

Ministry of Communication, Works, Energy and Labour

Pre-qualification & registration of contractors for the
maintenance of verge & drains along the minor roads of the
Montserrat Road Network.

For the Road Maintenance Programme

**MCWEL
10/3/2019**



MINISTRY OF COMMUNICATIONS, WORKS & LABOUR

P O BOX 344, BRADES, MONTSERRAT, W I

◆ Tel: (664) 491-2521/2522 ◆ Fax: (664) 491-6659 ◆ E-mail: mcw@gov.ms

October 3, 2019

NOTICE OF PRE-QUALIFICATION & REGISTRATION OF CONTACTORS FOR VERGE AND DRAIN MAINTENANCE ALONG THE MINOR ROADS

The Ministry of Communications, Works, Energy and Labour (MCWEL) announces the pre-qualification & registration of contractors interested in bidding for the verge & drain maintenance contracts on the minor roads. As part of the pre-qualification process, persons must apply to be registered as a petty contractor specifically for verge and drain maintenance on the minor roads.

Only applicants who have meet the criteria set out in this document, will be pre-qualified by the MCWEL and be placed on the “Approved List” of petty contractors specifically for verge & drain maintenance works on the minor roads. This is in accordance with article 30 of the Public Finance (Management and Accountability) (Procurement) Regulations 2019 S.R.O. 27 of 2019.

Only eligible contractors registered on the “Approved List” would be selected to bid on the minor verge & drainage cleaning contracts.

THE SCOPE OF WORKS

- To carry out verge cutting, cutting of overgrown grass and within the immediate drainage system/s and road network.
- The contractor will be required to carry out the aforementioned activities **once per Month** during the contract period.
- The contractor will also be required to carry out drain cleaning at least **once per month** over the contract period but ensure the drains are clear at all times. All drain grills and grating must always be kept clean and cleared to allow for free flow of water.

Interested Bidders may obtain further information at the following address:

Name of Office: Director of Public Works Department, (Acting)
Brades,
Montserrat

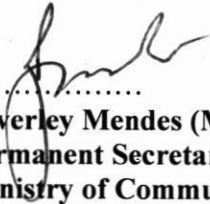
Contact Person: Mr. Rawlson Patterson
E-mail: pattersonr@gov.ms
Tel: 664-491-2521/2

The pre-qualification documents should be placed in an envelope and addressed to:

The Permanent Secretary
Ministry of Communications, Works, Energy and Labour
Brades
MSR 1110
Montserrat.

The captioned title **“Pre-Qualification for Verge & Drain cleaning minor road contracts”** should also be written on the bottom of the envelope. The envelope should bear no identity to the individual and should be received no later than 3:00 PM on **October 14, 2019**. Please ensure that no additional marks are placed on the envelope.

Yours faithfully,



.....

Beverley Mendes (Mrs.)
Permanent Secretary
Ministry of Communications, Works and Labour

Instructions to applicants

- This form is a guide for submission of information of the individuals or firms as part of the pre-qualification and the registration process for 'Verge & Drain cleaning petit contractor on minor roads.
- We highly encourage you to submit your information filled in this format provided. However, you may provide any other supporting document that you think relevant to this pre-qualification process.

Form-1: Individual or firm's Information Sheet

Information	
Individual or firm's legal name	
Individual or firm's legal address	
Individual or firm's authorized representative in employer's country (if applicable) (name, address, telephone numbers, fax numbers, e-mail address)	

Form – 2: Technical Experience of Individual or Firm

A. List of Contracts/Jobs showing experience of the individual or firm in the field of Verge & drain cleaning or similar works such as landscaping and gardening, having a minimum contract/job value of EC\$300/ Month or the equivalent, within the last 15 years:

No .	Project Name	Project Period	¹ Contract/Job Identification and Title	Name, address, email and phone, of Employer	Total Contract Amount in ECD	Brief description of the services executed by the individual or firm

***Please enter as many rows as applicable**

Qualification Criteria

The following evaluation criteria will be used to evaluate the pre-qualification document received. A minimum score of 60% will be considered a passing mark.

Criteria Description	Weight (%)
Individual/Firm information sheet	5%
Technical experience of the individual/firm with similar works	60%
Similar works valued \$300/Month or the equivalent	10%
Tools & equipment available & relevant for this type of work	25%

Individual/Firm (5%)

Provide basic information concerning the individual (s) or firm.

Technical experience of individual or firm (60%)

List of Contracts/Jobs showing experience of the individual or firm in the field of verge cutting & drain cleaning or similar works such as landscaping and gardening, successfully within the last 15 years.

Value of works completed in verge cutting & drain cleaning or similar (10%)

List the value of contracts/jobs in verge cutting & drain cleaning or similar works such as landscaping and gardening, that you or your firm has completed. The jobs must have a minimum value of \$300/month or the equivalent, within the last 15 years.

Available Tools and Equipment (25%)

The firm or individual should provide the list of relevant tools or equipment that will be made available for the execution of verge cutting & drain cleaning works.