



Ministry of Education, Youth Affairs & Sports

P O Box 103
Government Headquarters
Brades

Montserrat

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Invitation to Tender (ITT) for the Renovation of Staffroom at the Montserrat Secondary School (MSS).

Procurement Details – This is an indicative timetable and may be subject to change.

Project Details	Deliverable
ITT for the Renovation of Staffroom at the MSS	<p>Publication date on Government of Montserrat Website and MyTenders</p> <p>Friday 17 January 2020</p>
Access to the ITT Suite of Documents	<p>Hard copies can be downloaded from the Government of Montserrat website at https://tenders.gov.ms/.</p> <p>Electronic tender packs can be downloaded, completed and submitted via the MyTenders Portal at https://www.mytenders.co.uk/. 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.</p>
Site visit at MSS	Friday 24 th January 2020 (10 am)
Clarification deadline	Monday 3 rd February 2020
ITT submission deadline	Wednesday 12 th February 2020 no later than 12.00 midday, Eastern Caribbean Time or 16hrs UK time
Tender Submission address	The Chairperson Public Procurement Board, Ministry of Finance and Economic Management, Brades, Montserrat, MS1110
Contract Commencement	March 2020

ITT for the Renovation of Staffroom at the MSS

Interested persons and businesses are invited to submit a tender for the Renovation of the Staffroom at the Montserrat Secondary School. Tender documents can be accessed by visiting the following two (2) websites below:

- Electronic proposal documents can be downloaded and submitted on MyTenders portal at <https://www.mytenders.co.uk/>
- Electronic proposal documents can be downloaded from the Government of Montserrat website at <https://tenders.gov.ms/> and submitted via hard copy to the **Chairman, Public Procurement Board, Ministry of Finance and Economic Management, Government Headquarters, Brades, Montserrat.**

Included in this tender dossier are the following critical documents:

- Invitation to Tender
- Instructions to Bidders
- General Conditions of Contract
- Scope of Works/Bill of Quantities
- Evaluation criteria
- Form of Tender
- Tender Document Checklist
- Anti-Collusion Statement

Please read instructions to Bidders before completing and submitting tenders. This will ensure that bidders are fully conversant with the requirements of the tender. Failure to do so may result in tenders being submitted without fully meeting the requirements and deemed non-responsive and rejected.

If you require any clarification, please submit via email to the procurement department for the attention of Ms Harjinder Jutle at jutleh@gov.ms and copied to Mr Lyston E Skerritt at skerrittl@gov.ms no later than Monday 3rd February 2020.

Completed and signed tenders must be submitted no later than 12.00 midday, Eastern Caribbean Time on Wednesday 12th February 2020.

INSTRUCTIONS TO BIDDERS:

- (1) The contract conditions adopted for this project will be the Government of Montserrat General Conditions of Contract.
- (2) Bidders must fully complete and submit the Form of Tender and the Bill of Quantities. Failure to fully complete and return these documents and provide the additional information stated in these instructions will render the bid non-compliant and it will be rejected.
- (3) Bidders must sign and submit the Products' Description/Scope of Works document and supply all documentation as indicated on the tender checklist.
- (4) Bidders must submit a current Tax Compliance Certificate with their bid if their place of business is registered in Montserrat.
- (5) Except in cases where there is an exemption from tax, of which proof must be provided; residents of Montserrat for tax purposes are subject to tax on the profits from this project while non-residents are liable to a 20% Withholding Tax deduction from the gross amount. Please take into consideration your tax obligations and liabilities to the Government of Montserrat. For further information please contact Montserrat Customs & Revenue Service (MCRS) via email at irev@gov.ms
- (6) Please print and return a complete document of the priced and signed Form of Tender, Tender Checklist, Bill of Quantities, Signed Anti-Collusion statement and a copy of your Tax Compliance (*If Locally based*).
- (7) All tenders will be arithmetically checked; any errors will be brought to the tenderers 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. A bidder whose tender sum is subject to arithmetical correction will be informed and asked whether he accepts the corrected tender sum. Failure to accept the corrected sum will result in the rejection of the tender.
- (8) Any bid received after the deadline for submission will be rejected.
- (9) Bidders are not allowed to submit multiple or alternative tenders.
- (10) The **Public Procurement Board** is not bound to accept the lowest or any tenders and has the right to accept or reject any tender offers.

- (11) Bidders must complete the Form of Tender and return this with their tender submission. The currency for completing the Form of Tender is Eastern Caribbean Dollar. Tenders in other currencies will be rejected. For countries trading in United States currency, the acceptable exchange rate between US and XCD is 2.7169.
- (12) This procurement includes delivery to the Montserrat Secondary School. This procurement qualifies for customs duties exemption and therefore this should not form part of price. All other costs to the Montserrat Secondary School should be anticipated.
- (13) The language of the tender shall be in English and all manuals and product descriptions shall be in English. If the language of the manufacturer is in any other language than English, then the manuals should be translated into English to form part of this tender submission.

(14) **Submitting a bid (proposal)**

There are two options for submitting a tender:

- Electronic tender submissions can be uploaded via the Mytenders Portal at <https://www.mytenders.co.uk/>

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.

- Hard copies can be submitted by hand - Please follow the instructions set out below

Submitting a hard copy of your tender:

You will need two plain envelopes for the Tender submission. You must follow these instructions. Failure to do so may result in the proposal being administratively non-compliant and rejected.

Envelope 1

Follow the steps written below:

1. Write the name of the Bidder (Tenderer, Supplier) on this envelope

2. Write the name of the project and the address on the envelope as written below;

Supplier Name *(Your Company Name)*

Tender for the Renovation of Staffroom at the MSS

**The Chairman,
Public Procurement Board,
Ministry of Finance and Economic Management
P.O. Box 292, Brades, Montserrat, MSRI110**

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

Envelope 2

Continue following the steps below:

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

Tender for the Renovation of Staffroom at the MSS

**The Chairman,
Public Procurement Board
Ministry of Finance and Economic Management
P.O. Box 292, Brades, Montserrat, MSRI110**

***NB: Envelope 2 must not have the Bidders name on it or any other markings.
Tenders are to be delivered to the address above. Tenderers will be given a receipt.**

GOVERNMENT OF MONTSERRAT (GOM)

GENERAL CONTRACT CONDITIONS FOR RENOVATION OF MSS STAFFROOM

This Agreement is made the..... day of..... **2020** between the **GOVERNMENT OF MONTSERRAT** having its headquarters at Government Headquarters, Brades, Montserrat acting herein and represented by the Permanent Secretary, Ministry of Education, Youth Affairs and Sports (hereinafter referred to as "**GOM**") of the one part and (*supplier's company*), whose address is Acting herein and represented by (*name of representative*) (Hereinafter referred to as "**the Supplier**") of the other part.

1. INTERPRETATION

1.1. In these conditions:-

The Contract means the agreement concluded between the **GOM** and the Supplier/Service Provider including all specifications and Terms of Reference; and in which, inter alia, the tender instructions, scope of works along with the outcomes, deliverables and considerations are clearly stipulated, and other documents which may be incorporated or referred to herein;

The Contracting authority means the Ministry of Education of the Government of Montserrat.

The Service Provider means the company/ companies/ individual that is responsible for carrying out the requirements of the contract, that is, for the Renovation of the Staffroom at MSS.

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 Service Provider. The Administrator shall have final authority for acceptance of the **Service Providers** performance, and if satisfactory, shall initiate the process for approval of payment to the **Service Provider**. No payment shall be made without such approval.

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

The Specification means the GOM's requirements for the Renovation of the Staffroom at the Montserrat Secondary School as described in this document.

2. VARIATIONS OF CONDITIONS

The contract 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. NON-DELIVERY

Without prejudice to any other right or remedy, should the Service Provider 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 Supplier's control, in which case the Supplier shall be entitled to a fair and reasonable time for such delay, then:

- 3.1 The **GOM** shall be at liberty to determine the Contract and to procure services of the same or similar description from another Supplier to make good such default; and,
- 3.2 The **GOM** shall recover from the Supplier any sum or sums paid to the Supplier in respect of the services. Also, the **GOM** shall be able to recover from the supplier any increased costs resulting from obtaining supplies from an alternative supplier.

4. PAYMENT

- 4.1 As full consideration for the Services performed by the Service Provider under the terms of this Contract, the **GOM** will pay the fees as outlined within 10 days of receipt of an invoice, payable against original invoices delivered to the **GOM** by the Supplier, provided that **GOM** give notice in writing of its intention not to pay such fee and provide the relevant reason where:
 - a. The Service Provider 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 Service provider, 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.
- 4.2 **GOM**, whenever under the Contract any sum of money shall be recoverable from or payable by the Service Provider, the same may be deducted from any sum then due or which at any time thereafter may become due to the Service Provider 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.
- 4.3 If any fee or portion thereof payable under this Agreement shall be unpaid 20 working days after receipt of an original invoice in respect of such fee the Service Provider may give

notice to the **GOM** requiring the **GOM** to pay such fee or part thereof and if the **GOM** shall fail to comply with such notice, the Service Provider may terminate or suspend this Contract immediately. Nothing stated in this provision shall operate to impair the right of the Service provider to recover any such fee in any other manner.

5 INDEMNITY AND INSURANCE

- 5.1 Without prejudice to its liability for breach of any of its obligations under the Contract, the Service Provider 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:-
- 5.1.1 Any loss of or damage to property (whether real or personal) caused by the Service Provider, its servants or agents; and
- 5.1.2 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 Service Provider 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.
- 5.2 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).
- 5.4 Further, and without prejudice to the aforesaid limit of liability and such liability of the service provider 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 service provider to pay having regard to the service provider's responsibility for the same and on the basis that:
- a) all other parties appointed or to be appointed by the GoM to perform related services in connection with the Contract shall be deemed to have provided undertakings on terms no less onerous than this Contract and shall be deemed to have paid to the GoM 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 GoM for the loss or damage in any way which may be prejudicial to the Service Provider's liability under this clause

6. INSURANCE

- 6.1 The Service Provider shall insure against its full liability under this Contract.
- 6.2 The Service Provider shall produce to **GOM**, upon request, documentary evidence that insurance is properly maintained.

7 ASSIGNMENT

- 7.1 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 Service provider.
- 7.2 The Service Provider shall not:-
 - 7.2.1 Assign the Contract or any part thereof or the benefit or interest of the Contract without the prior written consent of the **GOM**; or
 - 7.2.2 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 Service Provider from any liability or obligation under the Contract and the Service Provider shall be responsible for the acts, defaults, or neglect of any sub-service supplier or his agents or employees in all respects as if it were the acts, defaults or neglect of the Service Provider or its agents or employees.

8 CONFIDENTIALITY

- 8.1 All information, requirements, documents and other data which the **GOM** may have imparted and may from time to time impart to the Service Provider 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. The Service Provider 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 Service Provider shall not seek to acquire any such information outside of the performance of its duties under this Contract.
- 8.2 The Service Provider 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.
- 8.3 The obligations set forth in Clauses 8 shall expire two (2) years after the termination of the Contract.

9 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:-

- 9.1 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
- 9.2 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
- 9.3 In relation to any contract with the **GOM** the Service Provider or person employed by it or acting on its behalf shall:-
 - 9.3.1 Have committed an offence under the Integrity in Public Office Act No. 2 of 2010 or
 - 9.3.2 Have given any fee or reward, the receipt of which is an offence, under the relevant laws.
- 9.4 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.

10 TERMINATION

- 10.1 The **GOM** may terminate this Contract in any of the circumstances set out in 10.2 below by giving to the Service Provider notice in writing where the Service Provider;-
 - 10.1.1 Commits a material breach of any of its obligations under this Contract; and despite notice of such breach in writing by the GoM to the Service provider, the Service Provider fails to remedy such breach within 14 days of the notice then the GoM may terminate the Contract forthwith.
 - 10.1.2 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;
 - 10.1.3 Has a winding-up order made or (except for the purposes of amalgamation or Reconstruction) a resolution for voluntary winding-up passed;

- 10.1.4 Has a provisional liquidator, receiver or manager of its business or undertaking duly appointed;
- 10.1.5 Has an administrative receiver appointed;
- 10.1.6 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
- 10.1.7 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.
- 10.2 If the Contract is terminated as provided in this condition then the **GOM** shall:-
- 10.2.1 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;
- 10.2.2 Be entitled to repossess any of its Equipment (if any) in the possession of the Service Provider;
- 10.2.3 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 Service Provider 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 Service Provider.

11. WAIVER

- 11.1 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.

12. COMPLETE CONTRACT

- 12.1 This Agreement supersedes any prior Agreement 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. This Agreement shall be governed by the laws of Montserrat in every particular and shall be deemed to be made in Montserrat.

13. GOVERNING LAW

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

14. 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.

15. NOTICES

15.1 Any notice required to be served under this Agreement 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.

A notice shall be delivered as follows:

if to the Service Provider, to:

Name _____

Designation _____

Address _____

Tel: No _____

Fax _____

Email _____

A. if to the GOM, to:

Mr. Lyston E Skerritt

The Permanent Secretary (Ag)

The Ministry of Education Youth Affairs and Sports

Government Headquarters

Brades

Montserrat

Tel: (664) 491-2541/2

Email: SkerrittL@gov.ms or education@gov.ms

16. MEDITATION AND ARBITRATION

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.

17. SIGNATURES

17.1 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. SERVICE PROVIDER

Name.....

Designation.....

Signature.....

Witness Name.....

Designation.....

Signature.....

B. GOM

Name: Lyston E Skerritt

Designation: Permanent Secretary (Ag), Ministry of Education

Signature.....

Witness Name.....

Designation.....

Signature.....

Scope of Works

- Remove existing workstations and desks in Staff Room, and replace with new.
- Remove existing floor tiles in Staff Room and replace with new.
- Remove existing windows in Staff Room and replace with new, impact resistant windows.
- Apply termite treatment throughout the building.
- Construct and install shelves and cupboards in Staff Room
- Remove existing wash basins, toilets, urinals, in Bathroom and replace with new.
- Remove existing paper holders and accessories in Bathroom and replace with new.
- Reverse swing of bathroom cubicle door.
- Remove kitchen door doors, and reuse or dispose as per Bill of Quantities (BoQ).
- Affix water resistant sheet rock panels to existing door frame in Kitchen.
- Construct new shelves and cupboards in Kitchen.
- Demolish block wall and create opening with double door in Filing Room.
- Demolish hand railing in Filing Room.
- Install new jalousie window in Filing Room.
- Remove existing floor tiles in Filing Room and replace with new.
- Install electrical upgrades, as per drawings and with the advice of DITES.
- Paint Filing room wall and timber surfaces as per instructions in BoQ.
- Remove rotten fascia board, soffit board, and hand rail, and replace with new.
- Hack up damaged areas of existing concrete walkways and steps and repair.
- Supply and install UPVC guttering and downpipes.

Montserrat Secondary School Staffroom Renovations

Staffroom

Scope of Works/Bill of Quantity

Item	Description	Qty	Unit	Rate	Price
1	Staff Room Demolition -DRWG Sheet # A-01				
1.1	carefully demolish work-stations in staff room and dispose off-site to public tip	100	ft		
1.2	carefully demolish desks in staff room and dispose off-site to public tip	3	no		
1.3	remove existing ceramic floor tiles (13" x 13") and dispose off-site to public tip	99	yd ²		

1.4	remove metal framed wood louvre blade windows and concrete sills (width 67" x 62" high) and dispose off-site to public tip	5	no		
1.5	cut out blockwork below removed window to form new door opening and dispose off-site to public tip	29	ft ²		
1.6	apply termite treatment throughout the building		item		
2	Staff Room New Works				
2.1	build new timber framed support and supply and install new corean work stations all as per DRWG sheet # A-04 Detail D-2	55	ft		
2.2	prepare concrete floor to receive tiles and supply and fix new non-slip ceramic floor tiles (13" x 13") include for adhesive grouting and white cement grout	99	yd ²		
2.3	supply and fix new (5'-0" x 4'-0") hurricane resistant category 4 type jalousie window with 4" aluminum louvre inserts as per DRWG sheet # A-02	4	no		
2.4	make good reveals to form new door opening		item		
2.5	construct new shelves and cupboard as per DRWG sheet # A-03 detail D-1	2	no		
2.6	cut core holes in corean counter tops and supply and fix grommets in holes to protect sharp edges	8	no		
3	Toilet Cubicles Demolition				
3.1	Carefully remove timber door in cubicles and store for reuse	1	no		
3.2	Carefully remove timber door in cubicles and store as directed by project architect	1	no		

3.3	Remove ceramic floor tiles and dispose off-site to public tip	18	yd ²		
3.4	Remove wash hand basins and dispose off-site to public tip	4	no		
3.5	Remove WC's and dispose off-site to public tip	3	no		
3.6	Remove Urinal and all pipework fittings and dispose off-site to public tip	1	no		
3.7	Remove paper holders and dispose off-site to public tip	2	no		
4	Toilet Cubicles New Works DRWG Sheet A-02				
4.1	supply and install new American Standard Cadet Pro elongated ADA Toilet, all fittings and seat	3	no		
4.2	supply and install new Hand rinse wall hung Basin, complete with Faucet	4	no		
4.3	supply and install new American Standard Stallbrook Urinal floor mounted including manual flush valve and all fittings	1	no		
4.4	supply and install new Homepoint toilet paper holders	3	no		
4.5	supply and install soap dispenser	2	no		
4.6	supply and install paper towel holder	2	no		
4.7	supply and fix 6"x 6" ceramic wall tiles to backsplash above WHB include for fixing with adhesive grouting and white grout cement	2	yd ²		
4.8	Prepare concrete floor to receive tiles and supply and fix 13"x 13" non-skid ceramic floor tiles include for fixing with adhesive grouting and white grout cement	18	yd ²		
4.9	Reverse cubicle door swing from item # 3.2 as per DRWG sheet A-02	1	no		

5	Kitchen Demolition				
5.1	carefully remove flush door and dispose off-site to public tip	1	no		
5.2	carefully remove existing flush door and store for reuse	1	no		
6	Kitchen New Works				
6.1	supply and fix water resistant sheet rock panels to existing door frame to block up opening	30	ft ²		
6.2	construct new shelves and cupboard as per DRWG sheet # A-03 detail D-1	1	no		
6.3	supply 180 degree swing hinges and rehang door from item 5.2	2	no		
7	Proposed Filing Room Demolition				
7.1	demolish existing block wall and dispose off-site to public tip	8.13	ft ²		
7.2	remove timber hand rail between columns and dispose off-site to public tip	12	ft		
8	Proposed Filing Room New Works				
8.1	build new 8" reinforced block wall rendered both sides, include for Hilti of reinforcement into existing walls	12	yd ²		
8.2	supply and fix new Timber double door and frame with half security insert and insect screen as per DRWG sheet # A-02, include for all ironmongery to include (combination lock set, 3 pairs of 4" hinges and door closer).	1	no		
8.3	supply render and make good areas where blockwork was removed to form new opening from staff room to filing room		item		

8.4	supply and fix new (5'-0" x 4'-0") jalousie window with 4" glass louvre inserts as per DRWG sheet # A-O2	1	no		
8.5	level existing concrete floor and supply and fix new 13" x 13" non-skid ceramic tiles include for fixing with adhesive grouting and white grout cement	10	yd ²		
9	Electrical upgrade				
9.1	Supply complete electrical upgrade to accommodate Client usage, including data points, outlets, switches and fans as per DRWG Sheet E-01 & E-02		item		
10	Finishes				
10.1	supply and apply primer and two coats of Master Paint Classic Coat to all wall surfaces		item		
10.2	supply and apply primer and two coats of Master Paint Classic Coat to all timber surfaces		item		
11	External Works Demolition				
11.1	remove rotten Fascia board (1" x 12") and dispose off-site to public tip	212	ft		
11.2	remove rotten hand rail sections 2(9' - 0" x 2' - 5") (8' - 9" x 3' - 0") (4' - 0" x 3' - 0") and dispose off-site to public tip	32	ft		
11.3	remove dilapidated soffit board and dispose off-site to public tip	212	ft		
11.4	cut, hack up and remove damaged areas of concrete walkways and steps and dispose off-site to public tip		item		

12	External Works (new)				
12.1	supply and fix new p.t. (1" x 12") Fascia board	212	ft		
12.2	Build, supply and fix new hand rail sections 2(9' - 0" x 2' - 5") (8' - 9" x 3' - 0") (4' - 0"x 3' - 0") include for all concrete fixings, bolts and brackets all as per DRWG sheet # A-05 Detail D-4	35	ft		
12.3	supply and fix new P.T. T-111 soffit board	212	ft		
12.4	supply and fix new UPVC 5" guttering include for brackets, connectors, stop ends and bends	144	ft		
12.5	supply and fix new UPVC downpipes include for brackets, stop ends and bends	12	no		
12.6	supply and apply an approved bonding agent and concrete to repair to steps and walkways		item		
12.7	supply and install step nosing	80	ft		
12.8	repair manhole and connect to downpipes	3	no		
	sub-total				
	Total				

FORM OF TENDER

**The Chairman
Public Procurement Board
Ministry of Finance and Economic Management
Government Headquarters
Brades
Montserrat**

Dear Sir/Madam;

Re: Tender for the Renovation of Staffroom at the MSS

I/We the undersigned undertake to deliver the scope of works described herein in accordance with the Contract Agreement, and as described in the captioned project outlined above as provided in the tender documents for the sum of:

EC\$.....

(Amount in words)
being the total cost for supplying all material and labour described herein.

If my/our tender is accepted, I/We undertake to deliver the works within a period of
.....days.

I/We understand that I/We shall not be reimbursed for any cost that may have been incurred in compiling this tender. I/We agree that this tender shall remain valid until contract has been awarded from the date of submission of this tender.

I/We accept the General Terms and Conditions contained within this ITT. .

Name.....
Signed.....
Name of firm (If Applicable)
Address.....
.....
Tel. no.....
Fax no.....
Email Address
Date.....

TENDER DOCUMENT CHECKLIST

The following documents should be provided for a tenderer's bid to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents **will** result in the bid being considered noncompliant and rejected:

1. Completed and signed Form of Tender. The form of tender document shall be signed by the person legally authorized to bind the firm to a Contract.
2. Tax/Social Security compliance certificate (if locally based)
3. Signed Anti-Collusion Statement
4. Image, Specification, dimensions, construction materials and characteristic of the Proposal Furniture
5. Completed and signed Bill of Quantities
6. Details of similar previous contract table completed

.....
Bidders Authorized Signature

.....
Date

Evaluation of Bids

All tenders will be evaluated based on the criteria below and the successful bidder will be that which has amassed the highest economically advantageous score.

The evaluation will assume a two-stage process:

Evaluation Criteria	Weighted score %
Administrative Compliance	Pass/Fail
Experience, Work Plan and Method Statement	40%
Cost Proposal	40%
Delivery Time	20%

Administrative Compliance (Pass/Fail)

At this stage bids will be checked to ascertain the following:

- Was the bid received before the deadline?
- Was the bid packaged as instructed in the 'Instructions to Tender'?
- Were all of the required documents completed and signed as required?
- Were all of the mandatory documents on the check list provided with the bid?

If the response to any of the questions above is negative the bid will be rendered non-compliant and the bid will not be considered for further evaluation.

Technical Compliance and Evaluation (40%)

There are three components of Technical Compliance. Experience, Implementation Plan and Method Statements. These are equally important in this segment.

- (a) **Experience: (.30 points)** All bidders must satisfy the minimum criteria that they have previously successfully completed at least two (2) contracts of \$100,000 or greater. Proof may be in the form of a written submission with details of previous clients' names, addresses, nature and value of the construction undertaken. **Bidders are asked to note that checks will be made to verify the accuracy of these submissions.**

Prospective bidders need to provide information of at least 2 previous contracts completed within the past 5 years of a similar nature to the scope of services presented in this ITT. These details should include but are not limited to the following: the entity or person for which the work was completed, contact information for the entity or person, the value of the services, the location of the services. The chart below must be fully completed.

Bidders Previous Similar Contract Experience

Name of Previous Contract	Entity or person for which work was completed	Contact information for entity or person	Value of the services performed	Location of the services performed
1.				
2.				

(b) **Implementation/Work Plan:** (35 points) A detailed description of the plan of action which outlines the use of all resources within the quoted time to deliver the desired project output. This plan should be sufficiently detailed to guide the project at every stage and to provide the assurance that every necessary aspect to deliver the required output, on time and on budget has been considered. Please provide a schedule of the deliverables to complete this assignment.

(c) **Method Statement:** (.35 points) is required to demonstrate that all health and safety issues have been considered so that persons and property are kept safe and secure at all times of the project execution, thus reducing likely hazards of injury or property damage. This statement should include, but is not limited to:

- Overview of the entity in control of the activity.
- A brief of the individual responsible for the activity.
- A description of the activity.
- A description of how the work will be managed.
- The location of the activity, its boundaries, means of access and how it is segregated from other school operations and activities.
- Plant and equipment required.
- Plans to mitigate noise and avoidable school disruptions
- Plans for obtaining power and water needed for renovation works.
- The procedure for changing the proposed method of work if necessary.
- A step by step description of the activities to be undertaken.
- Precautions necessary to protect workers, and other people that could be affected, including personal protective equipment and ventilation requirements.
- The need for specially-trained operators for certain activities.
- Training procedures.
- Emergency procedures, including the location of emergency equipment.
- The handling and storage of materials and pollution prevention procedures.

- Temporary works designs, and
- The method for safeguarding existing structures.

A bidder will be deemed to be technically suitable to perform the contract if these requirements are met.

Cost (40%)

It is important to the Ministry of Education to complete these works to specification, on time and importantly on budget. The bid with the most advantageous price quotation will be allocated maximum or close to maximum score. All other scores would be prorated based on the best price tendered.

Delivery Time (20%)

The bidder with the shortest delivery time will be given an appropriate score and all others will be scored comparatively.

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 MONTSERAT 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 MADE.

SIGNATURE.....IN CAPACITY OF

DATE.....2019

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