



Office of the Premier

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Email: op@gov.ms

Our Ref: OP/1/3/22

Date: May 17th, 2018

Dear Sir/Madam,

Re: Tender for the Supply of Equipment for the Montserrat Terrestrial Fibre Project:

- Lot A** (Cisco Switches and Accessories)
- Lot B** (Power Backup & Server Racks)
- Lot C** (Fibre Tools and Other Fibre Equipment)

Tenders are invited for the supply of IT equipment for use in the Montserrat Terrestrial Fibre Project. All equipment must be submitted in accordance with the model numbers and descriptions in the Bill of Quantities, which accompanies this invitation to tender. Included are the tender documents, consisting of:

- (1) Invitation to Tender
- (2) Instructions to Tenderers
- (3) Form of Tender
- (4) Bill of Quantities
- (5) General Conditions of Contract
- (6) Respondent's Identification and Details
- (7) Anti-Collusion Statement
- (8) Tender checklist

Tenderers may submit a bid which includes one or more than one lot; and **GoM** reserves the right to issue contracts for one or multiple lots.

Electronic tender packages can be accessed and submitted via the Mytender Portal at <http://www.mytenders.org/>.

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

Completed hard copy must be placed in a sealed inner envelope and addressed to:

The Chairman
Public Procurement Board
Ministry of Finance and Economic Management
Brades
Montserrat

The name of the Project should be written on this inner envelope and should read;
“Tender for the Supply of Equipment for the Montserrat Terrestrial Fibre Project”.
The name of the tenderer should also be written on the inner envelope.

This inner envelope should then be placed in a sealed outer envelope and addressed to:

**The Chairman
Public Procurement Board
Ministry of Finance and Economic Management
Brades
Montserrat**

The name of the project should also be written on this outer envelope and should read,
“Tender for the Supply of Equipment for the Montserrat Terrestrial Fibre Project”
The outer envelope should bear no identification of the bidder.

Tenders, both electronic and hard copies, are to be received no later than **12:00 mid-day Eastern Caribbean time and 17:00 UK time on Wednesday 13th, June, 2018**. Tender opening will be at 14:00 on Wednesday 13th June 2018.

Please ensure that no additional marks are placed on the envelope.

Any electronic query relating to the tender should be submitted via the Mytender Portal <http://www.mytenders.org/>. Clarification to electronic queries will also be posted on the Mytender Portal <http://www.mytenders.org/>.

The deadline for submission of electronic queries will be **Wednesday June 06th 2018**.

Alternatively, tenderers submitting bids via hard copy may submit queries in writing addressed to; Mr Denzil West, Director, DITES at westd@gov.ms and copied to Procurement@gov.ms.
Deadline for submission of such queries will be **Wednesday June 06th 2018**. Queries received after the deadline will not be answered.

Yours sincerely,



Daphne Cassell (Mrs)
Permanent Secretary
Office of the Premier

1.0 INVITATION TO TENDER

Scope of Work

The Department of Information Technology & E-Government Services (DITES) is soliciting bids from qualified businesses and individuals to provide proposals to supply the specified IT Equipment for the Government of Montserrat Terrestrial Fibre Project. The equipment must conform to the model numbers and descriptions provided in this tender document. Respondents are required to complete the enclosed Bill of Quantities taking into account the following considerations:

(a) Provision of Equipment

Cost associated with acquiring the specified product in quantities specified and shipping with adequate insurance coverage to Port Little Bay, Montserrat.

(b) Documentation

Provision of all documents pertaining to the equipment which form part of this tender to include, but not limited to, operation manuals, and warranty details. All manuals are to be written in English or an English translation should be provided.

(c) Transportation from Port Little Bay to Davy Hill

Cost associated with the loading, un-loading and transportation of equipment from Port Little Bay to DITES offices in Brades **will be covered by the Government of Montserrat.**

(d) Delivery Duty Paid

Cost associated with securing release of the equipment from Montserrat Customs and Montserrat Port Authority will be **covered by the Government of Montserrat.**

2.0 INSTRUCTIONS TO TENDERERS

(1) State which lot(s) of equipment you are interested in tendering for:

- **Lot A** (Cisco Switches and Accessories)
- **Lot B** (Power Backup & Server Racks)
- **Lot C** (Fibre Tools and Other Fibre Equipment)

(2) The contract conditions adopted for this project will be the Government of Montserrat General Conditions of Contract.

(3) Tenderers must fully complete the Form of Tender (including notice period and maximum delivery time). Failure to fully complete and return these documents and provide the additional information