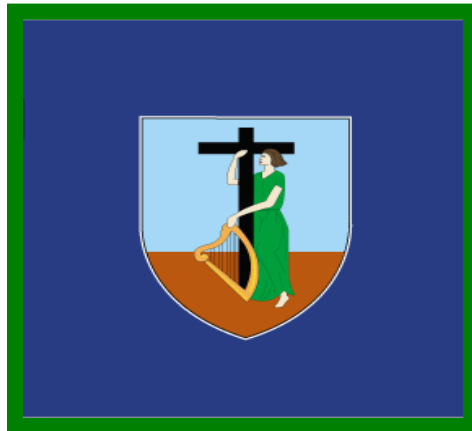


**GOVERNMENT OF MONTSERRAT**  
**Invitation to Tender (ITT)**



**Social Services Domestic House Repairs at  
Lookout**

**Ministry of Health and Social Services (MoHSS)  
Brades  
Montserrat**

**September 2023**

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## 1. INTRODUCTION

This Invitation to Tender (ITT) is supplied by the Government of Montserrat (GOM) to assist potential Bidders in the preparation and submission of Bids in connection with the **Social Services Domestic House Repairs at Lookout**.

The ITT sets out an indicative timetable for the procurement process and provides instructions for Bidders. By participating in this Tender you are indicating your acceptance to be bound by the guidelines set out in this ITT. Bidders are required to note the following:

- Bidders are to submit their Bids in accordance with the instructions set out in the remainder of this ITT.
- This document sets out the overall timetable and process for the procurement to Bidders.
- Bidders are provided with sufficient information to enable them to submit a compliant Bid.
- The Award Criteria and the Tender evaluation process that will be used to evaluate the Bids are contained within.
- The administrative arrangements for the receipt of Bids are explained.

This ITT outlines the programmatic, budgetary, functional and aesthetic requirements which will be used in order to select the entity for this project. The entity will be selected through the open competitive procurement process.

Included are the tender documents, consisting of:

- 1) Introduction
- 2) Invitation to Tender
- 3) Instructions to Bidders
- 4) Guidance Notes
- 5) Description of Works
- 6) Evaluation Criteria
- 7) Form of Tender
- 8) Respondent's Identification Details
- 9) Anti-Collusion Statement
- 10) Tender Checklist
- 11) Appendix A - Form of Contract
- 12) Appendix B - General Conditions of Contract
- 13) Appendix C - Specifications
  - Annex A - Bill of Quantities

## 2. THE INVITATION TO TENDER

This is an indicative timetable and may be subject to change.

Project Details	Deliverables
ITT for Social Services Domestic House Repairs at Lookout	Date Published on Government of Montserrat Website <a href="https://tenders.gov.ms/">https://tenders.gov.ms/</a> Monday, 11 <sup>th</sup> September 2023
Access to the ITT Suite of Documents	ITT can be downloaded from the Government of Montserrat website at <a href="https://tenders.gov.ms/">https://tenders.gov.ms/</a> Only hard copy submissions will be accepted. Please refer to Section 3
Site Visit Meeting	Thursday, 21 <sup>st</sup> September 2023 at 10:00 am (Eastern Caribbean Time) (GMT-4) Potential Bidders are asked to meet at <b>MUL Waste Plant site in Lookout</b>
Clarification deadline and contact details	Wednesday, 27 <sup>th</sup> September 2023 at 4:00pm (Eastern Caribbean Time) (GMT-4) Email: <a href="mailto:procurement@gov.ms">procurement@gov.ms</a>
ITT submission deadline	Wednesday, 04 <sup>th</sup> October 2023 no later than 12:00 midday, (Eastern Caribbean time) (GMT-4)
Tender Submission address	The Chairperson Public Procurement Board, Ministry of Finance and Economic Management, Brades Montserrat, MSR1110
Contract Commencement – this is an indicative date and may be subject to change	November 2023

## PROCUREMENT PROCESS

Potential Bidders who are interested in this opportunity are asked to submit their Bids in line with the instructions and guidance contained within this ITT.

### Process after Submission of Bids

- ✓ Public Opening by Public Procurement Board – This is usually on the same day as the submission deadline at 2.00 pm in the Human Resources Management Training Room, Upstairs HR Building, (provided that we have a quorum).
- ✓ Once the bids have been opened and information on the name of the supplier and the price of the bid is announced and recorded. The public element of the meeting is declared over.
- ✓ The bids are locked away securely.
- ✓ The bids are then passed onto the nominated evaluated team, approved by PPB.
- ✓ The evaluation can take from two (2) – six (6) weeks depending upon the number of bids received
- ✓ The evaluation team will compile a Tender evaluation report which will be presented to PPB for their consideration and decision.
- ✓ PPB will consider the report and recommendations and will make the final decision.
- ✓ The Procurement department will then send out outcome letters to all bidders via email or hard copy letter if no email address is available.
- ✓ The successful bidder will be advised to contact the Permanent Secretary to arrange a meeting to sign the contract.
- ✓ No services must commence until the contract has been signed.
- ✓ There will be ongoing performance management for each contract that will feed into project completion and closure report. The performance for each contract may be used in assessing future bid submissions.

### Evaluation Process

**Bids submissions will be evaluated based on the following ITT Evaluation stages:**

#### Stage 1

When evaluating ITT submissions received, we will check them to ensure that:

- they comply with all instructions
- they do not contain any qualifications or conditions,
- they are clear and comprehensive, and
- they are valid and complete

Submissions that are not complete will be eliminated and not considered further.

### **Stage 2**

The submissions who meet all the requirements assessed under Section 7 will now have their price submission evaluated.

If the GoM needs to clarify any points, questions will be submitted in writing to the potential Bidder via email, who will also be required to respond in writing.

### **Stage 3**

Following the outcome of Stage 2, clarification, the GoM will re-moderate the quality scores if applicable and recommend to PPB that an award be made to the organization that has achieved the maximum score.

## **3. INSTRUCTION TO BIDDERS**

Bidders should read these instructions carefully before completing the Bid and submitting a bid. Failure to comply with these requirements for completion and submission of a Bid may result in the rejection of the Bid. Bidders are advised therefore to acquaint themselves fully with all the provisions of this document.

### **Authorities**

The Authority concerned with this Tender is the Government of Montserrat. The procurement procedure will be managed in accordance with GOM's Procurement Regulations, a copy of which can be found at <https://www.gov.ms/wp-content/uploads/2021/04/SRO-No-27-of-2019-Public-Finance-Management-and-Accountability-Proc....pdf>

### **Disclaimer**

The information contained in this document is believed to be correct at the time of issue but neither GOM nor their advisors will accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. GOM reserves the right to amend or vary any area of this document during the course of the procurement.

No information contained in this ITT or in any communication made between the GoM and any potential Bidder in connection with this ITT shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this ITT. The GoM reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the GoM incur any liability in respect of this ITT or any supporting documentation.

The GoM reserves the right to cancel the tender process at any point. The GoM is not liable for any costs resulting from any cancellation of this tender process or for any other costs incurred by those tendering for this Contract.

You are deemed to understand fully the processes that the GoM is required to follow under relevant Procurement Regulations 2019.

- The GoM is not making an offer to enter into a contractual relationship by issuing tender documents.
- The GoM is under no express or implied obligation to invite or evaluate Bids from any or all of the companies who respond to this contract notice with a Bid submission.
- The issue of the tender documents does not imply any representation by the GoM as to the candidate’s financial stability, technical competence or ability in any way to carry out the services/works. We reserve the right to return to these matters as part of the evaluation process.
- The laws of Montserrat shall apply for the purposes of all proceedings relating to this procurement process and any contract awarded pursuant thereto.

Potential Bidders are requested to note that wherever in the ITT there is a reference to the proprietary name of a service or qualification, or to a specific standard, alternative services or qualifications or standards will be acceptable provided the Potential Bidders can demonstrate that the service, qualification or standard is at least equivalent in quality and specification to the named service, qualification or standard and that the alternative meets all of the GoM’s requirements to the Authorities satisfaction.

**Confidentiality**

All information provided in this document, particularly financial information, shall remain confidential between the organisation and GOM and its advisers. GOM will not share this information with any other organisations or Public Bodies without the permission of the organisation. Similarly, organisations must treat all information provided by GOM and its advisers as confidential.

Respondents are required to respect the confidentiality of the process and must not seek to gain advantage by discussing this process or any potential bid with the Press, any UK or GOM official involved in the process or the United Kingdom Foreign, Commonwealth and Development Office (FCDO). Under no circumstances should direct contact be made with anyone else regarding this process without the prior arrangement or agreement of the GOM Head of Procurement. Failure to observe this confidentiality may result in disqualification from the tender process.

All information supplied by the Contracting Authority in connection with this ITT shall be regarded as confidential except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of responses to this Invitation to Tender.

**Communication and clarification**

All communications during the procurement process must be made in writing and be sent by email to:

Name	Alfredo Landaeta
Title	Head of Procurement
Email	<a href="mailto:procurement@gov.ms">procurement@gov.ms</a>

Depending on the requirements of Bidders, GOM is willing to reconsider the stated deadlines to allow a further round of requests for clarification if required. During the procurement process it is up to bidders to check the GoM website (<https://tenders.gov.ms/>) for updates. In completing Tender submissions and/or requesting clarification, Bidders must refer back to the numbering format/section as set in the ITT.

Direct or indirect canvassing of any GoM or, public sector employee or agent by any potential Bidder concerning this requirement, or any attempt to procure information from any GoM or, public sector employee or agent concerning this ITT may result in the disqualification of the potential Bidder from consideration for this requirement.

### **Participation**

Bids must be submitted by, or on behalf of, the proposed bidder of the services/works. No change in the identity or composition of the Bidder (including the identity or composition of any partner in a consortium or of any sub-contractor to the Bidder) is permitted during the procurement process unless GOM has given its prior approval in writing.

### **Conflict of interest**

Each Bidder shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a “Conflicted Person”):

- (i) any employee of the Government of Montserrat,
- (ii) any member of the Government of Montserrat,
- (iii) any family member of any such employee, or
- (iv) any business entity controlled by or otherwise not at arm’s length to any one or more of any such employee, or family member.

Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any conflicted person in the supply of the services contemplated by this ITT.

Disclosure of any such actual or potential conflict of interest shall be made in writing with the Bidder’s response.

### **Contract Term**

The duration of the contract is dependent on the proposal awarded, accepted and agreed.

### **Contract Award**

GOM will award a contract on the basis of the award criteria detailed within Section 7 below (Evaluation of Bids) of this document.

Once GOM has reached a decision in respect of a contract award, it will notify all Bidders of that decision before entering into any contract.

Contract award is subject to the formal approval process of GOM through the Public Procurement Board. Until all necessary approvals are obtained no Contract will be entered into.

### **Ownership of Material**



Any studies, reports, designs or other material, graphic, software or otherwise, prepared by the Contractor for the Client under the Contract shall belong to and remain the property of the Client (Government of Montserrat). The contractor may retain a copy of such documents and software.

All documents submitted by Bidders in response to this ITT are to remain the property of the Government of Montserrat.

### **Limitation of Liability**

The Government of Montserrat will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to this ITT, the Bidder's participation in this ITT process or the Government of Montserrat's acts or omissions in connection with the conduct of this ITT process. This limitation applies to all possible claims by a Bidder, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Government of Montserrat of a duty of fairness or relating to a failure by the Government of Montserrat to comply with the terms set forth in this ITT.

### **Contract Requirements**

The Technical Specification details the required Service Level Agreements, Key Performance Indicators and overall GoM requirement. The Potential Bidder shall be required to confirm their ability to meet the Technical Specification through the submission of relevant details in fulfilment of the Evaluation Criteria on **Section 6**.

The Potential Bidder shall be expected to agree to the Contract Terms and Conditions prior to contract commencement.

The Potential Bidder's terms of business will not be accepted in lieu of or in addition to the Contract Conditions forming part of this ITT.

### **Tax Obligations**

If locally based, the Bidder must submit a valid Tax Compliance Certificate from Inland Revenue along with the bidding documents. In the case of a sole trader, the tax compliance certificate should be issued in that individual's name. However, where the sole trader is trading using a business name, the tax compliance certificate should be issued in the business name. In the case of a company, the tax compliance certificate should be issued in the name of the Company". It is therefore incumbent on the bidder to ensure that the tax compliance certificate is issued in the correct name. Diligent checks will be made with the Inland Revenue Department and the Financial Services Commission to verify the accuracy of certificates. Bids received with improper tax compliance certificates would be rejected.

All Services 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).

## **Submission Instructions**

Bidders should read these instructions carefully before completing and submitting a bid. Failure to comply with these requirements for completion and submission of a Bid may result in the rejection of the Bid. Bidders are advised therefore to acquaint themselves fully with all the provisions of this document.

The priced information submitted in the Form of Tender must include, (but should not be limited to cover) all the cost essential to Social Services Domestic House Repairs at Lookout.

## **SUBMITTING A TENDER (BID)**

You will need two (2) plain envelopes for the Tender submission.

You must follow these instructions. Failure to do so may result in the tender being non-compliant and not considered any further.

### **Envelope 1.** 📁

Follow the steps written below:

- a. Write the name of the Bidder (Bidder, Supplier) on this envelope.
- b. Write the name of the project and the address on the envelope as written below:

### **Invitation to Tender for Social Services Domestic House Repairs at Lookout**

The Chairperson  
Public Procurement Board  
Ministry of Finance and Economic Management  
P.O. Box 292  
Brades  
Montserrat, MSR1110

- c. Now put this envelope into another plain envelope (Envelope 2)

### **Envelope 2** 📁

Continue following the steps below:

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 Social Services Domestic House Repairs at Lookout**

The Chairperson  
Public Procurement Board  
Ministry of Finance and Economic Management  
P.O. Box 292  
Brades  
Montserrat, MSR1110

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

Failure to comply with this requirement will lead to your submission being deemed non-compliant and not considered any further.

Bids are to be delivered to the address above by **12:00 midday (Eastern Caribbean time) (GMT- 4) on Wednesday, 04<sup>th</sup> October 2023.**

Bidders will be given a receipt.

#### 4. GUIDANCE NOTES

Bidders should read these instructions carefully before completing the Bid and submitting a bid. Failure to comply with these requirements for completion and submission of a Bid may result in the rejection of the Bid. Bidders are advised therefore to acquaint themselves fully with all the provisions of this document.

1. GOM reserves the right to amend or terminate the procurement procedure or change the timings outlined in this ITT.
2. The GoM reserves the right to issue additional documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.
3. Potential Bidders must obtain for themselves at their own expense all information necessary for the preparation of their Bids.
4. Under the Contract the GoM will require compliance with its policies. Potential Bidders are advised to satisfy themselves that they understand all the requirements of the service requirements and Contract before submitting their Tender. Where additions or amendments are made to the clauses included in the Supply of Services Agreement and are issued during the tendering process they shall supplement and/or supersede previous versions
5. Any changes to the procurement timetable shall be published as an Addendum
6. The Montserrat General Conditions of Contract will be adopted for this Contract as included below. Bidders are advised to satisfy themselves that they understand all the requirements of the Contract before submitting their Tender.
7. The Bidder will be deemed to have inspected the site and be familiar with the environment and working conditions on the site.
8. Bidders are to provide all document or information requested as part of their tender submission. Bidders must obtain for themselves at their own expense all information necessary for the preparation of their Bids.
9. Bidders are responsible for repairing any damages incurred to any of the utilities during the completion of the works.
10. The successful bidder should submit details of their current insurance sufficient to satisfy the requirements for insurance given in the Conditions of the Contract and the Specification. The insurance shall jointly indemnify the Contractor.
11. Bidders must complete, sign and return Tender Submission Check List, with all the required

documents to constitute a compliant Bid. Failure to comply with this requirement will lead to bids being deemed non-compliant and failing to pass the administrative compliant stage. (Stage 1).

12. Bidders are to provide all document or information requested as part of their tender submission. Bidders must obtain for themselves at their own expense all information necessary for the preparation of their Bids.
13. Bids must be returned in line with the instructions for submitting a Tender. Late submissions will not be considered.
14. All Bids 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.
15. Bidders are not permitted to submit alternative Bids.
16. The Government of Montserrat is not bound to accept the lowest Bidder and has the right to accept and reject any tender offers.
17. Validity Period - The bids must remain valid for acceptance for a minimum of **one hundred and twenty (120)** days after the submission deadline, to allow time for evaluation, selection and any unforeseen delays. Should circumstances arise that require an extension to this period, we will seek to do this in writing.
18. Bids must be completed in the English language or a full English translation provided at no cost to the GoM.
19. Tenders must be expressed exclusively in Eastern Caribbean Dollars (XCD) excluding any taxes
20. The submission will be checked for completeness and compliance before responses are evaluated.
21. Any signatures must be made by a person who is authorised to commit the potential Bidder to the Contract.
22. This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the GoM and its advisers.
23. Where Potential Bidders believe that they are unable to deliver a tender in hard copy or require assistance or further information to be able to submit their bids, they must contact the GoM via email no later than four (4) calendar days before the Tender submission due date, to enable any technical queries to be investigated and resolved.
24. The GoM may wish to undertake a site audit on your premises, to clarify any aspect of your tender submission. Following the site visit, the GoM reserves the right to re-moderate the scores given to your submission.
25. Neither the contract nor any work to be performed under the contract or any part hereof may be assigned by the successful Bidder without the prior written consent of the Government of Montserrat. Such written consent however shall not under any circumstances relieve the successful Bidder of its liabilities and obligations under the Contract and the granting of such consent shall be within the sole and unfettered discretion of the Government of Montserrat.
26. Health and Sanitation

All local health and sanitation requirements must be met at all times. This shall include the wearing of gloves, hair coverings and aprons by staff as appropriate.

COVID 19 regulations/protocols must be adhered to.

The highest standards of sanitation must be maintained throughout the contract period.

## 26. Additional Information

### 1. **Environmental Issues**

The GoM is committed to the protection of the environment and the promotion of sustainable environmental development. Potential Bidders should note the various obligations contained within the Contract, which will ensure that the successful potential Bidder will provide the Contract in a non-detrimental manner to the environment.

### 2. **Equalities & Diversity**

The GoM is committed to providing its services in a way, which promotes equality of opportunity at every possibility. It is expected that the successful Potential Bidder will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation.

Potential Bidders should note that the successful potential Bidder would be asked to contract with the GoM to ensure that they adhere to these obligations and that the GoM will be able to monitor its compliance throughout the Contract Period. The GoM expects each Potential Bidder to state whether they would agree to be bound by such contractual obligations.

### 3. **Sub-Contracting and Consortia Arrangements**

Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor.

Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate Annex (by inserting the relevant Company/Organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement.

It is recognized that arrangements in relation to sub-contracting may be subject to future change. However, potential Bidders should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the potential Bidder to proceed with the procurement process or to provide the goods and/or services.

If the potential Bidder bidding for a requirement is a consortium, the following information must be provided:

- full details of the consortium; and
- the information sought in respect of each of the consortium's constituent members as part of a single composite response.

Potential Bidders should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements

should be provided in the annex. However, please note the GoM reserves the right to require a successful consortium to form a single legal entity.

The GoM recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Bidders should therefore respond in the light of the arrangements as currently envisaged. Potential Bidders are reminded that any future proposed change in relation to consortia must be notified to the GoM so that it can make a further assessment by applying the selection criteria to the new information provided.

#### **4. Sustainability**

The GoM has a statutory requirement to ensure compliance with a number of corporate considerations when providing its services either directly or via a third party. Consequently, the GoM is looking for a commitment within Bids to assist the GoM in the following duties: Health and Wellbeing; Our Local Economy; Smarter Travel Environmental Issues

Potential Bidders should note that the successful Potential Bidder would be asked to contract with the GoM to ensure that they adhere to these obligations and that the GoM will be able to monitor its compliance throughout the Contract Period. The GoM expects each Potential Bidder to state whether they would agree to be bound by such contractual obligations.

#### **5. Developing the Local Economy**

The sustainable development goal places an obligation on Government of Montserrat to consider how what is being procured will improve the economic, social and environmental well-being of our local area.

#### **6. Bidder Performance**

The selected Bidder may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Bidder and the Government of Montserrat. The Government of Montserrat may also conduct periodic reviews/assessments of any selected Bidder, taking into consideration, in addition to specific work related to the project undertaken by the Bidder, ongoing Bidder staff qualifications, experience, training, and staff changes. Any evaluation/assessment will be shared with the Bidder, with the goal of immediate and permanent resolution where concerns have been raised. The Government of Montserrat reserves the right to remove from the roster any selected Bidder who has been qualified by this ITT process by way of written notice if, in the sole discretion of the Government of Montserrat, based on any on-going or specific evaluation or assessment of the Bidder or its performance of any work, it is deemed to be in the Government of Montserrat's best interests.

#### **7. Payments and Deposits**

Invoices will be paid within twenty-eight (28) days from the approval date of the invoice.

#### **8. Insurance and Workers Compensation**

##### **Mandatory Eligibility Requirements**

As a mandatory eligibility requirement for response to this ITT: The successful Bidder shall carry at all times during the performance of the work Professional Indemnity Insurance not less than one hundred and forty-five thousand dollars (EC\$145,000).

### Responsibilities of Successful Bidder

- (a) The successful Bidder shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Government of Montserrat with a certificate of insurance for all policies. Such policies will include a statement that the coverage shall not be terminated without a prior thirty (30) day written notice to the Government of Montserrat (if applicable)
- (b) The successful Bidder or their insurer will notify the Government of Montserrat at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the successful Bidder to the Government of Montserrat. (if applicable)

## 9. Indemnification

The successful Bidder agrees to indemnify and save harmless the Government of Montserrat, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the successful Bidder functions arising from this contract except to the extent of the Government of Montserrat's gross negligence.

At no time will the Government of Montserrat be responsible for any injury sustained by the successful Bidder, their employees or any person on the Government of Montserrat's premises, nor will the Government of Montserrat be responsible for any loss, including loss of profits or damage caused to the goods of the successful Bidder, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Government of Montserrat's premises or site.

The Government of Montserrat shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Bidder arising out of or in any way related to this ITT or subsequent contract.

## 5. SCOPE OF WORKS

- i. Interior and Exterior replacement and repairs to a single storey, two Bedroom domestic dwelling house in Lookout
- ii. Application of works as specified in the Bill of Quantities

## 6. EVALUATION CRITERIA

The following evaluation criteria will be used to evaluate Bids received in response to this Invitation to Tender. 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. Subsequent to passing the Administrative Compliance, **bids will be evaluated over a total of 100 marks and bidders must achieve a minimum score of 65% of the total quality score to be considered for award of contract.**



EVALUATION CRITERIA	WEIGHTED SCORE marks
Administrative Compliance (See Sections	PASS/FAIL
<i>The technical and cost criteria will be evaluated over a total of 100 marks Bidders are required to achieve at least a minimum of 65% of the technical score to qualify for consideration for contract award.</i>	
<b>Technical Assessment</b>	
Method Statement	35
Bidder's Experience	30
<b>Financial Assessment</b>	
Cost Proposal	35
	<b>100 marks</b>

Bids that fail to meet the above qualifying score will be rejected and not considered for award of contract.

#### 6.1 Administrative Compliance (PASS/FAIL)

Bidders must submit all the documents requested in the Tender Checklist:

- Completed and signed **Form of Tender** (including the commencement and completion time)
- A valid Tax Compliance Certificate must accompany the submission.
- Method Statement
- Completed and signed Respondent's Identification details
- Completed and signed Anti-Collusion Certificate
- Details of previous experience (to include the completed **Table 1**)
- Completed Bill of Quantities

This is a **PASS/FAIL** criterion. If all the above requirements are fulfilled, then the Bidder would move onto the next stage of the evaluation. If any of the above-mentioned items are not submitted, then the Tender would be deemed non-compliant and rejected.

#### 6.2 Method Statement (35 marks)

Time is a key element to the success of this project as many factors are dependent on the timely completion. Tenderers must submit a detailed, realistic and attainable representation of the Time required to complete the entire project. In addition, Tenderers are required to fully complete a Method Statement, showing daily and weekly milestones to complete the project in a timely manner.



The percentage for this criterion will be calculated proportionately in comparison to other information submitted by other tenderers.

**6.3 Bidders Experience (30 marks)**

Prospective bidders need to provide details of at least two (2) previous contracts completed within the past seven (7) years of a similar nature to the scope of works of this tender with a value of a minimum \$20,000.00 for material and labour and a minimum value of \$8,000 for labour only. These details should include but are not limited to the following; the entity or person for which the work was completed, contact information for the entity or person, the value of the works, the location of the works. In addition, the prospective bidders can submit award letters for works in lieu of the above-mentioned information. The percentage for this criterion will be calculated proportionately in comparison to other submissions from bidders.

**Table 1**

<b>Start Date or Date of Award</b>	<b>Description of Works</b>	<b>Name of Client</b>	<b>Price of Contract</b>	<b>Date Completed</b>

**6.4 Cost Proposal (35 marks)**

Bidders must complete the Form of Tender and the Bill of Quantities and return them with their tender submission. The tender price is a significant factor and the Government of Montserrat will seek to ensure that the works are undertaken 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. However, there are other factors as listed in the criterion description for evaluation and these will be considered proportionately.

The Government of Montserrat will investigate Bids which it regards as abnormally low. Following investigation, if the tender is determined to be abnormally low it will be rejected. The investigation may consider the bid value in relation to internal estimates. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from Bidders using the formula below.

For example, if the price element is worth 35%:

(A)=Lowest Price

(B) =Higher Price X 35%

$$A = \frac{10000}{}$$

$$B = 14000 \times 35\% = B's \text{ score is } 25\%$$

## 7. FORM OF TENDER

The Chairperson  
Public Procurement Board  
Ministry of Finance and Economic Management  
Brades  
Montserrat, MSR1110

Dear Sir/Madam

**Re: “Tender for Social Services Domestic House Repairs at Lookout”**

I/We the undersigned undertake to construct and complete the above Works in accordance with the General Conditions of Contract, Specifications for the sum of:

EC\$ .....

(words).....

If my/our tender is accepted, I/We undertake to commence the Works within ..... **day/s** of receiving the official award letter and complete the works within ..... **days** from the date of receipt by me/us of the official order.

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 **one hundred and twenty (120) days** from the date of submission of this Tender.

Name.....

Signed.....

Name of firm (If Registered) .....

Address.....

Tel. nr..... Fax nr.....

Email.....

Date.....

## 8. RESPONDENT'S IDENTIFICATION DETAILS FORM

A		PERSONAL INFORMATION	
BUSINESS NAME:.....REGISTRATION NUMBER:.....			
BUSINESS ADDRESS:..... .....			
CONTACT PERSON:.....POSITION:.....			
TELEPHONE NUMBER(S):.....WEBSITE:.....			
EMAIL ADDRESS: .....			
B		QUESTIONNAIRE	
1	Your entity operates as which one of the following?	<input checked="" type="checkbox"/>	<b>Tick the applicable response</b>
		<input type="checkbox"/>	Sole Proprietorship
2	How many years has your entity been in operation?	<input type="checkbox"/>	Partnership
		<input type="checkbox"/>	Limited Liability
3	Number of Employees within your entity?	<input type="checkbox"/>	Others
		<input type="checkbox"/>	(0-1)
4	How many similar contracts has your entity successfully completed in the last seven (7) years?	<input type="checkbox"/>	(1-3)
		<input type="checkbox"/>	(3-5)
5	What is the highest sum of any of the contracts completed in the last seven (7) years?	<input type="checkbox"/>	(5-10)
		<input type="checkbox"/>	(10 & Over
6	Has your entity failed to complete a contract for a public or private entity?	<input type="checkbox"/>	(1-5)
		<input type="checkbox"/>	(6-10)
7	How many similar contracts has your entity successfully completed in the last seven (7) years?	<input type="checkbox"/>	(11-15)
		<input type="checkbox"/>	(16 & Over)
8	What is the highest sum of any of the contracts completed in the last seven (7) years?	<input type="checkbox"/>	(1-3)
		<input type="checkbox"/>	(4-6)
9	Has your entity failed to complete a contract for a public or private entity?	<input type="checkbox"/>	(7-9)
		<input type="checkbox"/>	(10 & Over)
10	What is the highest sum of any of the contracts completed in the last seven (7) years?	<input type="checkbox"/>	(50-100)K
		<input type="checkbox"/>	(101-200)K
11	Has your entity failed to complete a contract for a public or private entity?	<input type="checkbox"/>	(201-400)K
		<input type="checkbox"/>	Over 400K
12	Has your entity failed to complete a contract for a public or private entity?	<input type="checkbox"/>	YES
		<input type="checkbox"/>	NO
C		SIGNATURE	
I hereby certify that the information outlined in this document is true and accurate to the best of my knowledge and belief. I understand that any false statement may result in a denial of a contract and possible debarment from future prospects.			
..... (Signature of Business Representative)			
..... Date		Business Name/Stamp	

9.

# GOVERNMENT OF MONTSERRAT

## TENDER SUBMISSION ANTI-COLLUSION CERTIFICATE

I/WE CERTIFY THAT THIS TENDER IS MADE IN GOOD FAITH, AND THAT WE HAVE NOT FIXED OR ADJUSTED THE AMOUNT OF THE TENDER BY OR UNDER OR IN ACCORDANCE WITH ANY AGREEMENT OR ARRANGEMENT WITH ANY OTHER PERSON. I/WE ALSO CERTIFY THAT WE HAVE NOT AND I/WE UNDERTAKE THAT WE WILL NOT BEFORE THE AWARD OF ANY CONTRACT FOR THE WORK:

DISCLOSE THE TENDER PRICE OR ANY OTHER FIGURES OR OTHER INFORMATION IN CONNECTION WITH THE TENDER TO ANY OTHER PARTY (INCLUDING ANY OTHER COMPANY OR PART OF A COMPANY FORMING PART OF A GROUP OF COMPANIES OF WHICH I AM/WE ARE A PART OF) NOR TO ANY SUB-CONTRACTOR (WHETHER NOMINATED OR DOMESTIC) NOR SUPPLIER (WHETHER NOMINATED OR DOMESTIC) OR ANY OTHER PERSON TO WHOM SUCH DISCLOSURE COULD HAVE THE EFFECT OF PREVENTING OR RESTRICTING FULL COMPETITION IN THIS TENDERING EXERCISE

ENTER INTO ANY AGREEMENT OR ARRANGEMENT WITH ANY PERSON THAT THEY SHALL REFRAIN FROM TENDERING, THAT THEY SHALL WITHDRAW ANY TENDER ONCE OFFERED OR VARY THE AMOUNT OF ANY TENDER TO BE SUBMITTED OR OTHERWISE COLLUDE WITH ANY PERSON WITH THE INTENT OF PREVENTING OR RESTRICTING FULL COMPETITION

PAY, GIVE OR OFFER PAY OR GIVE ANY SUM OF MONEY OR OTHER VALUABLE CONSIDERATION DIRECTLY OR INDIRECTLY TO ANY PERSON FOR DOING OR HAVING DONE OR CAUSING OR HAVING CAUSED TO BE DONE IN RELATION TO ANOTHER TENDER OR PROPOSED TENDER FOR THE WORK ANY ACT OR THING OF THE SORT DESCRIBED AT I), II) OR III) ABOVE.

I/WE FURTHER DECLARE THAT I/WE HAVE NO KNOWLEDGE EITHER OF ANY SUM QUOTED OR OF ANY OTHER PARTICULARS OF ANY OTHER TENDER FOR THIS CONTRACT BY ANY OTHER PARTY.

I/WE FURTHER CERTIFY THAT THE PRINCIPLES DESCRIBED ABOVE HAVE BEEN, OR WILL BE, BROUGHT TO THE ATTENTION OF ALL SUB-CONTRACTORS, SUPPLIERS AND ASSOCIATED COMPANIES PROVIDING SERVICES OR MATERIALS CONNECTED WITH THE TENDER AND ANY CONTRACT ENTERED INTO WITH SUCH SUB-CONTRACTORS, SUPPLIERS OR ASSOCIATED COMPANIES WILL BE MADE ON THE BASIS OF COMPLIANCE WITH THE ABOVE PRINCIPLES BY ALL PARTIES.

I/WE ACKNOWLEDGE THAT ANY BREACH OF THE FOREGOING PROVISIONS SHALL LEAD AUTOMATICALLY TO THIS TENDER BEING DISQUALIFIED AND MAY LEAD TO CRIMINAL OR CIVIL PROCEEDINGS. THE GOVERNMENT OF MONTSERRAT SHALL TREAT ANY TENDER RECEIVED IN CONFIDENCE BUT RESERVES THE RIGHT TO MAKE THE SAME AVAILABLE TO ANY OTHER FUNDING ORGANISATION OR STATUTORY REGULATORY AUTHORITY EITHER HAVING JURISDICTION OVER THE WORKS OR WHO MAY NOW OR AT ANY TIME IN THE FUTURE HAVE STATUTORY POWER TO REQUIRE DISCLOSURE OF THIS TENDER.

IN THIS CERTIFICATE, THE WORD 'PERSON' INCLUDES ANY PERSONS AND ANY BODY OR ASSOCIATION, INCORPORATED OR UNINCORPORATED; ANY AGREEMENT OR ARRANGEMENT INCLUDES ANY TRANSACTIONS, FORMAL OR INFORMAL AND WHETHER LEGALLY BINDING OR NOT; AND 'THE WORK' MEANS THE WORK IN RELATION TO WHICH THIS TENDER IS MADE.

SIGNATURE..... IN CAPACITY OF .....

DATE.....2023

DULY AUTHORISED TO SIGN TENDERS AND ACKNOWLEDGE THE CONTENTS OF THE ANTI-COLLUSION CERTIFICATE FOR AND ON BEHALF OF:

NAME OF FIRM.....

FULL POSTAL ADDRESS.....

TELEPHONE NO..... FAX No .....

## 10. TENDER CHECKLIST

**Project Title: Tender for Social Services Domestic House Repairs at Lookout**

**Date advertised:** Monday, 11<sup>th</sup> September 2023

**Site Visit:** Thursday, 21<sup>st</sup> September 2023 at 10:00 am

**Clarification Deadline:** Wednesday, 27<sup>th</sup> September 2023

**Tender Deadline Date:** Wednesday, 04<sup>th</sup> October 2023

**Tender Deadline Time:** 12:00 midday Eastern Caribbean time, (GMT – 4)

Below are the following documents that 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 will result in the bid being considered non-compliant and rejected.

The below documents should be presented with their bid to ensure that their bid is valid.

- Signed Form of Tender (**Including time for completion**)
- Valid Tax Compliance Certificate
- Completed and Signed Anti-Collusion Statement
- Completed and Signed Respondent’s Identification Details (Section 8)
- Details of Contractor Experience
- Completed Bill of Quantities (Annex A)
- Method Statement

.....  
Signed on behalf of Contractor

.....  
Date

**11. Appendix A - Form of Contract Agreement**

**AGREEMENT**

**Between**

**GOVERNMENT OF MONTSERRAT**

**And**

.....

1. This Agreement is made the ..... day of.....**2023** between the **GOVERNMENT OF MONTSERRAT** having its headquarters at Government Headquarters, Brades, Montserrat acting herein and represented by **Camille Thomas-Gerald**, Permanent Secretary, Ministry of Health and Social Services (hereinafter referred to as “**GOM**”) of the one part and ..... whose address is ..... acting herein and represented by .....(hereinafter referred to as the “**Contractor**”) of the other part.

The Employer is desirous that certain infrastructure works should be carried along the main road between Salem and Look out region and has been accepted by the contractor for the sum of ..... (**EC\$**.....) are the amount to carry out the works according to the schedule and other documents which comprised the Contract document.

2. This Agreement shall take effect from the..... and subject to prior termination as provided by this agreement shall continue for a period of ..... months.

3. In this Agreement:

a) “Agreement” means these General terms and Conditions in Schedule 1 together with the Specification drawings, Signed Form of Tender, Priced Bill of Quantities, Specifications, Contract Drawings, Tender circular, Addenda in Schedule 4 and any document incorporated into this agreement by reference;

b) “**Contractor**” includes the **Contractor**, and his/its employees;

c) “deliverables” includes specifications, drawings and any component element of the Works;

d) “Engineer” means a duly authorized representative of GOM who is also qualified and trained as a Civil Engineer. The Engineer or where a project manager is appointed for a particular project is responsible for total contract management and shall determine and enact measures to mitigate any risks to the project. The Engineer will hold direct communication with the Contractor and the Contractor shall adhere to such instructions given by the Engineer in the same way as if they were given by the Contract Administrator.

e) “Works” means the works to be executed in accordance with this agreement as described in the Specification drawings.

4. The **Contractor** is an independent contractor and shall not be considered in any respect as being an employee of **GOM**.

5. The **Contractor** shall supply its Montserrat Social Security number and verify the accuracy of the number as entered on all documentation connected with this agreement, and shall provide to **GOM** evidence of good standing with and observance of the requirements of the Social Security Board.

6. The representative of **GOM** for the administration of this agreement is the Permanent Secretary, Ministry of Communications and Works (hereinafter referred to as the Administrator). The Administrator shall have final authority for acceptance of the **Contractor’s** performance, and if satisfactory shall initiate the process for approval of payment to the **Contractor**. No payment shall be made without such approval.

7. The **Contractor** shall provide the deliverables specified in column 1 of Schedule 2, within the timelines set out in Column 2 of Schedule 2, in return for the fees set out in column 3 of Schedule 2, under the Terms and Conditions outlined in Schedule 1.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date herein first mentioned.

BY

BY

\_\_\_\_\_  
**Camille Thomas-Gerald**  
Permanent Secretary, Ministry of  
Health and Social Services

\_\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS



**SCHEDULE 1****Terms and Conditions**

- I. **GOM** may at any time by a written notice modify the deliverables described in Schedule 2 and promptly upon receipt of such modification the **Contractor** shall within seven (7) days either advise that the change will not affect its costs or cause a delay in providing the deliverables, or furnish a breakdown of estimated changes in costs or delay in the deliverables attributable thereto. Upon receipt of the breakdown by **GOM** any changes necessary to the other terms and conditions of the agreement shall promptly be negotiated by the parties and incorporated in an amendment to this contract. The **Contractor's** failure to advise of any such changes or delays shall constitute the **Contractor's** consent to the modification without adjustment to the other terms and conditions of this agreement.
- II. As full consideration for the services performed by the **CONTRACTOR** under the terms of this agreement the **GOM** will pay the fees as outlined in Schedule 2, payable against original invoices delivered to the **GOM** at its headquarters by the **CONTRACTOR**, provided that **GOM** may give notice of its intention not to pay such fee where:
  - a. The **CONTRACTOR** has failed to carry out services/provide the deliverables, or has defectively carried out services/provided deliverables required by this Agreement to be carried out and has not remedied such failure or defect within a reasonable time;
  - b. The **CONTRACTOR**, 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 Agreement; and upon giving such notice the **GOM** may withhold payment accordingly.
- III. The **GOM** shall have the right, at its expense, to have a representative of the **GOM** inspect such records and invoices of the **CONTRACTOR** as are necessary to verify the **CONTRACTOR's** performance and all expenses submitted pursuant to this Agreement and the **CONTRACTOR** shall make such records and invoices available for inspection during normal business hours at the **GOM** Headquarters.
- IV. All records related to this Agreement at any time in the possession of the **CONTRACTOR** shall be retained for a period of one (1) year after the termination of this Agreement. Records relating to any claim arising out of the performance of this Agreement, or costs and expenses of this Agreement to which exception has been taken by the **GOM**, shall be retained by the **CONTRACTOR** until the claim has been resolved.
- V. The **CONTRACTOR** shall not remove any material, goods or equipment purchased by the **GOM** and furnished to the **CONTRACTOR** to facilitate the performance of its obligations under this contract without the prior written consent of the Administrator.
- VI. The **CONTRACTOR** shall not at any time during or after the term of this Agreement divulge or allow to be divulged to any person any information which comes into its possession by virtue of its performance of this Agreement, which relates to the business and affairs of the **GOM** except upon authorization by the **GOM**. The **CONTRACTOR** shall not seek to acquire any such information outside of the performance of its/his duties under this Agreement.
- VII. (a) The **Contractor** shall not assign or sub-contract any of its rights or duties under this Agreement without the prior written consent of the **GOM**, such consent not to be unreasonably withheld.
  - (b) The **Contractor** retains full and complete responsibility for every aspect of the Works and deliverables including any aspect which might be sub-contracted or assigned to another person under clause VII (a), including the duty to ensure that any such part of the Works or deliverables are completed in a good and workmanlike manner, with sound materials and in conformity in all respects with the drawings, elevations and specifications and at all times and in every respect in compliance with the Building Codes of Montserrat and all the applicable laws.

- (c) The **Contractor** shall respond to any reasonable query from GOM regarding the quality and quantity of materials procured by him/it for use in the Works and deliverables and shall provide **GOM** with satisfactory evidence of his/its compliance with the agreed specifications periodically/monthly/quarterly during the construction of the Works and within Seven days of completion.
- (d) The **Contractor** shall procure and supply all materials required and described in the priced Bill of Quantities, specifications, tender circular, addenda and contract drawings and shall ensure that those materials are used in construction of the Works and provision of the deliverables.

VIII. The **Contractor** agrees to undertake and complete the **Tender for Social Services Domestic House Repairs at Lookout** and all Works described in the Specifications, drawings, the tender documents and all tender circulars and addenda.

IX. The **Contractor** and **GOM** agree that they will each have the respective obligations under this agreement as outlined in **Schedule 3**.

- (a) The **Contractor** agrees to indemnify, and keep the **GOM** indemnified, from and against any and all loss, damage, expense, liability, claim or proceedings (whether criminal or civil) suffered by **GOM's** agents, servants or third parties, including any legal fees and costs incurred, resulting from a breach of this Agreement by the **Contractor** and/or arising in connection with the performance of this agreement by the **Contractor** or arising out of or in the course of or caused by the carrying out of the Works:
  - (i) in respect of personal injury to or death of any person; or
  - (ii) in respect of any damage whatsoever to any property real or personal due to any negligence, omission and default of the Contractor.
- (b) The **Contractor** agrees to indemnify **GOM** in respect of claims from anyone suffering damage to their equipment or property, or accidents suffered by their employees, agents or third parties, resulting from the **Contractor's** actions.

X. The Contractor shall produce such evidence as GOM may reasonably require that the insurance referred to in the form of tender have been taken out and are in force from commencement of works until project completion.

XI. The Contractor shall ensure that suitable systems for controlling traffic and pedestrian movements are discussed with the Traffic Commissioner and implemented during its operations to minimize any delays to road users.

XII. (a) **GOM** will disburse each payment in respect of the deliverables only after receipt of certification issued by the Engineer that:

- (i) the respective phase of the Works or deliverable has been satisfactorily completed and complies with the drawings and building code;
  - (ii) the value of the work completed at that stage corresponds to or exceeds the sums previously disbursed.
- (b) **GOM** shall retain 5% of each payment up to a maximum of 3% of the contract sum and release the accumulated total retention to the **Contractor** at the end of the warranty period provided that all works and repairs have been executed to **GOM's** satisfaction.

XIII. The parties agree that a warranty period of 6 months is part of the agreement, during which time the Contractor bears full responsibility for the execution of maintenance of the works and any repair or correction which becomes necessary due to the failure and incorrect performance of the Contractor.

XIV. The **Contractor** shall notify **GOM** in writing of his/its completion of the Works. The Engineer shall certify the date when in his opinion, the Works have reached practical completion. This date shall be the date of commencement of the warranty period.

XV. The **Contractor** shall pay to **GOM** a penalty of 1% of the contract price a day, for every day the completion of the Works is overdue.

- XVI. The parties agree that a dispute relating to the agreement shall be determined by a Mediator. Any party may request that a Mediator be appointed. The parties shall try to agree a single Mediator by whom the matter shall be determined. The Mediator once appointed shall specify a reasonable time and date for submissions, and information by each party. The parties shall cooperate with the Mediator and with such enquiries that he/she may deem necessary. No confidential information supplied to the Mediator shall be disclosed to any third party. The Mediator may set out his/her own procedure and be entitled to award financial damages or to order the performance or prohibition of any act as he/she deems fit. In the event agreement cannot be reached clause 23 condition of contract shall apply.
- XVII. a) The **Contractor** shall receive two complete originals of this agreement.
- b) Subsequent to the commencement of the agreement, the **Contractor** shall receive a copy of all additions to and amendments to the Specifications or drawings.
- XVIII. a) If, before the date for practical completion, the **Contractor** shall make a default in any one or more of the following respects:
- (i) Without reasonable cause he/it wholly or substantially suspends the carrying out of the Works, or he/it fails to proceed regularly or diligently with the Works, or
  - (ii) He/it refuses or neglects to comply with a written notice/instruction given by the Engineer and by such refusal or neglect the works are materially and adversely affected. The Engineer may give to the **Contractor** a notice specifying the default or defaults.
- (b) If the Contractor continues with the default for 14 days from the issue of the notice under the agreement GOM may by a further notice to the Contractor terminate this agreement. Such termination shall take effect on the date of receipt of such further notice.
- (c) **GOM** shall not issue a notice of termination unreasonably or vexatiously.
- (d) The Engineer shall determine the amount due to the **Contractor** which shall include loss, damage or expenses incurred by **GOM** as a direct consequence of the termination. A final payment certificate will be prepared by the Engineer.
- (e) If, before the date of practical completion, the carrying out of the whole or substantially the whole of the uncompleted works is suspended by reason of one or more of the events stated below for a period of three months or more;
- (i) Force majeure, or
  - (ii) The Engineer's instruction
- The **Contractor** or **GOM** may upon expiry of the period of the suspension give notice to the other party that unless suspension is terminated within 7 days after the receipt of such notice, **GOM** shall pay to the **Contractor** the total value of the Works properly executed at the date of termination of this agreement, such value ascertained in accordance with the conditions as if the agreement had not been terminated.
- (f) A party shall not issue a notice of termination unreasonably or vexatiously.
- XIX. The Engineer may issue instructions on behalf of **GOM**, with regard to the postponement of any or all the Works to be executed under this contract.
- XX. 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 Agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this Agreement. No waiver of any default or non-performance by any party shall be considered a waiver of any subsequent default or non-performance.
- XXI. This Agreement supersedes any prior Agreement 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.
- XXII. This Agreement shall be governed by the laws of Montserrat in every particular and shall be deemed to be made in Montserrat.

XXIII. (a) 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 Agreement impossible whereupon all money due under this Agreement shall be paid immediately.

(b) A party that is delayed in meeting or that fails to perform its obligation under this Agreement because of Force Majeure, shall have no liability to the other for such delay or failure to perform. Both parties shall use reasonable endeavours to mitigate as far as possible, the effects of the Force Majeure event.

(c) If one party is prevented from or delayed in performing its obligations under this agreement as a result of Force Majeure, the other party shall be released to the equivalent extent from its obligation in relation to that particular Force Majeure event.

XXIV. The provisions relating to confidentiality, indemnities and limitation of liability shall survive any completion, rescission, expiration or termination of this agreement. In addition, all rights and restrictions relating to any perpetual licenses and all payment terms relating to any outstanding payments shall survive.

XXV. Any notice or other document required to be given under this agreement or any communication between the parties with respect to any of the provisions of this Agreement shall be in writing and may be sent by electronic mail to the correct email 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.

(a) A notice shall be delivered as follows:

(i) if to **GOM**, to:

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

(ii) if to the **Contractor**, to:

Address: .....

Email: .....

(iii) In proving the giving of a notice, it shall be sufficient to prove respectively that the notice was left at the relevant party's address or that the envelope containing the notice was properly addressed and dispatched or dispatch of any electronic transmission used was confirmed.

**SCHEDULE 2**

The Contractor will provide the services/deliverables described in Column 1 within the timelines indicated in Column 2 in return for the fees in Column 3:

Services/Deliverables	Timelines	Fees

**SCHEDULE 3**

Obligations of each party under this agreement

Contractor’s obligations	GOM’s obligations

**SCHEDULE 4**

**List all documents making up the contract**

Other documents forming part of the Tender document include:

1. Specification
2. GoM General Condition of Contract
3. Drawings

12. **Appendix B - General Conditions of Contract**

**GOVERNMENT OF MONTSERRAT**  
**(PUBLIC WORKS DEPARTMENT)**

**GENERAL CONDITIONS**

**OF**

**CONTRACT**

## **GENERAL CONDITIONS**

### **1 Definitions**

- a) The “Contract” means these General Conditions together with the Specification drawings and includes the contract agreement
- b) The “Employer” means the Government of Montserrat
- c) The “Engineer” means a duly authorized representative of the Employer
- d) The “Contractor” means the company appointed to carry out the works
- e) The “Colony” means the colony of Montserrat
- f) The “Site” means the lands and/or other places on under or through which Works are to be carried out
- g) The “Works” means the works to be executed in accordance with this Contract as described in the Specification
- h) The “Language” of the Contract shall be English
- i) The “Law” applicable to the Contract, shall be the Laws of Montserrat

### **2 Contract Document - Priority**

- 1) Contract Agreement
- 2) The Drawings
- 3) Specifications
- 4) Conditions of Contract
- 5) Any other document forming part of the Contract

### **3 Extent of Contract**

The Contract comprises of the construction and completion of all Works described in the Specifications, Drawings and Bill of Quantities and to supply all necessary labour, plant and temporary works to complete the described works together with such materials as are required by the Specifications.

### **4 Power to Vary or Omit**

- a) The Employer reserves the right to vary from time to time during the progress of the works, the Specifications or Drawings and shall in writing, notify the Contractor of such variation. If the instructions are given orally, they shall, within two days be confirmed in writing by the Engineer, in the event of any such variation involving an alteration in the cost, or in the period required for completion an agreed revision of contract price and/or time of completion may be made, any such alterations should be deemed part of the Contract.
- b) No variation, alteration or addition to the work indicated in the Specification and/or Drawing shall be made unless the written instruction of the employer has been obtained.

### **5 Assignment of Contract**

- 1) The Contractor shall remain responsible to the Employer for workmanship and manner of workmanship defaults and neglects of any sub-contractor or agent or workman employed by him.

### **6 Supply Materials**

- 1) The Contractor shall within the agreed contract price, supply such materials as required and detailed by the Specifications

### **7 Setting Out**

- 1) The Contractor shall be responsible for setting out of the work.

### **8 Workmanship**



- i. The Contractor shall at all times carry out his works in accordance with the laws of the Colony.
- ii. The Employer may from time during the course of the Contract inspect any completed or part-completed work of the Contractor. If the Employer is not satisfied with such work, he in writing, inform the Contractor of his dissatisfaction.
- iii. Notwithstanding any such progress inspection by the Employer the Contractor shall at all times carry out the Contract in a workman-like manner. On completion of the works, the Contractor shall satisfy the Employer as to the quality and fitness of the work.

## **9 Removal of Debris**

The Contractor shall remove all debris caused by their work from time to time as it accumulates and shall leave the site clean on completion of the Contracted Works.

## **10 Supervision of Works and Skilled Workmen**

- a) The Contractor shall provide all necessary superintendence during the execution of the works.
- b) The Contractor shall employ in and about the execution of the Works only such persons who are carefully skilled and experienced in their several trades.
- c) The Supervising Officer may (but not unreasonably or vexatiously) issue instructions requiring the exclusion from the Works of any person employed thereon.

## **11 Contractor's Plant**

The Contractor shall provide at their own cost all tools, and other plant necessary for the purpose of carrying out the specified Work in an organized and expeditious manner.

## **12 Payment Fees**

The Contractor shall be responsible for the payment of all fees necessary for the completion of the Contract required by a Statutory Authority within or without the Colony.

## **13 Safety**

- a) The Contractor is responsible for the safety of all persons employed by him.
- b) He shall in no way carry out any work that could be seen to endanger the life of any of his employees or of any member of the general public, including any other employee of the employer.

## **14 Injury to or death of a person**

The Contractor shall be liable for and shall, indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at Common Law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the Works.

## **15 Damage to Property**

The Contractor shall be liable for and indemnify the Employer against any expense, liability, loss, claim or proceedings in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of or in the course of or by reason of the carrying out of the Works and is due to any negligence, omission and default of the Contractor is responsible.

## **16 Evidence of Insurance**

The Contractor shall produce such evidence as the Employer may reasonably require that the insurance referred to herein have been taken out and are in force at all material times.

## **17 Traffic Control**

Due to the nature of the Works it will be the responsibility of the Contractor to ensure that a system of traffic control is in operation, including no vehicular access, if necessary.

## **18 Payment to the Contractor**

Payment to the Contractor will be made after the issue of an Engineer's certificate based on the amount of work completed to date. A retention of 5% will be held from the value of each certificate up to a



maximum of 3% of the contract sum. Such retention money will be released at the end of the warranty period provided that all works and repairs have been executed to the satisfaction of the employer.

## **19 Warranty Period**

A warranty period of 12 months is part of the Contract agreement, during which time the Contractor bears the full responsibility for the execution of maintenance of the works and any repair or correction which might become necessary due to the failure and incorrect performance of the Contractor.

## **20 Handing Over Completed Works**

The Contractor shall notify the Employer in writing of his completion of the contracted Works. Said work shall be subject to the satisfaction of the employer and the statutory body having jurisdiction that all the works is completed and in good order. The Supervising Officer shall certify the date when in his opinion, the works have reached practical completion. This date shall be the date of commencement of the warranty period.

## **21 Failure to Meet Completion Date**

Should the contractor fail to complete the contracted works within the agreed time he shall be subject to a fine of 1% of the contract price a day, for every day the completion is overdue.

## **22 Matters not Contained in the Contract**

Any matter not explicitly provided for within this Contract shall be in the matter of a separate agreement between the Employer and Contractor. Any such agreement shall be part of his Contract.

## **23 Matter of Disagreement**

If a dispute arises under this Contract, the parties agree that they would first exhaust the provisions outlined in sections 46, 47 and 48 of the Public Finance (Management and Accountability) Procurement regulations 2012. If the parties fail to come to an amicable resolution through the provisions outlined above, 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.

## **24 Contracts Documents**

- a) The Contractor shall receive two complete copies of Contract Documents
- b) Subsequent to the commencement of the Contract, the Contractor shall receive a copy of all additions to and amendments to the Specifications or drawings.

## **25 DETERMINATION OF THE CONTRACT**

### **1) Default by the Contractor**

If, before the date for practical completion, the Contractor shall make a default in any one or more of the following respects:

- a) Without reasonable cause he wholly or substantially suspends the carrying out of the works, or
- b) He fails to proceed regularly or diligently with the works, or
- c) He refuses or neglects to comply with a written instruction given by the Engineer and by such refusal or neglect the works are materially affected

The Engineer may give to the Contractor a notice specifying the default or defaults.

If the Contractor continues with the default for 14 days from the issue of the notice under the contract, the Employer may by a further notice to the Contractor determine the employment of the Contractor under this Contract. Such determination shall take effect on the date of receipt of such further notice.

A notice of determination shall not be given unreasonably or vexatiously.

### **2) Consequences of determination under clause 25 .i.**

The Engineer shall determine the amount due to the Contractor which shall include loss, damage or expenses incurred by the Employer as a direct consequence of the determination. A final payment certificate will be prepared accordingly.

2) Determination by the Contractor or Employer:

If, before the date of practical completion, the carrying out of the whole or substantially the whole of the uncompleted works is suspended by reason of one or more of the events stated below for a period of three months or more:

- a) Force majeure, or
- b) The Engineer’s instruction

Then the Contractor or the Employer may upon expiry of the period of the suspension gives notice to the other that unless suspension is terminated within 7 days after the receipt of such notice, the Employer shall pay to the Contractor, the total value of the work properly executed at the date of determination of the employment of the Contractor, such value ascertained in accordance with the conditions as if the employment of the Contractor had not been determined

A notice of determination shall not be given unreasonably or vexatiously.

**26 SUSPENSION OF THE UNCOMPLETED WORKS**

a) The Engineer may issue instructions in regard the postponement of any or all of the works to be executed under this contract.

**27 CONTRACTOR PERFORMANCE REPORT**

a) It is a requirement of the Client for the Engineer to assess the performance of the Contractor upon completion of the agreed works. The assessment will be based on the following criteria;

- i.The project deliverables achieved,
- ii.Organization & management of works,
- iii.Quality of work provided,
- iv.Health & Safety plan implementation,
- v.Management of Finances & budget,
- vi.Technical performance & adherence to specifications,
- vii.Completion time and scheduling.

b) The assessment has an overall maximum score of 1 and the following are the ratings that can be achieved;

- 1.00 – 0.75 = Very Good Performance
- 0.74 – 0.50 = Good Performance
- 0.49 – 0.25 = Poor Performance
- 0.24 – 0.10 = Very Poor Performance

c) If the Contractor has attained an overall score less than 0.50 at the end of the contract performance reporting period, the Contractor will be subjected to sanctions by procuring entities. However, before sanctions are imposed, the Contractor will be afforded the opportunity to discuss the scoring with the Procuring Entity.

d) Once a contractor has attained a first score of less than 0.50 which indicated poor performance, he/she will be sanctioned and is allowed to bid on projects that has an estimated value EC\$50,000 or less. This sanction will be implemented for 12 months.

e) If the Contractor has a second score on another project less than 0.50, the Contractor will be suspended from being eligible to bid on any project regardless of the value. This suspension and sanctions will run for 1 year.

f) After a 1-year suspension or sanction, the Contractor will be allowed to bid only on contracts valued at EC\$ 50,000 or less. If on this occasion the Contractor’s score is 0.75 or greater only then will he be allowed to bid on contracts valued above EC\$50,000. If his score is less than 0.75 but is equal to or greater than 0.5, he will only be allowed to bid contracts valued at \$50,000 or less until he can achieve a higher score.

## 13 Appendix C - Specifications

### **Government of Montserrat Public Works Department**

#### **Specifications *of* Labour and Materials *for***

#### **TENDER FOR SOCIAL SERVICES DOMESTIC HOUSE REPAIRS AT LOOKOUT**

#### **CONTENTS**

Section

- 1 General Items

## SECTION 1 — GENERAL ITEMS

### 1.1 SITE SERVICES

Any arrangements that the Contractor enters into regarding the provision of electricity, water and other services shall be the sole responsibility of the Contractor. The Contractor shall take all reasonable care to ensure that water is not wasted. The Contractor shall be liable for all charges arising from such arrangements

### 1.2 SITE POSSESSION

The contractor is responsible for obtaining permission to enter private lands.

#### 1.3.1 PLANT HIRE

The contractor shall be responsible for payment of all plant hire charges from PWD or others for plant the contractor uses on this project. The Employer shall not be responsible for delays or costs attributable to the delivery, performance or workmanship of plant or equipment under hire from PWD. The Contractor shall be responsible for the actions of any plant on hire and shall provide adequate instruction and supervision of drivers, plant, and machines.

### 1.4 DISRUPTION

The Contractor is responsible for arranging the Works to minimize disruption to, local residents and commercial activities in the vicinity of the site. Full and sufficient precautions to ensure the safety of all traffic through and around the work site and of traffic that is diverted by the Works shall be taken at all times, such measures to be approved by the PWD Engineer. Signs shall be erected and maintained on the Site and at prescribed points on the approaches to the Site for the direction and control of traffic. The sizes of all such signs and the lettering and wording thereon shall be approved before erection. Construction and excavations shall be signed posted and, during periods of darkness lighted.

In the event of the operation of single-way traffic becoming necessary on any particular length of the Works or on the approaches to the Works, through traffic routes shall be maintained by providing a width of at least 3m for single-way traffic. Manually “Stop/Go” signal shall be used and be of an approved colour and type.

The Contractor is obliged to seek the approval of the Engineer before occupying any area of the site for the storage of materials, plant or equipment or welfare facilities.

### 1.5 UTILITY COMPANY SERVICES

The Contractor shall be responsible for contacting the utility companies to arrange for location of their plant at the site. The Contractor shall also notify the companies of any excavation in the vicinity of their plant and give sufficient notice to allow them to attend on site if required.

The contractor shall locate all buried plant in the vicinity of any area of excavation and mark the position clearly on site. The Contractor shall locate buried service within any area of excavation by hand digging before mechanical excavation is used.

The Contractor shall be deemed to be in control of all plant hired to him and shall be responsible for its actions. Should any utility company equipment be damaged by the Contractor or plant hired to him, the Contractor shall be responsible for paying any charges or costs associated with its repair. The Contractor shall also allow free and unhindered access to utility company employees carrying out any such repair work.

#### 1.6.1 INSURANCE

The Contractor is required to obtain contractors all risk insurance to cover at least public liability and damage to property and persons. The Contractor shall be required to prove that he has such insurance and that the sums insured are sufficient for the works in hand prior to commencement of the works. The Contractor shall ensure that the insurance remains valid throughout the period of the works and that any premiums due are paid. The Engineer may request proof of insurance at any time during the works.