GOVERNMENT OF MONTSERRAT



REQUEST FOR QUOTATION

MVO Audit 2020 and 2021

October 2025

NATIONAL AUDIT OFFICE Montserrat
P.O. BOX LB1127 Brades Montserrat MSR 1310
Tel: 664-491-3460 | Email: audit@gov.ms | Website: http://audit.gov.ms

Our Ref: MVO-15/39

08 October 2025

Re: Quotation for the Audit of the Montserrat Volcano Observatory Accounts for financial years 2020 and 2021

Bidders are invited to submit a quotation for the audit of the MVO.

The National Audit Office is inviting qualified and experienced auditors to submit a quotation for conducting a Financial Audit of the Montserrat Volcano Observatory for two accounting periods, 01 April 2019 – 31 March 2021, using the attached Request for Quotation Form.

1. Copies can be downloaded and submitted via the Government of Montserrat website at http://www.gov.ms/tenders/ or myTenders Portal at https://www.mytenders.co.uk/ Electronic quotation packs can be downloaded, completed and submitted via the myTenders Portal.

2. The Quotation Dossier consists of the following documents:

i. Instructions and Guidance Notes
ii. Terms of Reference
iii. Quotation Evaluation Criteria
iv. Bidders Identification Details Form
v. Form of Quotation
vi. Quotation Checklist

Please read Instructions and Guidance Notes before completing and submitting Quotations; failure to do so may result in Quotations being deemed non-compliant and rejected.

Any queries relating to the quotation should be made in writing to the Auditor-General, National Audit Office at meademv@gov.ms or via telephone; (664) 491 3460 or 4569, no later than **4:00 pm on Friday, 31st October, 2025**.

Quotations must be submitted no later than **2:00 pm on Monday, 3rd November, 2025.** Quotations received after this time will not be considered.

1. INSTRUCTIONS AND GUIDANCE NOTES

1. **This Request for Quotation is for Qualified bidders (only)**.
2. Please read Instructions to Bidders before completing and submitting quotes. Failure to read and follow the information within the Request for Quotation document will cause quotations being submitted to be deemed non-compliant and rejected.

3. The supplier must submit a **Tax Compliance Certificate** from Inland Revenue Department along with the quotation 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. Quotations received with improper Tax Compliance Certificates would be rejected. For further information, please contact Montserrat Customs & Revenue Service (MCRS) via email at irev@gov.ms

4. 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.

5. Bidders are to provide all documents or information requested as part of the **Quotation Check List.** Failure to fully complete these documents **will** lead to their bid becoming non-compliant and rejected.

6. Bidders are not allowed to submit alternative quotations.

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

8. To submit a quotation:

   Hard copies to be submitted by hand

   You will need two plain envelopes for the request submission. Failure to follow these instructions, may result in the quotation being non-compliant and not considered any further.

   Envelope 1.

   Follow the steps written below:

   1. Write the name of the bidder (Supplier) on this envelope
   2. Write the name of the project and the address on the envelope as written below;

   Bidder's Name (Your Company Name)
   Quotation for the Audit of the Montserrat Volcano Observatory Accounts for years 2020 and 2021
   Miss Marsha Meade
   Auditor-General
   National Audit Office
   P O Box LB1127
   Brades
   Montserrat

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

Envelope 2 
Continue following the steps below:

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

Quotation for the Audit of the Montserrat Volcano Observatory Accounts for years 2020 and 2021
Miss Marsha Meade
Auditor-General
National Audit Office
P O Box LB1127
Brades
Montserrat

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

Quotations are to be delivered to the address above -Bidders will be given a receipt.

2. TERMS OF REFERENCE

2.1 BACKGROUND

The Montserrat Volcano Observatory was established on the 27th day of July 1999 as a body corporate under the Montserrat Volcano Observatory Act 1999, Registration Number 4/1999. The Corporation's principal activities are to exercise an overview of the Volcanic Activity and to minimize its destructive consequences. The accounting policies primarily follow the guidelines of the Montserrat Volcano Observatory Policies and Accounting Guidelines. Otherwise, the accounting policies conform to International Financial Reporting Standards (IFRS).

2.2 JOB PURPOSE

The Government of Montserrat through the National Audit Office is seeking qualified and experienced Auditors to conduct the Financial Audit of the Montserrat Volcano Observatory for two (2) accounting periods, 1 April 2019 – 31 March 2021.

2.3 SUBMISSION OF PROPOSALS

Interest consultants should submit the following:

- A profile detailing their training, qualification and experience appropriate to the scope of works and internal quality control review mechanism.
- Completion of the request for quotation form.
- Availability to commence work almost immediately with the intention to complete in eighty (80) days.

2.4 DELIVERABLES

No	Deliverables
1	Draft Audited Financial Statements
2	Working Paper Files for 2020 & 2021
3	Draft Report and Audit Opinion
4	Management Letter

2.5 PROJECT ADMINISTRATION

i. Duration.
The duration of the assignment is eighty (80) days.

ii. Reporting.

The successful bidder will report to the Auditor-General, National Audit Office, Angelo's Complex, Brades, Montserrat.

3. QUOTATION EVALUATION CRITERIA

The following criteria will be used to evaluate quotations received. Compliant submissions will be evaluated to a total score of one hundred (100) marks.

Bidders must achieve a minimum **60%** of the technical score to be qualified for award.

No	Criteria Description	Weight
1	Administrative Compliance	Pass/Fail
Technical Criteria		
2	Conformance to Technical Expertise	25 marks
3	Bidder's Experience and Capacity	30 marks
Cost Proposal		
4	Price/Details of Budgeted Audit Fees (breakdown)	45 marks
	Total Score	**100 marks**

3.1 Administrative Compliance (Pass/Fail)

Bidders must submit all the documents requested in the **Quotation Document Checklist** at **(Section 6**) provides a list of documents to be completed and submitted for bidders to be deemed compliant and achieve a PASS assessment. The accurate and whole submission of these documents fulfils the Administrative Compliance requirement, which is a Pass/Fail assessment. Where **all** of the outlined requirements have been fulfilled, the bidder will then advance to the subsequent evaluation criteria. If any of the above-mentioned items were not submitted, then the Quotation would be deemed non-compliant and rejected.

3.2 Conformance to Technical Expertise (25 marks)

Marks will be awarded to a bidder who has undertaken similar work in the past. Therefore, the bidder should demonstrate his/her ability in their technical expertise in auditing statutory institutions. This must be specifically outlined in your submission.

3.3 Bidder's Experience and Capacity (30 Marks)

The bidder should provide a detailed outline of his/her experience in a Curriculum Vitae.

Marks will be awarded to a bidder who has undertaken similar work in the past. Therefore, the bidder should demonstrate his/her ability in their expertise and experience in auditing statutory institutions. This must be specifically outlined in your submission.

3.4 Price/Details of Budgeted Audit Fees (45 marks)

The quoted price is a significant factor and the Government of Montserrat will seek to ensure that the services are provided 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 the quotation. Government of Montserrat is not bound to accept the lowest or any quotation.

4. BIDDER'S IDENTIFICATION DETAILS FORM

A	PERSONAL INFORMATION

BUSINESS NAME:……REGISTRATION NUMBER:……

BUSINESS ADDRESS:……..……..

……

CONTACT PERSON:……..……POSITION:……..……..……

TELEPHONE NUMBER(S):……WEBSITE:……..……..……

EMAIL ADDRESS: ..……..……..……..……

B	QUESTIONNARE		
		√	**Tick the applicable response**
1	Your entity operates as which one of the following?		Sole Proprietorship
			Partnership
			Limited Liability
			Others
2	How many years has your entity been in operation?		(0–1)
			(1-3)
			(3-5)
			(5-10)
			(10 & Over
3	Number of Employees within your entity?		(1-5)
			(6-10)
			(11-15)
			(16 & Over)
4	How many similar contracts has your entity successfully completed in the last two (2) years?		(1-3)
			(4-6)
			(7-9)
			(10 & Over)
5	What is the highest sum of any of the contracts completed in the last two (2) years?		(50-100)K
			(101-200)K
			(201-400)K
			Over 400K
6	Has your entity failed to complete a contract for a public or private entity?		YES
			NO

C	SIGNATURE

I hereby certify that the information outlined in this document is true and accurate to the best of my knowledge and belief. I understand that any false statement may result in a denial of a contract and possible debarment from future prospects.

……..…….
(Signature of Business Representative)

……..…… Business Name/Stamp
Date

5. FORM OF QUOTATION

Miss Marsha Meade
Auditor-General
National Audit Office
P O Box LB1127
Brades
Montserrat, MSR1110

Dear Miss Meade

Quotation for the Audit of the Montserrat Volcano Observatory Accounts for years 2020 and 2021

I/We the undersigned undertake to complete the above Service 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 Service 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 tender shall remain valid for a period of 80 days from the date of submission of this Tender.

Name…….

Signed.…….

Name of Company…..…….

Address……

Tel. number…..

Email address: ……..

Date..……

6. QUOTATION CHECKLIST

Project Title: **Quotation for the Audit of the Montserrat Volcano Observatory Accounts for years 2020 and 2021**

Date scheme advertised:	**Wednesday, 8th October, 2025**
Clarifications Deadline:	**Friday, 31st October, 2025**
Quotation Deadline Date:	**Monday, 3rd November, 2025**
Quotation Deadline Time:	**2:00 pm (Eastern Caribbean time)**

Below are the following documents that should be provided for bids 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.

1. Completed & signed Form of Quotation (**Including Commencement Time**) ☐
2. Completed & signed Anti-Collusion Statement ☐
3. A valid Tax Compliance Certificate ☐
4. Bidder's Curriculum Vitae ☐
5. Bidders Proposal/Price ☐

..... ……

Signed on behalf of Bidder Date