completion of the works, the Contractor shall satisfy the Employer as to the quality and fitness of the work.

8 Removal of Debris

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

9 Supervision of Works and Skilled Workmen

The Contractor shall provide all necessary superintendence during the execution of the works. 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.

The Supervising Officer could (but not arbitrarily or vexatious) issue instructions requiring the exclusion from the Works of any person employed thereon.

10 Contractor's Equipment

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

11 Payment Fees

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

12 Safety

The Contractor is responsible for the safety of all persons employed by him. The Contractor shall be solely responsible for initiating, maintaining and supervising all safety procedures, safety precautions and safety programs in connection with the performance of the contract.

- a) He or she shall in no way carry out any work that could be seen to endanger the life of any of his/her employees or of any member of the general public, including any other employee of the employer.
- b) The Contractor is responsible for ensuring the protection of all Teachers and Children throughout the contract period against dust, and or physical injury.

13 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 Common Law in respect of personal injury to or death of any person arising out of or in the course of or caused by the carrying out of the Works.

14 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.

15 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 maintained at all material times until contract completion.

16 Payment to the Contractor

Payment to the Contractor will be made on completion of the works except that a **retention of 10%** will be held from that payment. Such retention money will only be released at the end of the warranty period provided that all works have been executed to the satisfaction of the Employer.

17 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 repairs or correction which might become necessary to any part of the works due to the failure and incorrect performance of the Contractor or any of his Sub-contractors.

18 Handing Over Completed Works (Practical Completion)

The Contractor shall **notify** the Employer in **writing** of his completion of the contracted Works. The 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/her opinion, the works have reached practical completion. This date shall be the date of commencement of the **warranty period**.

19 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.

20 Matter of Disagreement/Resolution

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, excluding individual attorney fees associated with the mediation process.

21 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.

22 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 Director of Education and by such refusal or neglect the works are materially affected Director of Education 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 Director of Education 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 will be prepared conferring determination.

3) Default by the Employer

- a) If the Employer does not pay by the final date for payment the amount properly due to the contractor in respect of any certificate and/or any VAT properly chargeable on that amount; or
- b) Interferes with or obstructs the issue of any certificate due under this contract; or
- c) If before practical completion of the Works, the carrying out of the whole or substantially the whole of the uncompleted Works is suspended for a continuous period of one month or more by reason of:
- d) Director of Education's instructions and/or;
- e) Any impediment, prevention or default, whether by act or omission, by the Employer, The Director of Education or any person for whom the employer is responsible.
- f) (but in either case excluding such instructions, then, unless in either case that is caused by the negligence or default of the Contractor or his Employees, Agents or sub-contractors, the Contractor may give to the Employer a notice of specifying the event or events (the specified suspension event or events')

g) If a specified default or a specified suspension event continues for 7 days from the receipt of notice, the Contractor may on, or within 10 days from, the expiry of that 7-day period by a further notice to the Employer terminate the Contractor's Employment under this Contract.

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 Director of Education instruction

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

23 SUSPENSION OF THE UNCOMPLETED WORKS

The Director of Education may issue instructions in regard the postponement of any or all the works to be executed under this contract.

24. MEDIATION AND ARBITRATION

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.

25. RETENSION

An amount representing 10% of the tendered sum shall be retained by the client for a period of 6 months. In the event that the client finds any defect in workmanship or material prior to the expiration of the retention period the client has the right to apply the sum retained to making good the defects.

26. SIGNATURES

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. SERVICE PROVIDER

Name.....

Designation.....

Signature.....

Witness Name.....

Designation.....

Signature.....

B. GOM

Name: Mary Lynch

Designation: Accounting Officer, MEYAS

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 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.

Administrative Compliance

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. A valid Tax Compliance Certificate must be submitted with each submission. Tenderers must sign and date the Anti-Collusion statement.

The submissions must meet all of the requirements in terms of submission date and time and packaging of the submission as described herein.

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.

Once the tenderer has met all of the administrative compliance requirements, the proposal will be advanced to the next stage of evaluation.

Criteria for Evaluation

Criteria Description	Weight (%)
Tenderer's experience Please provide examples of similar works carried out previously or skills and experience in this field.	15
Time frame	5
Technical Compliance and Programme of Works	15
Please describe what measures you will put in place to ensure the safety of the members of the school community and the school's assets	15
Cost	50

Tenderer's experience (15%)

The Government aims to ensure workmanship and project management meets all the required standards and regulations relating to the requirements set out in the scope of works. The bidder will need to demonstrate through the use of a narrative photographs or other appropriate evidence that he has the experience to deliver a high quality service.

The bidder with the most extensive experience in terms specifically of works of a similar nature which have been completed in the last 6 years, will be awarded a score and all other bidders will be rated accordingly othis criteria.

Time Frame (5%)

In order to avoid disruption to the operations of the school it may be necessary for portions of the works to be undertaken during unusual hours such as on weekends. It is expected that the project will be completed in the shortest possible time without affecting adversely the quality of the work. This criterion is worth 10 points. Tenderers with the shortest works duration will be assigned a score and all other Tenderers will be rated on this criteria proportionately

Programme of Works (15%)

Tenderers are required to provide an accurate detailed programme of works showing a list of all activities which would be carried out to complete the works including time frames for each activity. The programme should effectively show the total duration for completing the works and hand over dates. Programmes with the necessary requirements would be assessed on the basis of realistic sequencing and duration of each sequence of activities. While preference will be given to tenders which include the programming of works on weekends, this is not absolutely essential. The tender with the most appropriate programme in its totality for the circumstances described herein will be awarded a score against this criteria and all other tenders scored proportionately.

Safety Measures (15)

The project must be completed in the shortest possible time and bidders are expected to submit a programme to complete the works. If works are to commence before school closes for the Christmas break (December 16th) the bidder must describe what steps he will take to ensure the safety of the members of the school community.

The safety of the workers on the site must be considered as well.

The bidder with the most comprehensive and effective safety plan will be awarded a score up to 15 points and all other bidders will be score accordingly against this criteria.

Cost (50%)

Tenderers must complete the Form of Tender and return it with their tender submission. 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. However, the other factor are the quality criteria which is a contributing element towards the overall

evaluation scores. Government of Montserrat is not bound to accept the lowest or any tender. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from tenders.

Programme of Works

Please complete and return with your tender

EVENT/ ACTIVITY	DESCRIPTION	KEY SUPPLIES/ MATERIALS	DURATION (DAYS)

--	--	--	--

Cost Proposal

Tax

Except in cases where there is an exemption from tax, of which proof must be provided; residents of Montserrat for tax purposes are subject to tax on the profits from this project while non-residents are liable to a 20% Withholding Tax deduction from the gross amount.

Please take into consideration your tax obligations and liabilities to the Government of Montserrat. For further information please contact Montserrat Customs & Revenue Service (MCRS) via email at irev@gov.ms

<u>ITEMS</u>	<u>QUANTITIES</u>	<u>UNIT COST/ RATE</u>	<u>TOTAL COST</u>
Materials (excluding T1-11 plywood) Please itemize			
T1-11 plywood			
Trucking			

Labour (man days)			
Plant rental			
Other rentals (Please itemize)			
Sub-contracting (Please describe works to be sub-contracted)			

Tender Checklist

Project Title **Tender for Carrying out Repair Works on Block C at the Brades Primary Scholl**

Below are the following documents that are to be provided for a Supplier's Tender to be compliant. All Tenderers and or their representatives are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the Tender being considered non-compliant and rejected.

Required Documents these must be returned with your tender

Completed and **Signed Form of Tender**. The Form of Tender document shall be signed by a person legally authorised to bind the firm to a contract.

The complete tender sum should be clearly written and included in the form of tender, along with the completion period;

Valid Tax Social Security Compliance Certificate (if locally based)

Signed Anti-Collusion Statement

Completed program or works

Cost Proposal

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Signed on behalf of Contractor

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