



# Ministry of Health & Social Services

## Health Headquarters

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Brades MSR1110  
Montserrat. W. I.

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

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22<sup>nd</sup> February, 2019

Ref: MHCS/H/14/4/1

Dear Sir/Madam,

### Re: Invitation to Tender for the procurement of Security Services, Glendon Hospital

Tenders are invited for the procurement of Security Services by the Ministry of Health and Social Services for the Glendon Hospital. Tenders must be submitted in accordance with the specifications, which accompany this invitation to tender. Included are the tender documents, consisting of:

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

- Electronic Tender packs can be downloaded at <http://www.mytenders.org/>.
- Hard copies can be downloaded from the Government of Montserrat website at [www.gov.ms/tenders](http://www.gov.ms/tenders)

**Tenders must be submitted no later than Wednesday 21st March 2019, 12:00pm midday.**

The deadline for clarifications and queries is no later than Wednesday 13<sup>th</sup> March 2019. You can submit clarifications through myTenders portal or via email to Arlene Ponteen, Secondary Care Manager at [jamesa@gov.ms](mailto:jamesa@gov.ms) and copied to Mrs. Camille Gerald, Permanent Secretary, Health and Social Services at [geraldcc@gov.ms](mailto:geraldcc@gov.ms). Queries received after the deadline will not be answered.

**Tender opening will be at 2.00pm on the 21st March 2019, at 2.00pm.**

Yours faithfully,

.....  
**Camille Thomas-Gerald (Mrs)**  
**Permanent Secretary**

## **1.0 INVITATION TO TENDER**

### **Scope of Work**

The Ministry of Health and Social Services is seeking bids to provide security services to the Glendon Hospital, Margetson Memorial Home and compound during the period of 6pm to 6am, seven (7) days per week. The contractor may be requested to provide security services outside of these hours as required.

#### **1. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR**

- a) To provide security guard services to the buildings and premises of the Glendon Hospital and Margetson Memorial Home from 6p.m. to 6a.m. daily (one officer on duty per night);
- b) Ensure that all security guards are appropriately screened, trained and receive appropriate orientation to the Glendon Hospital facility.
- c) To provide on a monthly basis, to the Secondary Care Manager, Ministry of Health, a shift roster for twelve hours of night security from 6 p.m. to 6 a.m. daily;
- d) To patrol and inspect the Glendon Hospital and Margetson Memorial Home premises at least every 45 minutes; ensure buildings and gates are secure and report all suspicious activities to the Nurse in charge and or the Police immediately;
- e) Provide crowd control and screening of visitors on the Glendon Hospital premises, in the event of an emergency situation such as mass casualty, natural disasters and during the regular shift period;
- f) Provide a written report to the Facilities Manager of all incidents within 48 hours of the date in which incident occurred;
- g) Complete the necessary log book while on duty;
- h) Provide uniforms and identification badges for all security personnel hired and ensure that all security personnel are in uniforms so provided while on duty.
- i) Submission of invoices by the third week of each month and be responsible for remuneration of security guards.

#### **2. KEY WORK DELIVERABLES**

- a) Incident Reports
- b) Completed Log Book
- c) Access control
- d) Daily inspections of Glendon Hospital, Margetson Memorial Home and compound.
- e) Enforcement of laws, rules, regulations.
- f) High visibility presence to deter illegal/inappropriate activities and provision of security for employees, assets and clients/patients.

No.	Duty	Standard/ Specific Competencies
1	To provide security guard services to the building and premises of the Glendon Hospital and Margetson Memorial Home from 6p.m. to 6a.m. daily.	<p>Services provided must be professional, effective, efficient and performed diligently and in a timely manner as reasonably directed by the Permanent Secretary, Health and Social Services</p> <p>Officers should be alert and circumspect, at all times in the performance of their duties.</p>
2	To provide on a monthly basis, to the Facilities Manager, Ministry of Health, a shift roster for twelve hours of night security from 6p.m. to 6a.m. daily.	Detailed Shift Roster provided by the 25 <sup>th</sup> day of the previous month, to the Facilities Manager, Ministry of Health.
3	To patrol and inspect the Glendon Hospital and Margetson Memorial Home premises at least every 45 minutes and report all suspicious activities to the Nurse in charge and or the Police within 10 minutes of observation where necessary.	<p>All Guards must be strategically located at the main entrance of hospital.</p> <p>The entire compound patrolled in an effective manner ensuring that all buildings are secure and the appropriate windows and doors are closed.</p> <p>All Guards must ensure that all visitors to the compound have legitimate reasons to be (i) present on the compound and (ii) present in the area found.</p> <p>Report any suspicious activities to the nurse in charge and or police immediately.</p>
4	Provide crowd control and screening of visitors on the Glendon Hospital premises, in the event of an Emergency situation such as mass casualty or in natural disasters and during the regular shift period.	Ensure that crowd control services are provided professionally, tactfully, courteously and in consultation with staff on duty during 6pm and 6am.
5	Provide a written report to the Facilities Manager of all incidences within 48 hours of the date in which incident occurred;	Detailed reports completed and submitted to the Facilities Manager as per the agreed format.
6	Complete the necessary log book while on duty;	Detailed log completed after each patrol and after the observance of any suspicious activity.
7  5	Provide uniforms and identification badges for all security personnel hired and ensure that all security personnel are in uniform	All officers should be provided with the appropriate uniform and identification badges and on each shift must be wearing uniform and the identification badge so provided.

### 3. REPORTING LINES

The owner/manager/ CEO of the firm shall report to the Secondary Care Manager, Glendon Hospital

### 4. QUALIFICATION, SKILLS AND EXPERIENCE

- a) Minimum of five years in the providing security services in public or private sector
- b) Training in security operations. Diploma in security operations from a recognised institution would be an asset
- c) Excellent customer service skills
- d) Good oral and written communication skills
- e) Excellent teamwork
- f) High level of confidentiality, integrity
- g) Leadership and sound decision making skills.

#### Agreed Performance Standards and Competencies

The person engaged shall maintain the standards/competencies listed below in the execution of her duties:

## 2.0 INSTRUCTIONS TO TENDERERS

**Please read Instructions to Bidders before completing and submitting Tenders, failure to do so may result in submission being deemed non-compliant and rejected.**

#### **Submitting a Tender (Bid)**

There are two options for submitting a Tender:

Electronic Tender submissions can be downloaded and submitted via myTenders Portal at <http://www.mytenders.org> If you are intending to make an electronic submission, please register your interest on myTenders at the earliest opportunity. Please ensure that you allow sufficient time to upload your documents.

Hard Copies (paper copy) can also be downloaded from the Government of Montserrat website at <http://www.gov.ms/Tenders>. Tender submissions 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 (Bidders, 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)**

**Invitation to Tender for the procurement of Security Services, Glendon Hospital  
Chairman  
Departmental Tender Committee  
Ministry of Health  
E Karney Osborne Building  
Little Bay  
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.;

**Invitation to Tender for the procurement of Security Services, Glendon Hospital  
Chairman  
Departmental Tender Committee  
Ministry of Health  
E Karney Osborne Building  
Little Bay  
Montserrat**

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

ITTs are to be delivered to the address above Bidders will be given a receipt.

**INVITATION TO Tender (ITT)****Notice Type: Open Tender Public Procurement Board****1. Contracting Authority's Details****1.1 Name and Address**

<b>Official Name: Ministry of Health and Social Services</b>	
<b>Postal Address: E Karney Osborne Building, Little Bay, Montserrat.</b>	
<b>For the attention of: Chairman Departmental Tender Committee Ministry of Health E Karney Osborne Building Little Bay Montserrat</b>	<b>Tel. No.: 664) 491-2552/2880 1. Fax No: (664) 491-3131</b>
<b>E-Mail <a href="mailto:GERALDCC@gov.ms">GERALDCC@gov.ms</a>  <a href="mailto:jamesa@gov.ms">jamesa@gov.ms</a></b>	

**1.2 Address from where the Tender documentation can be obtained** Government of Montserrat website follow link below; <http://www.gov.ms/ITTs>

Electronic Tender packs can be downloaded and submitted via the myTenders Portal at <http://www.mytenders.org> . If you are intending to make an electronic submission to this Tender, please register your interest on myTenders portal at the earliest opportunity. Please ensure that you allow sufficient time to upload your documents.

**1.3 Address to where hard copy Tenders must be submitted**  
**Chairman**  
**Departmental Tender Committee**  
**Ministry of Health**  
**E Karney Osborne Building, Little Bay, Montserrat**

## 2. Contract Details

### 2.1: Invitation to Tender for the procurement of Security Services

## 3. ITT Timetable

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

Action	Dates
Issue Invitation to ITT Notice	28th February 2019
Submissions of clarification Questions	13 <sup>th</sup> March 2019
Submission of ITTs	21 <sup>st</sup> , March 2019, no later than 12.00pm midday.
Estimated Contract Award Date	March 2019

**NB: All questions/clarifications must be sent in writing by email to;**

**Email;** [jamesa@gov.ms](mailto:jamesa@gov.ms) and copied to [Jutleh@gov.ms](mailto:Jutleh@gov.ms)

**Please note that all questions and answers will be issued to all Bidders that register their interest.**

### Guidance and Instructions

1. The Government of Montserrat General Conditions of Contract will be adopted for this contract. These will be non-negotiable upon award of contract. Bidders are advised to r clarifications and issues during the clarification period.
2. Bidders must complete the Form of Tender, Document Check List Within this ITT. Failure to fully complete these documents will lead to their bid becoming non-compliant and rejected.
3. All works should be carried out in a safe manner and the relevant safety precautions incorporated into all activities.
4. The Bidders must submit a Tax Compliance Certificate from Inland Revenue along with their submission.
5. All works undertaken will be the subject of taxation in accordance with the current legislation. 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](mailto:irev@gov.ms).

6. The Government of Montserrat is not bound to accepting the lowest Bidders and has the right to accept and reject any Tender offers.
7. Bidders are not allowed to submit alternative bids
8. All submissions will be arithmetically checked; any errors will be brought to the Bidders 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.
9. The most economically advantageous Tender will be established by weighing technical quality against price.
10. Bidders must provide the Government of Montserrat with all user manuals and other operating instructions which are supplied with the equipment. All manuals must be written in English.
11. The currency to be used in the completion of this document is **Eastern Caribbean Dollars (XCD)**.

**Please complete and return with your submission**

**COSTING DETAILS**

<b><u>Details</u></b>	<b><u>Cost</u></b>
<b><u>Cost to provide Security Services ensuring the provision of a Security Officer 7 days per week 6pm to 6am.</u></b>	
<b><u>Cost per 8 hour period outside of the normal arrangement per officer</u></b>	

**Failure to provide the above information will invalidate your tender.**



**3.0 FORM OF TENDER**

The Chairman  
Departmental Tender Committee  
Ministry of Health  
Little Bay  
Montserrat

Dear Sir/Madam,

**Re: Tender for the procurement of Security Services**

I/We the undersigned undertake to supply and deliver the services as outlined in the above named project in accordance with the general conditions of contract as provided in the tender documents for the sum of:

XCD\$.....  
(words).....  
.....  
.....

If my/our tender is accepted, I/We undertake to be available from April 1, 2019. I/We understand that 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 No: .....

Fax No: .....

Email: .....

Date: .....

## 4.0 EVALUATION OF TENDER

### Evaluation Criteria

The following evaluation criteria will be used to evaluate tenders received in response to this Invitation to Tender. **Tenders must achieve a minimum score of 65% to be considered for award.**

Criteria Description	Weight (%)
Administrative compliance	Pass/Fail
Price	50
Availability	15
Qualifications, Skills and Experience	35

Tenders that fail to meet the minimum score of 65% will not be considered for award of contract by the Tender Evaluation Committee.

### Price (50%)

Bidders must complete the Form of Tender and return this with their tender submission. The tendered price is a significant factor and the Government of Montserrat will seek to ensure that the security services are purchased at the most economically advantageous price. However, there are other factors which comprise the criterion and these will be considered proportionately. 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. The costing proposal should outline the monthly cost to deliver the regular service; and a rate for calculating the cost of services outside the routine service.

### Availability (15%)

The contractor should be able to commence the delivery of services from April 1, 2019.

### Qualifications, Skills and Experience (35%)

Tenderers will be assessed based on their qualifications, skills and experience. The following criteria will be used:

- a) Minimum of five years in the providing security services in public or private sector. Please outline your experience of providing security services
- b) Training in security operations. Diploma in security operations from a recognised institution would be an asset. Outline training
- c) Excellent customer service skills  
What do you consider to be important when dealing with customers. Please include your approach to dealing with disabled patients and residents; patients, clients and visitors with challenging behaviour; violent persons etc.
- d) Good oral and written communication skills

Please outline what tools you use or adopt for providing reports

- e) Excellent teamwork  
How do you promote effective teamwork
- f) High level of confidentiality, integrity.  
Do you have a confidentiality policy?
- g) Leadership and sound decision making skills.  
Please provide an example of where you have had to exercise your leadership in making high level decisions.

## **GENERAL CONDITION OF CONTRACT**

This Agreement is made the..... day of..... **2019** between the **GOVERNMENT OF MONTSERRAT** having its headquarters at Government Headquarters, Brades, Montserrat acting herein and represented by the Permanent Secretary, Ministry of Health and Social Services (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 ....., including all specifications which are described and attached hereto to include the tender instructions, scope of works and other documents which may be incorporated or referred to herein;

**The contracting authority** means the Government of Montserrat **GOM**.

**The Supplier** means the company/ companies/ individuals that have responsibility for carrying out the requirements of the contract.

**The Contract Price** means the gross price to be paid by **GOM** and the method of payment of the Contract Price shall be agreed between the parties.

**The supply of security services to the Glendon Hospital and MMH between the hours off 6pm and 6am** or where referred to in the contract as "services" means all work which the Supplier is required to undertake in the performance of this contract.

**The Specification** means the **GOM's** requirements for the supply of security services, details of which have been provided in this tender document.

### **2. VARIATIONS OF CONDITIONS**

The supply and delivery of security services 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.

### **3. NON-DELIVERY**

Without prejudice to any other right or remedy, should the Supplier not deliver the Services or any portion thereof within the time or times specified in the Contract, except in cases of force majeure and subject always to the receipt of written notice within 5 days of the force majeure event relied on or if the Services are delayed due to events

outside of the Supplier's control, in which case the Supplier shall be entitled to a fair and reasonable time for such delay, then:

- 3.1 The **GOM** shall be at liberty to determine the Contract and to procure services of the same or similar description from another Supplier to make good such default; and,
- 3.2 The **GOM** shall recover from the Supplier any sum or sums paid to the Supplier in respect of the services. Also, the **GOM** shall be able to recover from the supplier any increased costs resulting from obtaining supplies from an alternative supplier.

#### **4. PAYMENT**

- 4.1 As full consideration for the Services performed by the Supplier under the terms of this Contract, the **GOM** will pay the fees as outlined within 30 days of receipt of an invoice, payable against original invoices delivered to the **GOM** by the Supplier, provided that **GOM** give notice in writing of its intention not to pay such fee and provide the relevant reason where:
  - a. The Supplier has failed to carry out services, or has inadequately carried out services required by this Contract to be carried out and has not remedied such failure or deficiency within a reasonable time;
  - b. The Supplier, by act or omission has caused damage to personnel or property of the **GOM** or any third party;
  - c. There is a breach of any other provision of this Contract; and upon giving such notice the **GOM** may withhold payment accordingly.
- 4.2 **GOM**, whenever under the Contract any sum of money shall be recoverable from or payable by the Supplier, the same may be deducted from any sum then due or which at any time thereafter may become due to the Supplier under the Contract as a debt, providing that such sum is agreed by the parties as recoverable by GOM or has been fully ascertained and substantiated.
- 4.3 If any fee or portion thereof payable under this Agreement shall be unpaid 40 days after receipt of an original invoice in respect of such fee the Supplier may give notice to the **GOM** requiring the **GOM** to pay such fee or part thereof and if the **GOM** shall fail to comply with such notice, the Supplier may terminate or suspend this Contract immediately. Nothing stated in this provision shall operate to impair the right of the Supplier to recover any such fee in any other manner.
- 4.4 Any payment made after the due date for payment shall attract interest at a rate of 2% per centum.

#### **5. INDEMNITY AND INSURANCE**

- 5.1 Supplier shall be liable for and shall indemnify the **GOM** against any liability, loss, costs, expenses, claims or proceedings whatsoever arising under any statute or common law in respect of:-
  - 5.1.1 Any loss of or damage to property (whether real or personal) caused by the Supplier, its servants or agents; and

- 5.1.2 Any injury to any person including injury resulting in death, in consequence of or in any way arising out of any negligent act or omission which may arise in the performance of the Contract by or on behalf of the Supplier except insofar as such loss, damage or injury shall have been caused by negligence on the part of the **GOM**, its employees, servants or agents.
- 5.2 The Supplier shall only be liable to pay compensation to the Purchaser under or in connection with this Contract if a breach of clause 3 is established against the Supplier.

Notwithstanding any other term to the contrary in this Contract or any related document and whether the cause of action for any claim arises under or in connection with this Contract in contract or tort, in negligence or for breach of statutory duty or otherwise, in relation to any and all causes of action as aforesaid the total liability of the Supplier in the aggregate for all claims shall be limited to the lesser of

- a) sum equivalent to ten (10) times the fee payable under this Contract or
  - b) 1,000,000.00 Eastern Caribbean Dollars.
- 5.3 Neither party shall be liable to the other for any indirect, special or consequential loss (including but not limited to loss of profit whether direct or indirect, loss of production, loss of contracts, loss of use, loss of business, and loss of business opportunity.
- 5.4 Further and without prejudice to the aforesaid limit of liability and such liability of the Contractor/Consultant/Supplier for the loss or damage in respect of any claim or claims shall be limited to such sum or sums as it would be just and equitable for the Contractor/Consultant/Supplier to pay having regard to the Contractor's /Consultant's responsibility for the same and on the basis that:
- a) all other parties appointed or to be appointed by the Purchaser to perform related services in connection with the Project shall be deemed to have provided undertakings on terms no less onerous than this Contract and shall be deemed to have paid to the Purchaser such contribution as it would be just and equitable for them to pay having regard to their responsibility for the loss or damage; and
  - b) it shall be deemed that all such other parties have not limited or excluded their liability to the Purchaser for the loss or damage in any way which may be prejudicial to the Contractor's/Consultant's liability under this clause

## 6. INSURANCE

- 6.1 The Supplier shall insure against its full liability under this Contract.
- 6.2 The Supplier shall produce to **GOM**, upon request, documentary evidence that insurance is properly maintained.

## 7. ASSIGNMENT

- 7.1 The **GOM** shall be entitled to assign the benefit of this Contract or any part thereof and shall give written notice of any assignment to the Supplier.

7.2 The Supplier shall not:-

7.2.1 Assign the Contract or any part thereof or the benefit or interest of the Contract without the prior written consent of the **GOM**; or

7.2.2 Subcontract any provision of the Contract or any part thereof to any person without the previous written consent of the **GOM, such consent shall not be unreasonably withheld or delayed**, which if given shall not relieve the Supplier from any liability or obligation under the Contract and the Supplier shall be responsible for the acts, defaults, or neglect of any sub-Supplier or his agents or employees in all respects as if it were the acts, defaults or neglect of the Supplier or its agents or employees.

## **8. CONFIDENTIALITY**

8.1 All information, requirements, documents and other data which the **GOM** may have imparted and may from time to time impart to the Supplier relating to its business, employees, customers, prices, requirements, or any computer system (including hardware and software or maintenance thereof) and including any technical specifications is proprietary and confidential.

8.2 The Supplier hereby agrees that it shall use such confidential information and all other data solely for the purposes of this Contract and that it shall not at any time during or any time after the completion, expiry or termination of this Contract, disclose the same whether directly or indirectly to any third party without the **GOM's** prior written consent.

8.3 The obligations set forth in Clauses 8 and 16 shall expire two (2) years after the termination of the Contract.

## **9. BRIBERY AND CORRUPTION**

Either party shall be entitled to determine the Contract and to recover from the other party the amount of any loss resulting from such action if:-

9.1 Any party that has offered or given or agreed to give to any person any gift or consideration of any kind as inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the Contract or any other contract with the other party; or

9.2 The like acts shall have been done by any person employed by the Parties or acting on its behalf (whether with or without the knowledge of the Party); or

9.3 In relation to any contract with the **GOM** the Supplier or person employed by it or acting on its behalf shall:-

9.3.1 Have committed an offence under the Integrity in Public Office Act No. 2 of 2010 or

9.3.2 Have given any fee or reward, the receipt of which is an offence, under the relevant laws.

9.4 In the performance of their obligations under or in connection with this Contract the parties, their agents and employees shall comply with all applicable laws, rules and

regulations including and not limited to the Bribery Act 2010 and where appropriate, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions.

## 10. TERMINATION

10.1 The **GOM** may terminate this Contract in any of the circumstances set out in 10.2 below by giving to the Supplier notice in writing where the Supplier;-

10.1.1 commits a material breach of any of its obligations under this Contract; and despite notice of such breach in writing by the Purchaser to the Supplier, the Supplier fails to remedy such breach within 14 days of the notice then the Purchaser may terminate the Contract forthwith.

10.1.2 becomes bankrupt or makes a composition or arrangement with its creditors or has a proposal in respect of its company or partnership for the voluntary arrangement for the composition of debts or scheme or arrangement approved in accordance with the Companies Act or the Bankruptcy Act;

10.1.3 Has a winding-up order made or (except for the purposes of amalgamation or Reconstruction) a resolution for voluntary winding-up passed;

10.1.4 has a provisional liquidator, receiver or manager of its business or undertaking duly appointed;

10.1.5 has an administrative receiver appointed;

10.1.6 has possession taken by or on behalf of the holders of any debentures secured by a floating charge of any property comprised in or subject to the floating greater than US\$25,000.00

10.1.7 Is in circumstances which entitle a court or creditor to appoint or have appointed a receiver, a manager or administrative receiver or which entitle a court to make a winding-up order; then in any such circumstances the **GOM** may without prejudice to any accrued rights or remedies under this Contract, terminate the Contract by giving notice in writing.

10.2 If the Contract is terminated as provided in this condition then the **GOM** shall:-

10.2.1 Cease to be under any obligation to make further payment until the costs or loss resulting from or arising out of the termination of this Contract shall have been calculated, and shall make such payment only in accordance with a court order or pursuant to the applicable law;

10.2.2 Be entitled to repossess any of its Equipment (if any) in the possession of the Supplier;

10.2.3 Be entitled to deduct any losses to the **GOM** resulting from or arising out of the termination of this Contract (from any sum or sums which would but for the termination of the contract as aforesaid have been due from the **GOM** to the Supplier as a debt). Such loss shall include the reasonable cost to the **GOM** of the time spent by the **GOM** in terminating of the Contract as aforesaid have been due to the Supplier.



**11. WAIVER**

11.1 The failure by either party to enforce at any time or for any period any one or more of the terms or conditions of this Contract shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this Contract. No waiver of any default or non-performance by any party shall be considered a waiver of any subsequent default or non-performance.

**12. COMPLETE CONTRACT**

12.1 This Contract supersedes any prior Contract between the parties whether written or oral relating to the subject matter hereof, but without prejudice to any rights which have already accrued to either of the parties.

**13. GOVERNING LAW**

13.1 This Contract shall be governed by the laws of Montserrat in every particular and shall be deemed to be made in Montserrat.

**14. FORCE MAJEURE**

Both parties shall be released from their respective obligations in the event of national emergency, natural disaster, war, prohibitive governmental regulation or if any other cause beyond the reasonable control of the parties or either of them renders the performance of this Contract impossible whereupon all money due under this Contract shall be paid immediately.

**15. NOTICES**

15.1 Any notice required to be served under this Contract shall be in writing and may be served by electronic mail to the correct address, facsimile transmission to the correct number, post or hand delivery to the last known business address of the party upon whom it is being served. Notice shall be deemed to have been effected within 24 hours of the date of sending of the notice when sent by electronic mail or facsimile transmission, within 72 hours of the date of posting of the notice when sent by post and upon delivery when hand delivered.

15.2 A notice shall be delivered as follows:

A. if to the Supplier, to:

Name:.....

Designation:.....

Address:.....

.....

Tel:.....

Fax: .....

Email:.....

B. if to the **GOM**, to:

Camille Thomas-Gerald  
Permanent Secretary  
Ministry of Health and Social Services  
Brades, Montserrat  
Tel: (664) 491-2880  
Email: mehcsmail@gov.ms  
Email: geraldcc@gov.ms

**16. CONFIDENTIALITY**

16.1 The Supplier shall not at any time during or after the term of this Contract divulge or allow to be divulged to any person any information which comes into its possession by virtue of its performance of this Contract, which relates to the business and affairs of the **GOM** except upon authorization by the **GOM**. The Supplier shall not seek to acquire any such information outside of the performance of its duties under this Contract.

**17. MEDIATION AND ARBITRATION**

17.1 If a dispute arises under this Contract, the parties agree to first try to resolve the dispute through mutual agreement within 14 days. If unsuccessful, 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.

**18. SIGNATURES**

18.1 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. SUPPLIER**

Name.....

Designation.....

Signature.....

Witness Name.....

Designation.....

Signature.....

**B. GOM**

Name.....

Designation.....

Signature.....

Witness Name.....

Designation.....

Signature.....

**5.0 RESPONDENT'S IDENTIFICATION / DETAILS**

A	PERSONAL INFORMATION
<p>COMPANY NAME----- REGISTRATION NUMBER -----</p> <p>COMPANY ADDRESS-----</p> <p>-----</p> <p>CONTACT PERSON----- POSITION-----</p> <p>TELEPHONE NUMBER- ----- FAX NUMBER----- WEBSITE-----</p> <p>EMAIL ADDRESS:-----</p> <hr/>	

B	QUESTIONNAIRE		
1	Your entity operates as which one of the following?		Sole Proprietorship
			Partnership
			Limited Liability
			Others
2	How many years has your entity been in operation?		(0-1)
			(1-3)
			(3-5)
			(5-10)
			(10 & Over)
3	Number of Employees within your entity?		(1-5)
			(6-10)
			(11-15)
			(16 & Over)
4	How many similar contracts has your entity successfully completed in the last 2 years?		(1-3)
			(4-6)
			(7-9)
			(10 & Over)
6	What is the highest sum of any of the contracts completed in the last 2 years?		(50-100)K
			(101-200)K
			(201-400)K
			Over 400K
7	Has your entity failed to complete a contract for a public or private entity?		YES
			NO

**(TICK WHERE APPLICABLE ABOVE)**

C	SIGNATURE
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I hereby certify that the information outlined in this document is true and accurate to the best of my knowledge and belief. I understand false statement may result in denial of a contract and possible debarment from future prospects.

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Signature of Company Representative

Company Name/Stamp

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*Date*

## **6.0 TENDER CHECKLIST**

The following documents should be provided for a contractor's bid to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the bid being considered noncompliant and rejected:

- (1) Comprehensive costed financial proposal.
- (2) Completed and **Signed Form of Tender**. The Form of Tender document shall be signed by a person legally authorized to bind the firm to a contract. The complete tender sum should be clearly written and included in the form of tender). Also the start and end date of supply.
- (3) Identification Details of the tenderer or Business
- (4) Copies of required credentials –include documentation stipulated in 4.0 Evaluation of Tenders under Qualifications, Skills and Experience
- (5) Evidence of similar contracts over the past two (2) years.
- (6) Tax/social security Compliance Certificate (if locally based)