



Ministry of Education, Youth Affairs & Sports

**P O Box 103
Government Headquarters
Brades
Montserrat**

***Tel:* 664-491-2541/2542**

***Fax:* 664-491-6941**

***Email:* education@gov.ms**

**Request for Quotation (RfQ)
for
Minor Works to Retrofit Classroom Spaces for Pupil Support Unit at UWI Campus**

An indicative timetable and may be subject to change.

Project Details	Deliverable
Request for Quotation (RfQ) for Minor Works to Retrofit Classroom Spaces for Pupil Support Unit at UWI Campus	Date Published on Government of Montserrat Website. Wednesday 23 October 2019
Access to the RfQ	Copies can be downloaded from the Government of Montserrat website at http://www.gov.ms/tenders/
Site Visit	Friday 1 November 2019, 10am University of West Indies Campus Above the Montserrat Secondary School
RfQ submission deadline	Friday 8th November 2019, no later 3pm
Quotation submission address	Ministry of Education E K Osborne Building Little Bay
Works Commencement	As soon as possible. On or before third week of November 2019

Request for Quotation (RfQ) for Minor Works to Retrofit Classroom Spaces for Pupil Support Unit at UWI Campus

Interested persons are invited to submit a Quotation for Minor Works to Retrofit Classroom Spaces for Pupil Support Unit at UWI Campus.

Included in this dossier are the following documents:

- Indicative timetable
- Request for Quotation
- Scope of Works/Bill of Quantities
- Form of Tender/Quotation
- Quotation Document Checklist

Potential contractors are advised that it is the intention that these works be carried out – so far as possible – during afternoons and weekends to minimize disruption to the functions of the schools occupying the premises.

A site visit is being arranged for 10 am on Friday 1 November 2019. Please meet at the UWI parking lot. Your quotations should be submitted to Ministry of Education no later than 3pm on Friday 8 November 2019.

Instructions to Bidders:

- (1) Bidders must fully complete and submit the Form of Tender and the Bill of Quantities. Failure to fully complete and return these documents and provide the additional information stated in these instructions will render the quotation non-compliant and it will be rejected.
- (2) Bidders must submit a current Tax Compliance Certificate with their quotation if their place of business is registered in Montserrat.
- (3) Any quotation received after the deadline for submission will be rejected.
- (4) Bidders are not allowed to submit multiple or alternative quotations.

Scope of Works for repairs to UWI building at UWI open campus in Salem

Contractor rates must include all materials, labour and transportation to successfully complete the works

All works measured as per Standard Method of Measurement 7 (Smm7) and should satisfy the requirements as set out in the Government of Montserrat (GOM) and OECS building code. Copies of which can be read at PWD Architectural Section in Brades.					
UWI building at UWI open campus in Salem					
Item	Description	Qty	Unit	Rate	Price
1					
	PRELIMINARIES				
1-1	Provide Contractor's requirements throughout the execution of the works: to include Health and Safety, Security, Noise, Pollution and Protection of the works and the general Public.		Item		
	DEMOLITION COMPUTER LAB				
1-2	Carefully remove existing (14'-0" x 20'-0") floor carpet and dispose to New Windward Dump Site.	280	ft ²		
1-3	Carefully remove adhesive, clean and prepare existing concrete floor to receive new nonskid ceramic floor tiles.		item		
1-4	Carefully cut out and remove existing concrete floor plinth size (14'-8" x 7" x 4"). Allow for the protection of electrical outlets in plinth.	1	yd ³		
1-5	Carefully remove existing (7'-½" x 1'-6½ ") high level shelving and dispose to New Windward Dump Site		item		
	DEMOLITION TELE CONFERENCE ROOM				
1-6	Carefully remove existing (14'-0" x 20'-0") floor carpet and dispose to New Windward Dump Site.	280	ft ²		
1-7	Carefully remove damaged 110 volts floor socket outlets.	4	No		
	DEMOLITION STORAGE ROOM TO CREATE OFFICE				
1-8	Carefully remove existing timber screen frame attached to suspended ceiling and dispose to New Windward Dump Site.	1	No		
	Carefully remove existing shelving units				
	NEW WORKS COMPUTER LAB				
1-16	Supply and install new ceramic none skid floor tiles 12" x 12" to prepared concrete floors. Allow for paste and grout finish.	32	yd ²		
1-17	Supply and install all requirements for an electrical upgrade to include for points for use by 16 students.	16	No		

1-18	Make good all holes and blemishes to existing walls sand and prepare to receive paint.		item		
1-19	Supply paint and apply one coat of emulsion to existing walls to match existing.		item		
1-20	Supply and fix new window blinds (4'-0" x 3'-0").	4	No		
	NEW WORKS TELE CONFERENCE ROOM				
1-21	Supply and install new ceramic nonskid floor tiles 12" x 12" to prepared concrete floors. Allow for paste and grout finish.	32	yd ²		
1-22	Supply and install new 110 volts floor socket outlets.	4	No		
	NEW WORKS STORAGE ROOM INTO OFFICE SPACE				
1-23	Make good all holes and blemishes to existing walls sand and prepare to receive paint.	1	No		
1-24	Install floor tiles to repair floor where required after removing shelving.	1	No		
1-25	Supply paint and apply one coat of emulsion to existing walls to match existing.	1	No		
TOTAL					

Experience

Bidders must demonstrate that he or she has similar work experience in-line with the works to be carried out under this quotation. Please complete the following table with at least two relevant such experiences.

Name of Previous Contract	Entity or person for which work was completed	Contact information for entity or person	Value of the services performed	Location of the services performed
1.				
2.				

FORM OF TENDER

**Ministry of Education
E K Osborne Building
Little Bay**

Dear Sir/Madam;

Quotation for Minor Works to Retrofit Classroom Spaces for the PSU at UWI

I/We the undersigned undertake deliver the scope of work 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 material and labour described herein..

If my/our quotation is accepted, I/We undertake to deliver the works within a period of
.....days.

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 quotation 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.....

QUOTATION DOCUMENT CHECKLIST

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

- 1. Completed and signed Form of Tender.

- 2. Tax/Social Security compliance certificate

- 4. Completed and signed Bill of Quantities

- 5. Details of similar previous contract table completed

.....
Signed by Tenderer