REQUEST FOR QUOTATION



Verge Cutting & Drain Cleaning Services 2025

Section 9

Virgin Islands

Please note that this project comprises of eighteen (18) sections. Bidders are free to submit individual bids on one or more sections but no bidder will be awarded more than one (1) section.

October 2025

green connected & THRIVING
MINISTRY OF BUILDINGS, UTILITIES, INFRASTRUCTURE, LABOUR & TRANSPORTATION

P O BOX 344, BRADES, MONTSERRAT, W I
◈ Tel: (664) 491-2521/2522 ◈ Fax: (664) 491-6659 ◈ E-mail: mcw@gov.ms

21st October 2025

Dear Bidder

RE: Request for Quotation (RFQ) for Verge Cutting & Drain Cleaning of Minor Roads: Virgin Islands - Section 9

The Ministry of Buildings, Utilities, Infrastructure, Labour, Transportation and Ecclesiastical Affairs (BUILTE) is inviting interested bidders to submit a quote/s for a Contract to carry out verge and drain maintenance works in Virgin Islands. This Contract will be for a period of **five (5) months**. Quotation documents can be accessed by visiting the website below.

Copies can be downloaded from the Government of Montserrat website at https://tenders.gov.ms/.

The RFQ pack consists of the following documents:

1. Instructions and Guidance Notes
2. Description of the Works
3. Quotation Evaluation Criteria
4. Form of Quotation
5. Bill of Quantities
6. Anti-collusion Certificate
7. Technical Specification
8. Quotation Document Checklist
   Appendix - Drawings

Please read Instructions to Bidders before completing and submitting quotes. Failure to read and follow the information within the Instructions to Bidders may result in quotations being deemed non-compliant and rejected.

Any queries clarifications relating to the quotation should be made to Mr. Felix Persaud, PWD Director (Ag) at persaud@gov.ms, no later than **4:00 pm on Friday, 31st October 2025**.

Quotations are to be received no later than **2:00 pm on Wednesday, 5th November 2025**.

1. Instructions and Guidance Notes

1. The contract conditions adopted for this project will be the Montserrat General Conditions of Contract.

2. Bidders are to submit the documents listed under Administrative Compliance, section 3.1 below**.** Failure to fully submit these documents **will** lead to their bid becoming non-compliant and rejected.

3. Bidders can submit all of their submissions in a single outer envelope. This outer envelope must state which sections are being submitted. However, **each submission** must be place inside individual inner envelopes. The name of the particular section should be written on each of the inner envelopes being submitted following guidance note 5.

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

5. All works 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.

6. Bidders can choose any number of sections to submit quotations on. However, **every quotation must be submitted within a separate inner envelope** and addressed to **The Permanent Secretary, Ministry of Buildings Utilities Infrastructure Labour, Transportation and Ecclesiastical Affairs, Brades, Montserrat, MSR 1110. The project title should be placed on both the inner and outer envelope based on guidance note 18 below.** Outer Envelope must not have the Bidder's name on it. All quotations should be submitted no later than **2:00 pm** on **Wednesday, 5th November 2025**.

   Late Quotations will be rejected and returned unopened.

7. To constitute a compliant quotation, individuals must submit priced and Signed Form of Quotation, Tax Compliance Certificate, completed Price Breakdown Template under Appendix one (1) and all other requested documentation in the Quotation Checklist.

8. **When bidding on any of the sections;**

a) If bidding on section One (1) the name of the project is ***"Quotation for Verge Cutting & Drain Cleaning of Minor Roads: Virgin Islands- Section 9".***

9. The Bidder will be expected to contact all utilities companies to ensure that the proposed works do not disrupt any of the services and will be fully responsible for contacting the utilities companies in the event of any damage or disruption.

10. The Bidder should ensure that appropriate traffic management measures are in place throughout, whilst the works are on-going. All works should be carried out in a safe manner and the relevant safety precautions incorporated into all activities.

11. The Bidder will be deemed to have inspected the site/s and be familiar with the environment and working conditions on the site/s.

12. All Quotations will be arithmetically checked - any errors will be brought to the Bidder's attention. The **rates supplied** would be the basis for the arithmetic correction and would be the determining factor for any queries about the corrected price.

13. Bidders are not allowed to submit alternative Quotations.

14. A successful bidder will undergo a performance evaluation during and after the completion of works. The performance reporting template will be inserted in the contract.

15. Successful bidders will be required to submit a health and safety plan before commencement of work.

16. All Bidders must provide a signed receipt in respect of circular quotation or addendum. Electronic acknowledgement would be considered acceptable.

17. The Government of Montserrat is not bound to accept the lowest bidder and has the right to accept and reject any quotation offers.

18. This procurement process shall be governed by, and conducted in accordance with, the provisions of the Public Procurement Act, 2025 (No. 5 of 2025) and its attendant Regulations. Documents may be accessed on the official Government of Montserrat Public Procurement portal: https://tenders.gov.ms/publications All parties participating in this procurement are deemed to have acquainted themselves with, and to be bound by, the provisions of said Act and Regulations.

19. Submitting a Quote

19.1 There are **2 OPTIONS** available for submitting a Tender:

19.2 Electronic submissions can be submitted via the myTenders Portal at https://www.mytenders.co.uk/

19.3 If you are intending to make an **electronic submission** to this tender, please register your interest on myTenders at the earliest opportunity. Please ensure that you allow sufficient time to upload your documents.

19.4 Bidders are asked to ensure that documents are uploaded under the appropriate heading, which you have registered for.

19.5 **Hard copies** can be submitted by hand – Please follow the instructions set out below.

19.6 **Hard copies can be submitted by hand – Please follow the instructions set out below;**

19.7 **Submitting a hard copy of your quotation:**

19.7.1 You will need two plain envelopes for the Quotation submission. You must follow these instructions, failure to do so may result in the bid being non-compliant and not considered any further.

Envelope 1.

Follow the steps written below:

1. Write the name of the bidder (Tenderer, Supplier) on this envelope.
2. Write the name of the project and the address on the envelope as written below:
3. Write the name of the section you are bidding for on the envelope.

Bidder Name (Your Company Name if applicable or Your Name)
Quotation for Verge Cutting & Drain Cleaning of Minor Roads: Virgin Islands - Section 9 (See Guidance Note 5 as to the section titles)
Permanent Secretary
Ministry of Buildings Utilities Infrastructure Labour, Transportation and Ecclesiastical Affairs
P.O. Box 344, Brades, Montserrat, MSR1110

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

Envelope 2

Continue following the steps below:

5. Envelope 1 should now be inside this envelope (Envelope 2), seal the envelope and then write the Project Title and address for Quotation.

Quotation for Verge Cutting & Drain Cleaning of Minor Roads: Virgin Islands - Section 9
(See Guidance Note 5 as to the section titles)
Permanent Secretary
Ministry of Buildings Utilities Infrastructure Labour and Transportation
and Ecclesiastical Affairs
P.O. Box 344, Brades, Montserrat, MSR1110

2. Verge and Drain Maintenance - Description of Works

2.1 Description and timelines

a. To carry out verge cutting and drain cleaning works along both sides of the road for the various Sections from Friths to Look Out.

b. The Contractor will be required to carry out verge cutting to include tree and branch over hangs during Contract Period. The times of the cutting would take place after being instructed by the Engineer.

c. Also, the Contractor will be required to carry out drain cleaning after the verge is cut, and ensure the drains within the Sections are kept clear at **all** times. All drain grills and grating must be kept clean and cleared at all times to allow for the free flow of water.

d. All culverts within the designated Section must be cleaned and kept cleared at **all times**.

2.2 Objectives of Verge and Drain Maintenance

2.2.1 Verge and grass cutting maintenance is carried out to:

- Maintain sight line visibility at junctions and bends for roadway users.
- Prevent traffic signs being obscured
- Provide a pedestrian refuge where no footway exists
- Control brushwood and scrub
- Prevent the loss of width of paved surfaces
- Keep the verges in a clean and tidy state
- Maintain flowers that are present in the verges.

2.2.2 Drain Maintenance is carried out:

- To allow storm water to flow unimpeded from the roads and verges into culverts and watercourses and avoid flooding of the roads and property and damage to the roadways at all times.

2.2.3 Litter Picking is carried out:

- To keep the roadway verges in a clean and tidy state and to remove any dangerous objects such as broken glass and other sharp objects likely to cause injury to pedestrians and road users at all times.

2.3 General Description of Works:

2.3.1 To control, by cutting, the growth of grass, shrubs and saplings on the verges of the roadways.

2.3.2 To clear the road side drains, slipper and 'U' drains of detritus, leaves, other vegetation and litter.

2.3.3 To report any roadway maintenance defects likely to cause flooding or traffic accidents.

2.4 Scope of Works

2.4.1 Cut grass on roadway verge from edge of road to back of verge, which would be to nearest property boundary, edge of ghaut or similar. This is to be carried out on both sides of the road. The maximum height of the finish cut grass would be determined by the Supervisor.

2.4.2 Cut down all shrubs, saplings & overhanging trees on roadway verge from edge of road to back of verge and embankments, which would be to nearest property boundary, edge of ghaut or similar. The height of the stumps after cutting would be determined by the Supervisor. They should not stick out above the cut verges and look unsightly. This should be done on both sides of the road.

2.4.3 Pick-up and remove all rubbish from highway verge.

2.4.4 Remove all detritus, leaves, other vegetation and litter from kerb and slipper and 'U' drain.

2.4.5 Dispose of vegetation, detritus and litter arising from the works to an approved disposal site.

2.4.6 To report any highway maintenance defects likely to cause flooding or traffic accidents.

3. Quotation Evaluation Criteria

The following evaluation criteria will be used to evaluate quotations received in response to this Invitation to Quotation. The Administrative Compliance would be applied before the remaining criteria and is either pass or fail with failure meaning that bids would be deemed non-compliant. Subsequent to passing the Administrative Compliance **quotes must achieve a minimum score of 65% to be considered for award of contract.**

Bidders are free to bid on one (1) or more of the sections. However, an individual would be awarded **no more than one (1) section**. This award would be made based on the evaluation scores and the submitted quotation price.

Criteria Description	Weight (%)
Administrative Compliance	PASS/FAIL
Technical Criteria	
Contractor's Experience	20
Contractor's Capacity	20
Financial Proposal	
Financial Compliance	60
Total	**100**

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

3.1 Administrative Compliance (Pass/Fail)

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

- Completed and Signed Form of Quotation (**Including time for completion and notice period**)
- Completed and Signed Anti-Collusion Statement
- A valid Tax Compliance Certificate (if locally based)
- Completed Bill of Quantities
- Details of Contractor Experience

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

3.2 Contractor's Experience (20%)

The contractor should provide a detailed outline of his experience in undertaking similar works. Therefore, the contractor must provide information on at least two (2) contracts that

were successfully executed, managed and supervised. In addition, the approach in carrying out the scope of works. The percentage for this criterion will be calculated proportionately in comparison with submissions from other quotations.

Bidders would have had to perform at least two (2) successful similar contracts with minimum contract value of EC$3,000 in the past five (5) years.

No	Description Similar Work	Date Completed	Value of Contract
1			
2			
3			

3.3 Contractor's Capacity (20%)

The contractor must provide a list of all equipment and material they propose to use in carrying out the works.

The contractor should demonstrate whether the equipment is self-owned or whether they will be hiring. The contractor must provide a list of all equipment and material they propose to use in carrying out the works as provided below. The contractor must provide a statement to confirm that the proposed equipment will be available for the duration of the contract period.

Similarly, if the equipment is not self-owned, specific information regarding where the relevant equipment would be obtained from should be stated. On award of the contract, the availability of the equipment stated by the successful contractor would be verified to ensure that it is indeed available for the duration of the contract period.

No.	Description of Equipment	Owned or Hired	Condition of Equipment
1			
2			
3			

3.4 Price (60%)

Bidders must complete the Form of Quotation and the Bill of Quantities and return this with their Quotation submission. The quoted price is a significant factor and the Government of Montserrat will seek to ensure that the works are undertaken at the most economically advantageous price. However, there are other factors which comprise the assessment criteria and these will be considered proportionately. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from quotation, internal benchmarking cost and the calculated market value from bids submitted. Government of Montserrat is not bound to accept the lowest or any quotation.

4. FORM OF QUOTATION

The Permanent Secretary
Ministry of Buildings, Utilities, Labour, Infrastructure, Transportation
& Ecclesiastical Affairs
P. O. Box 344
Brades
Montserrat, MSR110

Dear Sir,

RFQ for Verge Cutting & Drain Cleaning of Minor Roads: Section 9 (Virgin Islands)

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

EC$ ……

(words)……..……...……

……

If my/our Quotation is accepted, I/We undertake to commence the works within ____ **day(s)** of receiving the official Award Letter.

I/We understand I/We shall not be reimbursed for any costs that may have been incurred in compiling this Quotation.

I/We confirm this quotation shall remain valid for a period of ninety (90) days from the date of submission of this Quotation.

Name…….

Signed…….....

Name of firm……

Address…….

……

Tel. nr…….....

Fax nr…….....

Date…….....

Email…….....

5. Bill of Quantities

Verge Cutting and Drain Cleaning of Minor Roads: - Section 9 Virgin Islands

Item	Description	Quantity	Unit	Rate	Amount EC$
1.0	**General Items**				
1.1	Mobilisation, insurance of the works and the supply of safety vests, safety goggles and the appropriate road signs.	Item	Sum		
2.0	**Work Items**				
2.1	In accordance with Sheet No. 01, cut grass verges and trees at a minimum width of 5 feet or the full extent of the area between the road edge and fence, embankment or property boundary on both sides of the road.Collect, cart away and dispose of all clippings at an approved site. Maintain verges at a maximum height of 75 mm or 3" over a 5-month duration. (see General Description of Works and Technical Specification for further details).	m	1214		
	Total				

6. GOVERNMENT OF MONTSERRAT

QUOTATION SUBMISSION ANTI-COLLUSION CERTIFICATE

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

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

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

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

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

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

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

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

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

DATE……2025

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

NAME OF FIRM……..……

FULL POSTAL ADDRESS……

TELEPHONE NO……..…… FAX NO ……

7. Technical Specification:

7.1.1. Minimum Cutting Frequencies and Maximum Grass Height.

1.1 The Contractor will be required to carry out the following minimum cutting frequencies or as directed by the Engineer.

2025

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

The height of the cut shall be such that, after cutting, the height of grass and any weeds within the grass verge shall be a maximum length as determined by the Supervisor.

1.2 These stated frequencies are merely minimum requirements. In addition to these minimum frequencies, the Contractor will carry out additional grass cutting in order to ensure that the grass length does not the length specified by the Supervisor at any time during the contract period. This work will be instructed by the Supervisor and paid for at the agreed rates.

1.2 Grass cutting shall be undertaken in such a manner as to cut the full extent of the area between the carriageway, fencing, driveways, embankment and/or any other boundaries. The Contractor shall ensure that no area of grass verge is left uncut and will produce an even height across the whole area.

1.3 The Supervisor may instruct the Contractor to apply an appropriate and approved herbicide to destroy grass around specified obstacles. The requirements and conditions for the use and application of herbicide will be carefully controlled so as not to damage plants, shrubs, grass and the like on neighboring property and used strictly in accordance with the manufacturer's instructions.

1.4 All grass and vegetation cuttings shall be collected at every cut including those falling outside the cutting area. The Contractor shall ensure that the clippings are collected immediately after cutting the grass. The dumping of clippings on site will not be permitted. Clippings shall not be dumped into the waterways. The Contractor shall cart away the clippings for disposal at an approved site. The approved site is the New Windward Landfill site. Contractor shall make allowance in his rates for this.

1.5 Any litter – paper, plastic, bottles, general fly tipping and the like found on the verges will be collected and disposed of at an approved site. The approved site is the New Windward Landfill site.

7.2.1. Avoiding Noise Nuisance

2.1 The Contractor shall not undertake any grass cutting on Bank Holidays or at any such time as to cause a nuisance to residents in surrounding properties. The discretion of the Contractor shall be relied upon to ensure this. However, receipt of complaints from local residents shall be the yardstick against which this shall be measured and the Contractor shall comply with the directions of the Supervisor in this regard.

2.2 The Contractor shall show sensitivity in not carrying out work adjacent to education sites at times which are likely to cause disturbance.

2.3 The Contractor shall not undertake grass cutting operations **outside** of the following hours unless directed by the Supervisor:

Monday – Friday 8:00 am – 6:00 pm

Saturday 8:00 am – 6:00 pm

No work shall be undertaken on **Sundays or Bank Holidays** unless directed by the Supervisor.

7.3.1. Pruning of Vegetation Overhanging the Highway:

3.1 The Supervisor may instruct the Contractor to cut back hedges, trees or other vegetation which blocks the public highway and to dispose of the clippings.

3.2 These hedges and the vegetation may grow in private property or belong to the GoM. The Contractor will price for this work under hourly rates in the Provisional Items in the Bill of Quantities.

7.4.1. Use, Setting and Operation of Machinery

4.1 The Contractor shall at all times during the Contract Period ensure that all machines engaged in grass cutting operations are properly set and sharp as appropriate so as to produce a true and even cut and that mowers have their height of cut so adjusted to produce the correct height of cut.

4.2 The Contractor shall ensure that grass verges on slopes and inclines, or areas with access difficulties are mown with the suitable type of machinery. Machinery used must be appropriate to the size and area of grass being cut.

4.3 The Contractor shall be liable for any damage from inappropriate use, lack of maintenance or adjustment of machinery. At the direction of the Supervisor, the Contractor shall make good any such damage.

4.4 The Contractor shall ensure that the machinery is used efficiently in order to minimize fuel consumption and noise disturbance.

4.5 The Contractor will take all necessary measures as to minimize the likelihood of injury and or damage from flying stones during mowing and trimming.

4.6 The Contractor shall ensure that machines are properly fitted with appropriate safety guards and maintained so as to present no danger to the operator or any person in the vicinity of operations.

7.5.1. Pesticide Control:

5.1 This section provides the specification for all operations relating to the application of pesticide. The compliance of all the conditions in this section is paramount. The Contractor shall submit to the Client Officer for approval a list of the chemicals and their intended use. The Supervisor will approve those chemicals that he deems satisfactory.

5.2 **General Conditions**
All pesticides and growth regulators to be used in the undertaking of the works will be those approved by the Supervisor. All pesticide applications shall be in accordance with the terms and conditions stated on the product label and comply with Codes of Practice for safe use of Pesticides.

5.3 **Operator Certification**
The Contractor shall ensure all operatives engaged in undertaking the application of any "pesticide" to be suitably qualified and assessed and shall ensure that only those operatives are engaged in the application of such materials.

5.4 **Protective Clothing**
The Contractor shall provide his staff with all protective clothing applicable to the materials being applied at any one time and shall give his staff access to such washing and cleaning facilities as are required. The Contractor shall ensure that his employees, whilst engaged in application of materials, wear protective clothing as appropriate and that they observe all safety precautions as required.

5.5 **Educational Premises**
No spraying work of any kind shall take place within 100 m of any Educational Premises during term time unless an agreement has been made with the Supervisor.

5.6 **Damage to the Environment**
The Contractor shall ensure that the method of application and the undertaking of such works proceed in such a manner as to cause no damage or injury to any person, desirable plant, animal, machine or item of equipment other than the specific pest or plant which the pesticide is to control. Any such damage shall be held to be the responsibility of the Contractor and he shall be required to make good any damage and shall be responsible.

5.7 **Water Courses**

The Contractor shall ensure that the method of application and the undertaking of works in no way leads to the pollution of any water course or water supply. Any such pollution shall be held to be the responsibility of the Contractor and he shall be required to make good any damage and shall be held to be responsible for any claims for compensation arising from his actions or omissions.

7.6.1. Drain Cleaning:

6.1 The kerb and slipper drains will be cleared of all detritus, leaves, other vegetation and litter. Any grass or vegetation growing through the joints or the like will be removed. All drain grills and gratings shall be cleared at all times to allow for the free flow of water.

6.2 The 'U' drains will be cleared of all detritus, leaves, other vegetation and litter. Any grass or vegetation growing through the joints or the like will be removed.

6.3 All culverts will be inspected and cleared of detritus, leaves, branches, other vegetation and litter. Particular attention will be paid to the culvert mouths, upstream and downstream, to ensure unimpeded flow of water through the culvert.

6.4 Water courses leading to culverts will be inspected and cleared for a minimum of 30m upstream and 20m downstream. Any fallen trees, branches or any other objects likely to impede the free flow of water will be removed.

6.5 Reports in a format agreed with the Government Engineer will be submitted by the Contractor on the condition of every culvert.

7.7.1. Signs and Safety Gears:

7.1 In all cases the Contractor shall allow in his rates for appropriate safety coning and advanced signing.

7.2 Where the works entail closing or partially closing one lane of traffic, a stop-go board system will be employed with appropriate signage.

7.3 All operatives will wear high visibility vests as a minimum for conspicuity.

7.4 All operatives will use appropriate personal protective clothing for the tasks they are carrying out, for example – gloves, goggles, face visors and safety footwear.

7.5 All operatives will be fully trained in all operations they are expected to carry out.

7.6 Operatives using machinery should be rotated throughout the shift to minimize the effects of vibration white finger from over exposure to vibration.

7.7 The Contractor will ensure that all employees must use all necessary items of protective clothing when engaged in work.

7.8.1. Supervision and Staff:

8.1 The Contractor shall provide to the Supervisor at the commencement of the Contract Period and whenever a change in personnel engaged in the contract occurs, or more frequently if requested by the Supervisor, a full detailed list of all staff employed in the Service.

8.2 The Contractor shall establish a suitable supervisory system for monitoring the quality of work done and the achievement of programmed work.

8.3 The Contractor shall, whenever work is in progress, have the correct category of competent person in charge on site and the works shall be executed by a sufficient number of suitably trained staff of the Contractor who is experienced in this type of work.

8. Quotation Document Checklist

Project Title: **RFQ for Verge Cutting and Drain Cleaning of Minor Roads: Virgin Islands – Section 9**

Date advertised:	Tuesday, 21st October 2025
Clarification Deadline Date:	Friday, 31st October 2025
Quotation Deadline Date:	Wednesday, 5th November 2025
Quotation Deadline Time:	***2:00pm (Eastern Caribbean Time/ GMT-4)***

Below are the following documents that should be provided for a contractor's bid to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the bid being considered non-compliant and rejected.

Completed & Signed Form of Quotation (**Including Commencement Time**) ☐

Completed Bill of Quantities ☐

A valid Tax Compliance Certificate ☐

Contractor's Experience Information ☐

Information on Contractor Capacity to Undertake Works ☐

…… .....

Signed on behalf of Contractor Date