



## OF THE DEPUTY GOVERNOR

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Brades  
Montserrat, West Indies

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Email: [odg@gov.ms](mailto:odg@gov.ms)

30<sup>th</sup> April 2018

Dear Sir/Madam

### Ref: Tender for Job Evaluation and Pay Review Technical Consultancy (JE&PRTC)

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

- **Electronic tender documents can be downloaded and submitted via the Mytender Portal at <https://www.mytenders.co.uk/>**
- **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. Evaluation Criteria
4. Form of Tender
5. Agreement (Service contract)
6. Schedule A –Terms of Reference
7. Deliverables Performance Reporting Appendix 1.
8. Schedule B - Service and Cost proposal
9. 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;

**Mrs. Cheverlyn Williams-Kirnon** by email at; [williamsc@gov.ms](mailto:williamsc@gov.ms) or via the electronic procurement portal <https://www.mytenders.co.uk/> no later than 12: 00 noon Thursday 3<sup>rd</sup> May 2018.

Tenders are to be received no later than 12:00 midday/noon on Wednesday 9<sup>th</sup> May 2018.

Yours sincerely



**Mrs. Cheverlyn Williams-Kirnon**  
Director, ODG/Empowering Excellence Programme (EEP) Manager  
Office of the Deputy Governor

## Instructions to Tenderers

### Submitting a Tender

There are two options for submitting a tender

- **Electronic tender submissions can be uploaded via the Mytender Portal at <https://www.mytenders.co.uk/>**  
If you are intending to make an electronic submission to this tender, please register your interest on mytenders at the earliest opportunity. Please ensure that you allow sufficient time to upload your documents.
- **Hard copies can be submitted by hand – Please follow the instructions set out below;**

### Submitting a hard copy of your tender.

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 📁

Follow the steps written below:

1. Write the name of the bidder (Tenderer, Supplier) on this envelope
2. Write the name of the project and the address on the envelope as written below;

**Supplier Name (Your company name)  
Tender for Job Evaluation and Pay Review Technical  
Consultancy (JE&PRTC)  
The Chairman, Public Procurement Board,  
Ministry of Finance & Economic Management, P O Box 292, Brades, Montserrat**

3. Now put this envelope into another plain envelope (Envelope 2.)

#### Envelope 2 📁

Continue following the steps below:

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

**Tender for Job Evaluation and Pay Review Technical  
Consultancy (JE&PRTC)  
The Chairman, Public Procurement Board,  
Ministry of Finance & Economic Management, P O Box 292, Brades, 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 Professional Fees 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](mailto:irev@gov.ms)

## INVITATION TO TENDER

Notice Type: Open Tender

### 1. Contracting Authority's Details

#### 1.1 Name and Address

|   |  |
|---|--|
| <b>Official Name: Office of the Deputy Governor</b>   |  |
| <b>Postal Address: Office of the Deputy Governor<br/>#3 Fararra plaza<br/>Brades, MSR1110, Montserrat</b> |  |
| <b>For the attention of:</b><br><br><b>Mrs. Cheverlyn Williams-Kirnon</b>                                 | <b>Tel. No.: 1 664 491 6523/24</b><br><b>Fax No:</b> |
| <b>E-Mail: <a href="mailto:williamsc@gov.ms">williamsc@gov.ms</a></b>                                     |  |
|   |  |

#### 1.2 Address from where the Tender documentation can be obtained

You can obtain the Tender documents by visiting the 2 websites below;

- Electronic tender documents can be downloaded and submitted via the Mytender Portal at <https://www.mytenders.co.uk/>
- Hard copies can be downloaded from the Government of Montserrat website at <http://www.gov.ms/tenders/>

#### 1.3 Address to where Tenders must be sent

For the Attention of;  
**Chairman, Public Procurement Board,**

