REF # UWG-02-100625

# GOVERNMENT OF MONTSERRAT

# Request for Proposals (RFP)



## Project Management Consultancy
## For
## Turnkey Solar Photovoltaic and Battery Energy Storage Project at, Shinlands, Montserrat

**Ministry of Building Utilities Infrastructure Labour Transport (BUILT)**
**Brades, Montserrat, MSR 1120**
**Tel: +1 664 491-2521**

**October 2025**

# TABLE OF CONTENTS

INTRODUCTION ..... 3

REQUEST FOR PROPOSAL (RFP) ..... 4

INSTRUCTIONS TO PROPONENTS ..... 7

GUIDANCE NOTES ..... 12

TERMS OF REFERENCE ..... 16

EVALUATION OF PROPOSALS ..... 20

BIDDER SUBMITTALS ..... 24

APPENDIX A – FORM OF CONTRACT AGREEMENT ..... 35

APPENDIX B – SHINLANDS SITE CONTOURS ..... 46

APPENDIX C – HELIOSCOPE SOLAR REPORT ..... 47

APPENDIX D – MONTSERRAT UTILITY NETWORK ..... 49

APPENDIX E – MONTSERRAT ENERGY SNAPSHOT ..... 51

APPENDIX F – MONTSERRAT PAST SOLAR PROJECTS ..... 53

# 1. INTRODUCTION

The Government of Montserrat (GoM) invites proposals from qualified Consulting Firms to provide project management services for the delivery of the Shinlands Solar PV and Battery Energy Storage System (BESS) Project (the "Project") at, Shinlands, Montserrat. This project is sponsored by the UK Foreign, Commonwealth & Development Office (FCDO). Submissions must satisfy the requirements of the Ministry of Buildings, Utilities, Infrastructure, Labour and Transportation (BUILT).

The Project Management Consultancy (PMC) will be engaged to provide comprehensive project management and technical engineering services to support the successful delivery of the Shinlands Solar PV and Battery Energy Storage System (BESS) Project. The consultancy will be responsible for overseeing all phases of the project, ensuring compliance with technical specifications, project milestones, and international best practices in renewable energy deployment. This includes coordination among the Employer, EPC contractors, the Energy Department, and Montserrat Utilities Limited (MUL), as well as providing technical oversight to maintain quality, cost, and schedule performance throughout the implementation period. The detailed scope of services for the PMC, including both the general project management duties and the technical engineering support required to guide and monitor the EPC contractor, is outlined in the Terms of Reference (ToR). The consultancy will play a critical role in bridging the technical and managerial aspects of the project to ensure timely delivery, adherence to quality standards, and optimal use of available resources.

The procuring authority for this Request for Proposals (the "RFP") is the Ministry of Buildings, Utilities, Infrastructure, Labour and Transportation ("BUILT"), acting on behalf of the Government of Montserrat ("GoM"). In recognition of the Project's critical importance to Montserrat's national energy security, affordability, and resilience, the GOM has, pursuant to the Public Finance (Management and Accountability) (Procurement) Regulations, S.R.O. 27 of 2019, invoked Regulation 28 to waive standard procurement procedures and to expedite delivery. Notwithstanding the waiver, BUILT reserves the right to conduct discussions, request clarifications and supplemental information, and negotiate with Proponents, and to select the proposal that BUILT, in its sole discretion, determines to be the most advantageous to GoM. For the avoidance of doubt, this waiver pertains solely to procedural requirements under the Regulations and does not diminish any mandatory technical, security, or contractual requirements set out in this RFP.

Given Government priority to expedite the Solar Photovoltaic and Battery Energy Storage Project to strengthen Montserrat's energy security and grid reliability, the scope, terms of reference, and contractor roles and responsibilities set out in this RFP are time-critical. Proponents must carefully read and follow the Instructions to Proponents before submitting. Non-conformance with these instructions or any mandatory requirements may render a proposal non-compliant and subject to rejection without further evaluation.

This RFP sets out an indicative timetable for the procurement process and provides instructions for Proponents. By participating in this RFP, you are indicating your acceptance to be bound by the guidelines set out therein. Included are the tender documents, consisting of:

1) Introduction
2) RFP (Request for Proposals)
3) Instructions to Proponents
4) Guidance Notes
5) Terms of reference
6) Evaluation of Proposals
7) Bidder Submittals
8) Appendix A- Form of Contract Agreement
9) Appendix B - Shinlands Site Contour
10) Appendix C - Helioscope Solar Report
11) Appendix D – Montserrat Utility Network
12) Appendix E – Montserrat Energy Snapshot
13) Appendix F – Montserrat Past Solar Projects

**Purpose**

- Expects Proponents to submit their proposals in accordance with the instructions set out in the remainder of this RFP.
- Sets out the overall timetable and process for the procurement to Proponents.
- Provides Proponents with sufficient information to enable them to submit a compliant Tender.
- Sets out the Award Criteria and the tender evaluation process that will be used to evaluate the Tenders.
- Explains the administrative arrangements for the receipt of Tenders.

This RFP outlines the requirements and evaluation criteria which will be used in order to select the entity for this project. The entity will be selected through the Open competitive procurement process.

## 2. REQUEST FOR PROPOSAL (RFP)

**This is an indicative timetable and may be subject to change.**

| **Project Details** | **Deliverables** |
|---|---|
| RFP Project Management Consultancy for Turnkey Solar Photovoltaic and Battery Energy Storage Project at, Shinlands, Montserrat. | Document circulated via the Government of Montserrat Website<br><br>Monday, 6th October 2025 |
| Access to the RFP Suite of Documents | https://www.mytenders.co.uk/<br><br>https://tenders.gov.ms/ |

| | |
|---|---|
| Clarifications Requests Deadline | Requests for clarifications are accepted until Monday 13th October, 2025 |
| RFP submission Deadline | Thursday 23rd October, 2025 no later than 3:00pm (Eastern Caribbean Time) (UTC-4)<br><br>Electronic bid submissions are to be completed via the myTenders Portal at https://www.mytenders.co.uk/.<br><br>If you are intending to make an electronic submission to this tender, please register your interest on myTenders at the earliest opportunity. Please ensure that you allow sufficient time to upload your documents. |
| Clarifications and One-on-one online meeting | Upon submission of your proposal, an individual online meeting will be arranged with you to address and clarify any elements of the proposal that may require further explanation. |
| Communication Channels | All communication must be forwarded to procurement@gov.ms |
| Contract Commencement (this is an indicative date and maybe subject to change) | November 2025 |

## 2.1. PROCUREMENT PROCESS

A suitable and qualified individual or firm to provide Project Management Consultancy for The Project, will be selected through this Request for Proposal (RFP). Potential Proponents who are interested in this opportunity are asked to submit their proposal in line with the instructions and guidance contained within this RFP:

### Process after Submission of Tenders

- ✓ Opening of Proposals will be carried out by the Procurement Department within the Ministry of Finance and Economic Management (MOFEM) and the Permanent Secretary of BUILT on the 23rd October 2025 at 3pm (UTC -4). The opening of proposals will be held at closed door.

- ✓ The proposals are then passed onto the nominated evaluation panel, chaired by the designated Project Manager.
- ✓ The evaluation can take from two (2) to six (6) weeks depending upon the number of proposals received.
- ✓ The Evaluation team will compile a Tender Evaluation Report which will be presented to the Working Group led by the Honourable Financial Secretary and the Permanent Secretary of BUILT, and comprised by members of the Governor's Office, FCDO, MOFEM and BUILT.
- ✓ The Working Group PPB will consider the report and recommendations and will make the final decision.
- ✓ The Procurement Department will then send out outcome letters to all Proponents via email or hard copy letter if no email address is available.
- ✓ The successful Proponent will be advised to contact the Permanent Secretary to arrange a meeting to sign the Contract.
- ✓ No services must commence until the contract has been signed.
- ✓ There will be ongoing performance management for each contract that will feed into project completion and closure report. The performance for each contract may be used in assessing future proposals or bid submissions.

## 2.2. Evaluation Process

**Tender submissions will be evaluated based on the following RFP Evaluation stages:**

### Stage 1

When evaluating RFP submissions received, we will check them to ensure that:

- they comply with all instructions
- they do not contain any qualifications or conditions,
- they are clear and comprehensive, and
- they are valid and complete

Only proposals that cover the complete Project Management Consultancy scope will proceed to detailed evaluation. Proposals that omit any Lot or propose multiple-contract interfaces will be considered non-responsive.

### Stage 2

The Evaluation Panel shall complete moderation of all technical proposals against the criteria set out in Section 6 and finalize the technical scores. Only proposals that satisfy all mandatory requirements and achieve a minimum technical score of sixty-five percent of the technical points available (i.e., ≥52 out of 80) shall proceed to financial evaluation. The Government of Montserrat ("GoM") may issue written requests for clarification limited to curing minor or clerical irregularities that do not alter the substance of a proposal; Proponents shall respond in writing within the timeframe specified.

**Stage 3**

GoM shall evaluate the Price Submissions of Proponents that passed Stage 2. Prices shall be examined for arithmetic accuracy, completeness, and compliance with the RFP's pricing instructions; non-conforming or qualified prices may be rejected. Price scores shall be calculated on a comparative basis (maximum 20 points), with the lowest evaluated price receiving the maximum score and other prices scored proportionally. The Total Score shall equal the Technical Score (maximum 80 points, fixed at Stage 2) plus the Price Score (maximum 20 points). The Evaluation Panel shall recommend award to the Proponent achieving the highest Total Score, for approval in accordance with GoM's governance arrangements.

# 3. INSTRUCTION TO PROPONENTS

Proponents should read these instructions carefully before completing the proposal and submitting a proposal. Failure to comply with these requirements for completion and submission of a proposal may result in the rejection of the proposal. Proponents are advised therefore to acquaint themselves fully with all the provisions of this document.

## 3.1. Authorities

The Authority concerned with this RFP is the Government of Montserrat.

## 3.2. Disclaimer

The GOM has, pursuant to the Public Finance (Management and Accountability) (Procurement) Regulations, S.R.O. 27 of 2019, invoked Regulation 28 to waive standard procurement procedures and to expedite delivery. Notwithstanding the waiver, BUILT reserves the right to conduct discussions, request clarifications and supplemental information, and negotiate with Proponents, and to select the proposal that BUILT, in its sole discretion, determines to be the most advantageous to GoM. For the avoidance of doubt, this waiver pertains solely to procedural requirements under the Regulations and does not diminish any mandatory technical, security, or contractual requirements set out in this RFP For details on Montserrat Procurement Regulation, please visit https://tenders.gov.ms/publications

The information contained in this document is believed to be correct at the time of issue but neither GOM nor their advisors will accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. GOM reserves the right to amend or vary any area of this document during the course of the procurement.

No information contained in this RFP or in any communication made between the GoM and any potential Proponent in connection with this RFP shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this RFP. The GoM reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the GoM incur any liability in respect of this RFP or any supporting documentation.

The GoM reserves the right to cancel this RFP process at any point. The GoM is not liable for any costs resulting from any cancellation of this tender process or for any other costs incurred by those tendering for this Contract.

You are deemed to understand fully the processes that the GOM is required to follow under this RFP.

The GOM is not making an offer to enter into a contractual relationship by issuing tender documents.

The GOM is under no expressed or implied obligation to invite or evaluate tenders from any or all of the companies who respond to this contract notice with a tender submission.

The issue of the Tender documents does not imply any representation by the GOM as to the candidate's financial stability, technical competence or ability in any way to carry out the Services. We reserve the right to return to these matters as part of the evaluation process.

The Laws of Montserrat shall apply for the purposes of all proceedings relating to this procurement process and any contract awarded pursuant thereto.

Potential Proponents are requested to note that wherever in the RFP there is a reference to the proprietary name of a service or qualification, or to a specific standard, alternative services or qualifications or standards will be acceptable provided the Potential Proponents can demonstrate that the service, qualification or standard is at least equivalent in quality and specification to the named service, qualification or standard and that the alternative meets all of the GoM's requirements to the Authorities satisfaction.

### 3.3. GOM's right to Phase/Defer

The Project, for planning and budget purposes, has been divided into five phases (Phase 1: Surveys & Designs; Phase 2: Supply; Phase 3: Civil Works; Phase 4: Electrical & Mechanical Installation; Phase 5: Testing, Commissioning & Handover). The Government intends to engage only one EPC contractor to execute all phases (1 to 5). This contractor will serve as the single point of responsibility for design, procurement, construction, commissioning, performance, warranties, and defects obligations.

The Project Manager is expected to provide comprehensive project management and technical engineering services to support the successful delivery of the Project by the Contractor. The consultancy will be responsible for overseeing all aforementioned phases of the project, ensuring compliance with technical specifications, project milestones, and international best practices in renewable energy deployment. This includes coordination among the Employer, EPC contractor, the Energy Department, and Montserrat Utilities Limited (MUL), as well as providing technical oversight to maintain quality, cost, and schedule performance throughout the implementation period.

The GOM may, at its discretion and subject to funding availability and program priorities, sequence the commencement of Phases and/or defer specific activities through staged Notices to Proceed under the single EPC contract. Any deferral or omission will be instructed in accordance with the contract's variation/omission provisions.

### 3.4. Confidentiality

All information provided in this document, particularly financial information, shall remain confidential between the organisation and GOM and its advisers. GOM will not share this information with any other organisations or Public Bodies without the permission of the organisation. Similarly, organisations must treat all information provided by GOM and its advisers as confidential.

Respondents are required to respect the confidentiality of the process and must not seek to gain advantage by discussing this process or any potential proposal with the Press, any UK or GOM official

involved in the process or the United Kingdom Foreign, Commonwealth Development Office (FCDO). Under no circumstances should direct contact be made with anyone else regarding this process without the prior arrangement or agreement of the GOM Head of Procurement. Failure to observe this confidentiality may result in disqualification from the tender process.

All information supplied by the Contracting Authority in connection with this RFP shall be regarded as confidential, except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of responses to this Request for Tender.

### 3.5. Communication and clarification

All communications during the procurement process must be made in writing and be sent by email to:

| | |
|---|---|
| Name | Alfredo J Landaeta |
| Title | Head Government Procurement Services |
| Email | procurement@gov.ms |

Depending on the requirements of Proponents, GOM is willing to reconsider the stated deadlines to allow a further round of requests for clarification if required.

In completing the submissions and/or requesting clarification, Proponents must refer back to the numbering format/section as set in the RFP.

Direct or indirect canvassing of any GOM or, public sector employee or agent by any potential Proponent concerning this requirement, or any attempt to procure information from any GOM or, public sector employee or agent concerning this RFP may result in the disqualification of the potential Proponent from consideration for this requirement.

### 3.6. Participation

Tenders must be submitted by, or on behalf of, the proposed Proponent of the services. No change in the identity or composition of the Proponent (including the identity or composition of any partner in a consortium or of any sub-contractor to the Proponent) is permitted during the procurement process unless GOM has given its prior approval in writing.

The GOM reserves the right to reject any or all proposals, including the proposal with the lowest financial bid. Nothing in this RFP shall oblige GOM to award the Contract and GOM reserves the right at any time and in the sole discretion to reject any proposal and/or terminate discussions and negotiations with any one or more proponents.

### 3.7. Conflict of Interest

Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a “Conflicted Person”):

(i) any employee of the Government of Montserrat;
(ii) any member of the Government of Montserrat;

(iii) any family member of any such employee; or
(iv) any business entity controlled by or otherwise not at arm's length to any one or more of any such employee, or family member.

Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFP.

Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent's response.

### 3.8. Contract Term

To be negotiated, agreed and finalised upon contract award. The contractual period is anticipated to be for a period of three (3) to seven (7) months from the date of the award of contract.

### 3.9. Contract Award

GOM will award a contract on the basis of the award criteria detailed within **Section 6** below (Evaluation of Proposals) of this document.

Once the preferred bidder is identified, a negotiation process will commence prior to the execution of the contract. Once GOM has reached a decision in respect of a contract award, it will notify all Proponents of that decision before entering into any contract.

Contract award is subject to the formal approval process of GOM. Until all necessary approvals are obtained no Contract will be entered into. No services must commence until the contract has been signed.

### 3.10. Ownership of Material

Any studies, reports, designs or other material, graphic, software or otherwise, prepared by the proponent for the Client under the Contract shall belong to and remain the property of the Client (Government of Montserrat). The proponent may retain a copy of such documents and software. All documents submitted by Proponents in response to this RFP are to remain the property of the Government of Montserrat.

### 3.11. Limitation of Liability

The GOM will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to this RFP, the Proponent's participation in this RFP process or the Government of Montserrat's acts or omissions in connection with the conduct of this RFP process. This limitation applies to all possible claims by a Proponent, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Government of Montserrat of a duty of fairness or relating to a failure by the Government of Montserrat to comply with the terms set forth in this RFP.

### 3.12. Contract Requirements

The Terms of Reference in Section 5 details the required Service Level Agreements, Key Performance Indicators and overall GOM requirement. The Potential Proponent shall be required to confirm their ability to meet the Technical Specification.

The Potential Proponent shall be expected to agree to the Contract Terms and Conditions prior to contract commencement.

The Potential Proponent's terms of business will not be accepted in lieu of or in addition to the Contract Conditions forming part of this RFP.

### 3.13. Tax Obligations

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

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.

### 3.14. Submission Instructions

Proponents should read these instructions carefully before completing and submitting a proposal. Failure to comply with these requirements for completion and submission of a Bid may result in the rejection of the proposal. Proponents are advised therefore to acquaint themselves fully with all the provisions of this document.

The price information submitted in the Form of Proposal should include the cost of all essential elements to the Project Management Consultancy for Turnkey Solar Photovoltaic and Battery Energy Storage Project at, Shinlands, Montserrat.

To submit a proposal, please follow the below instructions:

#### 3.14.1. SUBMITTING A PROPOSAL

1. Only electronic submissions will be accepted via the myTenders Portal at https://www.mytenders.co.uk/
    a. If you are intending to make an **electronic submission** to this tender, please register your interest on myTenders at the earliest opportunity. Please ensure that you allow sufficient time to upload your documents.
    b. Proponents are asked to ensure that documents are uploaded under the appropriate heading, which you have registered for.

2. No hardcopies will be accepted.

Failure to comply with this requirement will lead to your submission being deemed non-compliant and not considered any further. Bids are to be electronically submitted by **14:00 hours (Eastern Caribbean time) (UTC- 4) on Tuesday, 21st October 2025.**

## 4. GUIDANCE NOTES

4.1. GOM reserves the right to amend or terminate the procurement procedure or change the timings outlined in this RFP.

4.2. The GoM reserves the right to issue additional documentation at any time during the tendering process to clarify any issue or amend any aspect of the RFP. All such further documentation that may be issued shall be deemed to form part of the RFP and shall supplement and/or supersede any part of the RFP to the extent indicated.

4.3. Potential Proponents must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.

4.4. Under the Contract the GoM will require compliance with its policies. Proponents are advised to satisfy themselves that they understand all the requirements of the service and Contract before submitting their proposal. Where additions or amendments are made to the clauses included in the Supply of Services Agreement and are issued during the tendering process they shall supplement and/or supersede previous versions.

4.5. Any changes to the procurement timetable shall be published as an Addendum on www.mytenders.co.uk

4.6. All prices shall be quoted in either Eastern Caribbean Dollars (XCD) or United States Dollars (USD), and each Proposal shall be expressed in a single currency only. Proponents shall provide a detailed price breakdown to the greatest practicable level, expressly identifying and quantifying all applicable taxes, duties, levies, and other statutory charges associated with the supply of goods and the execution of the works/services. A single lump-sum price covering the entire scope (Lots 1–5) is required, accompanied by a priced breakdown by Lot and by major activity for evaluation and contract-administration purposes. The priced breakdown is for information only and does not alter the requirement for a single contract price or the prohibition on partial bids.

4.7. Each proponent is solely responsible for the risk and cost of preparing and submitting his proposal in response to this RFP and any negotiations relating thereto and neither the GOM nor its officials, employees or Consultants are liable for the cost of doing so or are obliged to compensate any proponent for these costs.

4.8. The Montserrat General Conditions of Agreement for Contracting Services will be adopted for this Contract. These are attached as Appendix A. Proponents are advised to satisfy themselves that they understand all the requirements of the Contract before submitting their Tender.

4.9. Proponents must complete, sign and return Tender Submission Check List, with all the required documents to constitute a compliant Bid. Failure to comply with this requirement will lead to proposals being deemed non-compliant and failing to pass the administrative compliant stage. (Stage 1).

4.10. Proponents are to provide all document or information requested as part of their tender submission. Proponents must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.

4.11. Tenders must be returned in line with the instructions for submitting a Tender. Late submissions will not be considered.

4.12. All tenders will be arithmetically checked; any errors will be brought to the Proponents attention. The rates supplied would be the basis for the arithmetic correction and would be the determining factor for any queries about the corrected price.

4.13. Proponents are not permitted to submit alternative tenders.

4.14. The Government of Montserrat is not bound to accept the lowest Proponent and has the right to accept and reject any tender offers.

4.15. Validity Period - The proposals must remain valid for acceptance for a minimum of ninety (90) days after the Submission deadline, to allow time for evaluation, selection and any unforeseen delays. Should circumstances arise that require an extension to this period, we will seek to do this in writing.

4.16. The proposal and all correspondence and documents related to the proposal exchanged by the proponents and GOM must be written in English and be presented as a clear readable word-processed document or equivalent, with clearly distinguished fonts, headings and separating chapters.

4.17. The submission will be checked for completeness and compliance before responses are evaluated.

4.18. Any signatures must be made by a person who is authorized to commit the potential Proponent to the Contract.

4.19. This RFP is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the GoM and its advisers

4.20. Where Potential Proponents believe that they are unable to submit a Tender through the electronic system or deliver a hard copy or require assistance or further information to be able to use the myTenders portal, they must contact the GoM via email no later than 4 calendar days before the Tender submission due date, to enable any technical queries to be investigated and resolved.

4.21. The GOM may wish to undertake a site audit on your premises, to clarify any aspect of your tender submission. Following the site visit, the GoM reserves the right to re-moderate the scores given to your submission.

4.22. Neither the contract nor any work to be performed under the contract or any part hereof may be assigned by the Successful Proponent without the prior written consent of the Government of Montserrat. Such written consent however shall not under any circumstances relieve the Successful Proponent of its liabilities and obligations under the Contract and the granting of such consent shall be within the sole and unfettered discretion of the Government of Montserrat.

4.23. In accordance with the Montserrat Statutory Rules and Orders S.R.O. 27 of 2019, Public Finance (Management and Accountability) (Procurement) Regulations 2019, MCWLE and MOFEM have exercised its authority under Regulation 28, which permits a waiver of the standard procurement regulations. For further information on the Montserrat Procurement Regulations, please visit https://tenders.gov.ms/publications.

4.24. Health and Sanitation:
All local health and sanitation requirements must be met at all times. This shall include the wearing of gloves, hair coverings and aprons by staff, when appropriate. The highest standards of sanitation must be maintained throughout the contract period. COVID 19 Regulations/Protocols must be adhered to.

4.25. Criminal Record Checks: The service provider shall provide documentary evidence that criminal background checks were conducted on each of its employees prior to hiring, and shall

refuse employment to any person convicted of an offence or any other crime that indicates the person poses a threat to the physical safety to anyone.

4.26. The service provider shall not assign any employee to provide services pursuant to this Contract if the said worker has ever been convicted of an offense or any crime involving assault, sex offences, violence, or drugs; or if the said worker has engaged in any crime or conduct indicating that the worker may poses a threat to the safety or well-being of employees.

4.27. Officials reserve the right to prohibit any employee of the service provider from providing services if it is determined, in its sole discretion, that such employee poses a threat to the safety or well-being of personnel or others.

4.28. Additional Information:

4.28.1. Environmental Issues: he GOM is committed to the protection of the environment and the promotion of sustainable environmental development. Potential Proponents should note the various obligations contained within the Contract, which will ensure that the successful Potential Proponent will provide the Contract in a non-detrimental manner to the environment.

4.28.2. Equalities & Diversity: The GOM is committed to providing its services in a way, which promotes equality of opportunity at every possibility. It is expected that the successful Potential Proponent will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation.

Potential Proponents should note that the successful Potential Proponent would be asked to contract with the GoM to ensure that they adhere to these obligations and that the GoM will be able to monitor its compliance throughout the Contract Period. The GoM expects each Potential Proponent to state whether they would agree to be bound by such contractual obligations.

4.28.3. Financial Guarantee: The GOM reserves the right to require the successful Potential Proponent to provide as security for the performance of the Contract, a performance bond or otherwise or as an alternative, require the parent company of the successful Potential Proponent to guarantee the performance of the Contract prior to the award of the Contract.

4.28.4. Sub-Contracting and Consortia Arrangements: Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor.

Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company/organization name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement.

It is recognized that arrangements in relation to sub-contracting may be subject to future change. However, Potential Proponents should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Proponent to proceed with the procurement process or to provide the goods and/or services.

If the Potential Proponent bidding for a requirement is a consortium, the following information must be provided:

- full details of the consortium; and
- the information sought in respect of each of the consortium's constituent members as part of a single composite response.

Potential Proponents should provide details of the actual or proposed percentage shareholding of

the constituent members within the consortium in a separate annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the annex. However, please note the GoM reserves the right to require a successful consortium to form a single legal entity.

The GoM recognizes that arrangements in relation to consortia may (within limits) be subject to future change. Potential Proponents should therefore respond in the light of the arrangements as currently envisaged. Potential Proponents are reminded that any future proposed change in relation to consortia must be notified to the GoM so that it can make a further assessment by applying the selection criteria to the new information provided.

4.28.5. Sustainability: The GoM has a statutory requirement to ensure compliance with a number of corporate considerations when providing its services either directly or via a third party.

Potential Proponents should note that the successful Potential Proponent would be asked to contract with the GOM to ensure that they adhere to these obligations and that the GOM will be able to monitor its compliance throughout the Contract Period. The GOM expects each Potential Proponent to state whether they would agree to be bound by such contractual obligations.

4.28.6. Developing the Local Economy: The sustainable development goal places an obligation on Government of Montserrat to consider how what is being procured will improve the economic, social and environmental well-being of our local area.

4.28.7. Proponent Performance: The selected Proponent may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Proponent and the Government of Montserrat. The Government of Montserrat may also conduct periodic reviews/assessments of any selected Proponent, taking into consideration, in addition to specific work related to the project undertaken by the Proponent, ongoing Proponent staff qualifications, experience, training, and staff changes. Any evaluation/assessment will be shared with the Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The Government of Montserrat reserves the right to remove from the roster any selected Proponent who has been qualified by this RFP process by way of written notice if, in the sole discretion of the Government of Montserrat, based on any on-going or specific evaluation or assessment of the Proponent or its performance of any work, it is deemed to be in the Government of Montserrat's best interests.

4.28.8. Payments and Deposits: Invoices will be paid within thirty (30) days from the approval date of the invoice.

4.28.9. Indemnification: The Successful Proponent agrees to indemnify and save harmless the Government of Montserrat, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the Successful Proponent functions arising from this contract except to the extent of the Government of Montserrat's gross negligence.

At no time will the Government of Montserrat be responsible for any injury sustained by the Successful Proponent, their employees or any person on the Government of Montserrat's premises, nor will the Government of Montserrat be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Proponent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Government of Montserrat's premises or site.

The Government of Montserrat shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Proponent arising out of or in any way related to this RFP or subsequent contract.

# 5. TERMS OF REFERENCE

## 5.1. Background

The Government of Montserrat intends to develop a new utility-scale solar photovoltaic (PV) farm to support its clean energy transition, reduce reliance on imported fossil fuels, and enhance energy security. This project is to be located in Lower Shinlands, on an initial site of approximately 3 acres, with the potential to expand onto an adjacent 3 acres as future demand or funding allows.
Montserrat currently has 1 MW of solar + battery storage capacity integrated into its national grid, which provided 11% of the annual demand. The proposed project will further increase the amount of clean energy generated locally and is a critical component of the island's renewable energy roadmap.

To ensure the successful delivery of this project, a qualified and experienced company is required to provide comprehensive Project Management and Client Engineer services, acting as the Government of Montserrat's Representative throughout both the Development and Implementation phases.

## 5.2. Objective

The objective of this project is to support the Client in the successful development and implementation of the solar PV farm by providing independent technical oversight, project coordination, stakeholder management, and on-site representation throughout the project lifecycle.

## 5.3. Scope of Services

The scope of work is split into two key and distinct phases:

### 5.3.1. Development Phase

During the Development Phase, the service provider shall support all activities required to achieve a "shovel-ready" project status, including technical development, permitting, stakeholder engagement, and procurement support.

Key responsibilities include but are not limited to:

Design Development & Technical Oversight

- Support the development of preliminary and detailed system and construction designs.
- Review and validate solar resource assessments and generation estimates.
- Provide technical feedback on layout optimization, technology selection, and grid integration, ensuring the environmental factors of Montserrat (sea-blast, hurricane potential and corrosive nature) are taken into consideration.
- Review and approve the detailed designs, drawings and technical information prepared and submitted by the Contractor to ensure adequacy of all aspects of the design and conformity with the requirements of the contract agreement.
- Approve materials and source of materials.

Permitting and Regulatory Compliance

- Identify all required permits, environmental clearances, and approvals specific to Montserrat.
- Liaise with the Department of Energy, Department of Environment, and other relevant authorities.
- Support the preparation and submission of permitting documentation and track progress.

Stakeholder Engagement

- Act as the technical point-of-contact with local stakeholders, including:
    - Government agencies
    - Montserrat Utilities Ltd. (MUL)
    - Facilitate consultations and manage communication flows.

Grid Coordination

- Engage with MUL and relevant grid authorities to define interconnection requirements.
- Review grid impact studies and support technical discussions on capacity, voltage regulation, and protection schemes.

Procurement and Tendering Support

- Support the preparation of tender documents for EPC and subcontracting packages.
- Review technical submissions and participate in bid evaluations.
- Advise on contract structuring and negotiation with EPC partners.

Project Planning and Risk Management

- Develop and maintain a detailed project development timeline.
- Identify key risks (e.g., procurement delays, permitting, equipment availability issues, and shipping delays) and recommend mitigation strategies.
- Coordinate the payment of project-related invoices and provide progress reports, including expenditure to-date.

### 5.3.2. Implementation Phase (Conditional)

The Implementation Phase is conditional and will only be activated if the project schedule allows for adequate time to complete this phase within the overall funding and delivery timeline. The Client reserves the right to activate this phase based on development progress, permitting timelines, and overall project readiness.

If activated, the service provider shall act as the Client's representative on-site during construction, testing and commissioning activities, ensuring they are executed according to the approved designs, specifications and timelines.

Key responsibilities will include but are not limited to:

Construction Management & Oversight

- Approve the contractor's work programme and work with the contractor to plan activities in the short, medium and long term.
- Provide full-time or part-time site supervision (as required by the stage of works).
- Monitor progress and performance of the EPC contractor and subcontractors.
- Oversee quality assurance, health and safety, and environmental compliance.

Civil and Electrical Works Coordination

- Review and validate site preparation, access roads, drainage, and fencing works.
- Monitor the installation of solar PV modules, inverters, cabling, and balance-of-system (BOS) components.
- Coordinate delivery and installation of any associated battery storage.

Grid Connection and Commissioning

- Liaise with MUL and other stakeholders during interconnection works.
- Oversee testing, commissioning, and synchronization activities.
- Validate compliance with performance requirements and electrical safety standards.

Project Reporting and Documentation

- Provide progress reports as required, including timelines, budgets, issues, and corrective actions.
- Maintain complete project documentation including site diaries, quality assurance and quality control reports, test results, and photographic evidence.
- Support preparation of as-built drawings, commissioning reports, and handover documentation.

Client Representation

- Act as the main day-to-day point-of-contact for technical and implementation issues.
- Support resolution of disputes, delays, or claims as they arise.

.

### 5.4. Deliverables

The service provider shall provide the following key deliverables:

| Phase | Deliverables | Duration |
|---|---|---|
| Development | - Project timeline and work plan<br>- Preliminary design review report<br>- Permitting and regulatory matrix<br>- Stakeholder engagement log | |
| Implementation | - Site supervision and QA/QC reports<br>- Weekly/monthly progress reports<br>- Health, Safety & Environmental compliance reports<br>- Commissioning and test reports<br>- Final project completion report | |

### 5.5. Duration

The engagement runs to the end of March 2026. The bidder is asked to submit a timeline for the above deliverables, aiming to complete the development phase and all de-risking activities before the March deadline.

The Implementation Phase will only be initiated if there is adequate time remaining in the project timeline to complete the scope and this is due to the funding stipulations. The decision to activate the Implementation Phase will be made by the Client at the end of the Development Phase I.

### 5.6. Qualification Requirements

Interested companies must demonstrate the following:

- Proven experience in managing and delivering utility-scale solar PV projects, preferably in island contexts.
- Engineering capability in solar PV design, civil works, and grid interconnection.
- Familiarity with Caribbean regulatory and permitting environments is strongly preferred.
- Capacity to provide both off-site technical support and on-site supervision in Montserrat.
- Ability to manage stakeholder engagement and interface effectively with local authorities.

Minimum qualification requirements:

- Bachelor's degree in Engineering or relevant discipline
- Five (5)+ years' experience in utility-scale Solar PV+BESS Project development and implementation
- Certification in Project Management (PMP, CAPM, PRINCE2)
- Proven Project Management on at least two (2) comparable projects of ≥1MW or equivalent complexity/value (supporting documentation required).

The Implementation Phase will only be initiated if there is adequate time remaining in the project timeline to complete the scope and this is due to the funding stipulations. The decision to activate the Implementation Phase will be made by the Client at the end of the Development Phase l.

# 6. EVALUATION OF PROPOSALS

The following evaluation criteria will be used to evaluate Proposals received in response to this RFP. The Administrative Compliance will be applied before the remaining criteria and is either pass or fail, with failure meaning that proposals will be deemed Non-compliant. Proponents must achieve a minimum of 65% of the technical score to be considered for award of contract.

| EVALUATION CRITERIA | SCORE |
|---|---|
| Administrative Compliance | PASS/FAIL |
| ***The technical and cost criteria will be evaluated over a total of 100 %. Proponents are required to achieve at least a minimum of 65% of the technical score to qualify for consideration for contract award.*** | |
| **Technical Proposal** | |
| Team Qualification & Experience | 15 |
| Team/Company Profile & Experience | 15 |
| Technical Approach - Assess the bidder's understanding of the project, methodology, and innovation. | 15 |
| Risk Management | 5 |
| Method Statement | 20 |
| Project Schedule - Evaluate the feasibility and completeness of the proposed timeline and milestones. | 10 |
| **Financial Proposal** | |
| Cost Proposal - Analyze the cost-effectiveness and clarity of the budget and pricing structure | 20 |
| **TOTAL** | **100** |

## 6.1. Administrative Compliance (PASS/FAIL)

Proponents must submit all the documents requested in the Tender Checklist as specified in Section 7.4:

- Completed Respondents Company Profile (Section 7.1)
- Completed Form of Proposal (**Including Delivery Time**) (Section 7.2);

- Completed Anti-Collusion Statement (Section 7.3);
- Completed RFP Checklist (Section 7.4);
- Completed Team Qualification (Section 7.5);
- Completed Team/Company Project Experience (Section 7.6);
- Completed Team/Company Current Projects (Section 7.7);
- Completed Technical Proposal Submission (Section 7.8);
- Completed Cost Proposal Submission (Section 7.9);
- A valid Tax Compliance Certificate (if locally based)

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

### 6.2. Team Qualification and Experience (15 points)

Bidders shall present a project specific organisation structure and named key personnel whose qualifications meet or exceed the Terms of Reference (ToR) requirements. Submit an organisational chart showing reporting lines. For each key person, submit a concise CV including: role on this project; education, years of similar experience and etc. Submissions that are generic, omit named individuals, or fail to evidence availability, recent comparable projects, and compliance with the ToR minimums may be marked down in points.

### 6.3. Company Profile & Experience (15 Points)

The Company Profile and Experience section should demonstrate that the bidder has the requisite years of relevant industry experience and a fit for purpose resource structure to deliver projects of this complexity. The profile should succinctly describe the firm's history, ownership, governance, and organizational chart, highlighting dedicated project leadership. Bidders must evidence successful delivery of comparable projects by providing a portfolio of recent references of similar technical scope, with each reference stating client name and contact and etc. Submissions that clearly link prior work to the current project technical requirements and show a stable team, proven delivery processes, and strong client references will be deemed appropriate and scored favourably.

### 6.4. Technical Approach (15 points)

This section evaluates the company or firm's comprehension of the project requirements, engineering designs, project management elements, the proposed methodologies, and any innovative solutions presented. A robust technical approach must exhibit a well-defined strategy for achieving the project objectives. The Bidder should demonstrate a clear understanding of the relationship between the elemental site/design layout and factors such as resilience and sustainability, with regard to environmental considerations, access, functionality, servicing/maintenance, and modular expansion. It is not mandatory to adhere to the previously proposed site layout, as it may not represent the optimal solution.

### 6.5. Risk Management (5 points)

The bidder's Risk Management submission should show a practical, project-specific system for identifying, assessing, treating, and monitoring risk across scope, schedule, cost, quality, environment, interfaces, procurement/logistics, regulatory, and community factors. Provide a live risk register with owners, causes, likelihood/impact, mitigations, and residual risk. Briefly explain methods how risks feed the programme and project cost. Submissions with clear and relevant risk management system will obtain the maximum points.

### 6.6. Method Statement (20 points)

To score full marks, the Method Statement must show clearly and briefly how the contractor will deliver the works safely, to specification, and on time. State scope, construction sequence and key milestones, roles/competencies, and a realistic program. Summarize Health and Safety and Environmental controls (inductions, emergency response; spill management and etc.). List plant, tools, equipment, and materials that will be deployed to match work sequence. Further outline quality control (QA/QC) mechanisms to aid in handing over deliverables; some mention of as-builts and maintenance consideration must be provided. Generic or incomplete submissions won't receive full credit.

Additionally, proponents are required to outline their strategy for meeting sustainability obligations and contributing to the local economy by engaging local contractors and promoting local employment. The Government of Montserrat (GOM) expects proponents to agree to be bound by these contractual obligations, with compliance monitored throughout the contract period.

### 6.7. Project Schedule (10 points)

Bidder shall submit a project programme and milestone schedule tailored to their methodology and resources, presented as a comprehensive Gantt chart showing all deliverables, logical sequencing, dependencies/critical path, procurement and shipping lead times, permitting/utility interfaces, and key risk mitigations. The Authority's target is completion within five (5) months from Contract Commencement. Proponents may propose their own milestone plan based on their capabilities; however, any programme longer than five (5) months must be accompanied by a reasoned justification (assumptions, constraints, critical path, resource plan, and mitigation measures) and, where appropriate, a contingency/alternative schedule designed to ensure delivery no later than the budgetary deadline of March 2026.

Evaluation of the project schedule will consider feasibility, completeness, and the coherence of activity sequencing and milestones. Proponents that commit to a feasible five-month programme will receive full marks for the Schedule criterion. Proponents proposing a longer completion period will be awarded proportionally reduced marks, having regard to (i) the length of the proposed period beyond five months, and (ii) the robustness of the justification, critical-path logic, resource loading, and risk-mitigation measures. All schedules, whether five months or alternative, must be set out in the Technical Proposal Form. The Authority reserves the right to accept or reject any alternative period and to evaluate schedule risk accordingly.

## 6.8. Cost Proposal (20 points)

Proponents must complete the Form of Proposal and return them with their RFP submission. The proposal price is a significant factor and the Government of Montserrat will seek to ensure that the services are undertaken at the most economically advantageous price. However, there are other factors which comprise the criterion and these will be considered proportionately. The Government of Montserrat may investigate proposals which it regards as abnormally low. Following investigation, if the proposal is determined to be abnormally low/high it will be rejected. Proposal values will be accessed in relation to internal estimates. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from Proponents using the formula below. For example, if the cost element is worth 20 points:

$$\text{Bidder's Financial Score} = \frac{Lowest\ Tender\ Price}{Tenderer's\ Tender\ Price}\ x\ 20$$

**Example:** The lowest tender price received (Bidder A) is EC$ 10,000.00, and Bidder B submits a tender price of EC$ 14,000.00. The maximum score available for the financial proposal is 20 points.

$$\frac{EC\$\ 10{,}000.00}{EC\$\ 14{,}000.00}\ x\ 20 = Bidder\ B's\ Score$$

Results:

- Bidder A (lowest price: XCD 10,000) = 20 points

  Bidder B (price: XCD 14,000) = 14.29 points

# 7. BIDDER SUBMITTALS

## 7.1. Respondents Company Profile

| A | PERSONAL INFORMATION | | |
|---|---|---|---|
| BUSINESS NAME:…….…….. …… REGISTRATION NUMBER:…….. | | | |
| BUSINESS ADDRESS:…….……..…… | | | |
| ……..…….…… | | | |
| CONTACT PERSON:…….……..…….POSITION:…….……..……..…….. | | | |
| TELEPHONE NUMBER(S):…….……WEBSITE:…….…….…….…… | | | |
| EMAIL ADDRESS: ..…….…….……..……..……..…… | | | |
| **B** | **QUESTIONNARE** | | |
| 1 | Your entity operates as which one of the following? | ✓ | **Tick the applicable response** |
| | | | Sole Proprietorship |
| | | | Partnership |
| | | | Limited Liability |
| | | | Others |
| 2 | How many years has your entity been in operation? | | (0–1) |
| | | | (1-3) |
| | | | (3-5) |
| | | | (5-10) |
| | | | (10 & Over |
| 3 | Number of Employees within your entity? | | (1-5) |
| | | | (6-10) |
| | | | (11-15) |
| | | | (16 & Over) |
| 4 | How many similar contracts has your entity successfully completed in the last 5 years? | | (1-3) |
| | | | (4-6) |
| | | | (7-9) |
| | | | (10 & Over) |
| 5 | What is the highest sum of any of the contracts completed in the last 5 years? | | (50-100)K |
| | | | (101-200)K |
| | | | (201-400)K |
| | | | Over 400K |
| 6 | Has your entity failed to complete a contract for a public or private entity? | | YES |
| | | | NO |
| **C** | **SIGNATURE** | | |

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

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

Date ……..…… Business Name/Stamp

## 7.2. Form of Proposal

The Permanent Secretary
Ministry of BUILT
Government of Montserrat
Brades, Montserrat,
MSR1110

Dear Sir

**Re: RFP Project Management Consultancy For Turnkey Solar Photovoltaic and Battery Energy Storage Project at, Shinlands, Montserrat.**

I/We the undersigned undertake to provide Project Management Consultancy Services to deliver a Turnkey Solar Photovoltaic and Battery Energy Storage Project at, Shinlands, Montserrat in accordance with the Tender Document requirements for the sum of:

XCD / USD …….

(words)……..……

……

In the event that my/our tender is accepted, I/we hereby commit to completing Project Managemet Services For Shinlands, Montserrat Solar Farm Project. within _____ weeks from the date of receipt of the official Contract award. I/We further covenant to exert every reasonable effort to ensure that the project is completed within the stipulated budgetary deadline of March 2026.

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

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

I/We understand the General Terms and Conditions and accept them as part of this RFP.

Name……

Name of Firm (If Applicable) ……..…….

Address……...

……..……

Tel. no / Fax No…….……

Email Address ……

Signed…… Date…….……..2025

### 7.3. Tender Submission Anti-Collusion Certificate

I/we certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I/we also certify that we have not and I/we undertake that we will not before the award of any contract for the work:

disclose the tender price or any other figures or other information in connection with the tender to any other party (including any other company or part of a company forming part of a group of companies of which I am/we are a part of) nor to any sub-contractor (whether nominated or domestic) nor supplier (whether nominated or domestic) or any other person to whom such disclosure could have the effect of preventing or restricting full competition in this tendering exercise

enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted or otherwise collude with any person with the intent of preventing or restricting full competition

pay, give or offer pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to another tender or proposed tender for the work any act or thing of the sort described at i), ii) or iii) above.

I/we further declare that I/we have no knowledge either of any sum quoted or of any other particulars of any other tender for this contract by any other party.

I/We further certify that the principles described above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

I/we acknowledge that any breach of the foregoing provisions shall lead automatically to this tender being disqualified and may lead to criminal or civil proceedings. The Government of Montserrat shall treat any tender received in confidence but reserves the right to make the same available to any other funding organisation or statutory regulatory authority either having jurisdiction over the works or who may now or at any time in the future have statutory power to require disclosure of this tender.

In this certificate, the word ‘person’ includes any persons and any body or association, incorporated or unincorporated; any agreement or arrangement includes any transactions, formal or informal and whether legally binding or not; and ‘the work’ means the work in relation to which this tender is mad.

Signature…… in Capacity of ..……..

Date……2025

Duly authorised to sign tenders and acknowledge the contents of the anti-collusion certificate for and on behalf of:

Name of Firm……..……..……..……

Full postal Address…….……

TELEPHONE NO…….…… … FAX NO …….

### 7.4. RFP CHECKLIST

**Project Title:** RFP Project Management Consultancy For Turnkey Solar Photovoltaic and Battery Energy Storage Project at, Shinlands, Montserrat

**Date advertised:** Monday, 6th October 2025

**Clarification Deadline:** Friday, 10th October 2025

**Tender Deadline Date:** Tuesday, 21st October 2025

**Tender Deadline Time:** 14:00 hours Eastern Caribbean time (UTC -4)

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

| | Mark with ✓ |
|---|---|
| Completed Respondents Company Profile (Section 7.1) | |
| Completed Form of Proposal (**Including Delivery Time**) (Section 7.2) | |
| Completed Anti-Collusion Statement (Section 7.3) | |
| Completed RFP Checklist (Section 7.4) | |
| Completed Team Qualification (Section 7.5) | |
| Completed Team/Company Project Experience (Section 7.6) | |
| Completed Team/Company Current Projects (Section 7.7) | |
| Completed Technical Proposal Submission (Section 7.8) | |
| Completed Cost Proposal Submission (Section 7.9) | |
| A valid Tax Compliance Certificate (if locally based) | |

..... ……

Signed on behalf of Proponent Date

7.5. **Team Qualification Submission**

| CURRICULUM VITAE (CV) | |
|---|---|
| **Full Name** | **Project Position** |
| | |
| **Number of Years with the Company** | **Number of Years Experience** |
| | |

**Academic Qualifications (Provide all the academic qualification achieved, the year acquired and institution i.e. BSc, MSc, etc)**

| Year | Qualification | Institution |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Certifications (Provide all the certifications achieved, the year acquired and institution i.e. PMP, RICS, etc.)**

| Year | Certification | Institution |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Solar Project Experience (Provide a list of solar related projects**

| Year | Project Description | Project Cost | Your Role |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

### 7.6. Company Completed Project Experience

| SOLAR PROJECT EXPERIENCE (COMPLETED) | | | | |
|---|---|---|---|---|
| **Contract Award Date** | **Client** (Contact Details) | **Location** (Country/Island) | **Project Description** (Scope/Cost/Duration) | **Contractor Role** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

### 7.7. Company Current Projects

| SOLAR PROJECT EXPERIENCE (ONGOING) | | | | |
|---|---|---|---|---|
| **Contract Award Date** | **Contract Proposed End Date** | **Client** (Contact Details) | **Project Description** (Location/Scope/Cost/Duration) | **Contractor Role** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 7.8. **Technical Proposal Submission**

**TECHNICAL PROPOSAL**

**Team Structure** (Include an organogram and outline the purpose each person)

<Insert Organo Chart or make Reference>

| Position | Qty | Project Role |
|---|---|---|
| Project Manager | | |
| Electrical Engineer | | |
| <Insert others> | | |
| | | |
| | | |
| | | |

**Project Schedule** (Include a Gantt Chart or reference to a Gantt chart and fill out the project milestone table)

<Insert Gantt Chart or make reference to Gantt Chart>

**Risk Management** (Provide a list of risk, their ratings and mitigation measures for delivering the project)

| Risk | Likelihood (L/M/H) | Impact (L/M/H) | Mitigations |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Method Statement** (Provide a narrative explaining your approach to the project, each slot should not exceed 200 words)

| | |
|---|---|
| **Key Resources Required** | |
| **Stakeholder Management** | |

| | |
|---|---|
| **Reporting Mechanisms** | |
| **Quality Control & Quality Assurance** | |

### 7.9. Cost Proposal Submission

**Section A: Professional Fees (Monthly Lump-Sum)**

| No. | Position / Role | Time Commitment (months) | Monthly Rate (EC$) | Total Cost (EC$) |
|---|---|---|---|---|
| 1 | Project Manager (Lead) | | | |
| 3 | Engineer (Power & Grid) | | | |
| 4 | <insert others> | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| Subtotal A – Professional Fees | | | | |

**Section B: Reimbursable Expenses**

| No. | Reimbursable Item | Unit | Estimated Quantity | Unit Rate (EC$) |
|---|---|---|---|---|
| 1 | International Travel (Airfare) | | | |
| 2 | Regional Travel (Airfare/Ferry) | | | |
| 3 | Accommodation | | | |
| 4 | Daily Per-Diem (Meals/Incidental) | | | |
| 5 | Local Transport (Vehicle Hire/Fuel) | | | |
| 6 | Communications (SIM/Data Plans) | | | |
| 7 | Printing, Reprographics & Documentation | | | |
| 8 | Miscellaneous Expense | | | |
| Subtotal B – Reimbursables | | | | |

**Section C: Summary of Costs**

| Description | Cost |
|---|---|
| Subtotal A – Professional Fees | |
| Subtotal B – Reimbursables | |
| Contingency (5% of A+B) | |
| Taxes (if applicable) | |
| Grand Total | |

# 8. Appendix A - FORM OF CONTRACT AGREEMENT

## Agreement for Contracting Services

This Agreement is made the 06/10/2025 between the **GOVERNMENT OF MONTSERRAT** having its headquarters at Government Headquarters, Brades, Montserrat acting herein and represented by the **Error! Reference source not found.** (hereinafter referred to as "**GOM"**) of the one part and *Error! Reference source not found.**, whose address is* B Road, Montserrat Tel:664-491-9999 Email:support@jXXXConsultant.com acting herein and represented by Adrian Galloway (hereinafter referred to as "**the Consultant"**) of the other part.

The Client is desirous that **XXX Consultant s**upply all Services stated in Schedule 2 as per specifications outlined in the Quotation and Technical Specification document outlined in Schedule 5 and has been accepted by the EPC Company for the sum of XXXXXXX Dollars and XXXX Cents. $ XXXXXX.XX being the amount to supply all the Services which comprises the contract document.

## 1. INTERPRETATION

1.1. In these conditions: -

**The Contract** means the agreement concluded between the GoM of the Government of Montserrat and the XXX Consultant**,** including all specifications, drawings and other documents which may be incorporated or referred to herein;

**The Client** means **GOM**, the Government of Montserrat.

**The Consultant** means **XXX Consultant** Company that have responsibility for providing technical services.

**The Administrator or CA** means the duly authorized representative of **GOM** for the administration of this Agreement who has care and control of this Contract and whose name will be provided to the Consultant. The Administrator shall have final authority for acceptance of the **Consultants** performance, and if satisfactory, shall initiate the process for approval of payment to **the Consultant**. No payment shall be made without such approval.

**The Contract Price** means the gross price to be paid by **GOM** and the method of payment of the Contract Price shall be agreed between the parties.

**The Services,** or where referred to in the Specification as "deliverables" means all scope of works which the Consultant is required to render under the Contract.

**The Specification** means the **GOM's** requirements for the undertaking of the deliverables outlined in Schedule 2, the details of which have been provided to the Consultant.

## 2 VARIATIONS OF CONDITIONS

The works shall be carried out in accordance with these Conditions and requirements and no amendment or variation either to the terms and conditions or to the requirements shall be made unless agreed in writing between the parties and incorporated into this agreement.

## 3 DELIVERY AND ACCEPTANCE

3.1 The Services shall be delivered by the Consultant's carriage paid in such quantities and in such manner and at such times as shall be agreed between the Consultant and GoM in accordance with timelines.

3.2 The Services shall be inspected by the CA within 14 days after delivery and may be rejected if:

(i) found to be defective or differing substantially in form or material from the requirements of the Contract; or

(ii) if they do not comply with any term express or implied in the Contract

3.3 The CA shall immediately notify the Consultant of the discovery of any defects or any element of non-compliance identified under clause 3.2 and shall invite the Consultant to investigate such non-compliances within 14 days.

3.4 The GOM may reject the whole of any consignment if a reasonable sample of the Services taken indiscriminately from that consignment is found not to conform in every respect to the requirements of the Contract and shall notify the Consultant within 2 days of delivery of the Services.

3.5 Services so rejected after delivery shall be removed by the Consultant at his own expense within 30 days from the date of the receipt of notification of rejection. In the event of the Consultant failing to remove them within such period, the GoM shall be at liberty to return the rejected Services at the Consultant's risk and expense.

## 4 PROPERTY AND RISK

The property and risk in the Services shall pass to the GoM when the Services have been delivered to the **Error! Reference source not found.** in accordance with the specifications provided.

## 5 NON-DELIVERY

Without prejudice to any other right or remedy, should the Consultant not deliver the Services or any portion thereof within the time or times specified in the Contract, except in cases of force majeure and subject always to the receipt of written notice within 5 days of the force majeure

event relied on, or if the Services are delayed due to events outside of the Consultant's control, in which case the Consultant shall be entitled to a fair and reasonable time for such delay, then:

5.1 The **GOM** shall be at liberty to terminate the Contract and to procure services of the same or similar description from another Consultant to make good such default; and,

5.2 The **GOM** shall recover from the Consultant any sum or sums paid to the Consultant in respect of the services. Also, the **GOM** shall be able to recover from the Consultant any increased costs resulting from obtaining supplies from an alternative Consultant.

## 6 PAYMENT

6.1 As full consideration for the Services performed by the Consultant under the terms of this Contract, the **GOM** will pay the Consultant a Sum of XXXXXXX Dollars and XXXX Cents. $XXXXXXX.XX inclusive of any relevant taxes and fees as outlined within 30 days of receipt of an invoice, payable against original invoices delivered to the **GOM** by the Consultant, provided that **GOM** give notice in writing of its intention not to pay such fee and provide the relevant reason where:

a. The Consultant has failed to carry out services, or has inadequately carried out services required by this Contract to be carried out and has not remedied such failure or deficiency within a reasonable time;
b. The Consultant, by act or omission has caused damage to personnel or property of the **GOM** or any third party;
c. there is a breach of any other provision of this Contract; and upon giving such notice the **GOM** may withhold payment accordingly.

6.2 **GOM**, whenever under the Contract any sum of money shall be recoverable from or payable by the Consultant, the same may be deducted from any sum then due or which at any time thereafter may become due to the Consultant under the Contract as a debt, providing that such sum is agreed by the parties as recoverable by GOM or has been fully ascertained and substantiated.

## 7 INDEMNITY AND INSURANCE

7.1 Subject to clause 7.2 and without prejudice to its liability for breach of any of its obligations under the Contract, the Consultant shall be liable for and shall indemnify the **GOM** against any liability, loss, costs, expenses, claims or proceedings whatsoever arising under any statute or common law in respect of: -

7.1.1 Any loss of or damage to property (whether real or personal) caused by the Consultant, its servants or agents; and

7.1.2 Any injury to any person including injury resulting in death, in consequence of or in any way arising out of any negligent act or omission which may arise in the performance of the Contract by or on behalf of the Consultant except insofar as such loss, damage or injury shall have been caused by negligence on the part of the **GOM**, its employees, servants or agents.

7.2 The Consultant shall only be liable to pay compensation to the Client under or in connection with this Contract if a breach of clause 3 is established against the Consultant.

Notwithstanding any other term to the contrary in this Contract or any related document and whether the cause of action for any claim arises under or in connection with this Contract in contract or tort, in negligence or for breach of statutory duty or otherwise, in relation to any and all causes of action as aforesaid the total liability of the Consultant in the aggregate for all claims shall be limited to the lesser of

a) sum equivalent to ten (10) times the fee payable under this Contract or
b) 1,000,000.00 Eastern Caribbean Dollars.

7.3 Neither party shall be liable to the other for any indirect, special or consequential loss(including but not limited to loss of profit whether direct or indirect, loss of production, loss of contracts, loss of use, loss of business, and loss of business opportunity.

7.4 Further and without prejudice to the aforesaid limit of liability and such liability of the Consultant/Consultant/Consultant for the loss or damage in respect of any claim or claims shall be limited to such sum or sums as it would be just and equitable for the Consultant/Consultant/Consultant to pay having regard to the Consultant's /Consultant's responsibility for the same and on the basis that:

a) all other parties appointed or to be appointed by the Client to perform related services in connection with the Project shall be deemed to have provided undertakings on terms no less onerous than this Contract and shall be deemed to have paid to the Client such contribution as it would be just and equitable for them to pay having regard to their responsibility for the loss or damage; and

b) it shall be deemed that all such other parties have not limited or excluded their liability to the Client for the loss or damage in any way which may be prejudicial to the Consultant's/Consultant's liability under this clause

## 8. INSURANCE

8.1 The Consultant shall insure against its full liability under this Contract.

8.2 The Consultant shall produce to **GOM**, upon request, documentary evidence that insurance is properly maintained.

## 9 ASSIGNMENT

9.1 The **GOM** shall be entitled to assign the benefit of this Contract or any part thereof and shall give written notice of any assignment to the Consultant.

9.2 The Consultant shall not: -

9.2.1 Assign the Contract or any part thereof or the benefit or interest of the Contract without the prior written consent of the **GOM**; or

9.2.2 Subcontract any provision of the Contract or any part thereof to any person without the previous written consent of the **GOM, such consent shall not be unreasonably withheld or delayed,** which if given shall not relieve the Consultant from any liability or obligation under the Contract and the Consultant shall be responsible for the acts, defaults, or neglect of any sub-Consultant or his agents or employees in all respects as if it were the acts, defaults or neglect of the Consultant or its agents or employees.

## 10 CONFIDENTIALITY

10.1 All information, requirements, documents and other data which the **GOM** may have imparted and may from time to time impart to the Consultant relating to its business, employees, customers, prices, requirements, or any computer system (including hardware and software or maintenance thereof) and including any technical specifications is proprietary and confidential.

10.2 The Consultant hereby agrees that it shall use such confidential information and all other data solely for the purposes of this Contract and that it shall not at any time during or any time after the completion, expiry or termination of this Contract, disclose the same whether directly or indirectly to any third party without the **GOM's** prior written consent.

10.3 The obligations set forth in Clauses 10 and 18 shall expire two (2) years after the termination of the Contract.

## 11 BRIBERY AND CORRUPTION

Either party shall be entitled to determine the Contract and to recover from the other party the amount of any loss resulting from such action if: -

11.1 Any party has offered or given or agreed to give to any person any gift or consideration of any kind as inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the Contract or any other contract with the other party; or

11.2 The like acts shall have been done by any person employed by the Parties or acting on its behalf (whether with or without the knowledge of the Party); or

11.3 In relation to any contract with the **GOM** the Consultant or person employed by it or acting on its behalf shall: -

11.3.1 Have committed an offence under the Integrity in Public Office Act No. 2 of 2010 or

11.3.2 Have given any fee or reward, the receipt of which is an offence, under the relevant laws.

11.4 In the performance of their obligations under or in connection with this Contract the parties, their agents and employees shall comply with all applicable laws, rules and regulations including and not limited to the Bribery Act 2010 and where appropriate, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions.

## 12 TERMINATION

12.1 The **GOM** may terminate this Contract in any of the circumstances set out in 12.2 below by giving to the Consultant notice in writing where the Consultant; -

12.1.1 commits a material breach of any of its obligations under this Contract; and despite notice of such breach in writing by the Client to the Consultant, the Consultant fails to remedy such breach within 14 days of the notice then the Client may terminate the Contract forthwith.

12.1.2 becomes bankrupt or makes a composition or arrangement with its creditors or has a proposal in respect of its company or partnership for the voluntary arrangement for the composition of debts or scheme or arrangement approved in accordance with the Companies Act or the Bankruptcy Act;

12.1.3 Has a winding-up order made or (except for the purposes of amalgamation or Reconstruction) a resolution for voluntary winding-up passed;

12.1.4 has a provisional liquidator, receiver or manager of its business or undertaking duly appointed;

12.1.5 has an administrative receiver appointed;

12.1.6 has possession taken by or on behalf of the holders of any debentures secured by a floating charge of any property comprised in or subject to the floating greater than US$25,000.00

12.1.7 Is in circumstances which entitle a court or creditor to appoint or have appointed a receiver, a manager or administrative receiver or which entitle a court to make a winding-up order; then in any such circumstances the **GOM** may without prejudice to any accrued rights or remedies under this Contract, terminate the Contract by giving notice in writing.

12.2 If the Contract is terminated as provided in this condition then the **GOM** shall: -

12.2.1 Cease to be under any obligation to make further payment until the costs or loss resulting from or arising out of the termination of this Contract shall have been calculated, and shall make such payment only in accordance with a court order or pursuant to the applicable law;

12.2.2 Be entitled to repossess any Equipment/ Item (if any) in the possession of the Consultant;

12.2.3 Be entitled to deduct any losses to the **GOM** resulting from or arising out of the termination of this Contract (from any sum or sums which would but for the termination of the contract as aforesaid have been due from the **GOM** to the Consultant as a debt). Such loss shall include the reasonable cost to the **GOM** of the time spent by the **GOM** in terminating of the Contract as aforesaid have been due to the Consultant.

## 13. WAIVER

13.1 The failure by either party to enforce at any time or for any period any one or more of the terms or conditions of this Contract shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this Contract. No waiver of any default or non-performance by any party shall be considered a waiver of any subsequent default or non-performance.

## 14. COMPLETE CONTRACT

14.1 This Contract supersedes any prior Contract between the parties whether written or oral relating to the subject matter hereof, but without prejudice to any rights which have already accrued to either of the parties.

## 15. GOVERNING LAW

15.1 This Contract shall be governed by the laws of Montserrat in every particular and shall be deemed to be made in Montserrat.

## 16. FORCE MAJEURE

Both parties shall be released from their respective obligations in the event of national emergency, natural disaster, war, prohibitive governmental regulation or if any other cause beyond the reasonable control of the parties or either of them renders the performance of this Contract impossible whereupon all money due under this Contract shall be paid immediately.

## 17. NOTICES

17.1 Any notice required to be served under this Contract shall be in writing and may be served by electronic mail to the correct address, facsimile transmission to the correct number, post or hand delivery to the last known business address of the party upon whom it is being served. Notice shall be deemed to have been effected within 24 hours of the date of sending of the notice when sent by electronic mail or facsimile transmission, within 72 hours of the date of posting of the notice when sent by post and upon delivery when hand delivered.

17.2 A notice shall be delivered as follows:

A. if to the **Consultant**, to:

……
Managing Director
XXX Consultant
B Road, Montserrat Tel:664-491-9999 Email:support@XXXXConsultant.com

B. if to the **GOM**, to:

……
Colin Fergus
Permanent Secretary, BUILT
Brades, Montserrat Tel:491-2522 Email: cfergus@gov.ms

## 18. CONFIDENTIALITY

18.1 The Consultant shall not at any time during or after the term of this Contract divulge or allow to be divulged to any person any information which comes into its possession by virtue of its performance of this Contract, which relates to the business and affairs of the **GOM** except upon authorization by the **GOM**. The Consultant shall not seek to acquire any such information outside of the performance of its duties under this Contract.

## 19. MEDITATION AND ARBITRATION

19.1 If a dispute arises under this Contract, the parties agree that they would first exhaust the provisions outlined in sections 46, 47 and 48 of the Public Finance (Management and Accountability) Procurement regulations 2012. If the parties fail to come to an amicable resolution through the provisions outlined above, then the dispute shall be settled with the help of a mutually agreed-upon mediator in Montserrat. The parties shall share any costs and fees other than attorney fees associated with the mediation equally.

## 20. SCHEDULE 2

The Consultant will provide the services/deliverables described in column 1 within the timelines indicated in column 2 in return for the fees in column 3:

| Services/Deliverables | Timelines | Price Breakdown ($XCD) |
|---|---|---|
| <Insert relevant details> | <Insert relevant details> | <Insert relevant details> |
| | | |
| | | |
| | | |
| | | |
| | | |
| **TOTAL** | | |

## 21. SCHEDULE 3

| Payment Schedule | | | |
|---|---|---|---|
| **Payment No.** | **Time/ Deliverable** | **Amount (%)** | **$XCD Amount** |
| 1 | <Insert relevant details> | | |
| 2 | | | |
| 3 | | | |
| | | | |

## 22. SCHEDULE 4

Obligations of each party under this Contract:

| Consultant's Obligation | GOM's Obligation |
|---|---|
| <Insert relevant details> | <Insert relevant details> |
| | |
| | |
| | |
| | |

## 24. SCHEDULE 5

List all documents making up the Contract:

- <Insert relevant details>

# 25. SIGNATURES

25.1 Each party represents and warrants that on this date they are duly authorized to bind their respective principals by their signatures below.

IN WITNESS WHEREOF, the parties have executed this Contract on the dates set forth first above, with full knowledge of its content and significance and intending to be legally bound by terms hereof.
Insert names etc.

**A. CONSULTANT**

Name……..

Designation……

Signature……

Witness Name…….

Designation……

Signature……

**B. GOM**

Name: Colin Fergus

Designation: Permanent Secretary, BUILT

Signature……

Witness Name…….

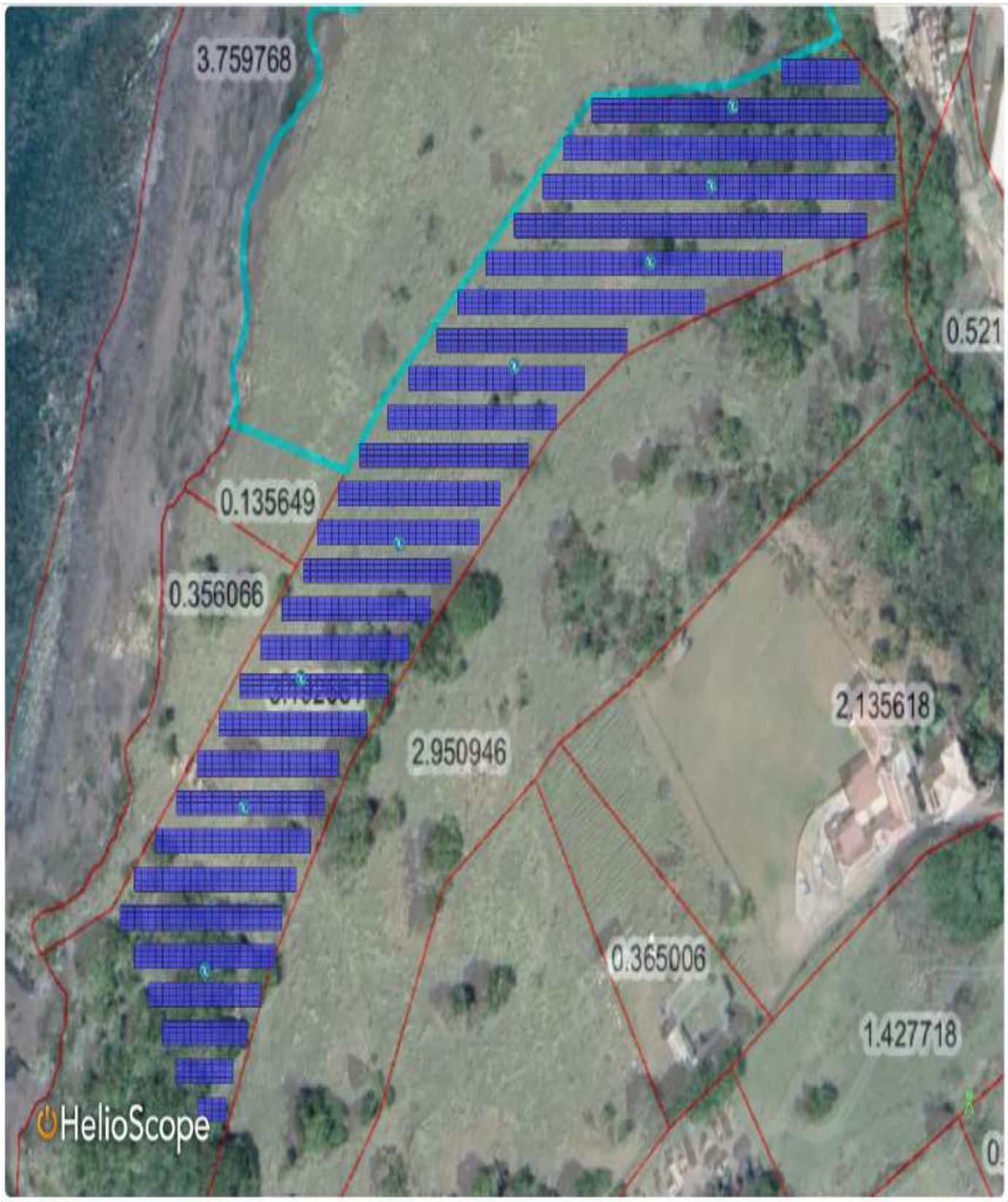
Designation……

Signature……

# 9. Appendix B – Shinland Site Contours



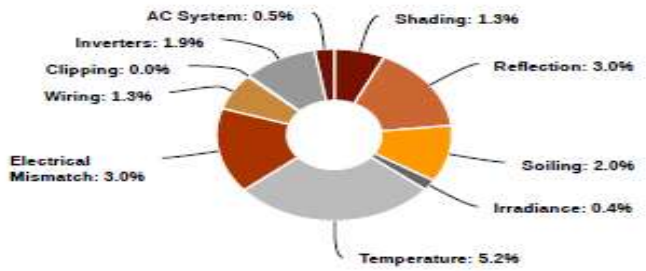
# 10. Appendix C – Helioscope Solar Report



## System Metrics

| | |
|---|---|
| Design | Shinlands Plot 1 |
| Module DC Nameplate | 1.21 MW |
| Inverter AC Nameplate | 1,000.0 kW<br>Load Ratio: 1.21 |
| Annual Production | 1.908 GWh |
| Performance Ratio | 77.9% |
| kWh/kWp | 1,572.9 |
| Weather Dataset | TMY, 10km Grid, Meteonorm 8 (meteonorm_v8) |
| Simulator Version | 0ca365bb6f-65406d84af-b037915dbd-b616671 0fe |

## Sources of System Loss




## Annual Production

| | Description | Output | % Delta |
|---|---|---|---|
| Irradiance (kWh/m²) | Annual Global Horizontal Irradiance | 1,941.2 | |
| | POA Irradiance | 2,018.0 | 4.0% |
| | Shaded Irradiance | 1,991.7 | -1.3% |
| | Irradiance after Reflection | 1,931.6 | -3.0% |
| | Irradiance after Soiling | 1,892.9 | -2.0% |
| | **Total Collector Irradiance** | **1,892.9** | **0.0%** |
| Energy (kWh) | Nameplate | 2,161,680.4 | |
| | Output at Irradiance Levels | 2,153,618.3 | -0.4% |
| | Output at Cell Temperature Derate | 2,041,598.1 | -5.2% |
| | Output after Electrical Mismatch | 1,980,411.0 | -3.0% |
| | Optimal DC Output | 1,955,044.3 | -1.3% |
| | Constrained DC Output | 1,954,330.1 | 0.0% |
| | Inverter Output | 1,917,184.3 | -1.9% |
| | **Energy to Grid** | **1,907,598.4** | **-0.5%** |
| Temperature Metrics | | | |
| | Avg. Operating Ambient Temp | | 27.8 °C |
| | Avg. Operating Cell Temp | | 36.9 °C |
| Simulation Metrics | | | |
| | Operating Hours | | 4674 |
| | Solved Hours | | 4674 |

## Condition Set

| | |
|---|---|
| Description | Condition Set 1 |
| Weather Dataset | TMY, 10km Grid, Meteonorm 8 (meteonorm_v8) |
| Solar Angle Location | Meteo Lat/Lng |
| Transposition Model | Perez Model |
| Temperature Model | Sandia Model |

Temperature Model Parameters

| Rack Type | a | b | Temperature Delta |
|---|---|---|---|
| Fixed Tilt | -3.56 | -0.075 | 3°C |
| Flush Mount | -2.81 | -0.0455 | 0°C |
| East-West | -3.56 | -0.075 | 3°C |
| Carport | -3.56 | -0.075 | 3°C |

Soiling (%)

| J | F | M | A | M | J | J | A | S | O | N | D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |

| | |
|---|---|
| Irradiation Variance | 5% |
| Cell Temperature Spread | 4° C |
| Module Binning Range | -2.5% to 2.5% |
| AC System Derate | 0.50% |

Module & Component Characterizations

| Type | Component | Characterization |
|---|---|---|
| Module | SPR-MAX6-435-BLK (Sunpower) | Spec Sheet Characterization, PAN |
| Inverter | Sunny Tripower 125 (SMA) | |

## Components

| Component | Name | Count |
|---|---|---|
| Inverters | Sunny Tripower 125 (SMA) | 8 (1,000.0 kW) |
| Home Runs | 12 AWG (Copper) | 16 (422.8 m) |
| Combiners | 8 input Combiner | 8 |
| Combiners | 9 input Combiner | 8 |
| Strings | 10 AWG (Copper) | 136 (5,720.0 m) |
| Module | Sunpower, SPR-MAX6-435-BLK (435W) | 2,788 (1.21 MW) |

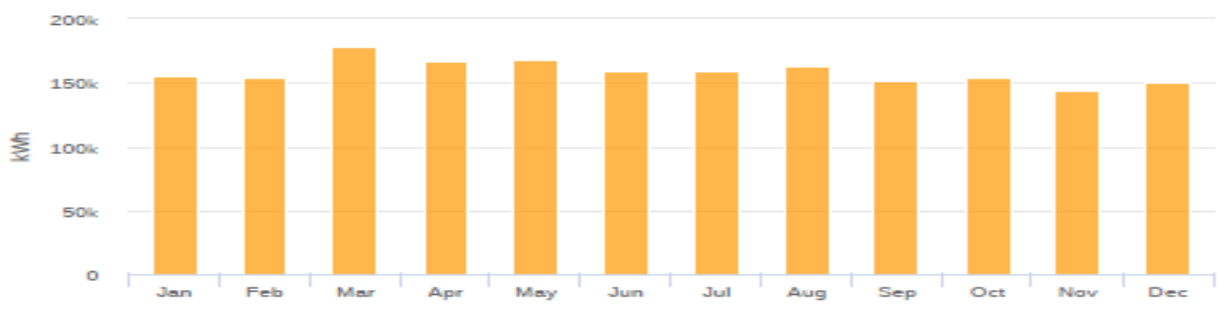
## Wiring Zones

| Description | Combiner Poles | String Size | Stringing Strategy |
|---|---|---|---|
| Wiring Zone | 12 | 5-22 | Along Racking |

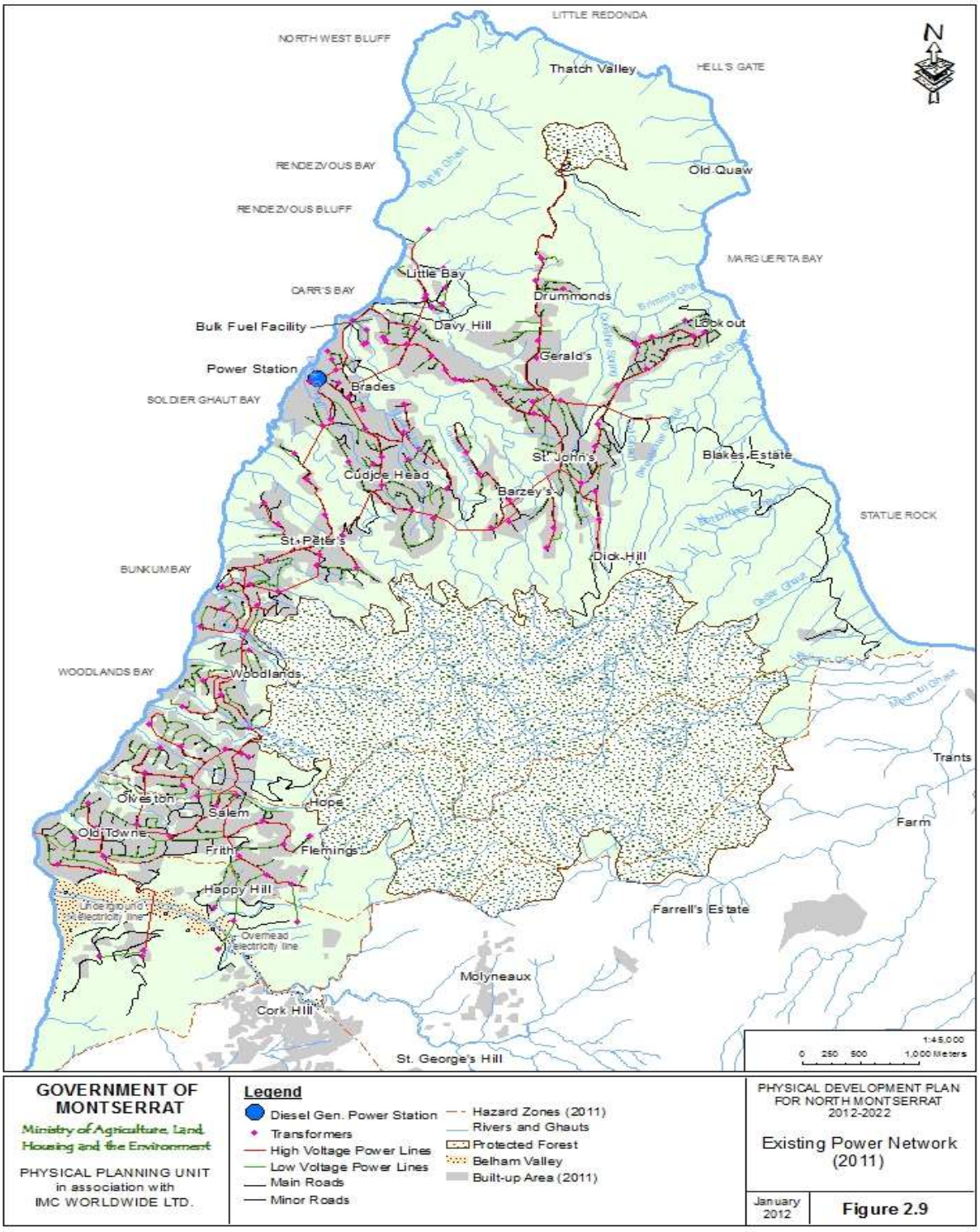
## Field Segments

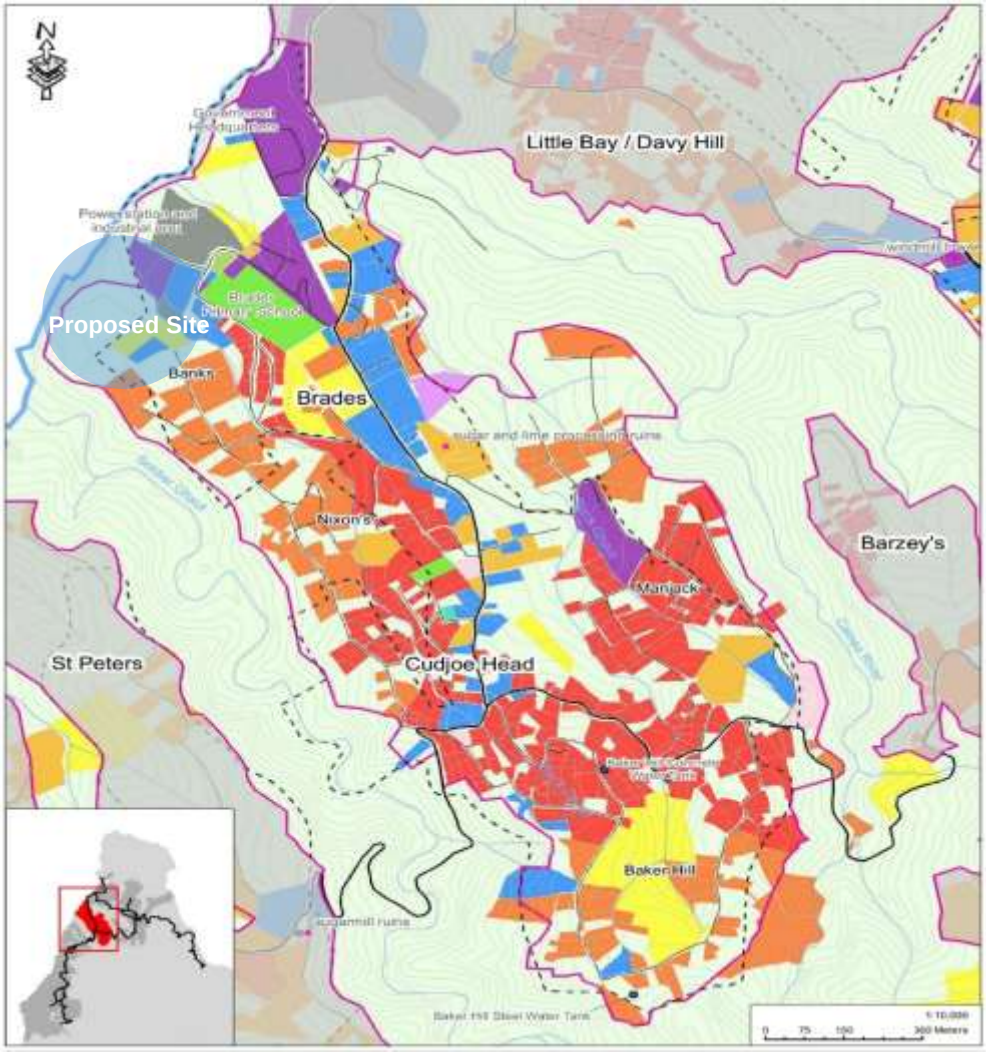
| Description | Racking | Orientation | Tilt | Azimuth | Intrarow Spacing | Frame Size | Frames | Modules | Power |
|---|---|---|---|---|---|---|---|---|---|
| Field Segment 1 | Fixed Tilt | Landscape (Horizontal) | Module: 15° | Module: 180° | 2.4 m | 4x1 | 697 | 2,788 | 1.21 MW |

## Monthly Production



# 11. Appendix D – Montserrat Utility Network



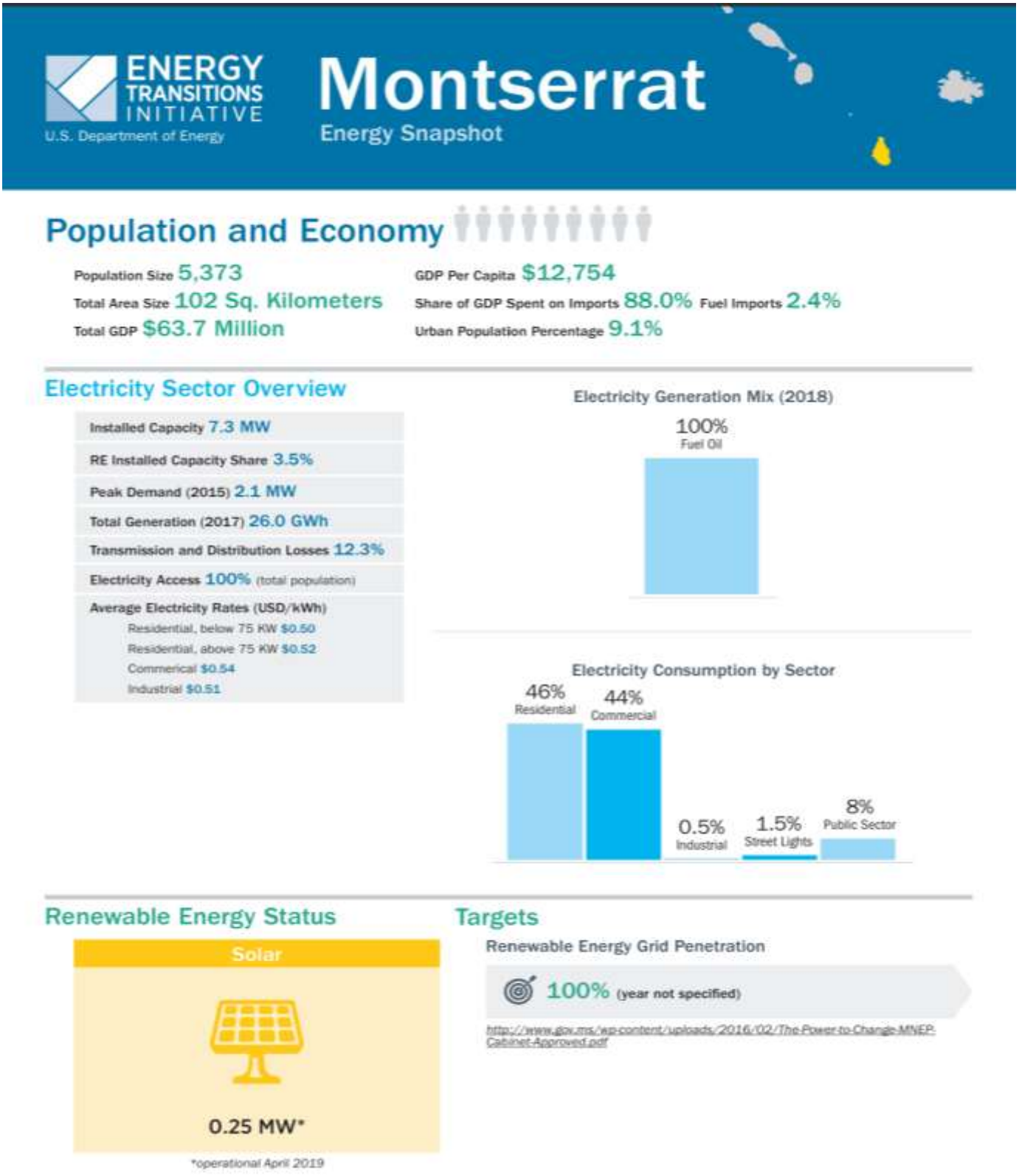






| Hazard | Vulnerability |
|---|---|
| Volcanic | Low |
| Seismic | Medium |
| Hurricane | Medium |
| High Winds | Medium |
| Flooding | Low |
| Storm Surge | None |
| Tsunami | None |
| Land Slide | Low |

## 12. Appendix E – Montserrat Energy Snapshot



## Existing Policy and Regulatory Framework

http://www.gov.ms/wp-content/uploads/2016/02/The-Power-to-Change-MNEP-Cabinet-Approved.pdf

| | |
|---|---|
| Renewable Energy | Feed-in Tariff |
| | Net Metering |
| | Interconnection Standards |
| | Energy Access (Electrification Rate) ● |
| | Renewable Portfolio Standard |
| | Tax Credits ● |
| | Tax Reduction or Exemption |
| | Public Loans or Grants |
| | Auctions or Reverse Auctions |
| | Green Public Procurement |
| | Energy Storage |
| Energy Efficiency | Energy Efficiency Standards ○ |
| | Tax Credits ○ |
| | Tax Reduction or Exemption |
| | Public Demonstration |
| | Restrictions on Incandescent Bulbs ● |
| | Appliance Labeling Standards ○ |
| | Minimum Energy Performance Standards ● |
| | Building Codes ○ |
| | Green Building Certification Program |
| | EE Loan Programs |
| | Rebates |
| Targets | Renewable Energy ● |
| | Energy Efficiency |
| | Transportation |

● In Place ○ Proposed

## Government and Utility

**Government Institution for Energy**

Ministry of Communications, Works, Energy and Labour

http://www.gov.ms/ministries-and-departments/ministry-of-communications-works-labour/

**Utility(s)**

Monstserrat Utilities Limited (MUL)

https://www.findyello.com/montserrat/montserrat-utilities-limited/profile

## Energy Security and Resilience

**Energy Policy**

The Montserrat Energy Policy 2016–2030

http://www.gov.ms/wp-content/uploads/2016/02/The-Power-to-Change-MNEP-Cabinet-Approved.pdf

**Energy Resilience Projects**

Rocky Mountain Institute Islands Energy Program

https://rmi.org/wp-content/uploads/2019/05/rmi-islands-energy-statement-qualifications-2019.pdf

**Sustainable Development**

Sustainable Development Plan 2008–2020

http://www.gov.ms/publications/SDP_MONTSERRAT.pdf

*This document was developed by the National Renewable Energy Laboratory with support provided by the Caribbean Center for Renewable Energy and Energy Efficiency. The information included in this document is for general information purposes only. While reasonable attempts were made to provide accurate data, this document was prepared using data from multiple sources, including public sources.*

ENERGY TRANSITIONS INITIATIVE
U.S. Department of Energy

CCREEE

https://www.energy.gov/eere/island-energy-snapshots

Prepared by the National Renewable Energy Laboratory (NREL), a national laboratory of the U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy; NREL is operated by the Alliance for Sustainable Energy, LLC.

DOE/GO-102020-5406 · August 2020

# 13. Appendix F – Montserrat Past Solar Projects




Montserrat's existing grid-connected solar portfolio consists of two principal phases that bidders should treat as technical context for the new project. Phase 1 comprised a grid-tied rooftop PV deployment across multiple government buildings in the Brades/Shinlands complex. Commissioned in 2019 with EU EDF-10 funding, this phase is publicly described as approximately 250 kW in aggregate, although some vendor records cite about 288 kW installed across the roofs. The design intent was to offset roughly ten percent of daytime peak demand through distributed rooftop interconnections to the distribution network.

Phase 2 is the Lookout ground-mounted solar farm integrated with battery energy storage. Groundbreaking occurred in January 2021, and the plant was engineered for hurricane conditions with wind design up to roughly 180 mph and glare controls appropriate to its proximity to the airport. The PV array is on the order of 750 kW using around 2,000 modules, paired with a battery system in the range of 1.0–1.088 MWh; funding was provided under EU EDF-11. A core objective of this phase was resilience: in the event of an outage at the main Brades power station, the Lookout system was intended to support critical northern facilities—hospital, airport, school, and warden facility—along with adjacent customers.







By 2025, government reporting summarized in local media indicated that the combined solar systems delivered around 8.2% of total annual generation and, under favorable conditions, up to 44% of peak daily demand, demonstrating meaningful grid impact at modest nameplate capacity. During the same period, the battery experienced extended outages (reported offline since late 2022), limiting operational benefits; repair and component replacement activities began in mid-2025 to restore automated curtailment management and full functionality. For order-of-magnitude calibration, public finance updates place Phase 1 at approximately EC$2 million and Phase 2 at a little over EC$10 million, both

EU-funded; these figures are indicative only and should not be treated as price caps or benchmarks. Bidders are expected to validate all assumptions, account for hurricane-force winds, marine corrosion, and airport-adjacent constraints where applicable, and propose designs that ensure reliability, safety, and grid compliance under Montserrat's operating conditions.



**Aerial photograph of the complete Lookout solar farm site during construction.**