GOVERNMENT PROCUREMENT SERVICES
MONTSERRAT

Standard Request for Quotation Document
Procurement of Non-Consulting Services

Government Procurement Services
Government of Montserrat

Issued: July 2026

Ministry of Agriculture, Lands, Housing, Environment Youth Affairs and Sports

Brades, Montserrat

Date: July 31st, 2026

Ref No: MALHE-PROC-2026-02

To: All Prospective Tenderers

SUBJECT: Request for Quotations - ABATTOIR COMMERCIAL CHILLER & FREEZER SYSTEM REPLACEMENT

Dear Sir/Madam,

The Government of Montserrat, represented by the Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports, requests your quotation for the complete decommissioning, removal, supply, installation, and commissioning of new commercial chiller and freezer equipment at the Public Abattoir, financed entirely by Government's capital funds.

Detailed specifications, site walkthrough procedures, clarification instructions, evaluation criteria, and contract conditions are set out in the attached Request for Quotations (RFQ) package.

Completed quotations must be submitted no later than **Wednesday, September 2 2026 at 12:00 PM AST** in accordance with the submission instructions provided in Section 1 - RFQ Instructions of the attached document.

Yours faithfully,

Daphne Cassell

Permanent Secretary

Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Request for Quotation for the Decommissioning, Removal, Supply, Installation, and Commissioning of New Commercial Chiller and Freezer Equipment at the Government Abattoir

Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports Government of Montserrat

Issued: July 31st, 2026

Reference Number: *MALHEYAS-PROC-2026-02*

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

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Section 1: RFQ Instructions

General

1. Participation

Participation is open to all tenderers.

Tenderers are required to meet the eligibility and qualification criteria listed in Section 2 Evaluation and Qualification Criteria

2. Supplier Code of Conduct

Tenderers must comply with the Government of Montserrat's Code of Conduct for Suppliers and are required to confirm their acceptance of the code in their quotation.

Tenderers and suppliers who engage in prohibited practices, as defined in the Public Procurement Act 2025, may be prosecuted under criminal laws and may be debarred from participation in future procurement processes.

3. Conflict of Interest

A quotation shall be rejected where the tenderer is found to have a conflict of interest that cannot be remedied, materially impairs fair competition, hinders the tenderer's ability to perform the contract or otherwise prejudices the legitimate interests of the procuring entity.

Conflict of interest situations include, but are not limited to:

- the tenderer or its affiliates were involved in preparing the specifications or other documents used for this procurement;
- the tenderer or any of its key staff have a close business or family relationship with staff of GOM who are or will be involved in any aspect of the procurement process or management of the contract;
- the tenderer controls or is under common control with another tenderer or is in a position to influence the quotation of another tenderer.

Tenderers must disclose any actual or potential conflict of interest in the Quotation Form. A tenderer may seek confirmation of whether a conflict of interest exists by contacting GOM at the email address given in clause 5.

4. Sanctions

Participation in this procurement procedure and performance of any resulting contract shall be subject to full compliance with all applicable sanctions, restrictive measures and trade prohibitions having legal effect in Montserrat.

For the purposes of this procurement, applicable sanctions include, without limitation, sanctions adopted by the United Kingdom pursuant to the Sanctions and Anti-Money Laundering Act 2018 and extended to Montserrat as a British Overseas Territory by Order in Council, as amended from time to time. Further information can be viewed at https://www.gov.uk/government/publications/the-uk-sanctions-list.

A tenderer shall be excluded from participation in this procurement procedure where the tenderer, or any of the following persons or entities is subject to restrictive measures or designated under any applicable sanctions' regime:

- owners or beneficial owners;
- directors or officers;
- persons having powers of representation, decision or control;
- subcontractors or key personnel.

Exclusion shall also apply where the tenderer is owned or controlled, directly or indirectly, by a designated person or entity who is subject to sanctions.

Quotations involving goods, works or services the supply, provision, transfer, export, import or performance of which is prohibited under any applicable sanctions' regime shall be rejected.

Request for Quotations Document

5. Clarification of RFQ Document

A prospective tenderer requiring any clarification of the RFQ document shall contact the Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports in writing via email at MalheyasProcurement@gov.ms and **CC**: Vetunit@gov.ms, no later than **Wednesday, August 26 2026.**

- The deadline for receipt of clarification requests from tenderers is **Wednesday, August 26 2026 at 4:00 PM AST**.
- The Procuring Entity will respond in writing to all prospective tenderers simultaneously (without identifying the source of inquiry) no later than **Friday, August 28 2026 at 4:00 PM AST**.

6. Pre-Tender Meeting and/or Site Visit

Official site visits will be conducted at the Public Abattoir facility during the designated time slots listed below to allow prospective tenderers to inspect the non-functional equipment, physical dimensions, and workspace layout prior to submitting a quotation:

- **Monday, August 10, 2026:** 9:00 AM – 11:00 AM AST
- **Thursday, August 13, 2026:** 1:00 PM – 3:00 PM AST
- **Monday, August 17, 2026:** 12:00 PM – 3:00 PM AST
- **Thursday, August 20, 2026:** 9:00 AM – 11:00 AM AST

Any site visits that cannot be conducted during these pre-scheduled times must be arranged strictly by email appointment within the two-week window (**August 10 to August 21, 2026**). All appointment requests must be directed to the technical lead below:

- **Contact Person:** Dr. Ronnette Bowen or other authorized Officer, as assigned
- **Post Title:** Chief Veterinary Officer, Veterinary and Livestock Unit
- **Email Address:** MalheyasProcurement@gov.ms and CC: Vetunit@gov.ms

Preparation and Submission of Quotations

7. Content of Quotations

Tenderers must include the following documents as part of their quotation:

- Quotation Form
- Quotation Checklist
- Tenderer Information Form
- Valid Tax Compliance Certificate or equivalent
- Certificate of Incorporation or equivalent
- Supplier Code of Conduct
- Labour Compliance Declaration
- Technical Quote
- Proposed Key Personnel
- Personnel Data Sheet (PDS)
- **An Informational Preventative Maintenance Schedule** (Unpriced) *(For GOM internal operational planning only; non-evaluated)*
- Price Activity Schedule

The quotation must be prepared in English, using the forms provided in Section 5 Quotation Forms.

Tenderers shall bear all costs relating to the preparation and submission of their quotations.

8. Prices

Quotations must be priced in East Caribbean Dollars (XCD).

Prices must be quoted for all the services in the Activity Schedule using the relevant forms in Section 5.

9. Validity

All quotations must be valid for ninety (90) days from the date of the quotation submission deadline. During this validity period, tenderers must maintain their original quotation, including prices, without any modification or withdrawal.

10. Signing of Quotations

The quotation must be signed by a person duly authorised to sign on behalf of the tenderer. The name and position of the person signing must be stated on the Quotation Form.

The tenderer must sign at least the Quotation Form, Price Activity Schedule and all document required for submission under the Technical Quote. Failure to sign these documents may result in rejection of the quotation.

11. Submission of Quotations

11. Submission of Quotations

Quotations may be either submitted in hard copy to the the Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports Headquarters in Brades, Montserrat or uploaded electronically via https://mytenders.co.uk/.

Where a quotation is submitted in hard copy, the inner envelope must be marked as follows:

To: Chairperson, Departmental Procurement Committee

Ministry of Agriculture, Housing, Lands, Environment, Youth Affairs and Sports

Brades, Montserrat

Name of Tenderer: [Insert Supplier Name]

Address of Tenderer: [Insert Supplier Address]

Reference Number: MALHEYAS-PROC-2026-02

The outer envelope must be marked as follows:

To: Chairperson, Departmental Procurement Committee

Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports

Reference Number: MALHEYAS-PROC-2026-02

DO NOT OPEN BEFORE: September 2, 2026, at 2:00 PM AST

12. Quotation Deadline

Quotations must be received by GOM no later than:

Date: **Wednesday, September 2, 2026**

Time: **1*2:00 PM AST***

All quotations received after the deadline will be rejected.

Evaluation of Quotations

13. Evaluation of Quotations

Quotations will be evaluated in three stages, applying the criteria listed in Section 2 Evaluation and Qualification Criteria to determine a successful tender that meets GOM's needs:

- a preliminary examination to determine whether quotations are substantially responsive to the requirements of this RFQ document, have been properly signed and are generally in order and whether tenderers meet the eligibility and qualification criteria listed in Section 2 Evaluation and Qualification Criteria;

- a technical evaluation to determine whether quotations meet the technical requirements of this RFQ document without material deviation; and
- a financial evaluation to compare prices.

Quotations which are not substantially responsive may be rejected at any stage of the evaluation.

14. Substantial Responsiveness

A quotation is considered to be substantially responsive if it conforms to all the terms, conditions and specifications of the RFQ document without material deviation or reservations.

A material deviation is one which would detrimentally affect the scope, quality or performance of the services or would change the Service Provider's risk and responsibilities under the contract.

A quotation may still be considered substantially responsive if it contains:

- minor deviations that do not materially differ from the characteristics, terms, conditions and other requirements of this RFQ document; or
- errors or oversights that can be corrected without touching on the substance of the quotation.

15. Confidentiality

Information relating to the evaluation of quotations shall not be disclosed to tenderers or any other persons not officially involved with the procurement process until the notification of intention to award in accordance with clause 19 or contract signature in accordance with clause 21.

Any tenderer who attempts to obtain confidential information or to influence the evaluation process will have its quotation rejected and may be debarred from participating in future procurement processes.

16. Clarification of Quotations

GOM may request a tenderer to clarify its quotation or provide further information during the evaluation process. Any such request and the response must be in writing.

A tenderer's clarification response shall not change the substance or price of the quotation, except to confirm the correction of arithmetic errors in accordance with clause 17.

If a tenderer does not respond to a request for clarification by the date requested, its quotation may be rejected.

17. Correction of Arithmetical Errors

GOM will correct arithmetical errors discovered during the evaluation process as follows:

- if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless there is an obvious misplacement of the decimal point in the unit price; in which case, the line-item total as quoted shall govern and the unit price shall be corrected;

- if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

GOM will notify the tenderer of any corrections. Where a tenderer does not accept the correction of arithmetical errors, its quotation will be rejected.

18. Right to Accept or Reject Quotations

GOM has the right to accept or reject any quotation or to cancel this RFQ procedure at any time prior to contract award.

No negotiations shall take place with respect to any quotation.

Contract Award

19. Notification of Intention to Award and Standstill Period

Where the contract price is XCD $100,000 or above, following identification of the lowest priced quotation that meets GOM's needs, GOM will issue a notice of intention to award to all tenderers who submitted quotations. The notice will include details of the successful quotation, including the proposed contract price. For unsuccessful tenderers, the notice will provide a brief explanation of why their quotation was unsuccessful.

Following the issue of the notice of intention to award, a ten-day standstill period will be imposed during which no contract will be awarded. The notice will state the end date of the standstill period.

20. Debriefing and Right to Challenge

Any tenderer may request a debriefing on why its quotation was unsuccessful by contacting GOM at the address given on the request for quotations letter.

Where a debriefing is requested by the date indicated in the notice of intention to award, GOM will provide the debriefing, in writing, before the end of the standstill period.

Any tenderer has the right to submit a challenge if it has suffered, or may suffer, loss or injury due to a decision, action, breach of duty or non-compliance with the Public Procurement Act 2025 by a procuring entity.

Any challenge must be submitted, in writing, using the standard form available from https://tenders.gov.ms/. The challenge must be submitted to the accounting officer of the procuring entity, with a copy to the Head of Government Procurement Services. The challenge must be submitted within five (5) days of the issue of notification of intention to award or of when the tenderer became aware of the circumstances for the challenge.

The Accounting Officer will issue a written decision within fourteen (14) days of receipt of the challenge. Where the Accounting Officer does not issue a decision or the tenderer is not satisfied

with the decision, the tenderer may submit an appeal to the Independent Adjudicator, through the Head of Government Procurement Services.

A decision to cancel the RFQ procedure or reject all quotations, in accordance with clause 18, may not be challenged.

21. Contract Signature

Following the expiry of the standstill period, if applicable, and confirmation that no challenge has been submitted, GOM will issue a contract to the successful tenderer.

The type of contract and applicable terms and conditions will be as shown in Section 4 of this RFQ document.

GOM will publish a contract award notice on https://tenders.gov.ms/ for all contracts with a value greater than XCD $100,000.

Section 2: Evaluation and Qualification Criteria

This section contains all the criteria that will be used to evaluate quotations and determine the successful quotation that meets GOM's needs.

Preliminary Examination: Substantial Responsiveness

The following criteria will be applied to determine whether quotations are substantially responsive to the requirements of this RFQ document, have been properly signed and are generally in order. **Any quotation which is not substantially responsive will be rejected.**

Criteria	Document or Information Required
Quotation is in English	All documents in English
Quotation signed by authorised person	Quotation Form, Price Activity Schedule and all documents required for submission under the Technical Quote. Name and position of person signing stated in Quotation Form.
Quotation contains all key documents including: • Quotation Form • Quotation Checklist • Tenderer Information Form • Valid Tax Compliance Certificate or equivalent • Certificate of Incorporation or equivalent • Supplier Code of Conduct • Labour Compliance Declaration • Technical Quote • Price Activity Schedule • **Informational Preventative Maintenance Schedule** *(Unpriced) (For GOM internal operational planning only; non-evaluated)* • Proposed Key Personnel • Personnel Data Sheets (PDS)	All documents listed are included. Signed copies of correctly worded Supplier Code of Conduct and Labour Compliance Declaration received. Note that the absence of a correctly completed and signed Quotation Form, Technical Quote or Price Activity Schedule will result in the rejection of the quotation. Other missing documents or information may normally be obtained through a clarification request.
Correct quotation validity period	Correctly worded declaration in Quotation Form
Tenderer accepts terms and conditions of RFQ document	Correctly worded declaration in Quotation Form
Quote priced in XCD	Correct currency in Quotation Form and Price Activity Schedule

Preliminary Examination: Eligibility

The following criteria will be applied to determine whether tenderers are eligible. **Any tenderer who is not eligible will be rejected.**

Eligibility Criteria	Document or Information Required
Tenderer has the legal capacity to enter into a contract.	Tenderer Information Form with attached documents or supplier registration details
Tenderer is not insolvent, in receivership, bankrupt or being wound up; Tenderer's activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer; Tenderer is not the subject of legal proceedings for any of the matters above.	Declaration in Quotation Form
Tenderer has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security and other contributions of its employees. 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	Declaration in Quotation Form Valid Tax Compliance Certificate or equivalent
Tenderer, its owners and beneficial owners, directors or officers have not been convicted of a criminal offence related to professional conduct or a prohibited practice within the last three years before the quotation deadline.	Declaration in Quotation Form
Tenderer, its owners and beneficial owners, directors or officers have not been debarred from participating in procurement by the Public Procurement Board in Montserrat	Declaration in Quotation Form
Tenderer, including: • owners and beneficial owners; • directors or officers; • persons having powers of representation, decision or control; and • subcontractors or key personnel;	Declaration in Quotation Form

are not subject to applicable sanctions, as listed at https://www.fscmontserrat.org/sanctions/ or https://www.gov.uk/government/publications/the-uk-sanctions-list.	

Preliminary Examination: Qualifications

Quotations will undergo a preliminary pass/fail examination to verify eligibility, mandatory qualifications, and administrative responsiveness prior to detailed technical scoring.

1. Mandatory Minimum Qualifications:

- **Corporate Experience:** Tenderers must provide verified proof that the firm has been actively operating in commercial refrigeration, cold-chain supply, or industrial HVAC installation for at least six (6) years.
- **Key Personnel Requirements:** Tenderers must submit completed Key Personnel Forms and Data Sheets for the following staff:
    - **Lead Refrigeration Engineer:** Holds a Master HVAC/R certification (or equivalent qualification) with a minimum of six (6) years of industrial HVAC/R experience.
    - **Electrical Technician:** Holds a Licensed Wireman or Certified Industrial Electrician license (or equivalent) with a minimum of five (5) years of commercial controls experience.

Any Tenderer which does not meet the minimum qualification requirements will be rejected.

2. Mandatory Technical Responsiveness (Electrical Compatibility):

- All proposed equipment must be specified at 60 Hz operating frequency (230V single-phase or 400V/230V three-phase AC). Bids offering 50 Hz machinery or failing to declare voltage/frequency parameters will be deemed non-responsive and rejected.

Technical Evaluation (40% Total Score)

Quotations will be evaluated using the Quality and Cost-Based Selection (QCBS) method with a weighted score ratio of **40% Technical / 60% Financial**.

Technical proposals will be evaluated first. Tenderers must achieve a minimum technical qualification threshold of **28%** (representing 70% of the maximum 40% technical weight) to be considered technically responsive. **Financial Proposals will only be evaluated for tenderers who achieve 28% or higher in the Technical Evaluation**.

The 40% technical weight is distributed across the following sub-criteria:

No	Technical Criteria	Document or Information Required	Allocated Score (%)
1	**Technical Compliance & Equipment Specifications**	Supply and delivery of two (2) brand-new commercial cooling systems (one (1) Chiller System and one (1) Freezer System) engineered to fit the specified chamber dimensions of **Length 167 inches x Width 90 1/4 inches x Height 131 1/4 inches**. Tenderers must submit manufacturer technical datasheets, brand-new unit factory quality certifications, verified electrical supply compatibility (230V single-phase or 400V/230V three-phase at 60 Hz AC), and verified operational capability to achieve and maintain target holding temperatures (**Chiller: 0°C to 4°C; Freezer: -18°C or lower**).	**15%**
2	**Method Statement & Safety Plan**	Step-by-step methodology for safe gas recovery, environmental dismantling of old split systems, equipment transport, electrical panel integration, and sanitation controls within an active public abattoir.	**10%**
3	**Key Personnel & Corporate Experience**	Verified proof of key personnel qualifications and experience, comprising a Lead Refrigeration Engineer (minimum six (6) years of experience with a Master HVAC/R certification or an equivalent qualification) and an Electrical Technician (minimum five (5) years of experience as a Licensed Wireman or equivalent recognized license).	**10%**
4	**Equipment Warranty & After-Sales Technical Support**	Submission of manufacturer warranty coverage (minimum 12 months) and proof of local/regional emergency response capability.	**5%**
	TOTAL TECHNICAL SCORE	**Minimum Technical Qualification Threshold = 28%**	**40%**

Financial Evaluation (60% Total Score)

Financial Proposals of technically qualified tenderers (those achieving **28%** or higher in the technical evaluation) will be evaluated. A maximum weight of **60%** is allocated to the Financial Evaluation. Financial scores will be calculated objectively using the following formula:

$$Financial\ Score\ (\%) = \frac{Lowest\ Price\ Quoted\ Among\ Responsive\ Bids}{Tenders's\ Quoted\ Price}\ \text{X}\ 60\%$$

- The technically qualified tenderer offering the lowest total evaluated lump-sum price will receive the maximum financial score of **60%**.
- Other technically qualified tenderers will receive a financial score calculated proportionally based on their price relative to the lowest evaluated bid.

Total Combined Score & Contract Award

The final score for each technically qualified quotation will be calculated by combining the Technical Score (%) and the Financial Score (%):

$$Total\ Score\ (\%) = Technical\ Score\ (\%) + Financial\ Score\ (\%)$$

The contract will be awarded to the responsive and qualified tenderer achieving the **highest Total Combined Score (out of 100%).**

Section 3: Schedule of Requirements

Scope of Services

This Request for Quotations (RFQ) is for the complete procurement and replacement of the commercial cooling infrastructure at the Government Abattoir. **Bidders are explicitly notified that the existing chiller and freezer equipment is non-functional.** This contract does not involve the repair, patching, or refurbishment of old machinery. Bidders are required to execute the following definitive tasks:

1. **Complete Decommissioning and Removal:** Safely isolate, pump down, recover refrigerants in accordance with environmental standards, disconnect, and remove the existing non-functional internal evaporator units and external condenser units for both the Chiller and Freezer systems. The removed equipment shall be safely transported and neatly deposited at the designated Abattoir Laydown Area as directed on-site by the Chief Veterinary Officer or other authorized Officer.
2. **Supply of New Commercial Chiller System:** Procure and supply completely new, factory-certified commercial cooling units, compressor assemblies, controls, and associated hardware engineered perfectly to fit the specified dimensions of the active Chiller room provided below.
3. **Supply of New Commercial Freezer System:** Procure and supply completely new, factory-certified commercial freezing units, compressor assemblies, controls, and associated hardware engineered perfectly to fit the specified dimensions of the Freezer room provided below.
4. **Installation of New Systems:** Mount, pipe, wire, and fully install the brand-new Chiller and Freezer systems, utilizing new commercial-grade copper lines, insulation, and hardware configurations.
5. **System Commissioning:** Conduct pressure testing, vacuum pull-downs, electrical optimization, and full operational commissioning to stabilize both rooms at their designated institutional meat-safe holding temperatures. Chiller must hold steadily between 0°C to 4°C and the Freezer must maintain -18°C or lower.

Core Equipment Dimensional Specifications

Bidders must base their technical engineering designs, thermal insulation evaluations, and component installation quotes strictly on the following physical dimensions provided below:

Asset Type	Length	Width	Height	Current Condition
Commercial Chiller System	167 inches	90 ¼ inches	131 ¼ inches	Non-Functional
Commercial Freezer System	*167 inches*	*90 ¼ inches*	131 ¼ inches	Non-Functional
Electrical supply: Preferred supply compatibility is 230V 2 wire (L, N+E), 60Hz for single-phase or 400/230V (L1, L2, L3, N+E), 60Hz for three-phase. ***Tenderer must state the quoted voltage, phase and frequency.***				

Electrical Supply & Voltage Compatibility

All supplied chiller and freezer condensing units, evaporators, digital controllers, and auxiliary components must be fully compatible with Montserrat's electrical supply standard:

- **Single-Phase Supply**: 230V AC, 2-wire (Line + Neutral + Earth), 60 Hz; or
- **Three-Phase Supply:** 400V/230V AC, 4-wire (L1, L2, L3 + Neutral + Earth), 60 Hz.

Mandatory Submission Requirement: Tenderers must explicitly state the exact operating voltage, phase configuration, and frequency (Hz) of all quoted equipment in their technical datasheets.

Quotations specifying 50 Hz equipment will be deemed non-responsive and rejected.

Required Key Personnel Table

The following are the **minimum personnel required** to deliver the contract, taking into account the nature and scope of the contract. Tenderers are required to complete the personnel forms in Section 5 (Key Personnel form and Personnel Data Sheets) to demonstrate how they meet these requirements.

Service Provider's Key Personnel

Item No	Position	Minimum Academic/Professional Qualifications	Minimum Years of Experience
1	*Lead Refrigeration Engineer*	*A master HVAC/R certification or an equivalent qualification*	*6 Years in Industrial Systems*
2	Electrical Technician	*Licensed Wireman or equivalent recognized electrical qualification*	5 Years in Commercial Controls

Warranty & Product Support

The Supplier warrants that all supplied commercial chiller and freezer equipment, compressor assemblies, digital controls, and associated hardware are brand-new, unused, and fully compliant with the specifications in the Supplier's accepted quotation.

The warranty shall remain valid for a period of no less than **twelve (12) months** commencing from the date of formal commissioning and final acceptance sign-off by GOM.

Upon written notification of any defect, refrigerant leak, or mechanical/electrical failure by GOM during the warranty period, the Supplier shall adhere to the following service levels:

1. **Acknowledgment & Virtual Diagnostics:** Formally acknowledge receipt of the notification and initiate remote technical diagnostics within **one (1) working day**.
2. **Remedial Action & Parts Dispatch:** Dispatch required replacement parts and/or mobilize a qualified technician to the Montserrat Abattoir facility within **seven (7) working days** of defect confirmation.
3. **Extended Repairs:** Where replacement parts must be specialized or custom-manufactured overseas, the Supplier shall provide a binding delivery schedule not to exceed **fourteen (14) calendar days**, keeping GOM continuously updated on freight tracking.

If, having been notified, the Supplier fails to acknowledge or initiate remedial action within the specified timeframes, GOM reserves the right to engage an independent technician to effect emergency repairs at the Supplier's expense.

Informational Preventative Maintenance Schedule (Unpriced)

To assist the Ministry with long-term facility planning, asset management, and future technical staffing/recruitment, tenderers are required to submit a recommended **Routine Preventative Maintenance Schedule / Plan** alongside their quotation.

This schedule shall outline recommended daily, monthly, quarterly, and annual maintenance tasks, routine filter/refrigerant checks, and recommended spare parts inventories for both the Chiller and Freezer systems.

Important Note to Tenderers:

This maintenance schedule is requested **strictly for GOM's internal operational reference and administrative planning**. It must **NOT** be priced, will **NOT** form part of the supply and installation contract price, and will **NOT** be evaluated or scored as part of the award criteria.

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Section 4: Contract Agreement

MALHEYAS-PROC-2026-02

This Contract Agreement is made on the _____ day of _____, 2026 between the Government of Montserrat, represented by the Ministry of Agriculture, Lands Housing, Environment, Youth Affairs and Sports, of Brades, Montserrat (hereinafter referred to as "GOM") and _____ of _____ (hereinafter referred to as "the Service Provider"), each a party and together the parties.

WHEREAS GOM has a need for the complete decommissioning, removal of existing dilapidated cooling equipment, and the supply, installation and commissioning of new commercial chiller and freezer systems and associated hardware at the Public Abattoir, and the Service Provider has offered to complete the Services.

NOW, THEREFORE the parties agree as follows:

1. The Service Provider agrees to perform the services and to remedy any deficiencies therein in accordance with the provisions of the Contract.
2. GOM agrees to pay the Service Provider the Contract Price of or such other sum as may become payable under the provisions of the Contract, at the times and in the manner specified in the Contract.
3. The following documents shall be deemed to form and be read and construed as part of this Contract, in the following order of precedence:
    - Contract Agreement
    - Conditions of Contract
    - Schedule of Requirements
    - Quotation Form
    - Tenderer Information Form
    - Price Activity Schedule

IN WITNESS WHEREOF, the parties have executed this Contract on the date indicated above.

For GOM:	**For the Service Provider**
Signature:	Signature:
Name:	Name:
Position:	Position:

Conditions of Contract

1. Definitions

In this Contract:

"Price Activity Schedule" means the priced and completed Activity Schedule comprising the supply, delivery and completion of the goods, materials and services to perform the Services by the Service Provider.

"Contract" means the agreement entered between the Employer and the Service Provider and all documents forming part of the Contract as listed in the Contract Agreement.

"Contract Price" means the fixed lumpsum amount accepted by the Employer and indicated in the Notice of Acceptance or the Contract Agreement.

"Completion Period" means the agreed time within which the Service Provider shall complete all the Services, as defined in the Schedule of Requirements.

"Day" means calendar day.

"Drawings" means any drawings relating to the delivery of the Services, as included in the Contract, and issued by the Employer for the execution of the Contract.

"Employer" means GOM, represented by the Procuring Entity named in the Contract Agreement, who employs the Service Provider to carry out the Services.

"Employer's Personnel" means all staff, labour and other employees of the Employer engaged in fulfilling the Employer's obligations under the Contract; and any other personnel identified as Employer's Personnel, by a notice from the Employer to the Service Provider.

"Equipment" is the Service Provider's tools, machineries, and equipment brought temporarily to the Site to deliver the Services.

"In writing" or "written" means hand-written, type-written, printed or electronically made, and resulting in a permanent record.

"Key Personnel" means a member of the Service Provider's Personnel whose CV was taken into account during the technical evaluation of the Service Provider's tender;

"Language" means the language of the Contract which is English.

"Law" means the laws in Montserrat.

"Month" means calendar month.

"Notice" means any notice given by one party to the other, which shall be in writing and may be deemed received within 24 hours if delivered by email or within 72 hours if delivered by post or in person.

"Service Provider " means the party whose tender to carry out the Services is accepted by the Employer, as named in the Contract Agreement.

"Services" means what the Contract requires the Service Provider to supply, deliver and/or perform to the satisfaction of the Employer.

"Specifications" means the performance specifications of the Services included in the Contract, and any additions and modifications to the specifications in accordance with the Contract.

"Site" means: the Government of Montserrat Public Abattoir Compound, Brades, Montserrat.

"Start Date" means the start date of the Contract which shall be no later than 14 days following contract signing.

2. Confidentiality

The Employer and the Service Provider shall keep confidential all documents, data or other information provided by the other party in connection with the Contract, whether provided directly or indirectly and before, during or following completion or termination of the Contract. Each party shall be responsible for using the information solely for the purposes of the Contract, within the Law and in accordance with any written agreement by the parties.

3. Force Majeure

Neither party shall be considered to be in breach of its obligations under the Contract if the performance of such obligations is prevented by any circumstances of force majeure.

"Force majeure" means an event or situation beyond the control of either party that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of either party. Such events may include, but not be limited to, natural disasters, wars, revolutions, terrorism, civil or industrial disturbances, acts of government, epidemics, quarantine restrictions, and freight embargoes.

Promptly after the occurrence of any force majeure situation, the affected party shall give notice in writing to the other party, giving details of the cause, the probable duration and the likely effect.

Unless otherwise directed by Employer or its representative, the Service Provider shall continue to perform its obligations under the Contract, as far as is reasonably practical, and shall seek all reasonable alternative means for performance of its obligations.

4. Obligations of the Employer

The Employer shall provide all information and assistance reasonably required by the Service Provider to execute the Contract, including but not limited to assistance with obtaining any necessary permits or import licences relating to materials or equipment necessary to complete the Services.

The Employer shall give possession of the Site to the Service Provider, within 14 days from contract signing.

The Employer shall pay the Service Provider any amount reasonably incurred as a loss by the Service Provider, if caused by an event beyond the control of the Service Provider, and such

event is confirmed attributable to either the Employer, its representative or employee. This shall always be agreed in writing by the parties.

The Employer may extend the Completion Period for a specified number of days, or suspend the performance of the Services, as agreed in writing, for a reasonable cause except for “force majeure”.

The Employer may issue an amendment to the Contract in writing with prior consultation with the Service Provider.

5. Obligations of the Service Provider

The Service Provider shall execute the Contract with due care, efficiency and diligence in accordance with the best professional practice, the highest quality standards and the provisions of this Contract. The Service Provider shall respect and abide by all laws and regulations in force in Montserrat and shall ensure that its staff also respect and abide by all such laws and regulations.

The Service Provider, including any of its staff, shall not engage in prohibited practices, as defined in the Public Procurement Act 2025, and shall comply with the Government of Montserrat’s Code of Conduct for Suppliers, available at https://tenders.gov.ms/.

The Service Provider shall comply with the Montserrat Labour Code, 2012 and subsidiary regulations.

The Service Provider shall perform the Services from the Start Date and complete them within the Completion Period in accordance with the Schedule of Requirements.

The Service Provider shall allow the Employer’s Personnel to inspect the Site and any place where work is being carried out or is intended to be carried out under the Contract. The Service Provider shall carry out all instructions issued by the Employer’s Personnel and comply with the Law.

The Service Provider shall keep and shall make all reasonable efforts to cause its employees or agents to keep, accurate and systematic accounts and records in respect of the Services, The Service shall permit these accounts or records to be audited by the Employer.

6. Insurance

From the start date until the completion of the Services, the Service Provider carries the risks of personal injury, death, and loss of or damage to property (including, without limitation, to the Equipment).

The Service Provider shall provide after the start date an all-risk insurance cover in the joint names of the Employer and the Service Provider, from the start date to the date of completion of Services for the risks the Service Provider shall carry. This insurance shall not be less than one hundred fifty percent (150%) of the Contract Price with a maximum deductible of 10% of the amount of cover.

7. Payment

Payments shall be structured strictly against verified performance milestones:

- **40%** upon complete delivery of all new commercial cooling and freezing units, condenser/evaporator sub-assemblies, and certified associated installation hardware to the abattoir site.
- **40%** upon successful mechanical installation, mounting, electrical panel hookup, and structural sealing of both new units within their respective spaces.
- **20%** upon successful operational commissioning, achievement of required holding temperatures (**Chiller: 0°C to 4°C**; **Freezer: -18°C or lower**), and formal technical sign-off by the Ministry's inspector.

In case the Employer delays payment, the Service Provider shall be paid interest for each day of delay, beyond thirty (30) calendar days of the sign-off of the respective milestone and receipt of a correct Tax Invoice, the Service Provider shall be paid interest for each day of delay at the prevailing commercial borrowing rate published by the Bank of Montserrat.

Prices shall be fixed and not adjustable for the duration of the Contract.

If determined by the Employer that the Services are delayed beyond the Completion Period, the Employer shall deduct from the final milestone payments liquidated damages equal to one percent (1%) of the Contract Price for each day of delay, up to a maximum deduction of 30 days. Where the delay exceeds 30 days, the Employer reserves the right to terminate the Contract.

The Contractor shall pay taxes in Montserrat.

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

8. Termination of Contract

The Employer or the Service Provider may terminate the Contract if the other party causes a fundamental breach of the Contract.

Fundamental breaches of Contract shall include, but shall not be limited to, the following:

(a) the Service Provider stops work for 14 days when no stoppage of services has been authorised by the Employer;

(b) the Employer or the Service Provider is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;

(c) a payment submitted to the Employer is not paid to the Service Provider within 45 days of the date of the payment;

(d) the Service Provider is in default of the Contract as determined by the Employer because they wholly or partially suspend carrying out the Services without reasonable cause;

(e) if the Service Provider, in the judgment of the Employer, has engaged in prohibited practices, in competing for or in executing the Contract, then the Employer may, after giving seven (7) days written notice to the Service Provider, terminate the Contract and expel him from the Site; or

(f) the Service Provider is subject to applicable sanctions or the Service Provider has or will violate applicable sanctions through the performance of the contract.

If the Contract is terminated because of a fundamental breach by the Service Provider, the Employer shall determine the value of the services performed, less any loss to the Employer. The Service Provider shall be paid outstanding monies corresponding to the Services performed to termination, less the loss to the Employer, as determined by the Employer.

9. Identification and Correction of Defects

The Employer's representative shall inspect the installation works during execution and formally upon completion. The Employer shall notify the Service Provider of any structural or mechanical defect in writing. Upon receipt of such notice, the Service Provider shall, within one (1) working day, respond in writing confirming the immediate corrective actions to be taken. Defects must be fully rectified by the Service Provider at their own expense within three (3) calendar days of notification. If the Service Provider fails to correct the defect within the confirmed time, the Employer will apply a non-performance penalty calculated as 5% of the total contract value, deducted from any outstanding milestone payments.

10. Dispute Resolution

The parties shall use their best efforts to settle any dispute amicably.

If, after 14 Days, the parties have failed to resolve their dispute by mutual consultation, either party may request, by notice to the other party, that a mutually agreed-upon mediator be appointed in Montserrat.

The mediator, once appointed, may set out his or her own procedure and 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 or she may deem necessary. The parties shall share any costs and fees associated with the mediation equally, except for attorney fees.

No confidential information supplied to the mediator shall be disclosed to any third party.

The parties shall continue to perform their respective obligations under the Contract, during any dispute resolution procedures, unless they agree otherwise.

Section 5: Quotation Forms

Tenderers must use these forms to prepare their quotations, in accordance with clause 7 of the RFQ Instructions.

The forms contain guidance notes on completion in *[black italics]*. All guidance notes should be deleted before submission of the quotation.

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Quotation Form

Dear Sir/Madam

We, the undersigned, offer to execute the **Decommissioning, Removal, Supply, Installation, and Commissioning of New Commercial Chiller and Freezer Equipment at the Government Abattoir** to the **Ministry of Agriculture, Lands, Housing, Environment, Youth Affairs and Sports** in accordance with your RFQ document referenced **MALHEYAS-PROC-2026-02**.

We declare that:

- we accept the terms and conditions of the above referenced RFQ document;
- we accept and comply with the Government of Montserrat's Code of Conduct for Suppliers and Labour Compliance Declaration;
- we confirm that we are not subject to any applicable sanctions, are not owned or controlled by a sanctioned person or entity and will not violate any applicable sanctions when performing the contract;
- we confirm that we have no conflict of interest in relation to this procurement process; *[edit where required and disclose any actual or potential conflict of interest]*
- we, including any subcontractors, meet the eligibility criteria listed in Section 2 of the RFQ document;
- we have no subcontractors *[or]* we will use the following subcontractors; *[delete whichever statement is not applicable and add details of subcontractors and the services they will perform where relevant].* _____

The total price of our quotation is_____

_____

[insert currency and amount in figures and words].

The completion period for the services _____ *[insert number of days or weeks]* from start date.

Our quotation is valid for ninety (90) days from the date of the quotation submission deadline.

We understand that you are not bound to accept any quotation you receive.

We understand that this quotation, together with your written acceptance of it, will constitute a binding contract between us.

Signature	
Name of authorised signatory	
Position of authorised signatory	
Name of tenderer	
Date signed	

Quotation Checklist

Please include the forms in the order listed below to facilitate evaluation.

This checklist is intended to assist you to prepare and submit a compliant quotation, but does not form a material part of the quotation.

Failure to submit a correctly completed and signed Quotation Form, Technical Quote and Price Activity Schedule may result in the rejection of your quotation. Subject to the discretion of the Evaluation Panel, other missing documents or information may be obtained through a clarification request.

Name of tenderer	
Procurement reference number	MALHEYAS-PROC-2026-02

Have you completed the following forms or documents?	
• Quotation Form	☐
• Quotation Checklist (this form)	☐
• Tenderer Information Form(s) and any supporting documents	☐
• Tax Compliance Certificate or equivalent	☐
• Certificate of Incorporation or equivalent	☐
• Supplier Code of Conduct (signed and submitted on official company stationery)	☐
• Labour Compliance Declaration (signed and submitted on official company stationery)	☐
• Technical Quote and any additional technical information	☐
• Price Activity Schedule	☐
• **Informational Preventative Maintenance Schedule** *(Unpriced) (For GOM internal operational planning only; non-evaluated)*	☐
• Proposed Key Personnel	☐
• Personnel Data Sheets (PDSs)	☐
Has an authorised person signed the quotation form and other documents?	☐
Confirmation that the Technical Quote and Price Activity Schedule have been reviewed to ensure full compliance with the Schedule of Requirements in Section 3.	☐

Tenderer Information Form

For all tenderers	
Name of tenderer	
Are you registered with Government Procurement Services (GPS)? If yes, GPS registration number	Yes ☐ No ☐
Attach a valid Tax Compliance Certificate or equivalent	Attached ☐
For non-registered tenderers only	
Tenderer's legally registered address	
Website address	
Name and position of authorised representative	
Telephone number and email of authorised representative	
Legal status of tenderer (e.g. sole proprietorship, partnership, limited liability company etc)	

Year of establishment	
Company registration number (where relevant)	
For tenderers not based in Montserrat, give details of any representative in Monserrat or the region	
Attach the following documents	
• Certificate of Incorporation or equivalent	Attached ☐
• Supplier Code of Conduct	Attached ☐
• Labour Compliance Declaration	Attached ☐

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Supplier Code of Conduct

Note to Bidders: This form must be completed, signed by an authorized representative, and submitted on the Tenderer's official company letterhead

We understand that the Government of Montserrat (GOM) expects the highest standards of integrity and professionalism from suppliers, contractors, consultants, service providers, public officers and any subcontractors, agents, intermediaries or personnel involved in public procurement or the execution of government contracts.

We hereby declare that we, including any subcontractors, agents or staff, shall:

- not engage in, attempt, or abet any prohibited practices, as defined in the Public Procurement Act 2025 (including offences under Part 6 of the Penal Code (Cap. 4.02), including fraudulent, collusive, coercive or obstructive practices, whether directly or indirectly, including through third parties;
- not offer, promise, give, request, agree to receive or accept any bribe, kickback, facilitation payment, improper gift, hospitality, donation or other advantage intended to influence (or that could reasonably be perceived as influencing) any procurement decision, evaluation outcome, contract award, payment, inspection, certification or contract administration action;
- respect and abide by all laws and regulations in force in Montserrat;
- meet all applicable tax and statutory obligations and provide valid evidence where required;
- where we employ labour in connection with a contract, comply with Montserrat labour laws, including requirements relating to: prohibition of forced labour; protection of children and young persons; non-discrimination; and occupational health and safety;
- take reasonable steps to prevent harassment, bullying and unsafe working conditions for personnel engaged on the contract;
- act at all times with due care, efficiency and diligence and the highest standards of integrity and professional practice;
- disclose any actual, potential or perceived conflict of interest that arises in relation to any procurement process or contract and, where a conflict exists, comply with GOM directions to avoid, mitigate or manage it, including withdrawal where required;
- act with transparency and truthfulness when submitting and/or completing all statements, declarations, invoices, claims, certifications, and supporting documentation; and not misrepresent or conceal information;
- compete fairly and independently;
- not coordinate tenders, prices, tender rotation, market allocation or any other collusive arrangement with any competitor or other party, nor otherwise deprive GOM of the benefits of free and open competition;
- not attempt to obtain confidential information from GOM or to influence a procurement process;

- treat any communication with GOM in respect of a procurement process or execution of a contract as confidential;
- keep confidential all documents, data or other information provided by GOM in connection with a procurement process or contract, unless their disclosure is required by law; and
- cooperate fully with any lawful request for information, inspection, audit, review or investigation by GOM, its authorised representatives or competent authorities;
- not obstruct, delay, intimidate, retaliate against or otherwise interfere with any investigation, audit or the exercise of lawful access, inspection, or audit rights.

We understand that not following this Code of Conduct for Suppliers could lead to serious consequences. These may include legal actions and/or being barred from participating in future procurement processes.

Where we become aware of any suspected prohibited practice, conflict of interest, fraud, corruption, collusion, coercion, obstruction or other serious misconduct related to a procurement process or contract, we shall report it promptly to GOM through the channels stated in the tender documents or contract. We shall not retaliate against any person who, in good faith, reports a concern or participates in an investigation.

We confirm that we have read and understood this Code of Conduct for Suppliers and will fully comply with the code at all times.

Signature	
Name of authorised signatory	
Position of authorised signatory	
Name of tenderer	
Date signed	

Labour Compliance Declaration for Suppliers

Note to Bidders: This form must be completed, signed by an authorized representative, and submitted on the Tenderer's official company letterhead

We understand that the Government of Montserrat (GOM) promotes the principles and standards enshrined in the decent work agenda of the International Labour Organisation, including basic minimum conditions of work and respect for the fundamental principles of human rights and social justice.

We further understand that GOM implements and enforces legislation in keeping with international labour standards and best practices for the benefit of the community, employers and workers, while promoting a safe, healthy and harmonious environment.

We hereby declare that we, including any subcontractors, agents or staff, shall comply with the Montserrat Labour Code, 2012, Immigration Act and subsidiary regulations. This includes, but shall not be limited to:

- ensuring equality of treatment in employment;
- providing safe working conditions and all necessary protective equipment and training;
- ensuring compliance with applicable requirements relating to minimum wage, working hours and leave entitlements;
- ensuring compliance with all applicable immigration requirements, such as visas and work permits, for expatriate staff;
- ensuring compliance with all applicable requirements relating to tax and social security contributions;
- ensuring that no person is required to perform forced labour;
- ensuring the protection of children and young persons;
- cooperating fully with the Labour Commissioner with regard to any investigation or procedure for the settlement of disputes.

We understand that breach of any requirements of the Montserrat Labour Code, 2012 and subsidiary regulations may result in prosecution and penalties.

Signature	
Name of authorised signatory	
Position of authorised signatory	
Name of supplier	
Date signed	

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Technical Quote

Bidders must provide a detailed Technical Quote split into the following mandatory sections:

1. **Site Organization & Safety Plan:** Describe how the installation team will safely manage the workspace inside an active public abattoir facility, including environmental refrigerant gas recovery protocols and sanitation controls to prevent food contamination.

2. **Comprehensive Method Statement:** Provide a step-by-step technical breakdown of:

    - Safe recovery of existing refrigerants and environmental dismantling/removal of old, non-functional equipment.
    - Logistical transport and on-site positioning of new commercial units.
    - Electrical integration, thermostat alignment, copper line piping, and insulation sealing.
    - Testing and commissioning protocols to prove required pull-down and holding temperatures.

3. **Key Personnel & Corporate Experience:** Provide supporting CVs, certifications, and project logs to accompany the Key Personnel Form and Data Sheets, demonstrating:

    - Minimum six (6) years of corporate experience in commercial refrigeration or industrial HVAC.
    - Lead Refrigeration Engineer (minimum 6 years' experience with Master HVAC/R certification or equivalent).
    - Electrical Technician (minimum 5 years' experience as a Licensed Wireman or equivalent).

4. **Technical Compliance & Equipment Specifications:** Provide complete manufacturer technical literature, factory-new quality certifications, and detailed equipment datasheets for the proposed Chiller and Freezer systems. Submissions must explicitly demonstrate full compliance with Section 3 (Schedule of Requirements), including:

    - Chamber dimension fit: **Length 167" x Width 90 1/4" x Height 131 1/4"**.
    - Target holding temperatures: **Chiller (0°C to 4°C)** and **Freezer (-18°C or lower)**.
    - Electrical compatibility: **230V single-phase or 400V/230V three-phase AC at 60 Hz frequency** *(50 Hz machinery will be rejected)*.

5. **Equipment Warranty & After-Sales Technical Support:** Provide verified manufacturer warranty coverage details (minimum 12 months) and outline technical response procedures for addressing component failures during the warranty period.

NOTE:

Informational Preventative Maintenance Schedule (Unpriced): On a separate page, attach a recommended Routine Preventative Maintenance Schedule / Plan outlining routine daily, monthly, and annual maintenance tasks. *This submission is strictly for the Government of Montserrat's internal operational planning and recruitment reference; it will NOT be evaluated/scored, and NO pricing is to be included.*

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Price Activity Schedule

Name of tenderer	
Procurement reference number	MALHEYAS-PROC-2026-02
Currency of tender	Eastern Caribbean Dollars (XCD)

Price Activity Schedule

Item No	Activity Description	Unit	Lump-sum Price (XCD)
1.0	**Decommissioning Phase:** Disconnection, electrical isolation, and safe environmental removal of old non-functional internal evaporators and external condensers.	Job	
2.0	**New Chiller Supply & Installation:** Procurement and full mechanical installation of a new commercial Chiller Unit and hardware matching dimensions (**L** 167" x **W** 90 ¼" x **H** 131 ¼").	Job	
3.0	**New Freezer Supply & Installation:** Procurement and full mechanical installation of a new commercial Freezer Unit and hardware matching dimensions (**L** 167" x **W** 90 ¼" x **H** 131 ¼").	Job	
4.0	**Electrical Overhaul:** Supply and installation of new digital control panels, automated thermostats, and safety cut-offs integrated into the main panel.	Job	
5.0	**Testing & Commissioning:** Full system evacuation, pull-down optimization testing to required thermal holding metrics, and system delivery sign-off.	Job	
TOTAL	**LUMP-SUM CONTRACT VALUE (Items 1.0 through 5.0 Inclusive)**	**GOM**	**$**

Signature	
Name of authorised signatory	
Position of authorised signatory	
Name of tenderer	
Date signed	

GOVERNMENT PROCUREMENT SERVICES
MONTSERRAT

Proposed Key Personnel

[Complete this form and include it as part of your quotation. Tenderers should provide details of the proposed key personnel and their experience record in the relevant Personal Data Sheet for each candidate.]:

1.	Position 1: Lead Refrigeration Engineer (Must match the minimum six (6) years of professional experience possessing a Master HVAC/R certification or an equivalent qualification. Outlined in Section 3).
2.	Position 2: Electrical Technician (Must match the minimum five (5) years of professional experience as a Licensed Wireman or equivalent recognized electrical qualification. outlined in Section 3).
3	Position 3:

NOTE

All titles of the minimum required positions are listed in Section 3 (Schedule of Requirements).

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Personnel Data Sheet (PDS)

[Complete one form for each position and include them as part of your quotation. Ensure that each form is signed by the personnel and an authorised person.]

Position		
Personnel Information	Full Legal Name	Date of Birth
	Known as	Place of Birth
	Nationality	Citizenship
	Type of Government ID Attach a copy of ID to this form	ID number
	Professional Qualifications	
Present Employment	Name of Employer	
	Address of Employer	
	Telephone	Contact (Manager or Personnel Officer)
	Fax	Email
	Job Title	Years with Present Employer

Summarize professional experience in reverse chronological order. That is, start with the **current or most recent experience** first and then move backwards and end with the oldest relevant job. Indicate particular technical and managerial experience relevant to the project.

From	To	Company, Project, Position, Relevant Technical and Management Experience

Declaration

I, the undersigned, certify that to the best of my knowledge and belief, the information contained in this PDS correctly describes myself, my qualifications, and my experience.

I confirm that I am available throughout the expected time schedule for this position as provided in the Quote.

I understand that any misrepresentation or omission in this Form may:

a) be taken into consideration during quote evaluation;

b) result in my disqualification from participating in the RFQ;

c) result in my dismissal from the Contract.

Name of Personnel: _____ [*insert name*] _____

Signature: _____

Date (day month year): _____

Countersignature of authorised representative of the Tenderer:

Name of authorised representative: _____

Signature: _____

Date: (day month year): _____