



Request for Quotation for the Supply and Installation of Commercial Greenhouse

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

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Section 1 RFQ Instructions

General
1. Participation
<p>Tenderers are required to meet the eligibility and qualification criteria listed in Section 2 Evaluation and Qualification Criteria</p> <p>Tenderers may submit a quotation for Lot 1, Lot 2, or both Lots. Tenderers bidding on more than one Lot must submit a combined technical and financial submission with separate Price Activity Schedules for each bidden Lot.</p>
2. Supplier Code of Conduct
<p>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.</p> <p>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.</p>
3. Conflict of Interest
<p>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:</p> <ul style="list-style-type: none">• 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. <p>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 address given in clause 5.</p>
4. Sanctions
<p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none">• owners and 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 tenderer may request clarification of this RFQ document. Any request for clarification must be submitted in writing to malheyasprocurement@gov.ms, no later than Friday, 13 November 2026.

6. Pre-Tender Meeting and/or Site Visit

No pre-tender meeting or site visit will be held.

Preparation and Submission of Quotations

7. Content of Quotations

Tenderers may submit quotations for **Lot 1 only**, **Lot 2 only**, or **both Lots**. Quotations must contain the following documents based on the bidden Lot(s):

Mandatory Core Documents (Required for All Submissions):

- **Quotation Form** (completed, indicating the bidden Lot(s), and signed by an authorized signatory).
- **Quotation Checklist** (completed and ticked).
- **Tenderer Information Form** (with Certificate of Incorporation, Business Registration, or GPS registration number).
- **Valid Tax Compliance Certificate (TCC)** from the Montserrat Customs & Revenue Service (MCRS) or overseas home-jurisdiction tax clearance.
- **Signed Supplier Code of Conduct** (not required for suppliers already registered with Government Procurement Services).
- **Signed Labour Compliance Declaration** confirming compliance with the Montserrat Labour Code 2012 (not required for suppliers registered with Government Procurement Services).

Specific Technical & Financial Documents for Lot 1 (Supply & Delivery):

- **Priced Activity Schedule for Lot 1** (fully priced, totaled, and signed).
- **Manufacturer Product Data Sheets & Technical Specifications:** Certified literature demonstrating compliance with frame materials (corrosion-resistant galvanized steel or marine aluminum alloy), dimensions (20 ft width × 68–72 ft length), heights, ventilation, and doors.
- **Wind-Load Engineering Certification:** Manufacturer certificate or licensed engineering data sheet proving structural resistance against sustained winds of **not less than 120 mph**.
- **Warranty Documentation:** Written manufacturer warranties confirming a minimum of **ten (10) years** on the structural frame and **four (4) years** on the 200-micron UV-stabilized covering film.

- **Delivery & Shipping Schedule:** Milestone schedule verifying delivery, customs clearance, and offloading at the Brades Nursery site within **sixty (60) calendar days** of contract signing.

Specific Technical & Financial Documents for Lot 2 (Civil Works & Installation):

- **Priced Activity Schedule for Lot 2** (fully priced, totaled, and signed).
- **Civil Foundation & Installation Method Statement:** Step-by-step description of site grading, subgrade compaction, moisture barrier, rebar placement, 3,000 psi concrete placement, frame assembly, anchoring, film tensioning, and door alignment.
- **Work Execution Program:** Gantt chart or milestone schedule detailing completion of the concrete foundation within thirty (30) days of site possession and complete structural erection within twenty-one (21) days of receiving the greenhouse kit from Lot 1.
- **Equipment Form:** Proof of access (owned, leased, or rented) to a mechanical concrete mixer, poker vibrator, plate compactor, leveling equipment, and erection tools.
- **Key Personnel Form & CVs:** Credentials for the proposed Site Supervisor (min. 5 years' experience) and Lead Mason (min. 3 years concrete flatwork experience).

Submissions for Both Lots (Lot 1 and Lot 2):

- Tenderers bidding on both Lots must submit all core documents, all Lot 1 documents, all Lot 2 documents, and separately priced Activity Schedules for both Lot 1 and Lot 2.

The quotation must be prepared in English, using the forms provided in Section 5 (Quotation Forms). Where a quotation is handwritten, it must be clearly legible. Tenderers shall bear all costs relating to the preparation and submission of their quotations.

8. Prices

Quotations must be priced in Eastern Caribbean Dollars (XCD). Tenderers are not required to bid on both Lots, but must quote for all line items within whichever Lot(s) they select. Incomplete price schedules for a bid Lot will result in the rejection of the quotation for that Lot. Prices must remain fixed and firm for the duration of the contract.

9. Validity

All quotations must remain firm and valid for **ninety (90) calendar days** from the quotation submission deadline. During this validity period, tenderers must maintain their original quotation, including prices and proposed personnel, without modification or withdrawal.

10. Signing of Quotations

The quotation must be signed by a person duly authorized to bind the tenderer. The name and official capacity of the signatory must be stated on the Quotation Form. The tenderer must sign the Quotation Form, Technical Quote submissions, and the Price Activity Schedule(s) for the specific Lot(s) bid upon. Failure to sign these documents will result in

rejection of the quotation. Any correction or alteration must be initialed by the authorized signatory.

11. Submission of Quotations

Quotations may be submitted either in hard copy or uploaded electronically via the Government of Montserrat e-tendering portal at <https://mytenders.co.uk/>.

Where a quotation is submitted in hard copy, it must be sealed within inner and outer envelopes marked as follows:

The inner envelope must be marked:

To: Chairperson, Departmental Procurement Committee

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

Name of tenderer

Address of tenderer

MALHEYAS/RFQ/2026/003 – Commercial Greenhouse (Indicate: Lot 1 / Lot 2 / Both Lots)

The outer envelope must be marked as follows:

To: Chairperson, Departmental Procurement Committee

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

MALHEYAS/RFQ/2026/003 - Commercial Greenhouse (Indicate: Lot 1 / Lot 2 / Both Lots)

DO NOT OPEN BEFORE 12:00 PM AST – Wednesday, 25 November 2026

To submit a quotation electronically, the tenderer must register its interest in advance at <https://mytenders.co.uk/>. Following registration, the tenderer should follow the online instructions to upload its quotation.

12. Quotation Deadline

Quotations must be received by GOM no later than:

Date: **Wednesday, 25 November 2026**

Time: **12:00 PM AST**

All quotations received after the deadline will be rejected.

Evaluation of Quotations

13. Evaluation of Quotations

Quotations will be evaluated **independently on a Lot-by-Lot basis** in three sequential stages, applying the criteria listed in Section 2 (Evaluation and Qualification Criteria) to determine the lowest evaluated, substantially responsive quotation for each Lot:

1. A preliminary examination to determine whether quotations are substantially responsive to administrative instructions, properly signed, and whether tenderers meet statutory eligibility and minimum qualifications.

2. A technical evaluation to verify compliance with the technical specifications and works requirements of Section 3 without material deviation.
A financial evaluation to compare prices and determine the lowest priced, substantially responsive quotation for Lot 1 and Lot 2 independently.

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 works or would change the contractor'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 20 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 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 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 lowest priced quotation that meets GOM's needs.

Stage	Focus Area	Mandatory Requirement & Proof
Stage 1	Substantial Responsiveness	All standard administrative forms completed, signed Quotation Form, priced Activity Schedule, and valid Tax Compliance Certificate (TCC). <i>(Pass / Fail)</i>
Stage 2	Statutory Eligibility	Declarations confirming legal capacity, non-bankruptcy, absence of criminal convictions, non-debarment by PPB, and sanctions compliance. <i>(Pass / Fail)</i>
Stage 3	Technical & Works Evaluation	Evaluated Independently by Lot (Pass / Fail): <ul style="list-style-type: none"> Lot 1: Superstructure compliance, 120 mph wind-load certification, 200-micron UV film warranty, doors, ventilation, and manuals. Lot 2: 3,000 psi concrete foundation compliance, site prep, frame erection methodology, equipment availability, and qualified personnel (Site Supervisor & Mason).
Stage 4	Financial Evaluation & Lot Award	Arithmetic verification, price reasonableness, and determination of the lowest evaluated price independently for Lot 1 and Lot 2.

Stage 1: 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	Mandatory Requirement & Proof	Evaluation
Language of Quotation	All documents in English	Pass / Fail
Authorized Signatures	The Quotation Form, Technical Quote, and Price Activity Schedule must be duly signed by an authorized person. The signatory's full name and organizational title must be clearly stated on the Quotation Form.	Pass / Fail
Completeness of Submission	Submission contains all mandatory documents for the bidden Lot(s) as defined in Clause 7.	Pass / Fail
Quotation Validity Period	The Quotation Form must contain an explicit declaration confirming that the quotation remains firm and valid for at least ninety (90) calendar days from the quotation submission deadline.	Pass / Fail
Acceptance of Terms & Conditions	Unconditional declaration in the Quotation Form accepting the RFQ Instructions, Conditions of Contract, and Employer's Requirements without material reservation.	Pass / Fail
Quotation Currency	All prices must be quoted in Eastern Caribbean Dollars (XCD) on the Price Activity Schedule.	Pass / Fail

Note: The absence of a completed and signed Quotation Form, Technical Quote, or Price Activity Schedule will result in the immediate rejection of the quotation. Minor omissions of supporting administrative forms may be requested via a formal clarification request at the discretion of the Evaluation Panel.

Stage 2: 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	Evaluation
Legal Capacity	Tenderer must possess the legal capacity to enter into a binding public contract. Verified via the Tenderer Information Form and Certificate of Incorporation, Business Registration, or Trade License.	Pass / Fail
Authorized Signatures	Tenderer is not bankrupt, insolvent, in receivership, or being wound up; activities are not suspended or under judicial administration; and tenderer is not subject to legal proceedings for any of these matters. (Declaration in Quotation Form)	Pass / Fail
Tax & Statutory Compliance	<p>Tenderer has fulfilled all statutory obligations to pay taxes, social security, and employee contributions.</p> <p>Tax & Withholding Notice: All works and services undertaken will be subject to taxation under Montserrat legislation. Residents for tax purposes are subject to tax on project profits; non-residents are subject to a 20% Withholding Tax deduction from the gross contract amount unless statutory proof of tax exemption is provided. For inquiries, contact the Montserrat Customs & Revenue Service (MCRS) at irev@gov.ms.</p> <p><i>Required Proof:</i> Declaration in Quotation Form and a Valid Tax Compliance Certificate (TCC) from MCRS (or overseas equivalent).</p>	Pass / Fail
Criminal Integrity	Tenderer, its beneficial owners, directors, or officers have not been convicted of any criminal offense related to professional conduct or prohibited practices within the last three (3) years prior to the quotation deadline. (Declaration in Quotation Form)	Pass / Fail
Non-Debarment	Tenderer, its beneficial owners, directors, or officers have not been debarred or suspended from participating in public procurement by the Public Procurement Board (PPB) of Montserrat. (Declaration in Quotation Form)	Pass / Fail
Sanctions Compliance	Tenderer, including directors, key personnel, and any proposed subcontractors, is not subject to applicable sanctions regimes extended to Montserrat or listed on the Financial Services Commission (FSC) Montserrat Sanctions List or the UK Sanctions List. (Declaration in Quotation Form) as listed at https://www.fscmontserrat.org/sanctions/ or https://www.gov.uk/government/publications/the-uk-sanctions-list .	Pass / Fail

Stage 3: Technical Evaluation Criteria (Pass / Fail per Lot)

Lot 1: Technical Compliance Matrix (Supply & Delivery of Greenhouse Kit)

Only applicable to tenderers bidding on Lot 1. Must pass all items to be technically compliant.

Subsystem	Minimum Required Standard (Section 3)	Proof Required	Evaluation
Dimensions	Fixed 20 ft (6.1 m) width; length between 68 ft and 72 ft (20.7–21.9 m); sidewall 7–10 ft; ridge 11–15 ft	Manufacturer data sheets & dimensional drawings.	Pass / Fail
Framing & Wind Load	Hot-dip galvanized steel or marine aluminium alloy certified to withstand sustained winds of not less than 120 mph . Galvanized/stainless steel fasteners to prevent galvanic corrosion.	Certified manufacturer wind test data or structural engineering certificate.	Pass / Fail
Covering Film & Fastening	Minimum 200-micron UV-stabilized clear poly film (min. 85% light transmission) with extruded aluminium locking channels and spring wiggle-wire.	Material specification sheet & 4-year UV warranty certificate.	Pass / Fail
Ventilation & Doors	Manual roll-up sidewalls with 40-mesh insect netting and manual crank gearboxes, together with passive ridge ventilation; two framed gable-end doors, each at least 6 ft wide × 7 ft high.	Manufacturer product brochure / technical drawings.	Pass / Fail
Spares & Manuals	Repair tape kit, min. 5% spare fasteners, step-by-step assembly manual in English, foundation anchoring layout, and 10-year frame warranty	Technical literature & warranty statements.	Pass / Fail
Delivery Schedule	Delivery DDP to Ministry Nursery, Brades, within sixty (60) calendar days of contract signature.	Delivery schedule in Technical Quote.	Pass / Fail

Lot 2: Technical & Works Compliance Matrix (Concrete Base & Installation)

Only applicable to tenderers bidding on Lot 2. Must pass all items to be technically compliant.

Tenderers must demonstrate that they possess the necessary operational capability, experience, plant, and qualified personnel to complete the turnkey works. Bidders failing any of these minimum thresholds will be rejected.

Criteria	Minimum Statutory / Operational Floor	Document Required	Evaluation
Corporate Track Record	A minimum of three (3) years of commercial experience in general building construction, civil foundation works, or pre-engineered structural installations.	Reference list of at least two (2) completed projects of similar scope with client contact details.	Pass / Fail
Foundation Methodology	Detailed method statement for site grading, subgrade compaction, 4" aggregate base, 10-mil vapor barrier, formwork, and pouring 5" slab with 12"×12" edge beams using 3,000 psi concrete .	Written Method Statement adhering to Section 3.	Pass / Fail
Frame Erection & Cladding	Methodology detailing square alignment, post anchoring (anchors/embedment), framing assembly, wiggle-wire film tensioning, and door fitting.	Erection methodology narrative.	Pass / Fail
Implementation Program	Foundation construction complete in 30 days; mandatory 28-day concrete strength acceptance before loading; erection within 21 days of kit handover and strength acceptance, whichever is later; total completion within 90 days, subject to approved extensions.	Detailed Work Schedule / Gantt chart.	Pass / Fail
Essential Site Equipment	Direct access to the following operational equipment (owned, leased, or rented): <ul style="list-style-type: none"> 1× Mechanical Concrete Mixer (minimum 1.0 cu. m. batch capacity or verified ready-mix supply agreement) 1× Mechanical Concrete Vibrator 1× Plate Compactor / Tamper Complete commercial carpentry, plumbing, and structural erection toolkit	Completed Equipment Form with proof of ownership or rental lease commitment.	Pass / Fail
Key Construction Personnel	The assigned project team must meet the following minimum qualifications and experience: <ul style="list-style-type: none"> Site Supervisor / Lead Builder: Minimum five (5) years of general construction supervision experience, with demonstrated experience in concrete flatwork and metal structural assembly. 	Completed Key Personnel Form and detailed CVs/credentials for the Site Supervisor and Lead Mason	Pass / Fail

	<ul style="list-style-type: none"> • Lead Mason / Concrete Finisher: Minimum three (3) years of practical experience in concrete formwork, rebar placement, and slab finishing. 		
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Stage 4: Financial Evaluation & Multi-Lot Award Determination

1. Prices quoted in Eastern Caribbean Dollars (XCD) on the respective Activity Schedules will be verified and corrected for any arithmetical errors.
2. Financial evaluation will be conducted **independently for Lot 1 and Lot 2**.
3. **Basis of Award:**
 - The contract for **Lot 1** will be awarded to the tenderer submitting the lowest evaluated, substantially responsive quotation for Lot 1.
 - The contract for **Lot 2** will be awarded to the tenderer submitting the lowest evaluated, substantially responsive quotation for Lot 2.
 - If a single tenderer submits the lowest evaluated, substantially responsive quotation for **both Lot 1 and Lot 2**, GOM may award both Lots to that tenderer under a single comprehensive contract.

Section 3 Employer's Requirements

General Project Overview

This project establishes one (1) commercial greenhouse (nominally 20 ft × 70 ft) for seedling propagation at the Ministry of Agriculture Nursery Compound in Brades, Montserrat. The procurement is divided into two distinct operational scopes:

- Lot 1: Supply and Delivery of Commercial Greenhouse Kit (Goods).
- Lot 2: Concrete Base Construction and Turnkey Installation (Civil Works & Erection).

Scope of Works - Scope of Supply

The Lot 1 Supplier shall source, package, freight, clear through customs, and deliver DDP to the Ministry of Agriculture Nursery in Brades one (1) complete, factory-engineered commercial greenhouse kit.

Detailed Superstructure Specifications

- **Footprint Dimensions:** Fixed nominal width of **20 ft (6.1 m)** to accommodate nursery site boundaries; length within **68 ft to 72 ft (20.7 m to 21.9 m)**. Sidewall/gutter height: 7 ft to 10 ft; apex/ridge height: 11 ft to 15 ft.
- **Structural Frame:** Heavy-duty pre-engineered tubular arch sections fabricated from hot-dip galvanized steel (minimum G90 coating) or structural marine-grade aluminum alloy. All bolts, nuts, washers, and assembly brackets must be AISI 304/316 stainless steel or hot-dip galvanized.
- **Wind Resistance Rating:** The structure must be engineered to withstand sustained winds of **not less than 120 mph (193 km/h)**, backed by certified manufacturer test data or licensed structural calculation sheets.
- **Covering Film:** Multi-layer UV-stabilized greenhouse polyethylene film, minimum **200 micron (800 gauge / 8 mil)** thickness, with anti-drip/anti-dust additives and minimum 85% light transmission. Must carry a minimum **four (4) year manufacturer UV warranty**.
- **Locking System:** Continuous extruded aluminum base/gutter lock profiles with spring wiggle-wire for drum-tight film tensioning across all clad faces.
- **Ventilation:** Continuous manual roll-up sidewall curtains equipped with 40-mesh anti-insect netting and manual crank gearboxes, combined with passive ridge roof ventilation.
- **Access Doors:** Two (2) heavy-duty framed doors (one at each gable end), minimum **6 ft wide × 7 ft high**, configured as double-swing or sliding doors to accommodate nursery carts and wheelbarrows.

- **Spares & Assembly Documentation:** One film patch repair kit (100 ft roll), 5% spare fasteners, comprehensive English assembly manual, dimensioned foundation/anchoring layout templates, and a 10-year structural frame warranty.

Section 3.2: Lot 2 Scope & Technical Specifications (Civil Works & Installation)

Scope of Works

The Lot 2 Contractor shall furnish all labor, plant, materials, and equipment to execute site earthworks, construct a reinforced concrete foundation slab, receive the greenhouse kit from GOM storage, erect the structural framework, anchor the building, install poly cladding, and commission the structure.

Foundation & Civil Works Specifications

- **Site Preparation:** Price a maximum foundation footprint of 20 ft × 72 ft plus a 3 ft working zone on all sides. The final foundation length shall match the accepted Lot 1 kit within the permitted 68–72 ft range. The fixed Lot 2 price shall cover this range without adjustment. Strip topsoil and organic matter, excavate and grade the subgrade to a uniform plane, and compact to 95% Modified Proctor density. GOM will confirm the precise site position and working access before possession.
- **Granular Sub-Base:** Spread, grade, and mechanically compact a **4-inch (100 mm) layer of crushed stone aggregate / marl base**.
- **Vapor Barrier:** Install continuous heavy-duty **250-micron (10 mil) polyethylene sheeting** over the aggregate base, overlapping seams by 12 inches and taping with waterproof barrier tape.
- **Monolithic Concrete Slab:** Pour a monolithic reinforced concrete floor slab with a finished thickness of **5 inches (125 mm)**, featuring an integrated thickened perimeter edge beam measuring **12 inches wide × 12 inches deep** (below slab grade) around the entire perimeter.
- **Concrete Mix Strength:** Commercial-grade concrete achieving a minimum **28-day compressive strength of 3,000 psi (21 MPa)**. Slump maintained at 3 to 4 inches. Concrete strength testing is mandatory. Take at least three cylinders per pour for 28-day compressive testing through a competent testing facility, and submit the results to the Employer's Representative. Provide curing and test records. Any additional early-age tests shall be separately identified in the method statement; they do not replace the 28-day acceptance tests.
- **Steel Reinforcement:**
 - Slab floor: Welded wire fabric (6×6 - W2.9/W2.9) or #3 (3/8") Grade 60 rebar spaced at 12 inches on center both ways, supported on concrete chairs.
 - Perimeter edge beam: Four (4) continuous longitudinal #4 (1/2") Grade 60 bars tied with #3 (3/8") stirrups at 8 inches on center.

- **Slope & Finish:** Float the slab with a 0.5% slope toward perimeter drainage outlets to avoid ponding water. Apply a non-slip broom finish and cure with curing blankets or liquid compound for **seven (7) consecutive days**.

Greenhouse Assembly & Cladding

- **Structural Anchoring:** Follow the accepted manufacturer anchoring layout and engineer-verified anchor design. Use cast-in-place bolts or corrosion-resistant post-installed anchors suitable for the actual slab thickness, edge distances, embedment and certified wind loads. The stated minimum slab details do not substitute for verification of the complete foundation and anchoring system. No structural loading or anchor installation may proceed without written approval of the relevant drawings and accepted concrete strength results.
- **Framing Erection:** Assemble arches, purlins, gable framing, bracing, and door tracks true, plumb, and square without modifying structural members.
- **Cladding Installation:** Install roof, wall, and gable polyethylene film using aluminum lock channels and wiggle-wire, pulling drum-tight without creasing, punctures, or over-stretching. Mount roll-up side curtains and insect netting.
- **Door Fitting & Commissioning:** Hang and balance both 6 ft × 7 ft gable doors, ensuring smooth latching and full perimeter weather-sealing. Clean site of all concrete rubble, wire scraps, and debris.

Lot 2 Implementation Timetable

- **Foundation Phase:** Complete site preparation, formwork, reinforcement, concrete placement and seven-day curing within thirty **(30) calendar days** of site possession. Schedule the pour early enough to obtain the mandatory 28-day strength results before structural loading. Foundation payment is subject to acceptance of these results; the 30-day construction milestone does not waive the 28-day test requirement.
- **Erection Phase:** Structural assembly, anchoring, film cladding, and door installation completed within **twenty-one (21) calendar days** of receiving the greenhouse kit from GOM storage. Total Lot 2 contract duration: **ninety (90) calendar days**.

Section 3.3: Interface & Material Transfer Protocol

Within seven calendar days of Lot 1 contract signature, the Supplier shall submit dimensioned kit, base plate and anchoring drawings and certified structural load information. GOM will transmit them to the Lot 2 Contractor. Within seven days of receipt, the Lot 2 Contractor shall submit coordinated foundation, reinforcement, drainage and anchor drawings for written approval by the Employer's Representative. No excavation or concrete placement may commence before approval. The drawings shall confirm compatibility with the certified 120 mph sustained-wind requirement. GOM will coordinate the award/start sequence and extend

Lot 2 time where delayed Lot 1 information, kit delivery or GOM instructions prevent progress through no fault of the Lot 2 Contractor; such delay shall not attract liquidated damages.

1. Upon offloading of the Lot 1 greenhouse kit at the Brades nursery, a joint inspection shall be conducted by the Lot 1 Supplier, the Lot 2 Contractor, and the Employer's Representative.
2. The parties shall verify all items against the master packing list.
3. Upon signature of the Material Handover Certificate, custody and physical risk for the components transfer to the Lot 2 Contractor until final project completion.

Section 3.3: Minimum Equipment Requirements & Personnel (Lot 2 Only)

Tenderers must demonstrate that they have available—either owned, leased, or rented—the following essential equipment in fully operational condition. Proof must be provided by completing the **Equipment Form in Section 5**:

Item No.	Equipment Description	Minimum Quantity	Minimum Capacity / Specification	Purpose on Project
1.	Mechanical Concrete Mixer	1 unit	Minimum 1.0 cu. m. batch capacity (or valid batch supply agreement from a certified local ready-mix concrete plant).	Batching and pouring 3,000 psi foundation footings and base slab.
2.	Mechanical Concrete Vibrator	1 unit	Poker/immersion vibrator (1.5" to 2" head) with functional drive engine.	Consolidating concrete mix and eliminating honeycombing in edge beams.
3.	Plate Compactor / Tamper	1 unit	Mechanical vibrating plate compactor (minimum 15 kN centrifugal force).	Compacting earth subgrade and 4-inch aggregate base course.
4.	Optical / Laser Level Surveying Kit	1 complete set	Auto-level or rotary laser level with tripod and graded staff.	Setting perimeter levels, foundation squareness, and slab slope.
5.	Construction & Erection Toolkit	1 complete set	Power drills/impact drivers, torque wrenches, rebar cutters/benders, tensioning ropes, scaffolding/stepladders, and masonry hand tools.	Assembling steel framing, driving anchor bolts, and tensioning covering film.

Minimum Personnel Requirements

Tenderers bidding on Lot 2 must submit CVs and credentials in Section 5 verifying:

Item No.	Position	Minimum Academic / Trade Qualifications	Minimum Relevant Work Experience	Core Responsibilities on Site
1.	Site Supervisor / Project Lead	Diploma or Associate Degree in Civil Engineering, Building Construction, or equivalent trade qualification.	Five (5) years of general construction site supervision experience, including at least two (2) years managing concrete slab foundations and pre-engineered metal structures.	Overall project management, site safety, layout verification, quality assurance, and liaison with the Employer's Representative.
2.	Lead Mason / Concrete Finisher	Certified Masonry Trade Certificate or verified master craftsman credential.	Three (3) years of proven hands-on experience in concrete placement, formwork, rebar tying, and non-slip broom finishing.	Execution of excavation levels, formwork erection, rebar placement, concrete pouring, vibration, and slab finishing.

Site Safety, Environmental Protection & Handover

- **Occupational Safety:** The Contractor must provide certified Personal Protective Equipment (PPE)—including safety boots, high-visibility vests, hard hats, eye protection, and work gloves—for all personnel on site in strict compliance with the **Montserrat Labour Code 2012**.
- **Nursery Biosecurity:** The site is an active seedling propagation facility. The Contractor must establish dust barriers, prevent diesel/oil spillage, and avoid disturbing existing seedling beds or watering lines during construction.
- **Final Cleanup & Disposal:** Upon structural completion, the Contractor must clear all excess concrete, rebar off-cuts, packaging crates, and film scraps, leaving the greenhouse swept clean, structurally rigid, and ready for immediate operational deployment.

Section 4 Contract

MALHEYAS/RFQ/2026/003

This Contract Agreement is made on the _____ day of _____, 2026 between the **Government of Montserrat**, represented by the **Ministry of Agriculture, Lands, Housing, the Environment, Youth Affairs and Sports** (hereinafter referred to as "GOM") of the one part, and _____ of _____ (hereinafter referred to as the "Contractor/Supplier") of the other part:

WHEREAS GOM issued a Request for Quotations under Ref: **MALHEYAS/RFQ/2026/003** for the establishment of a Commercial Greenhouse (nominally 20 ft × 70 ft) for the Government Seedlings Nursery in Brades, structured in two (2) independent Lots, and has accepted the quotation submitted by the Contractor/Supplier for:

- ☐ **Lot 1:** Supply and Delivery of Commercial Greenhouse Kit
- ☐ **Lot 2:** Concrete Base Construction and Turnkey Installation
- ☐ **Both Lots (Combined Turnkey Contract):** Lot 1 and Lot 2

NOW, THEREFORE, the parties agree as follows:

1. The Contractor/Supplier agrees to execute the Works and/or deliver the Goods and remedy any defects in accordance with the provisions of the Contract.
2. GOM agrees to pay the Contractor/Supplier the Contract Price of **XCD** \$_____.

([insert amount in words]), or such other sum as may become payable under the Contract.

3. The following documents shall be deemed to form and be read and construed as an integral part of this Contract, in the following order of precedence:
 - (a) This Contract Agreement
 - (b) The Contractor/Supplier's Signed Quotation Form
 - (c) Conditions of Contract
 - (d) Section 3: Employer's Requirements (Technical Specifications, Drawings & Scope)
 - (e) Priced Activity Schedule (for the awarded Lot(s))
 - (f) Approved Work Execution Schedule, Method Statement, Equipment Form, and Personnel Forms (where applicable)

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

For GOM:	For the Contractor
Signature:	Signature:
Name:	Name:
Position:	Position:

Conditions of Contract

1. Definitions

In this Contract:

“Activity Schedule” means the priced and completed Activity Schedule to complete the Works in a Lump Sum contract.

“Admeasurement Contract” means a contract where the items of Works in the Bill of Quantities are paid based on actual measured quantities using the rates of each item of works.

“Bill of Quantities” means the priced and completed Bill of Quantities forming part of the Quote in an Admeasurement Contract.

“Construction Specifications” means the specifications of the Works included in the Contract as approved by the Employer.

“Contract” means the agreement entered into between the Employer and the Contractor and all documents forming part of the Contract as listed in the Contract Agreement.

“Contract Price” means the accepted Contract amount as indicated in the Notice of Acceptance.

“Contractor” means the party whose bid to carry out the Works is accepted by the Employer, as named in the Contract Agreement.

“Completion Period” means the agreed time within which the Contractor shall complete all the Works (being the delivery of the goods): [90] days

“Day” means calendar day.

“Defects” means any part of the Works identified as defective in accordance with the Employer’s Requirements that should be rectified within a period specified in a notice set forth in clause 8.

“Drawings” means the drawings of the Works, as included in the Contract, and any drawings 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 Contractor to carry out the Works.

“Employer’s Requirements” are the works requirements of the Employer that prescribe the scope of works, drawings, specifications and health and safety, if any, that the Contractor must follow in completing the Contract.

“Employer’s Representative” means the officer assigned by the Employer to supervise the execution of the Works and administer the Contract: [insert name and position of officer]

“Equipment” is the Contractor’s equipment brought temporarily to the Site to construct the Works.

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

“Language” means the language of the Contract which is English.

“Law” means the laws in Montserrat.

"Lump sum Contract" means a contract with a lump sum price for each activity in the Activity Schedule which is paid based on the estimated percentage of completed activities as certified by the Employer's Representative.

"Materials" means all supplies, including consumables, used by the Contractor for incorporation in the Works.

"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.

"Site" means the area or location where the Works are performed, defined as the place of delivery: the Ministry of Agriculture nursery, Brades, Montserrat

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

"Works" means what the Contract requires the Contractor to construct, install, and turn over to the Employer.

2. Confidentiality

The Employer and the Contractor 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 Contractor 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 Contractor 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 Works.

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

The Employer shall appoint its representative with responsibilities defined in clause 1.

The Employer shall pay the Contractor any amount reasonably incurred as a loss by the Contractor, if caused by an event beyond the control of the Contractor, 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 progress of the Works, 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 Contractor.

5. Obligations of the Contractor

The Contractor 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 Contractor 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 Contractor, including any 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 Contractor shall comply with the Montserrat Labour Code, 2012 and subsidiary regulations.

The Contractor shall execute the Works from the Start Date and complete them within the completion period in accordance with the Employer’ Requirements.

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

The Contractor 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 Works. The Contractor shall permit these accounts or records to be audited by the Employer or its representative.

6. Insurance

From the start date until the completion of the Works, the Contractor carries the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment).

The Contractor shall provide after the start date an all-risk insurance cover in the joint names of the Employer and the Contractor, from the start date to the date of completion of Works for the risks the Contractor 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

The Contractor shall pay taxes in Montserrat.

No advance payment shall be made.

The contract is a Lump Sum Contract with an Activity Schedule.

As certified by the Employer's Representative, the Contractor shall be paid one hundred percent (100%) of the Contract Price on completion of the Works. Payments will be made no later than 30 days after submission of an invoice and supporting documents.

Particular Conditions of Contract: Payment Terms

- **For Lot 1 (Goods / Supply Contract):**
 - **100% of the Lot 1 Contract Price** shall be paid within thirty (30) days following complete delivery, offloading, joint inventory inspection, and verification of all components and documentation at the Brades Nursery site.
- **For Lot 2 (Works / Installation Contract):**
 - **Milestone 1 (50%):** Paid upon certified completion, inspection, and 3,000 psi concrete test sign-off of the reinforced foundation slab and thickened perimeter edge beams.
 - **Milestone 2 (40%):** Paid upon complete mechanical frame erection, anchoring, tensioned poly film cladding, door fitting, and successful functional inspection.
 - **Milestone 3 (10% Retention):** Released thirty (30) days following final handover sign-off and rectification of any identified minor defects.
- **For Both Lots (Combined Contract):** Payments shall be released according to the individual milestone schedules above.

In case the Employer delays payment, the Contractor shall be paid interest for each day of delay at the prevailing 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's Representative that the Works are delayed beyond the completion period, the Employer shall deduct from the monthly statement liquidated damages:

- If completion is delayed beyond the contract period, **0.1% of the relevant Lot Contract Price per day of delay**, up to a maximum deduction of 30 days shall be deducted up to a maximum limit of **10%**, after which GOM may terminate the contract.

8. Termination of Contract

The Employer or the Contractor 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 Contractor stops work for 14 days when no stoppage of work has been authorised by the Employer;
- (b) the Employer or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (c) a payment certified by the Employer's Representative is not paid by the Employer to the Contractor within 45 days of the date of the payment certificate;

- (d) the Contractor is in default of the Contract as determined by the Employer's Representative because they wholly or partially suspend carrying out the Works without reasonable cause;
- (e) the Contractor, 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 Contractor, terminate the Contract and expel him from the Site; or
- (f) the Contractor is subject to sanctions or will violate sanctions in performing the Contract.

If the Contract is terminated because of a fundamental breach by the Contractor, the Employer's Representative shall determine the value of the work done, less any loss to the Employer. The Contractor shall be paid outstanding monies corresponding to the Works completed prior to termination, less the loss to the Employer, as calculated by the Employer's Representative.

The materials and any equipment on the Site shall be deemed to be the property of the Employer if the Contract is terminated because of the Contractor's breach.

9. Finishing the Contract

When the Employer's Representative determines that the Works are substantially completed, the Contractor shall request the Employer to conduct a joint inspection of the completed Works. Within 3 days after inspection, the Employer shall issue the Contractor a notice with a list of Defects, if any, for the Contractor to rectify the Defects within a period of no more than 30 days.

Once the Defects have been rectified, the Employer shall within 3 days issue a certificate of completion with an instruction for the Contractor to submit the final payment certificate. Within 45 days of submission of the final payment certificate, the Employer shall pay the Contractor the final payment less any outstanding monies owed by the Contractor.

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 4 - Special Conditions of Contract

The following Special Conditions of Contract (SCC) supplement and/or amend the GCC and include specific data to define the GCC. Whenever there is a conflict, the provisions in these SCC will prevail over those in the GCC.

Preliminary Provisions
<p>11. Definitions</p> <p>Employer / GOM: The Government of Montserrat, represented by the Permanent Secretary, Ministry of Agriculture, Lands, Housing, the Environment, Youth Affairs and Sports (MALHEYAS), Brades, Montserrat.</p> <p>Employer's Representative / Engineer: The Agricultural Engineer or designated Technical Officer appointed by MALHEYAS.</p> <p>The Site: Government Seedlings Nursery, Ministry of Agriculture Nursery Compound, Brades, Montserrat.</p> <p>Start Date: Within fourteen (14) calendar days following contract signature and receipt of site possession.</p> <p>Intended Time for Completion:</p> <ul style="list-style-type: none"> <i>Lot 1 (Supply & Delivery):</i> Sixty (60) calendar days from contract signature. <i>Lot 2 (Works & Installation):</i> Foundation completed within thirty (30) days of site handover; superstructure erection completed within twenty-one (21) days of receiving kit from storage; overall duration not to exceed ninety (90) calendar days from Start Date. <p>The Works: Turnkey execution of site earthworks, pouring of a 3,000-psi reinforced concrete foundation slab with edge footings, and full structural frame assembly, anchoring, cladding, and commissioning of one (1) 20 ft × 70 ft commercial greenhouse.</p>
<p>12. Notice</p> <p>Employer's Address for Notices:</p> <p>Permanent Secretary Ministry of Agriculture, Lands, Housing, the Environment, Youth Affairs and Sports Brades, Montserrat Email: malheyasprocurement@gov.ms</p> <p>Contractor's / Supplier's Address for Notices:</p> <p>Company Name: _____</p> <p>Authorized Representative: _____</p> <p>Address: _____</p> <p>Email: _____</p>

13. Engineer's Decision

Without prejudice to the power of the Engineer to make decisions, the Employer limits this responsibility on the following:

- Approval of change that exceeds 25% of the Contract Price;
- Extension of intended time for completion of more than 60 days;
- Change of design/drawings that impact on the Contract Price;
- Approval or replacing any of the project supervision team;
- Approval of Contractor's account following Termination in accordance with GCC clause 41;
- Termination of contract as defined in GCC clause 41, and
- Any issues that impact on the Employer's responsibilities relating to the environmental, social, health and safety (ESHE) of the project areas.

In these cases, the Engineer's responsibility shall be recommendatory, and the Employer shall approve each case.

14. Obligations of Employer

The Employer shall give the Contractor possession of site within 14 days following signature of contract.

Obligations of the Contractor

15. Insurance

The Contractor shall submit to the Employer within 14 days following signature of contract, insurance to cover the loss and damage to the following with amounts and deductibles:

Type	Amounts	Maximum deductibles
Works, Plant, and Materials	100% of Contract Price	10% of cover
Equipment	100% of equipment cost	5% of cover
Property (except works, plant, materials and equipment)	Minimum of 25% of Contract Price	5% of cover
Personal injury or death	Minimum of 30% of Contract Price	5% of cover per occurrence

16. Performance Security

Not Applicable. (Performance security is waived for this RFQ; financial security is maintained via the 10% retention withheld from milestone payments until final acceptance).

17. Contractor's Programme

Submission of Contractor's Programme: within 14 days from start date

Submission of updated Contractor's Programme: 28 days

Amount to be withheld for failure of submitting the updated Contractor's Programme: one percent (1%) of the monthly certificate of payment

18. Cost Control

This is a fixed-price **Lump Sum Contract with a Priced Activity Schedule** (applicable to Lot 1 and Lot 2 independently). Payments are released strictly against certified milestone deliverables.

19. Environmental, Social, Health and Safety (ESHS)

The Project areas are:

1. **Active Seedling Nursery Biosecurity:** The site is an active plant propagation nursery. The Contractor shall maintain dust containment barriers, prevent oil/fuel contamination, avoid soil runoff, and refrain from disturbing existing seedling propagation tables and irrigation infrastructure.
2. **Site Safety:** Mandatory use of Personal Protective Equipment (hard hats, steel-toe boots, eye protection, high-visibility vests) for all personnel in compliance with the Montserrat Labour Code 2012.

Payments

20. Price Adjustment

Price adjustment is NOT applicable. Contract prices shall remain fixed and firm for the duration of the contract. *(The parametric price escalation formula is deleted in its entirety)*

Price and Payment

21. Payment Terms

Milestone Payment Structure:

- **Lot 1 (Supply & Delivery):** 100% of the Lot 1 Contract Price paid within thirty (30) days following full delivery, offloading, joint inventory verification against the packing list, and formal acceptance sign-off at the Brades site.
- **Lot 2 (Works & Installation):**
 - *Milestone 1 (50%):* Certified completion and 3,000 psi compressive test sign-off of the reinforced concrete base slab and perimeter edge beams.
 - *Milestone 2 (40%):* Complete mechanical frame erection, anchoring, tensioned poly-film cladding, door hanging, and functional inspection.
 - *Milestone 3 (10% Retention):* Released thirty (30) days after final commissioning handover and rectification of all punch-list defects.

Statutory Taxation Notice: Montserrat tax laws apply. Residents are subject to tax on project profits; non-resident contractors are subject to a **20% Withholding Tax deduction** from gross payments deducted at source by GOM unless an official tax exemption certificate from MCRS is provided (irev@gov.ms).

22. Liquidated Damages

Liquidated damages for unexcused delay beyond the Intended Completion Date shall be **0.1% of the relevant Lot Contract Price per calendar day** of delay, up to a maximum deduction of **10%** of the Contract Price. Exceeding the maximum cap entitles GOM to terminate the contract for default.

Section 2 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.



Quotation Form

Company Name: _____

Address: _____

Email: _____

Chairperson, Departmental Procurement Committee
Ministry of Agriculture, Lands, Housing, the Environment,
Youth Affairs and Sports
Brades
Montserrat

Quotation for Supply and Installation of Commercial Greenhouse

Dear Sir/Madam

We, the undersigned, offer to supply and deliver one (1) commercial greenhouse (nominally 20 ft x 70 ft) for the Government Seedlings Nursery to the Ministry of Agriculture, Lands, Housing, the Environment, Youth Affairs and Sports in accordance with your RFQ document referenced MALHEYAS/RFQ/2026/003.

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 works they will perform where relevant].*

Lot 1 price, if bid: XCD _____

(in words): _____

Lot 2 price, if bid: XCD _____

(in words): _____

Combined total, if both Lots: XCD _____

(in words): _____

These prices include all applicable costs and taxes identified in the attached schedules.

We confirm Lot 1 delivery within 60 calendar days of signature, if bid; and Lot 2 completion within 90 calendar days of Start Date, with the foundation, testing and erection milestones stated in Sections 3 and 4, if bid.

Our attached programme demonstrates compliance.

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

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

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

Quotation Checklist

[This form provides a checklist for preparation of your quotation. Complete it and include it as part of your quotation.]

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 Submission Form, Technical Quote and Price Bill of Quantities or Price Activity Schedule may result in the rejection of your quotation. Other missing documents or information may be obtained through a clarification request, subject to the discretion of the Evaluation Panel.]

Field	Bidder Details
Name of tenderer:	_____
Procurement reference number:	MALHEYAS/RFQ/2026/003
Lot(s) Bid Upon:	☐ Lot 1 Only ☐ Lot 2 Only ☐ Both Lots (1 & 2)

Section & Document Description	Mandatory Document or Information Required	Included?
PART A: Administrative & Statutory Forms (Required for ALL Bidders)		
Quotation Form	Duly completed, indicating bidden Lot(s), and signed by an authorized representative.	☐
Quotation Checklist (this form)	This completed and ticked checklist.	☐
Tenderer Information Form	Completed form with Certificate of Incorporation or Business Registration attached (or GPS supplier registration number).	☐
Tax Compliance Certificate (TCC)	Valid TCC issued by the Montserrat Customs & Revenue Service (MCRS) or home-jurisdiction tax clearance	☐
Supplier Code of Conduct	Signed declaration agreeing to the GOM Code of Conduct (unless pre-registered with GPS).	☐
Labour Compliance Declaration	Signed declaration confirming compliance with the Montserrat Labour Code 2012 (unless pre-registered with GPS).	☐

PART B: Lot 1 Technical & Financial Submissions (Supply & Delivery)	(Complete if bidding on Lot 1)	
Price Activity Schedule: Lot 1	Fully priced, totalled, and signed lump-sum schedule for Items 1.1 to 1.3 (DDP Brades Nursery, in XCD).	☐
Product Data Sheets & Specifications	Manufacturer specifications showing frame dimensions (20 ft × 68–72 ft), materials, heights, ventilation, and doors.	☐
Wind-Load Engineering Certification	Manufacturer certificate or engineering data proving resistance to sustained winds of not less than 120 mph .	☐
Warranty Documentation	Written warranties confirming minimum 10 years on the structural frame and 4 years on the 200-micron UV film.	☐
Delivery & Shipping Schedule	Plan confirming complete delivery to the Brades site within 60 calendar days of contract signature.	☐
PART C: Lot 2 Technical & Financial Submissions (Civil Works & Installation)	(Complete if bidding on Lot 2)	
Price Activity Schedule: Lot 2	Fully priced, totalled, and signed lump-sum schedule for Items 2.1 to 2.5 (Civil Base & Erection, in XCD).	☐
Civil Foundation Method Statement	Detailed execution plan for earthworks, aggregate sub-base, vapor barrier, rebar, formwork, and pouring 3,000 psi concrete base slab.	☐
Greenhouse Erection Methodology	Step-by-step assembly, anchoring embedment, wiggle-wire poly film tensioning, and gable door hanging plan	☐
Work Execution Program	Implementation schedule confirming foundation completion in 30 days, erection in 21 days, and total completion within 90 calendar days .	☐
Equipment Availability Form	Proof of access (owned/leased) to a concrete mixer, poker vibrator, plate compactor, levelling instrument, and tools.	☐
Key Personnel Form & CVs	CVs demonstrating experience for Site Supervisor (min. 5 years) and Lead Mason (min. 3 years).	☐
PART D: Final Authorization		
Authorized Signatures Verified	Has an authorized signatory signed the Quotation Form, Technical Quote, and the relevant Price Activity Schedule(s)?	☐



Tenderer Information Form

[Complete this form and include it as part of your quotation.]

Tenderers who are included on the Government Procurement Services register of suppliers should indicate their tenderer registration number and do not need to complete the rest of the form or provide the attachments listed.]

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 Montserrat or the region	
Attach the following documents	
• Certificate of Incorporation or equivalent	Attached ☐
• Supplier Code of Conduct	Attached ☐
• Labour Compliance Declaration	Attached ☐

Supplier Code of Conduct

Company Name: _____

Address: _____

Email: _____

Tenderers who are included on the Government Procurement Services register of suppliers do not need to complete this form.]

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

Company Name: _____

Address: _____

Email: _____

Tenderers who are included on the Government Procurement Services register of suppliers do not need to complete this form.]

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	

Technical Quote

[Prepare a technical quote for each LOT separately with the following sections and include it as part of your quote].

- Product description and manufacturer's data sheets
- Statement of compliance with the specifications in Section 3, item by item
- Wind-load certification or engineering data
- Delivery schedule and packing list arrangements
- Warranty terms for the structure and the covering film
- Proposed Subcontractors (if any)

Lot 1 technical compliance (Lot 1 only)

Requirement	Confirm evidence reference
20 ft width; length 68–72 ft; sidewall 7–10 ft; ridge 11–15 ft	
Frame material, coating, fasteners and corrosion resistance	
Certified resistance to at least 120 mph sustained winds; identify design standard and assumptions	
Minimum 200-micron film; 85% light transmission; anti-drip/anti-dust additives; 4-year UV warranty	
Roll-up sides, manual cranks, 40-mesh netting and passive ridge ventilation	
Two gable-end doors, minimum 6 ft × 7 ft each	
Locking profiles and spring-wire fastening or demonstrably equivalent system	
Patch tape, spare fasteners, manuals and 10-year frame warranty	
DDP Brades delivery within 60 days; drawings/load information within 7 days	

Attach product sheets, dimensional drawings, wind certification, warranty documents, delivery/shipping programme and packing-list arrangements. Proposed manufacturer/model, for identification of the offered product only: _____.

Authorised signature: _____

Name: _____

Position: _____

Company Name: _____ Date: _____

Lot 2 technical compliance (Lot 2 only)

Requirement	Method and evidence reference
Site preparation and compaction; maximum 20 ft × 72 ft pricing footprint; 3 ft working zone	
Coordinated foundation, reinforcement, drainage and anchor drawings verified by a qualified structural engineer before work	
4-inch granular base; 250-micron vapour barrier; specified slab, edge beams and reinforcement	
3,000 psi concrete at 28 days; testing facility, sample programme and seven-day curing	
0.5% drainage slope, outlet arrangement and non-slip finish	
Engineer-verified anchoring; kit erection, bracing, cladding, ventilation and doors	
30-day foundation construction; 28-day test approval before loading; 21-day erection; 90-day overall completion	
Biosecurity, PPE, protection of existing nursery assets, waste disposal and final handover	
Required equipment, key personnel and minimum corporate experience	

Attach the foundation/erection method statement, work programme, Equipment Availability Form, Key Personnel Form and CVs/credentials, Relevant Experience Form, and any subcontractor details.

Subcontractor details

Name and address	Lot and tasks	Qualifications and evidence
None, or specify below		

Authorised signature: _____

Name: _____

Position: _____

Company Name: _____ Date: _____

Equipment Availability Form

Lot 2 only. Identify the actual equipment and attach ownership evidence, a rental/lease commitment or the ready-mix supply agreement. All equipment shall be available for the planned work dates.

Required equipment	Proposed capacity and quantity	Owner or provider and evidence
Concrete mixer: 1 unit, minimum 1.0 m ³ batch capacity, OR ready-mix supply agreement		
Mechanical poker/immersion vibrator: 1 unit, 1.5 – 2-inch head		
Plate compactor: 1 unit, minimum 15 kN		
Optical/laser levelling kit with tripod and staff: 1 set		
Carpentry, masonry and erection tools, drills, torque tools, rebar tools and access equipment: 1 set		

Authorised signature: _____

Name: _____

Position: _____

Company Name: _____

Date: _____

Key Personnel Form

Lot 2 only. Complete one entry for each role. Attach a CV, relevant qualification/trade evidence and evidence supporting the stated experience.

Site Supervisor or Project Lead

Minimum: Diploma, associate degree or equivalent trade qualification in civil engineering/building construction; at least five years of site supervision, including two years managing concrete foundations and pre-engineered metal structures.

Name: _____ Employer: _____

Qualification/trade credential and evidence reference: _____

Years of relevant experience: _____

Relevant projects, duties and dates:

Availability for this contract: _____

CV and supporting evidence references: _____

Lead Mason or Concrete Finisher

Minimum: Masonry trade certificate or verified master craftsman credential; at least three years in formwork, reinforcement, concrete placement and finishing.

Name: _____ Employer: _____

Qualification/trade credential and evidence reference: _____

Years of relevant experience: _____

Relevant projects, duties and dates:

Availability for this contract: _____

CV and supporting evidence references: _____

Structural engineer proposed to verify coordinated foundation/anchor drawings:

Qualification/registration and relevant experience: _____

Commitment or appointment evidence: _____

Authorised signature: _____

Name: _____

Position: _____

Company Name: _____

Date: _____

Price Activity Schedule Lot 1

[Complete this form and include it as part of your tender. Ensure that it is signed by an authorised person. All items of works in the Bill of Quantities must be filled out by Tenderer]

Name of tenderer	
Procurement reference number	
Currency of tender	Eastern Caribbean Dollars (XCD)

Price Bill of Quantities (Admeasurement Contract)

Item No	Brief Description	Unit	Lump-sum Price
1.1	Complete greenhouse kit, doors, ventilation, film, fasteners and locking system complying with Section 3	1 kit	
1.2	Packing, freight, transit insurance, customs clearance, applicable duties/taxes, delivery DDP Brades and offloading	1 lot	
1.3	Spares, repair tape, manuals, drawings, certified engineering information and warranties required by Section 3	1 lot	
1.4	Customs duties and taxes included in the above (shown separately)		
	Total Lot 1		

Total Lot 1 in words: _____

Duties and taxes already included above, for information only: XCD _____

Do not add this amount again. No conditional cross-lot discount shall alter independent Lot evaluation. Delivery: within 60 calendar days of contract signature. Required early drawings: within seven calendar days.

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

Price Activity Schedule Lot 2

[Complete this form and include it as part of your tender. Ensure that it is signed by an authorised person. All items of works in the Activity Schedule must be filled out by Tenderer]

Name of tenderer	
Procurement reference number	
Currency of tender	Eastern Caribbean Dollars (XCD)

Price Activity Schedule (Lump-sum Contract)

Item No	Activity	Unit	Lump-sum Price
2.1	Mobilisation, site protection, setting out, coordinated engineer-verified foundation/anchor/drainage drawings, approvals and site preparation	1 lot	
2.2	Earthworks, compaction, 4-inch sub-base, vapour barrier and formwork	1 lot	
2.3	Reinforcement, 5-inch slab, perimeter edge beams, concrete, 28-day testing, curing, drainage outlets and non-slip finish	1 lot	
2.4	Kit custody, erection, approved anchors, bracing, film, ventilation, insect netting and doors	1 lot	
2.5	Inspections, commissioning, waste disposal, clean-up, documentation, handover and defect rectification obligations	1 lot	
	Total Lot 2		

Total Lot 2 in words: _____

Duties and taxes already included above, for information only: XCD _____

Do not add this amount again. Include all labour, plant, equipment, insurance and incidental costs in the above activities. Payment follows the 50% / 40% / 10% contract milestones, not individual schedule line values.

Signature	
Name of authorised signatory	

Position of authorised signatory	
Name of tenderer	
Date signed	