



# 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](mailto:mew@gov.ms)

---

November 2<sup>nd</sup>, 2017

Our Ref: MCWL-17/18-C-01

Dear Sir/Madam,

**Re: Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade –Air Traffic Control Tower (ATCT) within the Infrastructure Priority Projects.**

Tenders are invited for Engineering Services, included are the tender documents consisting of:

1. Invitation letter to Tenderers
2. Instruction to Tenderers
3. Form of Tender
4. Tender Check List
5. Mechanical Electrical Plumbing (MEP) Agreement
6. Anti-Collusion Statement
7. Evaluation Criteria
8. Post Contract Evaluation
9. Schedule A – Agreement to Terms of Reference and Scope of Works
10. Schedule B – Costs - Proposed Payment Schedule

All Tender packages can be accessed on the Government of Montserrat's website at [www.gov.ms](http://www.gov.ms) and Electronic tender documents can be accessed and submitted via the Mytender Portal at <http://www.mytenders.org/>. Tenderers are required to register on the portal before tender documents can be uploaded. Please allow a few hours before the deadline to complete registration and upload documents to minimise the impact of unforeseen delays.

**Please read the Instructions to Tenderers and follow the instructions for preparing the tender for submission.**

Please return the completed set of Tender documents, and the signed Form of Tender, Completed Document Check List, signed anti-collusion statement, Completed Schedules A - B and a copy of your **tax compliance certificate (if locally based)**. **These documents should be placed in a sealed inner envelope, and addressed to**

**The Chairperson  
Public Procurement Board  
Ministry of Finance and Economic Management  
Government Headquarters  
Montserrat, MSR1110**

**The name of the project should also be written on this inner envelope and should read, "Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects". 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  
Public Procurement Board  
Ministry of Finance and Economic Management  
Government Headquarters  
Montserrat, MSR1110**

**The name of the project should also be written on this outer envelope and should read, "Tender for Mechanical, Electrical and Plumbing Consultancy Services short-term MNI Airport Upgrade - ATCT within the Infrastructure Priority Projects". The outer envelope should bear no identification of the tenderer.**

Tenders are to be received no later than **2:00p.m** on **November 08<sup>th</sup> 2017**. Please ensure that no additional marks are placed on the outer envelope.

Tenders are to be taken to the main office of the Ministry of Finance and Economic Management where the tenderer would place his/her tender in the Tender Box and be given a receipt after this is completed.

Any questions relating to the tender or works included should be made in writing to Miss Linda Dias, Government Architect MCWL at [diasla@gov.ms](mailto:diasla@gov.ms) no later than 2.00pm on Monday, November 6<sup>th</sup> 2017.

Yours faithfully,

  
.....  
**Beverly Mendes**  
**Permanent Secretary**  
**Ministry of Communications Works and Labour**