Request for Quotations for Casuarina Management Services
Groves Estate — Lots 1 to 6

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

Issued: 26 November 2026

Reference Number: MALHEYS/ENV/DPL6-1035/2026/01

Lots 1–3: Selective Felling, Processing and Extraction by Geographic Area.

Lot 4: Haulage.

Lot 5: Chemical Treatment.

Lot 6: Seedling Propagation and Planting.

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26 November 2026

Request for Quotations for Casuarina Management Services

The Government of Montserrat, through the Department of Environment, Ministry of Agriculture, Land, Housing, Environment, Youth Affairs and Sports, invites quotations for six (6) Casuarina management service lots at the site identified in Annex A.

1. **Lots 1–3** covers selective felling, processing and extraction in three (3) geographic areas of 1.66 acres each (4.98 acres in total, subject to site-plan confirmation);
2. **Lot 4** covers haulage to the designated Cork Hill stockpile;
3. **Lot 5** covers approved stump treatment and;
4. **Lot 6** covers propagation and planting of 1,200 seedlings (400 per area).

The procurement is financed through the Darwin Plus Local Programme, subject to its applicable grant agreement.

Procurement will be conducted under the RFQ procedure in the 2025 Public Procurement Act and its Regulations. This published invitation is open to eligible service providers. The Department will also solicit at least three (3) suitable suppliers, insofar as sufficient suppliers are available.

This RFQ document consists of the following sections:

- Section 1: RFQ Instructions
- Section 2: Evaluation and Qualification Criteria
- Section 3: Schedule of Requirements
- Section 4: Contract
- Section 5: Quotation Forms

Tenderers may quote for one or more of the six lots but may be awarded no more than one lot. Submit a separate signed Quotation Form, Technical Quote and Price Schedule for each lot offered. Common eligibility and supplier documents may be submitted once, clearly identifying the lots covered. This Request for Quotations is open for **21 calendar days**, from Thursday, 26 November 2026. Quotations must be received by Thursday, 17 December 2026 at 12:00 noon AST. The mandatory site visit will assemble at the Department of Environment, Ministry of Agriculture and Youth Affairs, Brades, on Friday, 4 December 2026 at 9:00 am AST before proceeding to the project site identified in Annex A. MVO will facilitate site access from 9:00 am to 3:00 pm.

Please advise whether you intend to quote; this is helpful but not an eligibility condition.

Yours sincerely,

Ernestine Corbett

Director of the Environment,

MALHEYAS

GOVERNMENT PROCUREMENT SERVICES
MONTSERRAT

Table of Contents

Section 1 RFQ Instructions 5

Section 2 Evaluation and Qualification Criteria 10

Section 3 Schedule of Requirements 16

Section 4 Contract 25

Section 5 Quotation Forms 30

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Section 1 RFQ Instructions

General

1. Participation

Tenderers must satisfy Section 2. Each tenderer may submit one quotation package containing one separately priced offer for each of the six lots selected. Alternative offers and discounts conditional on winning more than one lot are not permitted. Each lot must be capable of separate acceptance. No tenderer may be awarded more than one lot. Shared ownership, control, key resources and proposed subcontracting must be disclosed; artificial arrangements intended to circumvent the award limit or impair competition are prohibited.

2. Supplier Code of Conduct

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

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

3. Conflict of Interest

Tenderers and their personnel, agents and subcontractors must comply with the Government of Montserrat Supplier Code of Conduct and must not engage in prohibited practices. Disclose actual or potential conflicts in each Quotation Form, including involvement in preparing this procurement, relationships with officers involved in evaluation or contract management, and common control with another bidder. GOM will assess whether a conflict can be remedied; a conflict that materially impairs competition, diligent performance or GOM's legitimate interests will result in rejection. Questions about conflicts may be sent to the clarification contact in clause 5.

4. Sanctions

Participation and performance must comply with sanctions and trade restrictions having legal effect in Montserrat, including applicable UK measures extended to Montserrat. Tenderers must disclose relevant sanctions affecting owners, beneficial owners, directors, officers, controlling persons, subcontractors or key personnel. Persons or entities whose participation or performance is prohibited will be excluded. The UK Sanctions List is available at https://www.gov.uk/government/publications/the-uk-sanctions-list. Any additional mandatory donor restrictions must be identified in the issued RFQ; undisclosed donor eligibility tests will not be introduced during evaluation.

Request for Quotations Document

5. Clarification of RFQ Document

Send written questions to doeprocurement@gov.ms , copied to corbette@gov.ms by **Friday, 11 December 2026 at 4:00 PM, AST/UTC-4. GoM intends to circulate written answers and any amendments to all registered prospective tenderers by Tuesday,15 December 2026**, without naming the questioner, and publish them through the procurement channels. Oral statements do not amend this RFQ. A material change will be issued by

written addendum and the closing date extended where needed to allow reasonable preparation time. Tenderers should register their interest to receive communications.

6. Pre-Tender Meeting and/or Site Visit

An authorised representative must attend on **Friday, 4 December 2026 at 9:00 am AST/UTC-4**. Assembly point: Department of Environment, Ministry of Agriculture and Youth Affairs, Brades.

The guided site visit will then proceed to the project site identified in Annex A and cover all three geographic areas and the interfaces relevant to Lots 4, 5 and 6. MVO will facilitate site access from 9:00 am to 3:00 pm. Bring sturdy footwear and follow Department safety instructions.

Tenderers will be transported to the site for which all three geographic areas and the interfaces relevant to Lot will be for the onward journey. Attendance will be recorded against the tenderer's name.

Preparation and Submission of Quotations

7. Content of Quotations

For each lot offered, submit its separately signed Quotation Form, lot-specific Technical Quote and signed Price Schedule. Each Technical Quote must address only the work and resources required for that lot. Submit one common Tenderer Information Form, valid tax compliance evidence and evidence of compliance or satisfactory arrangements for social security obligations. Include the Supplier Code of Conduct and Labour Compliance Declaration unless currently registered with GPS and those declarations remain valid on file. Complete the checklist. Provide haulage vehicle and driver evidence for Lot 4, chemical-handler competence evidence for Lot 5, and propagation/planting personnel and equipment evidence for Lot 6. Common eligibility documents need only be provided once. Handwritten quotations are acceptable if legible. All submissions must be in English; tenderers bear preparation costs.

8. Prices

Quote in Eastern Caribbean Dollars (XCD). The fixed lump-sum price for each lot must cover only the complete service defined for that lot, including its labour, supervision, equipment, fuel, transport where applicable, loading/unloading where applicable, materials and consumables not supplied by GOM/DOA/DOE, insurance, overheads, profit, applicable taxes and duties, clean-up and reporting. PPE required for the project will be supplied by DOE to the selected contractors and must not be included in tender prices.

For Lot 5, DOA supplies the approved glyphosate-based product and spray applicator/spray can; those items must not be priced by the provider. Haulage to the Cork Hill stockpile is priced only in Lot 4; initial chemical treatment is priced only in Lot 5; seedling propagation, planting, maintenance and replacement are priced only in Lot 6. Lots 1–3 must not include Lot 4 or Lot 5 activities. No bill of quantities is required.

Use the relevant lot Price Schedule and show zero or "included in item [number]" where appropriate; do not leave required price lines blank. Prices may differ between lots.

9. Validity

Quotations remain valid for 90 calendar days from the submission deadline.

10. Signing of Quotations

An authorised person must sign each lot's Quotation Form and Price Schedule and the Technical Quote. State the signatory's name and position. Initial corrections or alterations. A missing signed offer, signed technical undertaking or signed lot price schedule is a material omission. Administrative clarifications may be requested only where they do not create or change the offer, price or substantive qualification after closing.

11. Submission of Quotations

Choose hard-copy delivery or electronic upload.

Hard copies must be delivered to the tender box at Department of Environment, Ministry of Agriculture and Youth Affairs, Brades, Montserrat, MSR1110, addressed to the Chairperson, Departmental Procurement Committee.

Use one sealed outer envelope marked "MALHEYS/ENV/DPL6-1035/2026/01 – Casuarina Management Services –

DO NOT OPEN BEFORE 2:00 PM AST ON 17 DECEMBER 2026"".

The outer envelope must not identify the tenderer. Inside, provide sealed envelopes identifying the tenderer and lot number for each lot's Quotation Form and Price Schedule, plus one clearly identified common-document envelope.

For electronic submission, register interest and upload to the relevant RFQ listing at https://mytenders.co.uk/; identify files by lot and mark shared documents "Common".

Do not duplicate the same offer through both channels. Do not submit by email.

12. Quotation Deadline

The deadline is **Thursday, 17 December 2026** at **12:00 noon AST** (Montserrat time, UTC−4). The RFQ is issued on Thursday, 26 November 2026 and remains open for 21 calendar days. A change to this deadline must be notified by written addendum. Late submissions will be rejected; sealed hard copies will be returned unopened.

Public opening is at **2:00 PM** (Montserrat time, UTC−4) on **Thursday, 17 December 2026** at the Department of Environment, Ministry of Agriculture, Land, Housing, Environment, Youth Affairs and Sports, Brades, Montserrat. Tenderers may attend. Names and prices will be recorded separately for each lot. No evaluation decision will be made at opening.

Evaluation of Quotations

13. Evaluation of Quotations

Evaluation comprises preliminary examination, technical pass/fail assessment and financial comparison, using only Section 2. Each lot is assessed separately before the combined allocation is determined. A material deviation affects scope, quality, performance or the allocation of contractual risk. Minor deviations or administrative omissions may be accepted or clarified where the offer's substance is unchanged and tenderers are treated consistently. Confidential evaluation information must not be disclosed to unauthorised persons.

Attempts to improperly influence evaluation may lead to rejection and other action under the law.

14. Substantial Responsiveness

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

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

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

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

15. Confidentiality

Information relating to the evaluation of quotations shall not be disclosed to tenderers or any other persons not officially involved with the procurement process until the notification of intention to award in accordance with clause 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 written clarification with a reasonable response deadline. Clarification must not change the substance or price, except confirmation of arithmetic correction. No negotiation is permitted. Failure to respond may result in rejection.

17. Correction of Arithmetical Errors

For the lump-sum Price Schedule, the sum of line items prevails over an incorrectly added total. Words prevail over figures unless the words reflect an arithmetic error, in which case the corrected figures prevail. GOM will notify corrections; refusal to accept a proper correction results in rejection. No undisclosed monetary adjustment will be made for minor deviations.

18. Right to Accept or Reject Quotations

GOM is not bound to accept an offer and may reject quotations or cancel proceedings only in accordance with the Act, including sections 32 and 33. Reasons will be recorded and notified as required. A low price will be examined under Regulation 29, including written clarification and price analysis before any rejection. An otherwise responsive price will not be rejected solely because it differs from the estimate. Awards remain subject to sufficient approved funding; there will be no negotiation to reduce quoted scope or price.

Contract Award

19. Notification of Intention to Award and Standstill Period

GOM will notify all tenderers of the outcome for each lot they offered, including the successful tenderer and price and a brief reason for an unsuccessful result. Where a proposed contract price is XCD 100,000 or above, a notice of intention to award and ten-day standstill will apply, subject to the lawful exceptions in Regulation 31. The notice will specify the expiry date and time. Where the price is below that threshold, the statutory standstill is not required, but challenge rights remain. The aggregate value of all lots determines eligibility for the RFQ method; lots must not be used to avoid that threshold.

20. Debriefing and Right to Challenge

A tenderer may request a written debriefing through the clarification contact. Submit a procurement challenge in writing to the Accounting Officer of the Ministry, with a copy to the Head of GPS, identifying the alleged act or omission. The standard challenge form is available at https://tenders.gov.ms/. Under section 41 of the Act, the time limit is five days after the tenderer became aware, or should have become aware, of the circumstances, whichever is earlier, and in any event within an applicable standstill period. GOM will suspend steps that would bring a contract into force upon a timely challenge or notice of appeal, as required by section 42. The Accounting Officer's decision and any appeal follow the Act; the initial written decision is due within 14 days of receipt. A cancellation or rejection of all quotations is not reviewable under section 41(2).

21. Contract Signature

After required approval, expiry of any applicable standstill and resolution of any legal suspension, GOM will issue acceptance within quotation validity and arrange signature of a separate contract for each lot. No fieldwork is authorised until the contract is signed and a written commencement instruction issued. Contracts use Section 4. Award notices required for contracts greater than XCD 100,000 will be published within 14 days of signature in accordance with Regulations 33 and 44. Executed contracts will be sent to GPS for the contract register.

Section 2 Evaluation and Qualification Criteria

Quotations will be assessed per lot using the criteria below. Technical criteria are pass/fail. The final allocation must comply with the maximum of one lot per tenderer.

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.**

Criterion	Evidence and assessment
Timely receipt and attendance	Received by closing; attendance verified against the Department's site-visit register.
Signed offer	Separate signed Quotation Form and Price Schedule for the lot; signed Technical Quote covering that lot.
Complete and unconditional scope	Full service package offered for the lot, fixed XCD price, 90-day validity, acceptance of contract and one-lot award limit.
Legal capacity and standing	Tenderer Information Form and applicable registration evidence; not insolvent, bankrupt, in receivership, being wound up or subject to proceedings preventing performance.
Statutory compliance	Valid Tax Compliance Certificate or equivalent; social security compliance evidence or satisfactory arrangements confirmed by the relevant authority. GPS registration does not waive current statutory compliance.
Integrity and eligibility	Declarations covering relevant convictions within the preceding three years, non-debarment, sanctions, conflicts and independent bidding; corroboration may be requested.
Conduct and labour compliance	Signed declarations, or verified current GPS registration and valid declarations on file, with acceptance reconfirmed in the lot quotation.

Preliminary Examination: Eligibility

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

Eligibility Criteria	Document or Information Required
Tenderer has the legal capacity to enter into and perform the contract.	Tenderer Information Form with attached documents or supplier registration details
Tenderer is not insolvent, in receivership, bankrupt or being wound up; Tenderer's activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer; Tenderer is not the subject of legal proceedings for any of the matters above.	Declaration in Quotation Form
Tenderer has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security and other contributions of its employees. All Services undertaken will be the subject of taxation in accordance with the current legislation. Except in cases where there is an exemption from tax, of which proof must be provided; residents of Montserrat for tax purposes are subject to tax on the profits from this project while non-residents are liable to a 20% Withholding Tax deduction from the gross amount. Please take into consideration your tax obligations and liabilities to the Government of Montserrat. For further information please contact Montserrat Customs & Revenue Service (MCRS) via email at irev@gov.ms	Declaration in Quotation Form Valid Tax Compliance Certificate or equivalent
Tenderer, its owners and beneficial owners, directors or officers have not been convicted of a criminal offence related to professional conduct or a prohibited practice within the last three years before the quotation deadline.	Declaration in Quotation Form
Tenderer, its owners and beneficial owners, directors or officers have not been debarred from participating in procurement by the Public Procurement Board in Montserrat	Declaration in Quotation Form

Tenderer, including: • owners and beneficial owners; • directors or officers; • persons having powers of representation, decision or control; and • subcontractors or key personnel; are not subject to applicable sanctions, as listed at https://www.fscmontserrat.org/sanctions/ or https://www.gov.uk/government/publications/the-uk-sanctions-list.	Declaration in Quotation Form

Preliminary Examination: Qualifications

Personnel qualifications and equipment availability will be assessed on a pass/fail basis under Technical Evaluation. A new business may rely on the experience of its proposed personnel.

Technical Evaluation

The following criteria will be applied to determine whether quotations meet the technical requirements of this RFQ document without material deviation. **Any quotation which is not substantially responsive will be rejected.**

Criterion	Minimum requirement and evidence
Lot-specific Method and programme	A safe, practical method and programme addressing the services in the relevant lot: • Lots 1–3 felling, processing and extraction; • Lot 4 loading/haulage/unloading; • Lot 5 initial approved chemical treatment, treatment records and container disposal (no supplier re-treatment); • Lot 6 propagation, planting, maintenance and replacement. For Lot 5, demonstrate the sequencing in Annex A: felling in an area/batch is completed and released before treatment begins, with treatment commencing within the confirmed interval (currently proposed as within seven (7) calendar days after felling completion, subject to any shorter label requirement). Meet the applicable completion periods in Section 3 and Annex A.

Criterion	Minimum requirement and evidence
Personnel	Provide the named roles, competence, experience, availability and references required for the lot offered. • Lot 4 requires a licensed haulage driver; • Lot 5 requires a trained or demonstrably competent chemical handler; • Lot 6 requires competent propagation/planting supervision and an adequately resourced planting/maintenance team.
Equipment	Demonstrate access to the equipment specified for the relevant lot in Section 3 through ownership, hire, lease or documented commitment. Equipment must suit the disclosed site, quantities, route and approved method.
Lot 4 haulage compliance	For Lot 4 only: identify the proposed vehicle and its legal payload/capacity; provide current registration, roadworthiness evidence where applicable, motor insurance and driver licence, or a documented hire/subcontract commitment attaching that evidence.
Lot 5 treatment competence	For Lot 5 only: name a competent handler; provide training or verifiable practical competence; describe the initial treatment method including any label-authorised stump drilling/application, compliance with the DOA-supplied glyphosate product label/SDS, the confirmed treatment interval after felling completion, treatment records and safe container disposal. The provider must attend DOE/MVO orientation before starting. DOA supplies the treatment product and spray applicator; DOE supplies PPE and DOE staff conduct later inspection/re-treatment.

Criterion	Minimum requirement and evidence
Lot 6 propagation and planting	For Lot 6 only: demonstrate the ability to propagate and deliver 1,200 seedlings and plant 400 seedlings in each of the three geographic areas; address the Annex A species, quality, planting, maintenance and replacement requirements.
Safety and environmental protection	Provide task-appropriate risk assessments, emergency arrangements, first aid, exclusion zones, native-tree/watercourse protection, chemical/spill controls where relevant, safe loading and access arrangements. DOE supplies task-specific PPE to selected contractors; providers must ensure personnel attend DOE/MVO orientation, correctly use and safeguard issued PPE, and promptly report deficiencies.
Availability and subcontracting	Named personnel and equipment must be available for the lot offered. Disclose subcontractors and commitments. The same resources may support alternative lot offers because only one lot may be awarded.
Insurance undertaking	Commit to obtain the insurance applicable to the awarded lot under the Insurance condition before mobilisation; existing policy or insurer/broker confirmation of availability is acceptable at quotation stage.

Financial Evaluation

Only technically responsive, eligible offers enter the price comparison. GOM will apply the arithmetic rules in clause 17 and compare the complete fixed lump-sum price for each lot, including applicable costs and taxes. No points or undisclosed price adjustments are used. A tenderer's prices may differ between lots. Clarification of an apparently abnormally low price follows Regulation 29 and cannot change the price.

The Evaluation Panel will compare feasible combinations assigning Lots 1, 2, 3, 4, 5 and 6 to six (6) different responsive tenderers, and recommend the feasible combination with the lowest total evaluated price. Each lot is assessed against its own scope and lot-specific technical requirements. An individually lowest-priced tenderer may therefore not receive a particular lot if assigning that tenderer to another lot produces the lowest compliant overall combination. Each award remains a separate fixed-price contract.

If two or more complete six-lot combinations have the same total evaluated price, choose the combination with the lower evaluated price for Lot 1; if still tied, compare Lot 2, then Lot 3, Lot

4, Lot 5 and Lot 6 in numerical order. If a tie remains, use a witnessed random draw between the tied combinations, invite the affected tenderers to observe, and record the outcome. No negotiation or new quality criterion will be used to break a tie.

If no feasible six-lot allocation exists, GOM may award the maximum number of lots that can be allocated to different responsive tenderers within available funding, then select the lowest aggregate price among those allocations. If partial allocations remain tied, prefer the allocation covering the greater number of lower-numbered lots; then compare the evaluated prices for the lots common to the tied allocations in ascending lot number (Lot 1 through Lot 6). If a tie remains, use a witnessed random draw and record the outcome. Remaining lots may be re-solicited or cancelled under the Act. GOM will not relax the one-lot limit after closing. If a recommended winner withdraws or fails to execute its contract, GOM may recompute the remaining feasible allocation using valid responsive offers, subject to approvals and any required notifications. Signed contracts will not be reallocated.

The confirmed aggregate procurement budget is below XCD 125,000; the Department must retain its approved estimate and funding commitment. If a complete allocation is unaffordable, GOM will consider cancellation and re-solicitation; it will not negotiate an arbitrary price or reduce scope. The one-lot cap supports separate delivery teams, applies equally to all tenderers and is not a domestic preference or supplier set-aside.

Section 3 Schedule of Requirements

Scope of Services

The procurement covers three geographic areas of 1.66 acres each (4.98 acres in total), at the project site identified in Annex A. The Department of Environment (DOE) is the Employer and procuring Department under this RFQ. The Department of Agriculture (DOA) will coordinate equitable distribution of the Lot 6 seedlings and will supply the approved Lot 5 glyphosate-based treatment product and spray applicator/spray can. DOE will supply task-specific PPE to the selected contractors working under all six lots, and DOE internal staff will undertake the 60-day Lot 5 post-treatment inspection and any necessary re-treatment/corrective application.

MVO will facilitate site access and, together with DOE technical staff, provide the mandatory project orientation and safety-protocol training before mobilisation. Lots 1–3 are separate geographic felling and extraction contracts: Lot 1 is Area 1; Lot 2 is Area 2; Lot 3 is Area 3. Each of those lots covers selective felling of marked Casuarina, processing and extraction only to the designated collection point within the relevant area. Lot 4 is the separate haulage service for collection of extracted material and transport to the designated stockpile at Cork Hill main road. Lot 5 is the separate initial chemical treatment service for Casuarina stumps and such cut material as the Department specifically identifies in Annex A. Lot 6 is the propagation and planting of 1,200 native and agroforestry tree crop seedlings, with 400 seedlings allocated to each of the three geographic areas. The verified Annex A plan defines the boundaries and work locations; no unshown area or additional acreage may be added informally after award. The service provider shall perform only the activities described for its awarded lot. Lots 1–3 include mobilisation, site safety, selective felling of the marked target trees, de-limbing, cutting, extraction to the designated collection point, management of on-site residues as stated in Annex A, clean-up and reporting. Lots 1–3 exclude off-site haulage, chemical treatment and planting. Lot 4 includes loading at the designated collection points, secure haulage to the Cork Hill main-road stockpile site, unloading and delivery records; it does not include felling, chainsaw work or chemical treatment. Lot 5 includes the initial approved chemical treatment of identified stumps and any additional cut material expressly identified in Annex A; it does not include felling, haulage or later re-treatment. Lot 6 includes propagation, supply, planting, maintenance and replacement of the 1,200 seedlings in accordance with Annex A.

The provider supplies the labour, equipment and consumables for its lot except for items expressly identified as Government/DOA/DOE-supplied in Annex A. DOA will supply the approved glyphosate-based treatment product and spray applicator/spray can for Lot 5. DOE will supply task-appropriate PPE for the selected contractors working under all six lots. DOE and MVO technical staff will provide the required project orientation and safety-protocol training before mobilisation. Each provider remains responsible for ensuring its personnel attend the orientation, correctly use and safeguard the PPE issued to them, and comply with the applicable safety instructions. All harvested material remains GOM property; no sale, burning, disposal or removal to any other destination is permitted without written authority.

Completion Period:

- Lots 1–3: complete mobilisation, felling, processing, extraction to the collection point and handover within **45 calendar days** of the lot start.
- Lot 4: complete the released collections within **45 calendar days** of its start, subject to the disclosed quantities and receiving arrangements.
- Lot 5: complete initial treatment after the felling contractor has completed and released the relevant area/batch, within the interval stated in Annex A.

The Department's proposed sequence is treatment commencement within **7 calendar days** after completion of the relevant felling activity, subject to confirmation that this is the maximum interval and to any shorter product-label requirement. Complete the initial treatment programme, disposal records and handover within **45 calendar days** of Lot 5 start. DOE internal staff will undertake the 60-day post-treatment inspection and any necessary re-treatment/corrective application; those activities are not part of the Lot 5 provider's scope or price.

- Lot 6: complete propagation, planting, maintenance and replacement within the milestones and period stated in Annex A. No work starts before contract signature and written commencement.

Deliverables and acceptance

Deliverable	Due	Evidence and acceptance
(D1) Lots 1–3: Mobilisation and safe working plan	Within 5 calendar days of start; before cutting	Lot-specific method, risk assessment, programme, crew/equipment and emergency arrangements; joint boundary and native-tree check; insurance evidence. Written approval by Employer's Representative.
(D2) Lots 1–3: selective felling, processing and extraction	Progressively; complete within 45 calendar days of written start	All marked target trees in the awarded area felled; native trees protected; timber processed and extracted only to the designated collection point; daily progress record and photographs. No off-site haulage or chemical-treatment obligation.
(D3) Lots 1–3: site clean-up and handover	By the relevant lot completion date	Residues managed as Annex A requires; access/drains left clear; completion report and joint inspection; initial acceptance certificate.

Deliverable	Due	Evidence and acceptance
(D4) Lot 4: haulage mobilisation and collection plan	Before the first collection	Vehicle/driver details, route and loading/unloading method approved; coordination plan and collection schedule agreed with DOA/Employer's Representative
(D5) Lot 4: haulage and delivery	Progressively; complete within 45 calendar days of Lot 4 start or approved programme	All designated timber collected from the disclosed points and delivered to the Cork Hill main-road stockpile site; secured loads; signed load/delivery records and recipient acknowledgement; no unauthorised dumping.
(D6) Lot 4: haulage close-out	At completion of all instructed collections	Final load reconciliation, delivery records, site/route clean-up and completion report; written acceptance.
(D7) Lot 5: treatment method and safety approval	Before treatment begins	Named competent handler, method statement, risk assessment, emergency/spill arrangements and safe storage/disposal procedure aligned with the Annex A specification and DOA-supplied product label/SDS. DOA supplies product and spray applicator; DOE supplies PPE. Selected contractor personnel must complete DOE/MVO orientation before treatment.
(D8) Lot 5: initial treatment and record	After each area/batch is completed and released by the felling provider; commence within the confirmed Annex A interval (currently proposed as within 7 calendar days after completion of the felling activity, subject to any shorter product-label requirement); initial programme complete within 45 calendar days of Lot 5 start	Each stump or defined group traceable to its area; date/time of cutting and treatment, product/batch, label-authorised method, dose/coverage, applicator and exceptions recorded. DOE internal staff, not the Lot 5 provider, undertake the later 60-day inspection and any re-treatment.

Deliverable	Due	Evidence and acceptance
(D9) Lot 5: disposal records and final handover	By completion of the initial treatment programme	Complete treatment register, spill/exception log, safe container/residue disposal records or receipts, clean work area and completion report; written acceptance. No 60-day inspection, corrective application or re-treatment is a Lot 5 provider deliverable.
(D10) Lot 6: propagation plan and seedling readiness	In accordance with the Lot 6 programme in Annex A	Approved species mix/source/quality; records showing 1,200 seedlings propagated and ready for planting, with 400 allocated to each geographic area; DOA inspection/approval.
(D11) Lot 6: planting	By the planting completion date stated in Annex A	400 seedlings planted in each of the three geographic areas at DOA-approved locations; species/count/location register, photographs and DOA/Employer inspection.
(D12) Lot 6: maintenance, replacement and final acceptance	For the maintenance period and at the acceptance date stated in Annex A	Maintenance records, watering and care records, survival inspection, required replacement of failed seedlings and final acceptance against the stated criteria.

Drawings:

Annex A shall contain the verified plan for the three geographic areas, measured acreage, boundaries, access restrictions, collection points, haulage route/destination, target-tree information, the approved Lot 5 treatment specification and Lot 6 planting requirements. Each geographic area is 1.66 acres (4.98 acres in total). The Department must confirm the surveyed total and official site name before issue.

Drawing reference	Drawing name	Purpose
Annex A	Verified site and three-area plan	Site name/location, boundaries and measured area for Areas 1–3; access, collection points, timber destination/route, protected features and Lot 6 planting locations.

Technical Specifications of Services

Lots 1–3 — Felling and processing: Fell only the target trees marked within the boundary of the awarded geographic area. Retain native trees and vegetation identified for protection. Use controlled directional felling with safe exclusion zones; stop where conditions, utilities, unstable trees or public access make the method unsafe. Inform the Employer's Representative and agree a safe response before continuing. Do not undertake work beyond personnel competence. Cut stumps as low as safely practicable, normally no more than 100 mm above ground; record unavoidable exceptions for approval. Do not excavate roots. Other invasive species are excluded unless specifically named and marked in Annex A.

Lots 1–3 — Extraction and residue management: De-limb and cut timber into approximately 1.2–2.4 metre lengths, or shorter where needed for safe handling and the disclosed collection requirements. Use suitable lifting aids, team handling or mechanical equipment. Stack securely at the designated collection point without obstructing drainage or public routes. Lots 1–3 do not load timber for off-site haulage and do not transport it to Cork Hill; those services are included only in Lot 4. Manage branches and foliage using the method stated in Annex A.

Lot 4 — Haulage: The Lot 4 provider shall collect timber from the collection points identified in Annex A, load and secure each load, transport it by the approved route to the designated stockpile at Cork Hill main road, unload it safely and obtain recipient acknowledgement. Comply with lawful vehicle capacity and road-safety requirements. The tenderer shall state the vehicle type and legal payload/capacity; vehicle size must be appropriate to the disclosed quantities, route and access conditions. Keep a record of each load, date, vehicle, origin, destination and recipient acknowledgement. No chainsaw or chemical-treatment competence is required for Lot 4.

Lot 5 — Chemical treatment: Carry out the initial treatment of the identified Casuarina stumps using only the glyphosate-based product supplied by DOA and the method/parameters approved in Annex A. DOA will also supply the spray applicator/spray can. DOE will supply task-specific PPE for the selected Lot 5 contractor. All identified stumps are to be drilled before application only if the current product label authorises the drilled-stump method; Annex A must specify the drill-hole dimensions/placement and dose/application method and attach the product label and safety data sheet. DOA reports that the label recommends a 41% solution for cut-stump treatment; the technical officer must confirm exactly what the 41% figure denotes and set out the precise label-authorised application instructions before issue. No dilution, mixing, substitution or application outside the label is permitted. The felling contractor must complete and formally release each agreed area/batch before the Lot 5 provider starts treatment in that batch. The Department's proposed sequence is for treatment to commence within 7 calendar days after completion of the relevant felling activity; the Department must confirm whether this is the maximum interval and ensure any shorter product-label interval is met. The Lot 5 provider must employ a competent handler, coordinate with the felling providers and the Employer's Representative, and keep cut/treatment date-time records. The Lot 5 provider is responsible for safe handling, temporary storage and disposal of empty containers/residues in accordance with the product label/SDS and the authorised route stated in Annex A. DOE internal staff will conduct the 60-day inspection and any required re-treatment/corrective application; no follow-up or re-treatment work is required from the Lot 5 provider under this RFQ.

Lot 6 — Propagation and planting: Propagate and supply 1,200 seedlings in the species mix and quality specified in Annex A. Plant 400 seedlings in each of the three geographic areas at locations approved by DOA. DOA will coordinate and approve the equitable allocation between areas. The provider shall follow the approved planting layout, spacing, planting method, soil preparation, protection, watering and maintenance requirements. Maintain and replace failed seedlings in accordance with the period, survival threshold and replacement standard stated in Annex A. Do not substitute species or planting locations without written approval.

Safety and environmental protection: Each provider shall provide task-specific daily briefings, risk assessments, emergency arrangements, first-aid coverage and safety controls appropriate to its awarded lot. DOE will supply the task-appropriate PPE required for the selected contractors working under all six lots before mobilisation. DOE shall identify the PPE items and applicable recognised standards/specifications in Annex A. Each provider shall ensure that all its personnel attend the mandatory project orientation and safety-protocol training delivered by DOE and MVO technical staff, wear and use the issued PPE correctly, inspect and safeguard it, and report any loss, damage or inadequacy immediately. No work may proceed without suitable PPE. Chemical PPE must comply with the current product label and safety data sheet. Segregate the public from felling, loading, treatment and planting areas as applicable. Maintain drinking water, welfare arrangements and reliable communication. The provider must not send workers into an area closed or restricted by a competent authority. GOM coordinates land permissions and official entry authorisations; MVO will facilitate site access from 9:00 am to 3:00 pm. The provider shall comply with entry and evacuation instructions. The Department has advised that no watercourses will be affected by the approved treatment activity; this must be checked against the final site plan. The provider must prevent drift/runoff and stop and notify the Employer's Representative if unexpected watercourses, drainage features or changed site conditions are found. Unsafe weather, flood warnings or official restrictions require work to stop and be reported promptly.

Coordination and reporting: The Employer's Representative and DOA team shall coordinate boundaries and shared routes, confirm when timber is ready for Lot 4 collection, and sequence felling and Lot 5 treatment by agreed work areas/batches. Each felling batch must be completed and formally released before Lot 5 treatment begins in that batch. The Department's proposed sequence is for treatment to commence within 7 calendar days after completion of the relevant felling activity; the Department must confirm this as the maximum interval and ensure any shorter product-label interval is met. The Employer's Representative shall coordinate the teams and ensure cut/treatment dates and times are recorded. DOE internal staff will conduct post-treatment inspection and any re-treatment/corrective application. Lot 6 planting locations and equitable allocation of 400 seedlings to each area shall be coordinated by DOA. DOE and MVO technical staff will provide mandatory project orientation and safety-protocol training to the selected contractors before mobilisation and maintain an attendance record. Each provider shall submit weekly progress reports covering the activities, personnel/equipment, deliveries or treatment/planting records relevant to its lot, incidents and anticipated delays. Shared routes may not be obstructed. Employer review does not transfer the provider's responsibility for safe methods or compliance.

Equipment Requirement

Tenderers must demonstrate access to the equipment required for the lot offered through ownership, hire, lease or a documented commitment. Equipment requirements are lot-specific. Equipment expressly supplied by GOM/DOA, including the Lot 5 treatment product and spray applicator, and task-appropriate PPE supplied by DOE for all selected contractors, must not be priced or represented as provider-owned equipment. The Lot 5 provider must provide any drill/drill bits and other equipment required by the Department-approved method unless Annex A expressly identifies them as Employer-supplied. A tenderer is not required to provide chainsaws for Lot 4 or haulage equipment for Lots 1–3 unless quoting that separate lot. Provide the Equipment Form and supporting availability evidence.

Lot	Equipment	Minimum capacity and requirement
Lots 1–3	Chainsaws and felling kit	Two serviceable professional-duty chainsaws per crew, including backup; wedges, control aids, sharpening tools, spare chains, oil and safe fuel containers; capacity suitable for the disclosed trees.
Lots 1–3	Extraction and lifting aids	Equipment suitable for the terrain and disclosed log weights; state the safe extraction method and capacity.
Lots 1–3	Forestry PPE and safety/welfare kit	Task-appropriate forestry PPE for each worker; first aid, communications, barriers/signage, water and welfare supplies.
Lot 4	Haulage vehicle and load restraint	Road-legal truck/flatbed with legal payload and capacity suitable for the disclosed timber quantity, route and access; tenderer must state payload/capacity. Provide load restraints and safe loading/unloading arrangements. No fixed 3-tonne minimum is specified in this RFQ.
Lot 4	Loading/unloading equipment	Suitable loading, lifting and unloading equipment or a safe documented method appropriate to the timber and stockpile site.
Lot 5	Treatment applicator and measuring items	DOA supplies the approved glyphosate-based treatment product and spray applicator/spray can. Provider supplies a suitable drill/drill bits if required by the label-authorised method, plus any measuring, secure storage, containment and spill-response equipment required by Annex A.

Lot	Equipment	Minimum capacity and requirement
Lot 5	Chemical PPE and safety kit	DOE supplies label/SDS-compliant chemical PPE to the selected Lot 5 contractor. Provider supplies spill kit, containment, barriers and any secure storage/handling items required by Annex A; ensure correct use and report damaged or inadequate PPE immediately.
Lot 6	Propagation/nursery equipment	Facilities, containers, growing medium, irrigation/watering and handling equipment suitable for the approved seedling species and quality in Annex A.
Lot 6	Planting and maintenance equipment	Planting tools, water/transport arrangements, protection materials and maintenance equipment appropriate to the approved planting layout and maintenance programme.

Key Personnel

Personnel requirements are lot-specific. Tenderers shall identify the named personnel for the lot offered and provide the personnel forms, references and relevant competence/licence evidence. A qualified person may fulfil more than one role only where safe coverage and the programme are demonstrated.

Service Provider's Key Personnel

Lot	Position	Required competence	Minimum personnel
Lots 1–3	Site supervisor / lead chainsaw operator	At least 3 years of verifiable tree-felling/logging experience and demonstrated directional-felling, supervision and safety competence. Supervisor and lead operator may be the same person.	1
Lots 1–3	Forestry assistants	Relevant de-limbing, extraction or clearing experience and task-specific safety instruction.	At least 2
Lots 1–3	First-aid coverage	Current recognised first-aid training or equivalent competence accepted for the requirement.	At least 1 person on site during fieldwork
Lot 4	Haulage driver	Valid licence for the proposed vehicle class and at least 2 years of relevant commercial haulage experience.	1 per operating vehicle
Lot 4	Loading/unloading personnel	Experience or training in safe loading, load restraint and unloading of timber.	Sufficient for safe method
Lot 5	Chemical handler	Training or verifiable practical competence in the approved treatment method, label interpretation, application and environmental safeguards.	At least 1 competent handler
Lot 5	First-aid coverage	Current recognised first-aid training or equivalent competence accepted for the requirement.	At least 1 person on site during treatment
Lot 6	Propagation/planting supervisor	Demonstrable experience in propagation/nursery practice, native/agroforestry seedling handling and field planting.	1
Lot 6	Planting and maintenance team	Sufficient trained personnel to propagate, plant, maintain and replace the 1,200 seedlings to the approved programme.	Number appropriate to the approved programme

Section 4 Contract

Contract Agreement

MALHEYS/ENV/DPL6-1035/2026/01

This Contract Agreement is made on _____ 2026 between the Government of Montserrat, represented by the Department of Environment, Ministry of Agriculture and Youth Affairs, Brades, Montserrat ("GOM"), and _____ of _____ ("Service Provider"). Awarded Lot: _____. Employer's Representative: _____. Provider's Representative: _____.

WHEREAS GOM requires the services for the single awarded lot at Belham Valley described in Section 3 and the completed Annex A, and the Service Provider has offered to perform those services.

NOW, THEREFORE the parties agree as follows:

1. The Service Provider agrees to perform the services and to remedy any deficiencies therein in accordance with the provisions of the Contract.
2. GOM agrees to pay the fixed Contract Price of XCD _____ (figures), _____ (words), subject to authorised written variations and the Payment condition.
3. The following documents shall be deemed to form and be read and construed as part of this Contract, in the following order of precedence:
    - Contract Agreement
    - Conditions of Contract
    - Schedule of Requirements and completed Annex A
    - Accepted Quotation Form for the awarded lot
    - Accepted Price Schedule for the awarded lot
    - Accepted Technical Quote, personnel/equipment schedules and declarations; issued addenda amend the relevant documents.

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

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

General Conditions of Contract

1. Definitions

"Services" means the complete scope for the awarded lot. "Price Schedule" means its accepted fixed lump-sum price breakdown and item amounts due on accepted deliverables. "Site" means the awarded geographic area, collection point, route, destination or planting locations applicable to that lot, as stated in Annex A. "Day" means calendar day; "working day" excludes Saturdays, Sundays and Montserrat public holidays. "Acceptance" means written certification that the applicable lot deliverables have been completed. The Contract is in English and governed by Montserrat law. Notices must be written and delivered to the representatives identified in the Agreement; email notices take effect when receipt is acknowledged or otherwise evidenced.

2. Confidentiality

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

3. Force Majeure

Neither party shall be considered to be in breach of its obligations under the Contract if the performance of such obligations is prevented by any circumstances of force majeure.
"Force majeure" means an event or situation beyond the control of either party that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of either party. Such events may include, but not be limited to, natural disasters, wars, revolutions, terrorism, civil or industrial disturbances, acts of government, epidemics, quarantine restrictions, and freight embargoes.
Promptly after the occurrence of any force majeure situation, the affected party shall give notice in writing to the other party, giving details of the cause, the probable duration and the likely effect.
Unless otherwise directed by Employer or its representative, the Service Provider shall continue to perform its obligations under the Contract, as far as is reasonably practical, and shall seek all reasonable alternative means for performance of its obligations.

4. Obligations of the Employer

The Employer will provide the completed site and technical information in Annex A, including the official site name, verified boundaries and measured areas, target tree estimates and species, access details, timber quantities, collection points, haulage distances and route, receiving arrangements at the Cork Hill stockpile site, approved treatment specification and Lot 6 seedling requirements.

The Employer will identify protected features and target/native trees, secure land access and official entry permissions within its responsibility, appoint a competent representative,

and coordinate the interface between felling, treatment and collection. MVO will facilitate site access from 9:00 am to 3:00 pm.

DOA will coordinate the equitable seedling allocation and supply the Lot 5 glyphosate-based treatment product and spray applicator/spray can. DOE will supply task-appropriate PPE to the selected contractors for all six lots, and DOE and MVO technical staff will provide the mandatory project orientation and safety-protocol training before mobilisation. DOE internal staff will carry out the 60-day Lot 5 post-treatment inspection and any necessary re-treatment/corrective application.

The Employer will inspect and certify the contracted initial services promptly and pay properly supported invoices. It will not instruct additional acreage, different haul routes or material changes without an authorised written variation. The planned start is within 14 days after signing, subject to access and pre-start requirements; delay attributable to the Employer is addressed under the Time and variations provisions.

5. Obligations of the Service Provider

Perform diligently using safe, lawful methods and competent personnel; supply the labour, equipment and consumables allocated to the awarded lot, excluding items that Annex A identifies as GOM/DOA/DOE-supplied. Attend the mandatory project orientation and safety-protocol training provided by DOE and MVO technical staff before mobilisation. Ensure all personnel correctly use, inspect and safeguard the task-specific PPE issued by DOE, and promptly report any loss, damage or inadequacy; do not work without suitable PPE.

For Lot 5, use only the DOA-issued glyphosate product and spray applicator, apply it strictly in accordance with the approved label/SDS and Annex A, maintain cut/treatment and disposal records, and safely dispose of empty containers/residues through the authorised route.

The Lot 5 provider is not responsible for the later 60-day inspection or re-treatment/corrective application, which will be performed by DOE staff. Comply with applicable labour, immigration, tax, social security, environmental and safety obligations. Maintain insurance and records, allow reasonable inspections and lawful audits, and comply with the Supplier Code of Conduct. Report suspected fraud, prohibited practices, safeguarding misconduct and serious incidents promptly to the Employer and competent authority where required by law. Prevent harassment and exploitation and do not retaliate against good-faith reporting.

Approved subcontracting does not transfer contractual responsibility. Replacement key personnel or equipment require prior approval and must meet or exceed the specified competence/capacity.

6. Insurance

Before any mobilisation, provide evidence of public liability insurance expressly covering the proposed tree-felling and associated activities, with a limit of at least XCD 500,000 per occurrence; legally required worker/employer liability cover; and valid motor insurance covering the intended commercial haulage. Include chemical application within relevant cover where applicable. Maintain cover through the performance and follow-up visits; the

provider bears deductibles. Liability for damage or injury follows applicable law and the party's acts or omissions. The provider is responsible for its own equipment and for damage caused by negligent performance, but is not liable for the Employer's negligence. GOM does not acquire ownership of hired or owned provider equipment on termination.

7. Payment

The price is fixed for the issued scope and includes all costs allocated to the awarded lot. There is no advance payment. Payments shall be made only against the accepted deliverables and item amounts stated in the awarded lot's Price Schedule.

The representative will check a properly supported claim within 5 working days, certify accepted services, and identify any disputed portion with reasons. Pay undisputed certified amounts within 30 calendar days of receipt of the properly supported invoice. A milestone is payable only after the corresponding deliverable has been achieved and accepted; signing the contract or mobilising alone does not trigger payment unless a priced mobilisation deliverable has been completed and accepted.

Total payments must not exceed the contract price unless lawfully varied. Apply only legally required tax deductions and provide a deduction record. All Services undertaken will be the subject of taxation in accordance with the current legislation. Except in cases where there is an exemption from tax, of which proof must be provided; residents of Montserrat for tax purposes are subject to tax on the profits from this project while non-residents are liable to a 20% Withholding Tax deduction from the gross amount. Please take into consideration your tax obligations and liabilities to the Government of Montserrat. For further information please contact Montserrat Customs & Revenue Service (MCRS) via email at irev@gov.ms

Where an invoice is incomplete, notify the provider promptly; do not delay an undisputed certified portion because another portion is disputed. For culpable delay in completion beyond the contractual date, including approved extensions, liquidated damages are 0.1% of the awarded lot contract price per calendar day, capped at 5% of that lot price.

GOM will notify the calculation and allow a response before deduction. No deduction applies to excusable delay or to another provider's lot. Delay damages do not apply to a separate follow-up/maintenance period unless the lot-specific Price Schedule expressly sets a completion milestone for that period. GOM will not recover the same delay loss twice.

8. Termination of Contract

Either party may give written notice of a material breach, describing the breach and allowing 14 calendar days to remedy it where capable of remedy. Material breaches include unauthorised abandonment for 14 days, persistent failure to perform or maintain required insurance, insolvency affecting performance, and failure to pay an undisputed certified amount for more than 45 calendar days after it became due. Immediate suspension is permitted for serious safety risk or unlawful performance. For prohibited practices, GOM may terminate on seven days' written notice in accordance with applicable law. A sanctions prohibition may require immediate cessation of the prohibited activity and lawful termination.

On termination, the provider must secure and hand over the site and service records. GOM will assess completed conforming services, less previous payments and reasonable substantiated sums properly due, and explain its calculation. The provider may recover its equipment subject to lawful rights; harvested timber remains GOM property. No automatic confiscation of third-party or provider equipment applies. Where a prolonged force majeure

event prevents performance for 30 consecutive days, either party may terminate on seven days' notice, with payment for accepted services and no damages solely for that termination.

9. Identification and Correction of Defects

Inspect progress as appropriate to the awarded lot and jointly at each required handover. Record acceptance or specific deficiencies within 5 working days of a handover request. Notify defects in writing; the provider must acknowledge within 1 working day and propose correction. Agree a reasonable correction date, normally within 7 calendar days for initial omissions, while making immediate hazards safe at once. For Lot 6, inspection, maintenance and replacement periods are those stated in Annex A and the accepted Price Schedule. For Lot 5, DOE internal staff will conduct the 60-day post-treatment inspection and any re-treatment/corrective application; this is not a Lot 5 provider deliverable. The Lot 5 provider remains responsible for deficiencies in its initial contracted application, records or disposal that are attributable to its non-conforming performance, but will not be required to carry out the re-treatment itself. Failure to correct other provider-attributable deficiencies after written notice may permit GOM to arrange necessary correction and recover reasonable evidenced costs attributable to the provider, after giving an opportunity to respond. No arbitrary percentage penalty applies and there will be no double recovery for the same loss.

10. Dispute Resolution

The parties will first seek an amicable solution through their named representatives. If unresolved after 14 calendar days, either party may request a mutually agreed mediator in Montserrat. Mediation costs are shared equally; each party bears its own legal costs unless otherwise agreed. Mediation does not prevent either party from seeking urgent relief or pursuing a claim before the competent courts of Montserrat. Continue undisputed, safe and lawful performance during a dispute unless the parties agree otherwise.

Section 5 Quotation Forms

Tenderers must use these forms in accordance with clause 7 of the RFQ Instructions. Complete a separate Quotation Form, Technical Quote and Price Schedule for each of the six lots offered. Common eligibility and supplier forms may cover multiple lots if clearly identified.

Bidder completion fields are intentional. Add continuation sheets where needed. All required signatures must be provided.

Quotation Form for Lot 1

Complete this Quotation Form for Lot 1. A separate form is provided for each lot. Sign through an authorised representative.

To: Chairperson, Departmental Procurement Committee
Ministry of Agriculture, Land, Housing, Environment,
Youth Affairs and Sports, Government of Montserrat,
Brades, Montserrat

Dear Sir/Madam,

We offer to perform the services for Lot 1, Area 1 (1.66 acres), at the project site identified in Annex A, under RFQ MALHEYS/ENV/DPL6-1035/2026/01 and its issued addenda. The Lot 1 scope is selective felling, processing and extraction to the designated collection point only; it excludes off-site haulage, chemical treatment and planting.

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 disclose the following actual or potential conflicts of interest, related bidders or shared control: _____ (write "None" where applicable).
- we, including any subcontractors, meet the eligibility criteria listed in Section 2 of the RFQ document;
- Our proposed subcontractors and their services are: _____ (write "None" where applicable).

Our total fixed lump-sum price for this lot is XCD _____ in figures and

(in words) _____

_____,

as shown in the attached signed Price Schedule.

We will complete the felling, processing, extraction to the designated collection point, site clean-up and handover within **45 calendar days** of the instructed start date. We do not include Lot 4 haulage, Lot 5 chemical treatment or Lot 6 planting in this offer.

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.

We accept the one-lot award limit and the disclosed allocation rules. This lot offer is independently acceptable. We acknowledge addenda: _____. No work is authorised before contract signature and written commencement.

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

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Quotation Form for Lot 2

Complete this Quotation Form for Lot 2. A separate form is provided for each lot. Sign through an authorised representative.

To: Chairperson, Departmental Procurement Committee
Ministry of Agriculture, Land, Housing, Environment,
Youth Affairs and Sports, Government of Montserrat,
Brades, Montserrat

Dear Sir/Madam

We offer to perform the services for Lot 2, Area 2 (1.66 acres), at the project site identified in Annex A, under RFQ MALHEYS/ENV/DPL6-1035/2026/01 and its issued addenda. The Lot 2 scope is selective felling, processing and extraction to the designated collection point only; it excludes off-site haulage, chemical treatment and planting.

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 disclose the following actual or potential conflicts of interest, related bidders or shared control: _____ (write "None" where applicable).
- we, including any subcontractors, meet the eligibility criteria listed in Section 2 of the RFQ document;
- Our proposed subcontractors and their services are: _____ (write "None" where applicable).

Our total fixed lump-sum price for this lot is XCD _____ in figures and

(in words) _____

_____,

as shown in the attached signed Price Schedule.

We will complete the felling, processing, extraction to the designated collection point, site clean-up and handover within **45 calendar days** of the instructed start date. We do not include Lot 4 haulage, Lot 5 chemical treatment or Lot 6 planting in this offer.

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.

We accept the one-lot award limit and the disclosed allocation rules. This lot offer is independently acceptable. We acknowledge addenda: _____. No work is authorised before contract signature and written commencement.

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

Quotation Form for Lot 3

Complete this Quotation Form for Lot 3. A separate form is provided for each lot. Sign through an authorised representative.

To: Chairperson, Departmental Procurement Committee
Ministry of Agriculture, Land, Housing, Environment,
Youth Affairs and Sports, Government of Montserrat,
Brades, Montserrat

Dear Sir/Madam,

We offer to perform the services for Lot 3, Area 3 (1.66 acres), at the project site identified in Annex A, under RFQ MALHEYS/ENV/DPL6-1035/2026/01 and its issued addenda. The Lot 3 scope is selective felling, processing and extraction to the designated collection point only; it excludes off-site haulage, chemical treatment and planting.

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 disclose the following actual or potential conflicts of interest, related bidders or shared control: _____ (write "None" where applicable).
- we, including any subcontractors, meet the eligibility criteria listed in Section 2 of the RFQ document;
- Our proposed subcontractors and their services are: _____ (write "None" where applicable).

Our total fixed lump-sum price for this lot is XCD _____ in figures and

(in words) _____

_____,

as shown in the attached signed Price Schedule.

We will complete the felling, processing, extraction to the designated collection point, site clean-up and handover within 45 calendar days of the instructed start date. We do not include Lot 4 haulage, Lot 5 chemical treatment or Lot 6 planting in this offer.

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.

We accept the one-lot award limit and the disclosed allocation rules. This lot offer is independently acceptable. We acknowledge addenda: _____. No work is authorised before contract signature and written commencement.

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

Quotation Form for Lot 4

Complete this form for Lot 4: haulage of timber from the disclosed collection points to the designated stockpile at Cork Hill main road.

To: Chairperson, Departmental Procurement Committee
Ministry of Agriculture, Land, Housing, Environment,
Youth Affairs and Sports, Government of Montserrat,
Brades, Montserrat

Dear Sir/Madam,

We offer to perform Lot 4 haulage services at the project site identified in Annex A, including loading at the collection points, secure transport to the Cork Hill main-road stockpile, unloading and delivery records.

We declare that:

- we accept the terms and conditions of this RFQ and its issued addenda;
- we accept and comply with the Government of Montserrat's Code of Conduct for Suppliers and Labour Compliance Declaration;
- we are eligible under Section 2, disclose any actual or potential conflict of interest, and identify all proposed subcontractors;
- the personnel, equipment, method and programme submitted with this offer are specific to this lot;

Our total fixed lump-sum price for this lot is XCD _____ in figures and

(in words) _____

_____,

as shown in the attached signed Price Schedule.

We will mobilise in accordance with the accepted programme, begin collections on written release by the Employer's Representative/DOA when material is ready, and complete the instructed haulage programme within the Lot 4 completion period in Section 3.

Our quotation is valid for 90 calendar days from the submission deadline. We understand that GOM is not bound to accept any quotation. This lot offer is independently acceptable and we accept the one-lot award limit. We acknowledge addenda: _____.

No work is authorised before contract signature and written commencement.

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

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Quotation Form for Lot 5

Complete this form for Lot 5: approved chemical treatment of Casuarina stumps and other target material expressly identified in Annex A.

To: Chairperson, Departmental Procurement Committee
Ministry of Agriculture, Land, Housing, Environment,
Youth Affairs and Sports, Government of Montserrat,
Brades, Montserrat

Dear Sir/Madam,

We offer to perform the initial Lot 5 chemical treatment at the project site identified in Annex A, using only the glyphosate-based product supplied by DOA, the DOA-supplied spray applicator/spray can and the label-authorised drilling/application method specified in Annex A. We will complete the relevant area/batch treatment after the felling provider has formally released that batch and within the interval specified in Annex A (currently proposed as within 7 calendar days after completion of the felling activity, subject to confirmation and any shorter product-label requirement). DOE supplies the task-specific PPE. The 60-day inspection and any re-treatment/corrective application will be undertaken by DOE internal staff and are excluded from this offer.

We declare that:

- we accept the terms and conditions of this RFQ and its issued addenda;
- we accept and comply with the Government of Montserrat's Code of Conduct for Suppliers and Labour Compliance Declaration;
- we are eligible under Section 2, disclose any actual or potential conflict of interest, and identify all proposed subcontractors;
- the personnel, equipment, method and programme submitted with this offer are specific to this lot;

Our total fixed lump-sum price for this lot is XCD _____ in figures and

(in words) _____

_____,

as shown in the attached signed Price Schedule.

We will complete initial treatment after the felling provider has formally released each area/batch and within the interval specified in Annex A (currently proposed as within 7 calendar days after completion of the relevant felling activity, subject to confirmation and any shorter product-label requirement), complete the treatment and disposal records, and hand over the initial treatment programme within 45 calendar days of the instructed start date. DOE internal staff will conduct the 60-day post-treatment inspection and any necessary re-treatment/corrective application; no follow-up or re-treatment is required from the Lot 5 provider.

Our quotation is valid for 90 calendar days from the submission deadline. We understand that GOM is not bound to accept any quotation. This lot offer is independently acceptable and we accept the one-lot award limit. We acknowledge addenda: _____. No work is authorised before contract signature and written commencement.

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

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Quotation Form for Lot 6

Complete this form for Lot 6: propagation and planting of 1,200 native and agroforestry tree crop seedlings, with 400 seedlings allocated to each geographic area.

To: Chairperson, Departmental Procurement Committee
Ministry of Agriculture, Land, Housing, Environment,
Youth Affairs and Sports, Government of Montserrat,
Brades, Montserrat

Dear Sir/Madam,

We offer to propagate, supply and plant 1,200 seedlings in accordance with Annex A, including 400 seedlings in each of Areas 1, 2 and 3, and to carry out the required maintenance, watering, replacement and reporting.

We declare that:

- we accept the terms and conditions of this RFQ and its issued addenda;
- we accept and comply with the Government of Montserrat's Code of Conduct for Suppliers and Labour Compliance Declaration;
- we are eligible under Section 2, disclose any actual or potential conflict of interest, and identify all proposed subcontractors;
- the personnel, equipment, method and programme submitted with this offer are specific to this lot;

Our total fixed lump-sum price for this lot is XCD _____ in figures and

(in words) _____

_____,

as shown in the attached signed Price Schedule.

We will meet the propagation, planting, maintenance and replacement milestones and periods stated in Annex A and the accepted Lot 6 Price Schedule. The DOA team will coordinate and approve equitable allocation of 400 seedlings to each area.

Our quotation is valid for 90 calendar days from the submission deadline. We understand that GOM is not bound to accept any quotation. This lot offer is independently acceptable and we accept the one-lot award limit. We acknowledge addenda: _____. No work is authorised before contract signature and written commencement.

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

GOVERNMENT PROCUREMENT SERVICES
MONTSERRAT

Quotation Checklist

Complete this checklist and include it with the common submission. Identify the lots offered and submit their separate quotation and price forms.

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

The signed lot Quotation Form, Price Schedule and Technical Quote are material submission requirements. Administrative omissions may be clarified without changing the substance or price of the offer.

Name of tenderer	
Procurement reference number	MALHEYAS/ENV/DPL6-1035/2026/01

Have you completed the following forms or documents?	
Separate Quotation Form for each lot	☐
• Quotation Checklist (this form)	☐
• Tenderer Information Form(s) and any supporting documents	☐
• Supplier Code of Conduct (unless registered)	☐
• Labour Compliance Declaration (unless registered)	☐
• Technical Quote and any additional technical information	☐
• Separate lot-specific Technical Quote for each lot offered	☐
• Separate signed Price Schedule for each lot offered (Lots 1–6)	☐
• Any other documents listed in clause 7 of the RFQ Instructions	☐
Has an authorised person signed the quotation?	☐

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Tenderer Information Form

Complete this form and attach the applicable evidence.

GPS-registered tenderers may give their registration number in place of repeat registration attachments and declarations valid on file. All tenderers must provide current statutory compliance evidence and disclose relevant changes.

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

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

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Supplier Code of Conduct

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	

GOVERNMENT PROCUREMENT SERVICES
MONTSERRAT

Technical Quote

Prepare one signed Technical Quote identifying the lots covered. Include the information below and use continuation sheets as required.

Site organisation and programme — lot-specific mobilisation, supervision, sequence, completion period, access and follow-up/maintenance arrangements, as applicable. For Lot 5, describe only the initial treatment programme; DOE internal staff conduct the later 60-day inspection and any re-treatment.

- Method statement — describe only the awarded lot's work: felling/processing/extraction (Lots 1–3); loading/haulage/unloading (Lot 4); initial approved chemical treatment, label-authorised stump drilling/application and container disposal (Lot 5); or propagation/planting/maintenance (Lot 6), together with risk assessment and environmental protection.

- Equipment — identify the equipment required for the relevant lot and reference the Equipment Forms and ownership/hire commitments. Include vehicle compliance evidence for Lot 4 only. Do not price or list as provider-supplied the DOA-supplied glyphosate product and spray applicator or the DOE-supplied task-specific PPE. Identify the drill/drill bits and other Lot 5 equipment required by the approved method.

- Personnel — identify only the roles required for the relevant lot, including haulage driver (Lot 4), competent chemical handler (Lot 5), or propagation/planting supervisor and team (Lot 6), as applicable. All selected contractor personnel must attend the mandatory DOE/MVO pre-start orientation and safety-protocol training.

- Subcontractors and insurance — disclose subcontracted tasks and commitments; attach insurer/broker evidence and confirm the insurance applicable to the relevant lot before mobilisation.

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

Price Schedule for Lot 1

Complete and sign this Price Schedule for Lot 1, Area 1 (1.66 acres). Price only the selective felling, processing and extraction service described for this lot. Do not include off-site haulage, chemical treatment or planting. Quote XCD lump-sum amounts for the whole activity, include all lot costs and applicable taxes, and do not leave required price lines blank. DOE-supplied task-specific PPE must not be included in the price.

Name of tenderer	
Procurement reference number	MALHEYS/ENV/DPL6-1035/2026/01
Currency of tender	Eastern Caribbean Dollars (XCD)

Price Schedule for Lot 1 — fixed lump-sum felling and extraction service

Item No	Activity	Unit	Lump-sum price XCD
1	Mobilisation, boundary check, safe working plan and site setup	Lump sum	
2	Selective felling, de-limbing, cutting of marked target trees	Lump sum	
3	Extraction to the designated collection point and on-site residue management	Lump sum	
4	Final clean-up, progress records, photographs and handover	Lump sum	
	TOTAL FIXED LUMP-SUM PRICE	Items 1–4	

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

Price Schedule for Lot 2

Complete and sign this Price Schedule for Lot 2, Area 2 (1.66 acres). Price only the selective felling, processing and extraction service described for this lot. Do not include off-site haulage, chemical treatment or planting. Quote XCD lump-sum amounts for the whole activity, include all lot costs and applicable taxes, and do not leave required price lines blank. DOE-supplied task-specific PPE must not be included in the price.

Name of tenderer	
Procurement reference number	MALHEYS/ENV/DPL6-1035/2026/01
Currency of tender	Eastern Caribbean Dollars (XCD)

Price Schedule for Lot 2 — fixed lump-sum felling and extraction service

Item No	Activity	Unit	Lump-sum price XCD
1	Mobilisation, boundary check, safe working plan and site setup	Lump sum	
2	Selective felling, de-limbing and cutting of marked target trees	Lump sum	
3	Extraction to the designated collection point and on-site residue management	Lump sum	
4	Final clean-up, progress records, photographs and handover	Lump sum	
	TOTAL FIXED LUMP-SUM PRICE	Items 1–4	

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

Price Schedule for Lot 3

Complete and sign this Price Schedule for Lot 3, Area 3 (1.66 acres). Price only the selective felling, processing and extraction service described for this lot. Do not include off-site haulage, chemical treatment or planting. Quote XCD lump-sum amounts for the whole activity, include all lot costs and applicable taxes, and do not leave required price lines blank. DOE-supplied task-specific PPE must not be included in the price.

Name of tenderer	
Procurement reference number	MALHEYS/ENV/DPL6-1035/2026/01
Currency of tender	Eastern Caribbean Dollars (XCD)

Price Schedule for Lot 3 — fixed lump-sum felling and extraction service

Item No	Activity	Unit	Lump-sum price XCD
1	Mobilisation, boundary check, safe working plan and site setup	Lump sum	
2	Selective felling, de-limbing and cutting of marked target trees	Lump sum	
3	Extraction to the designated collection point and on-site residue management	Lump sum	
4	Final clean-up, progress records, photographs and handover	Lump sum	
	TOTAL FIXED LUMP-SUM PRICE	Items 1–4	

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

Price Schedule for Lot 4

Complete and sign this Price Schedule for Lot 4. Price the complete haulage service from the disclosed collection points to the designated Cork Hill main-road stockpile site. DOE-supplied task-specific PPE must not be included in the price.

Name of tenderer	
Procurement reference number	MALHEYS/ENV/DPL6-1035/2026/01
Currency of tender	Eastern Caribbean Dollars (XCD)

Price Schedule for Lot 4 — Haulage and Receiving Information

Item No	Activity	Unit	Lump-sum price XCD
1	Mobilisation, vehicle/driver readiness and approved collection/route plan	Lump sum	
2	Loading and securement of timber at the designated collection points	Lump sum	
3	Haulage to the Cork Hill main-road stockpile site and safe unloading	Lump sum	
4	Load/delivery records, recipient acknowledgements and close-out	Lump sum	
	TOTAL FIXED LUMP-SUM PRICE	Items 1–4	

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

Price Schedule for Lot 5

Complete and sign this Price Schedule for Lot 5. Price only the initial approved chemical treatment, including labour, competent handler, any required drilling equipment, safe handling/storage, containment/spill response, treatment records, empty-container/residue disposal and final handover. DOA supplies the glyphosate-based product and spray applicator/spray can, while DOE supplies task-specific PPE; do not include their cost. DOE internal staff conduct the 60-day inspection and any re-treatment/corrective application; do not include those activities in this price.

Name of tenderer	
Procurement reference number	MALHEYS/ENV/DPL6-1035/2026/01
Currency of tender	Eastern Caribbean Dollars (XCD)

Price Schedule for Lot 5 — Approved Treatment Specification

Item No	Activity	Unit	Lump-sum price XCD
1	Mobilisation, approved method, handler and safety plan	Lump sum	
2	Initial approved chemical treatment of identified stumps/target material	Lump sum	
3	Treatment records, containment and authorised disposal	Lump sum	
4	Final treatment register, spill/exception log, empty-container/residue disposal records and completion handover (no follow-up or re-treatment)	Lump sum	
	TOTAL FIXED LUMP-SUM PRICE	Items 1–4	

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

Price Schedule for Lot 6

Complete and sign this Price Schedule for Lot 6. Price propagation, planting, maintenance and replacement of 1,200 seedlings (400 per geographic area). DOE-supplied task-specific PPE must not be included in the price.

Name of tenderer	
Procurement reference number	MALHEYS/ENV/DPL6-1035/2026/01
Currency of tender	Eastern Caribbean Dollars (XCD)

Price Schedule for Lot 6 — Seedling Propagation and Planting Information

Item No	Activity	Unit	Lump-sum price XCD
1	Propagation and supply of 1,200 seedlings to the Annex A species and quality requirements	Lump sum	
2	Planting 400 seedlings in each of Areas 1, 2 and 3 at DOA-approved locations	Lump sum	
3	Maintenance, watering, protection and monitoring for the Annex A period	Lump sum	
4	Replacement of failed seedlings and final inspection/acceptance	Lump sum	
	TOTAL FIXED LUMP-SUM PRICE	Items 1–4	

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

Proposed Key Personnel

Provide the personnel and experience records required for each lot offered in Section 3. Identify only roles applicable to that lot. Complete one Personnel Data Sheet per person; add continuation sheets where required.

1.	Title of position
	Name
2.	Title of position
	Name
3.	Title of position
	Name
4.	Title of position
	Name
5.	Title of position
	Name
6.	Title of position
	Name
7.	Title of position
	Name
8.	Title of position
	Name
9.	Title of position
	Name
10.	Title of position
	Name
11.	Title of position
	Name
12.	Title of position
	Name
13.	Title of position
	Name
14.	Title of position
	Name

Personnel Data Sheet (PDS)

Complete one Personnel Data Sheet per person. Both the person and the tenderer's authorised representative must sign. A signed CV containing equivalent relevant information is acceptable.

<table>
<tr><td colspan="3">Position</td></tr>
<tr><td rowspan="5">Relevant training / licences</td><td>Full Legal Name</td><td>Relevant experience (years)</td></tr>
<tr><td>Known as</td><td>Availability</td></tr>
<tr><td>Proposed role</td><td>Other commitments</td></tr>
<tr><td>Relevant licence / training reference</td><td>Reference number</td></tr>
<tr><td colspan="2">Professional Qualifications</td></tr>
<tr><td>Present Employment</td><td colspan="2">Name of Employer</td></tr>
<tr><td></td><td colspan="2">Address of Employer</td></tr>
<tr><td></td><td>Telephone</td><td>Contact (Manager or Personnel Officer)</td></tr>
<tr><td></td><td>Fax</td><td>Email</td></tr>
<tr><td></td><td>Job Title</td><td>Years with Present Employer</td></tr>
</table>

Summarise professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

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

Declaration

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

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

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

a) be taken into consideration during quote evaluation;

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

c) result in my dismissal from the Contract.

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

Signature: _____

Date (day month year): _____

Countersignature of authorised representative of the Tenderer:

Name of authorised representative: _____

Signature: _____

Date: (day month year): _____

Equipment Form

Complete this template Equipment Form for each major item or resource required in Section 3. State capacity, availability and ownership/hire arrangements and attach supporting evidence.

Item of Equipment		
Equipment Information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current Status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment ☐ Owned ☐ Rented ☐ Leased ☐ Specially manufactured	

Omit the following information for equipment owned by the tenderer.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental, lease, or manufacture agreements specific to the project	

Annex A Site information for issue

Department completion required before publication

Site name and location: ***MVO Exclusion Zone / Groves Estate, Montserrat (Lots 1–3)***

Verified plan reference/revision/date: As shown at pre-bid site visit - Map of the area would be supplied to all potential service providers during the site visit

Site access window: 9:00 am to 3:00 pm (access facilitated by MVO). The verified plan and the completed schedules below define the boundaries, routes, service quantities and acceptance requirements for the six lots.

Lot 1,2,3 — Felling and Extraction Service

Required site information	Lot 1	Lot 2	Lot 3
Proposed area in acres	1.67	1.67	1.66
Verified map reference and boundaries	Indicative — verify on site	Indicative — verify on site	Indicative — verify on site
Target species (Casuarina); identify any additional invasive species or state “None”)	All Casuarina trees and all other potential invasive alien species (IAS) hindering access to the site.	All Casuarina trees and all other potential invasive alien species (IAS) hindering access to the site.	All Casuarina trees and all other potential invasive alien species (IAS) hindering access to the site.
Estimated target tree/stump count and size range	Estimated 25–50 tree stems per lot (size range to be verified on site)	Estimated 25–50 tree stems per lot (size range to be verified on site)	Estimated 25–50 tree stems per lot (size range to be verified on site)
Terrain, access width/condition and restrictions	site access will be moderated and facilitated through the Department via the Montserrat Volcano Observatory (MVO)	site access will be moderated and facilitated through the Department via the Montserrat Volcano Observatory (MVO)	site access will be moderated and facilitated through the Department via the Montserrat Volcano Observatory (MVO)
Structures, utilities, watercourses and protected vegetation	No known environmental issues or protected features identified (to be verified on site prior to commencement	No known environmental issues or protected features identified (to be verified on site prior to commencement	No known environmental issues or protected features identified (to be verified on site prior to commencement
Access arrangements and hours (MVO access window: 9:00 am–3:00 pm)	Access to the site is recommended between 9:00 am and 3:00 pm, Monday to Friday (subject to MVO clearance)	Access to the site is recommended between 9:00 am and 3:00 pm, Monday to Friday (subject to MVO clearance)	Access to the site is recommended between 9:00 am and 3:00 pm, Monday to Friday (subject to MVO clearance)

Required site information	Lot 1	Lot 2	Lot 3
Extraction/collection point and access distance	Indicative — verify on site	Indicative — verify on site	Indicative — verify on site
Estimated timber volume or comparable loading information	Indicative — verify on site	Indicative — verify on site	Indicative — verify on site
On-site residue and small-branch management method	Contractors would be responsible for all removal of small branches and debris	Contractors would be responsible for all removal of small branches and debris	Contractors would be responsible for all removal of small branches and debris
Employer/DOA-supplied items for this area, if any	None (Department of Environment [DOE] staff members will be on site to supervise operations)	None (Department of Environment [DOE] staff members will be on site to supervise operations)	None (Department of Environment [DOE] staff members will be on site to supervise operations)

Give reasonable estimating information to support comparable lump-sum prices; exact tree-by-tree measurement is not required where impracticable. State whether estimates are indicative and identify any known limitations. The map and written scope define the priced lot. Material changes or materially different disclosed conditions are handled through the written variation procedure, not an unrestricted transfer of unknown risk.

Technical officer: _____ Approval/date: _____

Map reference and revision: _____

Lot 4 — Haulage and Receiving Information

Required Lot 4 information	Department/Employer data
Collection points and access details	Designated felling sites within Lots 1–3; site access moderated and facilitated through the Department via the Montserrat Volcano Observatory (MVO) (moderate/fair access conditions, to be verified on site).
Estimated timber quantity/volume and expected load profile	Felled Casuarina and invasive alien species (IAS) timber from approximately 25–50 tree stems per lot across Lots 1–3 (exact volume and load profile to be verified on site prior to haulage).
Stockpile destination	Cork Hill main-road stockpile site (exact location/reference: to be confirmed at pre-bid site visit / prior to commencement).
Haulage route and distance from each collection point	Main public road corridor from the MVO exclusion/buffer zone collection points to the Cork Hill main-road stockpile site (exact route and haulage distance to be verified during the pre-bid site visit).
Receiving arrangements, receiving contact and hours	DOA/Employer's Representative and Department of Environment (DOE) site supervisors; receiving hours 9:00 am to 3:00 pm, Monday to Friday (contact details to be issued prior to commencement).
Unloading constraints, site capacity and stockpile layout	Controlled tipping/offloading within designated bays at the Cork Hill main-road stockpile site under DOA/DOE supervision; keep main roadway clear at all times (layout to be confirmed on site).
Access restrictions, vehicle turning/loading conditions and site hours	MVO access window: 9:00 am to 3:00 pm. Other restrictions: Monday to Friday operations only, subject to MVO clearance; haulage vehicles must be suitable for moderate/fair site access and turning conditions.

Required Lot 4 information	Department/Employer data
Collection notification / dispatch procedure	DOA/Employer's Representative (or DOE on-site supervisor) to notify the Lot 4 provider via phone/email at least 24 hours in advance when felled material is stacked and ready for collection, subject to MVO access clearance (9:00 am–3:00 pm, Monday to Friday)

Lot 5 — Approved Treatment Specification

The Lot 5 treatment specification is set out below. The approved product label and safety data sheet govern all handling and application. The approved cut-to-treatment interval must be used consistently by the Lot 1–3 felling providers, the Lot 5 treatment provider and DOA/Employer's Representative in coordinating the sequence of work.

Required Lot 5 information — Parameter	Department/DOA-approved requirement
Treatment target(s)	Casuarina stumps; identify any other cut material/branches to be treated: All cut stumps of Casuarina and other invasive alien species (IAS) felled within Lots 1–3.
Approved active ingredient/formulation and acceptable equivalent criteria	Area 1: 400; Area 2: 400; Area 3: 400. DOA team to coordinate and approve equitable distribution. Glyphosate (41% solution for cut-stump treatment), supplied by the Department of Environment (DOE).
Product supply responsibility (GOM/DOA or provider)	GOM/Department of Environment (DOE) is responsible for purchasing and supplying the approved chemical treatment product, essential PPE, and application equipment required to treat the stumps
Permitted treatment method	Targeted cut-stump application (basal bark or foliar spot-spraying permitted only where explicitly approved by DOA/DOE on site); broadcast spraying is prohibited. Additionally, Label-approved cut-stump application; all stumps must be drilled to ensure deep penetration and effectiveness of glyphosate in killing the stumps (broadcast spraying is prohibited).
Concentration, application dose and coverage	41% glyphosate solution applied strictly in accordance with the manufacturer's approved product label guidelines, Safety Data Sheet (SDS), and DOE/DOA technical instructions on site. Strictly in accordance with the manufacturer's approved product label, Safety Data Sheet (SDS), and DOA/DOE technical instructions on site.
Maximum interval between cutting and treatment	The felling contractor must complete felling activities before the treatment contractor commences work on site; treatment shall occur within a maximum of 7 calendar days after felling is completed (and strictly within the approved product label and DOE/DOA technical instructions).

Required Lot 5 information — Parameter	Department/DOA-approved requirement
Treatment timing / coordination and release procedure	DOA/Employer's Representative to coordinate felling, treatment and Lot 4 collection so treatment occurs within the approved interval.
Environmental buffers and weather restrictions	No watercourses are affected by this activity. Weather conditions will be monitored daily, and Department of Environment (DOE) Officers will monitor the site during operations. Do not apply during rainfall, high winds, or when rain is imminent within the label's rainfast window; maintain required buffer zones around drainage channels and non-target native vegetation under DOE supervision.
PPE, handling, storage and transport requirements	Department of Environment (DOE) supplies essential task-appropriate PPE; provider shall ensure all personnel wear supplied PPE and adhere strictly to the approved product label and Safety Data Sheet (SDS) for handling, storage, and transport.
Spray applicator	Department of Environment (DOE) / DOA supplies the spray applicator/spray can and required treatment equipment.
Container / chemical residue disposal route and responsibility	Provider shall triple-rinse empty containers per product label/SDS instructions and return all empty containers, unused product, and chemical residues to DOA/DOE for authorized hazardous waste disposal (no on-site dumping or burial).
Retreatment trigger, inspection timing and corrective period	Department of Environment (DOE) staff will conduct post-treatment site inspections and carry out all retreatment as required where coppice regrowth or resprouting is identified (provider to facilitate site coordination if required during active contract works).
Technical approval and supporting documentation	All technical approvals and supporting documentation (including product label/SDS verification) will be handled and issued by the Department of Environment (DOE) prior to commencement. Selected contractors will undergo detailed orientation and safety protocol training by DOE and Montserrat Volcano Observatory (MVO) technical staff.

Lot 6 — Seedling Propagation and Planting Information

Required Lot 6 information	Department/DOA-approved specification
Total quantity	1,200 seedlings
Allocation by geographic area	Area 1: 400; Area 2: 400; Area 3: 400 (total of 5 acres to be replanted across the project areas). DOA/DOE team to coordinate and approve equitable distribution.
Species / species mix (native and agroforestry tree crops)	Mix of native, fruit, and forest tree species planted using an agroforestry system (exact species list and proportions to be confirmed by DOA/DOE prior to propagation).
Seed/source, propagation method and nursery requirements	The Department of Environment (DOE) technical team will facilitate and supervise the entire seedling propagation process from seed/seedling collection and nursery propagation through to field planting (in accordance with DOA/DOE nursery standards).
Seedling size, age, root condition and quality standard	Healthy, vigorous, pest- and disease-free nursery stock with well-established root systems (non-root-bound), hardened off and meeting DOA/DOE minimum height and stem caliper standards prior to dispatch (estimated planting density: approximately 300 trees per acre).
Planting locations, layout, spacing and planting method	Healthy, vigorous, pest- and disease-free nursery stock with well-established root systems (non-root-bound), hardened off and meeting DOA/DOE minimum height and stem caliper standards prior to dispatch (estimated planting density: approximately 300 trees per acre).
Site preparation, soil amendments, stakes/guards or other materials	Manual clearing of planting pits/spots, hole digging, backfilling with topsoil/approved amendments, and installation of stakes/guards as specified and supervised by DOA/DOE on site.

Required Lot 6 information	Department/DOA-approved specification
Planting window and completion deadline	Within the contract planting window following site clearance and stump treatment, during suitable soil-moisture/weather conditions as scheduled by DOA/DOE (Monday–Friday, 9:00 am–3:00 pm MVO access window).
Maintenance period, watering and weed control requirements	Post-planting maintenance, periodic watering (as required by weather conditions), and manual ring-weeding around planted seedlings throughout the contract maintenance/establishment period under DOA/DOE supervision.
Survival threshold and inspection/acceptance criteria	Joint inspection by DOA/DOE upon completion of planting to verify initial seedling survival, establishment condition, and compliance with planting specifications prior to final acceptance (subsequent maintenance conducted by DOE internal staff).
Replacement obligations, timing and replacement quality	Provider shall replace any seedlings found dead, damaged, or improperly planted at the time of joint DOA/DOE planting inspection at no additional cost using approved, matching-quality stock prior to handover.
DOA representative / acceptance authority	Director of Agriculture / designated DOA Employer's Representative, in coordination with the Department of Environment (DOE) technical team.