Supply of Goods

Request for Quotation for Supply and Delivery of a Generator and Automatic Transfer Switch for the John A. Osborne Airport

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

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

P O BOX 344, BRADES, MONTSERRAT, W I

◈ Tel: (664) 491-2521/2522 ◈ Fax: (664) 491-6659 ◈ E-mail: mcw@gov.ms

12th October 2026

Dear Interested Bidders,

Re: Request for Quotation for Supply and Delivery of a Generator and Automatic Transfer Switch for the John A. Osborne Airport - Ministry of Buildings, Utilities, Infrastructure, Labour, Transportation and Ecclesiastical Affairs

The Government of Montserrat, represented by *Ministry of Buildings, Utilities, Infrastructure, Labour, Transportation and Ecclesiastical Affairs,* requests your quotation for the Supply and Delivery of *a Generator and an Automatic Transfer switch for the John. A. Osborne Airport.*

The contract will be financed by GOM.

Procurement will be conducted under the request for quotations (RFQ) procedure as described in the Public Procurement Act 2025 and Public Procurement Regulations 2025. Participation is open to invited tenderers only.

This RFQ document consists of the following sections:

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

Interested tenderers should review the attached request for quotations document, which contains all instructions, information and templates required to prepare and submit a quotation.

The deadline for receipt of quotations is Monday, *2nd November 2026.*

Please advise whether or not you intend to submit a quotation.

Yours sincerely,

Rawlson Patterson

Director, MBUILTE

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Request for Quotations for Supply and Delivery of a Generator and Automatic Transfer Switch for the John A. Osborne Airport – Ministry of Buildings, Utilities, Infrastructure, Labour, Transportation and Ecclesiastical Affairs

Ministry of BUILTE
Government of Montserrat

Issued: 12th October, *2026*
Reference Number: BUILTE/INFRA/2026-27-12

GOVERNMENT PROCUREMENT SERVICES
MONTSERRAT

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Section 1 RFQ Instructions

General

1. Participation

Participation is open to invited tenderers only.

Tenderers are required to meet the eligibility and qualification criteria listed in Section 2 Evaluation and Qualification Criteria

Tenderers may submit one quotation only.

2. Supplier Code of Conduct

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

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

3. Conflict of Interest

A quotation shall be rejected where the tenderer is found to have a conflict of interest that cannot be remedied, materially impairs fair competition, hinders the tenderer's ability to perform the contract or otherwise prejudices the legitimate interests of the procuring entity.

Conflict of interest situations include, but are not limited to:

- the tenderer or its affiliates were involved in preparing the specifications or other documents used for this procurement;
- the tenderer or any of its key staff have a close business or family relationship with staff of GOM who are or will be involved in any aspect of the procurement process or management of the contract;
- the tenderer controls or is under common control with another tenderer or is in a position to influence the quotation of another tenderer.

Tenderers must disclose any actual or potential conflict of interest in the Quotation Form. A tenderer may seek confirmation of whether a conflict of interest exists by contacting GOM at the address given in clause 5.

4. Sanctions

Participation in this procurement procedure and performance of any resulting contract shall be subject to full compliance with all applicable sanctions, restrictive measures and trade prohibitions having legal effect in Montserrat.

For the purposes of this procurement, applicable sanctions include, without limitation, sanctions adopted by the United Kingdom pursuant to the Sanctions and Anti-Money Laundering Act 2018 and extended to Montserrat as a British Overseas Territory by Order in Council, as amended from time to time. Further information can be viewed at https://www.gov.uk/government/publications/the-uk-sanctions-list.

A tenderer shall be excluded from participation in this procurement procedure where the tenderer, or any of the following persons or entities is subject to restrictive measures or designated under any applicable sanctions regime:

- owners or beneficial owners;
- directors or officers;
- persons having powers of representation, decision or control;
- subcontractors or key personnel.

Exclusion shall also apply where the tenderer is owned or controlled, directly or indirectly, by a designated person or entity who is subject to sanctions.

Quotations involving goods, works or services the supply, provision, transfer, export, import or performance of which is prohibited under any applicable sanctions regime shall be rejected.

Request for Quotations Document

5. Clarification of RFQ Document

A tenderer may request clarification of this RFQ document. Any request for clarification must be submitted in writing to Rawlson Patterson, Director-MBUILTE at pattersonr@gov.ms copied to fosterg@gov.ms no later than Friday, 23rd October 2026

6. Pre-Tender Meeting and/or Site Visit

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

Preparation and Submission of Quotations

7. Content of Quotations

Tenderers must include the following documents as part of their quotation:

- Quotation Form
- Quotation Checklist
- Tenderer Information Form
- Valid Tax Compliance Certificate or equivalent
- Supplier Code of Conduct (not required for suppliers registered with Government Procurement Services)
- Labour Compliance Declaration (not required for suppliers registered with Government Procurement Services)
- Technical Specifications
- Price Schedule
- Warranty Information

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

Tenderers shall bear all costs relating to the preparation and submission of their quotations.

8. Prices

Quotations must be priced in East Caribbean Dollars (XCD).

Prices must be quoted for all the items of works in the Bill of Quantities in relevant forms in Section 5. The meaning of Incoterms shall be governed by the 2020 edition of Incoterms, published by the International Chamber of Commerce

9. Validity

All quotations must be valid for 90 days from the date of the quotation submission deadline. During this validity period, tenderers must maintain their original quotation, including prices, without any modification or withdrawal.

10. Signing of Quotations

The quotation must be signed by a person duly authorised to sign on behalf of the tenderer. The name and position of the person signing must be stated on the Quotation Form.

The tenderer must sign at least the Quotation Submission Form, Technical Specifications and Price Schedule. Failure to sign these documents may result in rejection of the quotation.

Any correction made to a quotation must be initialled by the person signing the quotation.

11. Submission of Quotations

Quotations may be either:

- submitted in hard copy to Chairperson, Departmental Procurement Committee, Ministry of BUILTE, P.O. Box 344, Brades, Montserrat, MSR 1110
  or
- uploaded electronically to https://mytenders.co.uk/.

Where a quotation is submitted in hard copy, it must be sealed within inner and outer envelopes and marked in accordance with the following instructions:

The inner envelope must be marked as follows:

To: Chairperson, Departmental Procurement Committee

Ministry of Buildings, Utilities, Infrastructure, Labour, Transportation & Ecclesiastical Affairs

Name of tenderer

Address of tenderer

BUILTE/INFRA/2026-27-12

The outer envelope must be marked as follows:

To: Chairperson, Departmental Procurement Committee

Ministry of Buildings, Utilities, Infrastructure, Labour, Transportation & Ecclesiastical Affairs

BUILTE/INFRA/2026-27-12

DO NOT OPEN BEFORE 3:00 pm Monday, 2nd November 2026

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

12. Quotation Deadline

Quotations must be received by GOM no later than:

Date: Monday, 2nd November 2026

Time: *3:00 PM*

All quotations received after the deadline will be rejected.

All quotations received by the deadline will be opened in public at the following date, time and place. The tenderer or its representative may attend.

Date: Monday, 2nd November 2026

Time: 3:15 PM

Place: MBUILTE's Conference Room

Evaluation of Quotations

13. Evaluation of Quotations

Quotations will be evaluated in three stages, applying the criteria listed in Section 2 Evaluation and Qualification Criteria to determine the lowest priced quotation that meets GOM's needs:

- a preliminary examination to determine whether quotations are substantially responsive to the requirements of this RFQ document, have been properly signed and are generally in order and whether tenderers meet the eligibility and qualification criteria listed in Section 2 Evaluation and Qualification Criteria;
- a technical evaluation to determine whether quotations meet the technical requirements of this RFQ document without material deviation; and
- a financial evaluation to compare prices and determine the lowest priced, substantially responsive quotation.

Quotations which are not substantially responsive may be rejected at any stage of the evaluation.

14. Substantial Responsiveness

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

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

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

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

15. Confidentiality

Information relating to the evaluation of quotations shall not be disclosed to tenderers or any other persons not officially involved with the procurement process until the notification of intention to award in accordance with clause 20 or contract signature in accordance with clause 21.

Any tenderer who attempts to obtain confidential information or to influence the evaluation process will have its quotation rejected and may be debarred from participating in future procurement processes.

16. Clarification of Quotations

GOM may request a tenderer to clarify its quotation or provide further information during the evaluation process. Any such request and the response must be in writing.

A tenderer's clarification response shall not change the substance or price of the quotation, except to confirm the correction of arithmetic errors in accordance with clause 17.

If a tenderer does not respond to a request for clarification by the date requested, its quotation may be rejected.

17. Correction of Arithmetical Errors

GOM will correct arithmetical errors discovered during the evaluation process as follows:

- if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;
- if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

GOM will notify the tenderer of any corrections. Where a tenderer does not accept the correction of arithmetical errors, its quotation will be rejected.

18. Right to Accept or Reject Quotations

GOM has the right to accept or reject any quotation or to cancel this RFQ procedure at any time prior to contract award.

No negotiations shall take place with respect to any quotation.

Contract Award

19. Notification of Intention to Award and Standstill Period

Where the contract price is XCD 100,000 or above, following identification of the lowest priced quotation that meets GOM's needs, GOM will issue a notice of intention to award to all tenderers who submitted quotations. The notice will include details of the successful quotation, including the proposed contract price. For unsuccessful tenderers, the notice will provide a brief explanation of why their quotation was unsuccessful.

Following the issue of the notice of intention to award, a ten-day standstill period will be imposed during which no contract will be awarded. The notice will state the end date of the standstill period.

20. Debriefing and Right to Challenge

Any tenderer may request a debriefing on why its quotation was unsuccessful by contacting GOM at the address given on the request for quotations letter.

Where a debriefing is requested by the date indicated in the notice of intention to award, GOM will provide the debriefing, in writing, before the end of the standstill period.

Any tenderer has the right to submit a challenge if it has suffered, or may suffer, loss or injury due to a decision, action, breach of duty or non-compliance with the Public Procurement Act 2025 by a procuring entity.

Any challenge must be submitted, in writing, using the standard form available from https://tenders.gov.ms/. The challenge must be submitted to the accounting officer of the procuring entity, with a copy to the Head of Government Procurement Services. The challenge must be submitted within five days of the issue of notification of intention to award or of when the tenderer became aware of the circumstances for the challenge.

The accounting officer will issue a written decision within 14 days of receipt of the challenge. Where the accounting officer does not issue a decision or the tenderer is not satisfied with the decision, the tenderer may submit an appeal to the Independent Adjudicator, through the Head of Government Procurement Services.

A decision to cancel the RFQ procedure or reject all quotations, in accordance with clause 18, may not be challenged.

21. Contract Signature

Following the expiry of the standstill period, if applicable, and confirmation that no challenge has been submitted, GOM will issue a contract to the successful tenderer.

The type of contract and applicable terms and conditions will be as shown in Section 4 of this RFQ document.

GOM will publish a contract award notice on https://tenders.gov.ms/ for all contracts with a value greater than XCD 100,000.

Section 2 Evaluation and Qualification Criteria

This section contains all the criteria that will be used to evaluate quotations and determine the lowest priced quotation that meets GOM's needs.

Preliminary Examination: Substantial Responsiveness

The following criteria will be applied to determine whether quotations are substantially responsive to the requirements of this RFQ document, have been properly signed and are generally in order. **Any quotation which is not substantially responsive will be rejected.**

Criteria	Document or Information Required
Quotation is in English	All documents in English
Quotation signed by authorised person	Quotation Form, Technical Specifications and Price Schedule signed. Name and position of person signing stated in Quotation Form.
Quotation contains all key documents including: • Quotation Form • Quotation Checklist • Tenderer Information Form • Valid Tax Compliance Certificate or equivalent • Supplier Code of Conduct (if required) • Labour Compliance Declaration (if required) • Technical Specifications • Price Schedule • Warranty Information	All documents listed are included. Signed copies of correctly worded Supplier Code of Conduct and Labour Compliance Declaration received (if required) Note that the absence of a correctly completed and signed Quotation Form, Technical Specifications or Price Schedule will result in the rejection of the quotation. Other missing documents or information may normally be obtained through a clarification request.
Correct quotation validity period	Correctly worded declaration in Quotation Submission Form
Tenderer accepts terms and conditions of RFQ document	Correctly worded declaration in Quotation Form
Quotation priced in XCD	Correct currency in Quotation Form and Price Schedule

Preliminary Examination: Eligibility

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

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

• persons having powers of representation, decision or control; and • subcontractors or key personnel; are not subject to applicable sanctions, as listed at https://www.fscmontserrat.org/sanctions/ or https://www.gov.uk/government/publications/the-uk-sanctions-list.	

Preliminary Examination: Qualifications

No qualification criteria apply to this RFQ.

Technical Evaluation

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

Technical Criteria	Document or Information Required
Good are substantially responsive to the requirements in the Schedule of Requirements in Section 3	Technical Specification of Equipment to be provided.
Compliance with requested warranty terms	Acceptance of RFQ terms and conditions in Quotation Form. Bidder to provide warranty details of equipment.
Delivery period meets requirements in Section 3	Delivery dates stated in Quotation Form
Tenderer is able to deliver spare parts and provide after-sales service for the goods	Document summarising after-sales services.

Financial Evaluation

GOM will (1) correct any arithmetic errors and (2) adjust quotation prices for any minor deviations, reservations or omissions. This will determine the evaluated price, based on the delivered price of the goods, in accordance with the applicable Incoterm, as indicated in Section 3 Schedule of Requirements

The successful quotation will be the lowest priced quotation which is substantially responsive to the RFQ document.

Section 3 Schedule of Requirements

List of Goods *[and Related Services]*

This RFQ is for the following goods

Item No	Description	Unit	Quantity
1	Supply and delivery of a new diesel generator set suitable for standby/emergency power generation at John A. Osborne Airport. The generator shall meet the specifications which are supplied within the RFQ document.	*EA*	*1*
2	Supply and delivery of new Automatic Transfer switch. The switch must ensure back up power is available within 3 to 5 seconds.	*EA*	*1*

Delivery and Completion Requirements

Delivery and completion requirements are as follows:

Delivery period required	*12–16 weeks from contract award.*
Delivery terms	***CIF – Port Little Bay, Montserrat.*** *The quoted price shall include for supply, delivery, insurance and freight to Port of Destination.*
Final destination for goods	John A. Osborne Airport, Montserrat
Completion period for related services	***Two (2) weeks from delivery of the generator****, including installation, testing, commissioning, and demonstration of the generator system.*
Place for performance of services	John A. Osborne Airport, Montserrat

Technical Specifications

Generator Specification	
Rating	KW/KVA: 175 / 218.8 (Standby)
Alternator	3 Phase
	Volts: 400/230V 4 Wire
	Amps: 316
	Hertz: 60
	Main Breaker: 3 poles, with maximum output rated for complete generator protection
	Enclosure: IP23
	Insulation Class: H
Engine	4 strokes Turbocharged Charge Cooled
	Fuel Type: Diesel
	Fuel Tank Capacity: 8 hours
	Emissions / Fuel Strategy: Fuel Optimization
	Governor: Mechanical
General	Digital auto-start/stop control panel with all genset parameter, alarms and control functions
	Housed in a sound attenuated, weather resistant canopy

	Complete Exhaust System
	Base Frame Mounted Fuel Tank
	Spare Parts Catalogues
	Users' Operations Manual
	Maintenance, Repair and Service Manual, including drawings
Warranty	Twenty-four (24) months (limited to five hundred (500) hours per year
Optional	The supplier may provide as part of their Bid, the spare parts necessary for preventative maintenance during the initial five hundred (500) hours of operation in accordance with the maintenance and service procedures and schedules prescribed by the original equipment manufacturer (OEM).

Automatic Transfer Switch Specification	
General	3 Phase
	Volts: 400/230V
	Amps: 400
	Hertz: 60
	3 poles
	Neutral Bus
	Ground (Earth) Bus
	Transition Type: Delayed Transition (Delay time adjustable)
	Digital Controller with LED Display
	Adjustable voltage Min" and Max" Settings (for initiating transfer)
	Full set of Adjustable timer settings
	NEMA 1R Enclosure
	Users' Operations Manual
	Delay between power Outage and backup power is 3 to 5 seconds
Warranty	Eighteen (18) months

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Section 4 Contract

Contract Agreement

BUILTE/IFRA/2026-27-12

This Contract Agreement is made on the …… day of …….. between the Government of Montserrat, represented by **Colin Fergus,** Permanent Secretary of Ministry of Buildings, Utilities, Infrastructure, Labour, Transportation and Ecclesiastical Affairs (hereinafter referred to as "GOM") and …… of …… (hereinafter referred to as "the Supplier"), each a party and together the parties.

WHEREAS GOM has a need for Supply and Delivery of a Generator for the John. A Osborne Airport and the Supplier has offered to supply these Goods and Related Services.

NOW, THEREFORE the parties agree as follows:

1. The Supplier agrees to supply the Goods and Related Services and to remedy any defects therein in accordance with the provisions of the Contract.
2. GOM agrees to pay the Supplier the Contract Price of …….. or such other sum as may become payable under the provisions of the Contract, at the times and in the manner specified in the Contract.
3. This Contract is subject to GOM's General Conditions of Contract (GCC) for the Procurement of Goods, available at https://tenders.gov.ms/, except where modified by the Special Conditions of Contract (SCC).
4. The following documents shall be deemed to form and be read and construed as part of this Contract, in the following order of precedence:
    - Contract Agreement
    - Quotation Form
    - Special Conditions of Contract
    - General Conditions of Contract for the Procurement of Goods
    - Schedule of Requirements
    - Price Schedule
    - Delivery or completion schedules

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

For GOM:	**For the Supplier:**
Signature:	Signature:
Name:	Name:
Position:	Position:

Special Conditions of Contract

The following SCC supplement and/or amend the GCC. Whenever there is a conflict, the provisions in these SCC will prevail over those in the GCC.

Preliminary Provisions
1. Notices
GOM's address shall be: Permanent Secretary, Ministry of BUILTE, P.O. Box 344, Brades, Montserrat, MSR 1110 The Supplier's address shall be: *[insert address for notices under the contract, including email address where email correspondence will be used]*
Obligations of the Supplier
2. Packaging of Goods
Additional requirements for packaging, marking and documentation are: *The Generator Set and all associated components shall be securely packaged and protected against damage, moisture, corrosion, and deterioration during transportation and handling. All packages shall be clearly marked with the Contract reference, description of contents, handling instructions, and final destination. The Supplier shall provide packing lists identifying all components and accessories included in the shipment.*
3. Delivery and Documents
The shipping and other documents to be provided by the Supplier are: The shipping documents to be provided but not limited to Commercial shipping invoice, Bill of Lading, Manufacturer's or Supplier's warranty certificate, Inspection certificates.
4. Warranty
*Bidders shall provide, as part of their tender submission, a minimum warranty of **twenty-four (24) months**, limited to **five hundred (500) operating hours per year**, for the Generator and a minimum warranty of **eighteen (18) months** for the Automatic Transfer Switch (ATS).* *The tender submission shall clearly state the warranty terms and conditions, including the scope of warranty coverage, exclusions, location where warranty services will be provided, and the name and contact details of the authorized service provider or representative responsible for warranty support.*

Bidders whose tender does not provide the minimum warranty periods and required warranty information specified above shall be deemed ***non-responsive and disqualified from further evaluation****.*

Price and Payment

5. Payment Terms

The Contract Price shall be paid as follows:

"a) On Shipment: 80% of the Contract Price shall be paid on shipment of the Goods, following submission of the shipping documents specified in clause 18.

b) On Acceptance: 20% of the Contract Price shall be paid following receipt of the Goods and completion of the Related Services, following submission of an acceptance certificate signed by GOM."

Invoices and supporting documents shall be submitted to the following address:

Permanent Secretary,

Ministry of BUILTE,

P.O. Box 344,

Brades,

Montserrat,

MSR 1110

mcw@gov.ms

Payments will be made no later than **14 Days** after submission of a correct invoice and supporting documents

The interest rate for delayed payments is: *2%*.

6. Advance Payment

No advance payment will be made.

7. Liquidated Damages

Liquidated damages shall be calculated at **0.5% of the Contract Price per week** for each week or part thereof that delivery is delayed beyond the agreed delivery date, up to a maximum of **10% of the Contract Price**.

Section 5 Quotation Forms

Tenderers must use these forms to prepare their quotations, in accordance with clause 7 of the RFQ Instructions.

The forms contain guidance notes on completion in *[black italics]*. All guidance notes should be deleted before submission of the quotation.

Quotation Form

Company Name: _____

Address: _____

Email: _____

Chairperson
Departmental Procurement Committee
Ministry of Buildings, Utilities, Infrastructure,
Labour, Transportation & Ecclesiastical Affairs
P.O. Box 344
Brades
Montserrat

Dear Sir/Madam

Quotation for Supply and Delivery of a Generator and Automatic Transfer Switch for the John A. Osborne Airport

We, the undersigned, offer to supply *and delivery of a Generator and Automatic Transfer switch for the John A Osborne Airport* for the Ministry of Buildings, Utilities, Infrastructure, Labour, Transportation & Ecclesiastical Affairs in accordance with your RFQ document referenced BUILTE/INFRA/2026-27-12.

We declare that:

- we accept the terms and conditions of the above referenced RFQ document;
- we accept and comply with the Government of Montserrat's Code of Conduct for Suppliers and Labour Compliance Declaration;
- we confirm that we are not subject to any applicable sanctions, are not owned or controlled by a sanctioned person or entity and will not violate any applicable sanctions when performing the contract;
- we confirm that we have no conflict of interest in relation to this procurement process; *[edit where required and disclose any actual or potential conflict of interest]*
- we, including any subcontractors, meet the eligibility criteria listed in Section 2 of the RFQ document;
- we have no subcontractors *[or]* we will use the following subcontractors; *[delete whichever statement is not applicable and add details of subcontractors and the goods or related services they will supply where relevant].*

The total price of our quotation is EC$_____

(words)_____

_____

The delivery period for the goods is _____ *calendar days* from contract award.

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

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

We understand that this quotation, together with your written acceptance of it, will constitute a binding contract between us.

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

Quotation Checklist

[This form provides a checklist for preparation of your quotation. Complete it and include it as part of your quotation. Please include the forms in the order listed below to facilitate evaluation.

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

Failure to submit a correctly completed and signed Quotation Submission Form, Technical Specifications and Price Schedule may result in the rejection of your quotation. Other missing documents or information may be obtained through a clarification request, subject to the discretion of the Evaluation Panel.]

Name of tenderer	
Procurement reference number	

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

GOVERNMENT PROCUREMENT SERVICES
MONTSERRAT

Tenderer Information Form

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

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

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

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

GOVERNMENT PROCUREMENT SERVICES MONTSERRAT

Supplier Code of Conduct

Company Name: _____

Address: _____

Email: _____

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

We understand that the Government of Montserrat (GOM) expects the highest standards of integrity and professionalism from suppliers, contractors, consultants, service providers, public officers and any subcontractors, agents, intermediaries or personnel involved in public procurement or the execution of government contracts.

We hereby declare that we, including any subcontractors, agents or staff, shall:

- not engage in, attempt, or abet any prohibited practices, as defined in the Public Procurement Act 2025 (including offences under Part 6 of the Penal Code (Cap. 4.02), including fraudulent, collusive, coercive or obstructive practices, whether directly or indirectly, including through third parties;
- not offer, promise, give, request, agree to receive or accept any bribe, kickback, facilitation payment, improper gift, hospitality, donation or other advantage intended to influence (or that could reasonably be perceived as influencing) any procurement decision, evaluation outcome, contract award, payment, inspection, certification or contract administration action;
- respect and abide by all laws and regulations in force in Montserrat;
- meet all applicable tax and statutory obligations and provide valid evidence where required;
- where we employ labour in connection with a contract, comply with Montserrat labour laws, including requirements relating to: prohibition of forced labour; protection of children and young persons; non-discrimination; and occupational health and safety;
- take reasonable steps to prevent harassment, bullying and unsafe working conditions for personnel engaged on the contract;
- act at all times with due care, efficiency and diligence and the highest standards of integrity and professional practice;
- disclose any actual, potential or perceived conflict of interest that arises in relation to any procurement process or contract and, where a conflict exists, comply with GOM directions to avoid, mitigate or manage it, including withdrawal where required;
- act with transparency and truthfulness when submitting and/or completing all statements, declarations, invoices, claims, certifications, and supporting documentation; and not misrepresent or conceal information;
- compete fairly and independently;

- not coordinate tenders, prices, tender rotation, market allocation or any other collusive arrangement with any competitor or other party, nor otherwise deprive GOM of the benefits of free and open competition;
- not attempt to obtain confidential information from GOM or to influence a procurement process;
- treat any communication with GOM in respect of a procurement process or execution of a contract as confidential;
- keep confidential all documents, data or other information provided by GOM in connection with a procurement process or contract, unless their disclosure is required by law; and
- cooperate fully with any lawful request for information, inspection, audit, review or investigation by GOM, its authorised representatives or competent authorities;
- not obstruct, delay, intimidate, retaliate against or otherwise interfere with any investigation, audit or the exercise of lawful access, inspection, or audit rights.

We understand that not following this Code of Conduct for Suppliers could lead to serious consequences. These may include legal actions and/or being barred from participating in future procurement processes.

Where we become aware of any suspected prohibited practice, conflict of interest, fraud, corruption, collusion, coercion, obstruction or other serious misconduct related to a procurement process or contract, we shall report it promptly to GOM through the channels stated in the tender documents or contract. We shall not retaliate against any person who, in good faith, reports a concern or participates in an investigation.

We confirm that we have read and understood this Code of Conduct for Suppliers and will fully comply with the code at all times.

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

Labour Compliance Declaration for Suppliers

Company Name: _____

Address: _____

Email: _____

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

We understand that the Government of Montserrat (GOM) promotes the principles and standards enshrined in the decent work agenda of the International Labour Organisation, including basic minimum conditions of work and respect for the fundamental principles of human rights and social justice.

We further understand that GOM implements and enforces legislation in keeping with international labour standards and best practices for the benefit of the community, employers and workers, while promoting a safe, healthy and harmonious environment.

We hereby declare that we, including any subcontractors, agents or staff, shall comply with the Montserrat Labour Code, 2012, Immigration Act and subsidiary regulations. This includes, but shall not be limited to:

- ensuring equality of treatment in employment;
- providing safe working conditions and all necessary protective equipment and training;
- ensuring compliance with applicable requirements relating to minimum wage, working hours and leave entitlements;
- ensuring compliance with all applicable immigration requirements, such as visas and work permits, for expatriate staff;
- ensuring compliance with all applicable requirements relating to tax and social security contributions;
- ensuring that no person is required to perform forced labour;
- ensuring the protection of children and young persons;
- cooperating fully with the Labour Commissioner with regard to any investigation or procedure for the settlement of disputes.

We understand that breach of any requirements of the Montserrat Labour Code, 2012 and subsidiary regulations may result in prosecution and penalties.

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

GOVERNMENT PROCUREMENT SERVICES
MONTSERRAT

Price Schedule

[Complete this form and include it as part of your quotation. Ensure that it is signed by an authorised person. The list of goods and related services should be the same as listed in Section 3 Schedule of Requirements. Unit and total prices for goods must include delivery costs, as per the delivery terms in Section 3 Schedule of Requirements.]

Name of tenderer	
Procurement reference number	BUILTE/INFRA/2026/27-12
Currency of tender	Eastern Caribbean Dollars (XCD)

Item No	Description	Unit	Quantity	Unit Price	Total Price
1	*[Insert brief description of goods or related services]*	*[Insert unit of measure]*	*[Insert quantity]*	*[Insert unit price]*	*[Insert total line item price]*
2					
3					
	Total Delivered Price of Goods and Related Services (as per delivery terms in Section 3)				

Additional Costs	
Are the goods already imported into Montserrat?	Yes ☐ No ☐ Specify if only part of the goods have been imported.

If yes, state additional costs for delivery on DDP terms, in accordance with instructions in the delivery requirements in Section 4 Schedule of Requirements	

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