



STATISTICS DEPARTMENT

MINISTRY OF FINANCE & ECONOMIC MANAGEMENT

P O BOX 292

GOVERNMENT HEADQUARTERS

BRADES

MONTSERRAT, WEST INDIES

MSR 1110

Date: 11th December 2018

Ref: 9/6

Dear Sir/Madam

TENDER FOR THE SUPPLY OF 4 CONFERENCE TABLES AND 30 CHAIRS TO THE STATISTICS DEPARTMENT OF MONTSERRAT (SDM)

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:

- Background
- Instructions to Tenderers
- Invitation to Tender
- Evaluation Criteria
- Form of Tender
- Cost Proposal
- General Conditions of Contract
- Anti-Collusion Statement
- Document Checklist

Any queries clarifications relating to the tender should be made to: Sylvan Roberts via email at robertss@gov.ms no later than 12:00pm on 19th December 2018.

Tenders are to be received no later than 12:00 p.m. on Friday 4th January 2019.

Yours Sincerely


Sylvan Roberts, Head of Statistics

**TENDER FOR THE SUPPLY OF 4 CONFERENCE TABLES AND 30 CHAIRS TO THE
STATISTICS DEPARTMENT OF MONTSERRAT**

BACKGROUND

The SDM now occupies their new premises in Saint Johns with a sizeable conference room that is essential for training of its field staff in order to meet the growing demands for the department to conduct surveys in order to produce the essential data for its users. These comprise

The desks and chairs requested will serve to accommodate trainees attending training workshops in preparation for the various surveys that are planned to be undertaken by the SDM. A full Population and Housing Census will also be undertaken in 2021 and these furniture will be extremely useful for the preparatory and post census activities.

Objective

To provide the basic furniture necessary to outfit the SDM's Conference room that is designated for use by the various survey personnel. The procurement of these furniture is indispensable to the production of a reasonable quantum and quality of data that are essential to support evidence based planning and decisions. Evidence based planning and decision making together comprise a key goal of the Sustainable Development plan.

INSTRUCTIONS TO TENDERER

TENDER FOR THE SUPPLY OF CONFERENCE TABLES AND CHAIRS TO THE SDM OF MONTserrat

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

Submitting a Tender

- 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 details)

Re: TENDER FOR THE SUPPLY OF CONFERENCE TABLES AND CHAIRS TO THE SDM OF MONTSEERRAT

**Departmental Tenders Committee
STATISTICS DEPARTMENT OF MONTSEERRAT
Ministry of Finance and Economic Management
St. Johns Montserrat W.I.**

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 as written below

“Re: TENDER FOR THE SUPPLY OF 4 CONFERENCE TABLES AND 30 CHAIRS TO THE STATISTICS DEPARTMENT OF MONTSEERRAT

**Departmental Tenders Committee
STATISTICS DEPARTMENT OF MONTSEERRAT
Ministry of Finance and Economic Management
St. Johns Montserrat W.I.**

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

Tenders are to be delivered to the address above tenderers will be given a receipt:

- (1) The contract conditions adopted for this project will be the Government of Montserrat General Conditions of Contract.
- (2) Tenderers must fully complete and submit the Form of Tender. Failure to fully complete and return this critical document and provide the additional information stated in these instructions will render the bid non-compliant and it will be rejected.
- (3) Tenderers must sign and submit the **DESCRIPTION AND SCOPE OF WORKS** document and supply all documentation as indicated on the tender checklist.
- (4) Tenderers must submit a current Tax Compliance Certificate with their bid if their place of business is registered in Montserrat.
- (5) **Tax – This applies to services only not goods.**
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

- (6) 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. A tenderer whose tender sum is subject to arithmetical correction will be informed and asked whether he accepts the corrected tender sum. Failure to accept the corrected sum will result in the rejection of the tender.
- (7) Any bid received after the deadline for submission of bids prescribed in (5) above will be rejected.
- (8) Tenderers are not allowed to submit multiple or alternative tenders.
- (9) The **Departmental Tenders Committee** is not bound to accept the lowest or any tenders and has the right to accept or reject any tender offers.
- (10) Tenderers must complete the Form of Tender and return this with their tender submission. The currency for completing the Form of Tender is Eastern Caribbean Dollar. Tenders in other currencies will be rejected. For countries trading in United States currency, the acceptable exchange rate between US and XCD is 2.7169.

INVITATION to TENDER

STATISTICS DEPARTMENT, MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT

TENDER FOR THE SUPPLY OF 4 CONFERENCE TABLES AND 30 CHAIRS TO THE MONTSERRAT SECONDARY SCHOOL

Introduction: This tender is for the supply of conference tables and chairs for the Statistics Department of Montserrat.

FURNITURE CHARACTERISTICS/SCOPE OF WORKS

All furniture shall conform in terms of sizes and durability to BS EN 1729 or to ISO 5970:1979 or to other suitable acceptable international standards.

The Statistics Department requires the successful bidder to supply **4 Conference Tables and 30 chairs** adjustable height from 19" to 26"; **caster** fitted legs; padded with or without arm rests;

The SDM requires the successful bidder to supply **4 Conference Tables and 30 chairs** suitable for use at the SDM conference room, made of any combination of wood, plastic, metal or any other suitable material. They must be padded and must be contoured for seating comfort. No colour variations and must be of a rich and durable finish and comfortable for seating of trainees during entire training sessions. These trainings will be run on a daily basis, during survey preparations and will be used for comfortably seating of survey trainees during their training.

The furniture for use by adults, must be sized appropriately and they must be sufficiently sturdy to withstand a high level of use, withstand the prevailing climatic conditions, and under normal use be able to last at least 10 years.

Specifications/Sketches/Drawings

Bidders must submit with their bids the full specifications of the units. Specifications should include dimensions, construction materials and their characteristics. The successful bidder must deliver the furniture described in their tender. In all circumstance, the originally agreed items are expected to be supplied within the agreed timeline. **No increase in the successful bidder's cost proposal will be agreed.**

Bids submitted without detailed drawings/sketches may be deemed non-responsive and rejected

EVALUATION OF TENDERS

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 (Pass/Fail)

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 (%)
The strength and durability of the furniture proposed	24
Suitability of dimensions, shape and design	18
Cost	50
The delivery time	8

Technical & Financial Compliance (100%)

The technical compliance consideration will be based on the extent to which the furniture meets the needs of the SDM as described in this tender issue. The consideration will be as follows:

BREAKDOWN OF FINANCIAL AND TECHNICAL EVALUATION:

The strength and durability of the furniture proposed (24%)

Conference Tables (8%)

Conference Chairs (8%)

In these criteria each category of furniture is rated for strength and durability. This shall refer to the suitability in terms of construction material and design for the physical environment including the atmosphere; to the robustness to withstand a certain level of abuse which may occur from

time to time. Durability shall be determined by minimum period for effective use under normal conditions of use.

The bidder which proposed the longest period of use under normal conditions in each category of furniture shall be awarded up to a maximum of 6 points for each category. All other bidders shall be scored in this category relative to the top scorer under this category.

The total score under this category for each bidder shall be found by adding the scores under each category of furniture.

Suitability of dimensions, shape and design (18%)

Conference Tables (6%)

Chairs (6%)

This criterion shall evaluate the suitability of the dimensions, shape and design of all of the categories of furniture.

Suitability of the dimensions: These furniture are intended for use by Adults. Thus, the dimensions of the furniture shall be appropriate for the intended users. In terms of dimensions for conference furniture BS EN 1729 or to ISO 5970:1979 or other acceptable standards shall apply where applicable.

Shape and design:

It must be noted that the Tables should be rectangular shaped and should encourage the formation of conference layout during training or meetings. The ergonomics for each category of furniture will be considered under shape and design.

The maximum score for this criterion is 20% and each category of furniture will be scored individually as shown above. The best submission for each category will be scored under this criterion and all other bidders will be scored relatively under each category.

The total score under this category for each bidder shall be found by adding the scores under each category of furniture.

The cost (50%)

The cost for each unit in each category of furniture is a critical issue. The score assigned to this criterion shall be a cumulative one based on the total cost for the entire bid. The cost for each unit tendered shall be compared to the cost for similar units discovered during on line research. The bidder with the best price when compared to the prices discovered during the research shall be assigned a score and each other bidder shall be scored relatively. It should be noted that the bidder with the lowest cost per unit in any category may not necessarily receive the best score. The issue is not necessarily the lowest price but indeed the best price.

The delivery time (8%)

The bidder with the shortest delivery time will be given an appropriate score and all others will be scored relatively.

FORM OF TENDER

Chairman,
Departmental Tenders Committee,
Ministry of Finance and Economic Management
Brades,
Montserrat

Dear Sir/Madam;

Re: TENDER FOR THE SUPPLY OF 4 CONFERENCE TABLES AND 30 CHAIRS TO THE STATISTICS DEPARTMENT OF MONTSERRAT

I/We the undersigned undertake to supply the furniture 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 furniture described herein..

If my/our tender is accepted, I/We undertake to deliver the furniture within a period of

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.

Name.....
Signed.....
Name of firm (If Applicable)
Address.....
.....
Tel. nr.....
Fax nr.....
Email Address
Date.....

Item	Quantity	Cost per Item	Total Cost
Conference Tables	4		

Conference Chairs	30		
Total Costs Submission			

Cost Proposal – Please complete and return with you tender submission.

GOVERNMENT OF MONTSERRAT (GOM)

GENERAL CONTRACT CONDITIONS FOR THE SUPPLY OF FURNITURE TO THE STATISTICS DEPARTMENT OF MONTSERRAT

This Agreement is made the day of 2018 between the **GOVERNMENT OF MONTSERRAT** having its headquarters at Government Headquarters, Brades, Montserrat acting herein and represented by the Head of Statistics, Ministry of Finance and Economic Management, (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.

1. INTERPRETATION

1.1. In these conditions:-

The Contract means the agreement concluded between the **GOM** and the Supplier/Service Provider including all specifications and Terms of Reference; and in which, inter alia, the tender instructions, scope of works along with the outcomes, deliverables and considerations are clearly stipulated, and other documents which may be incorporated or referred to herein;

The Contracting authority means the Statistics Department of the Government of Montserrat.

The Service Provider means the company/ companies/ individual that is responsible for carrying out the requirements of the contract.

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 Service Provider. The Administrator shall have final authority for acceptance of the **Service Providers** performance, and if satisfactory, shall initiate the process for approval of payment to the **Service Provider**. No payment shall be made without such approval.

The Contract Price means the price of the 4 Tables and 30 Chairs to be built for the **GOM** and the method of payment of the Contract Price shall be agreed between the parties.

The Specification means the GOM's requirements for the supply of furniture for the Montserrat Secondary School as described earlier in this document.

2. VARIATIONS OF CONDITIONS

The contract 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.

