

# GOVERNMENT OF MONTSERRAT



## OFFICE OF THE AUDITOR GENERAL

Government Headquarters • P.O. Box 23 • Brades • Montserrat

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### REQUEST FOR QUOTATION

**MONTSERRAT LAND DEVELOPMENT AUTHORITY (MLDA)**

**HOUSING STOCK ACCOUNTS AUDIT 2019 and 2020**

**September 2021**



## OFFICE OF THE AUDITOR GENERAL

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**Our Ref:** MLDA/11

03 September 2021

### **Quotation for the Audit of the Montserrat Land Development Authority Housing Stock Accounts for years 2019 and 2020**

**Local bidders (only)** are invited to submit a quotation for the **Montserrat Land Development Authority Housing Stock Accounts for years 2019 and 2020**.

The Office of the Auditor General is inviting qualified and experienced auditors to submit a quotation for conducting a Financial Audit of the Montserrat Land Development Authority for two accounting periods, 1 April 2018 – 31 March 2020, using the attached Form of Quotation.

1. Copies can be downloaded from the Government of Montserrat and the myTenders websites respectively at <http://www.gov.ms/tenders/> and <https://www.mytenders.co.uk/>. Electronic quotation packs can be downloaded, completed and submitted via the myTenders Portal.
2. The Quotation Dossier consists of the following documents:
  - i. Instructions and Guidance Notes
  - ii. Terms of Reference
  - iii. Quotation Evaluation Criteria
  - iv. Bidders Identification Details Form
  - v. Form of Quotation
  - vi. Quotation Checklist

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

Any queries relating to the quotation should be made in writing to the Acting Auditor General, Office of the Auditor General at [meademv@gov.ms](mailto:meademv@gov.ms) or via telephone; (664) 491 3460 or 4569 and copied to [Jutleh@gov.ms](mailto:Jutleh@gov.ms) no later than **4:00 pm on Monday, 20<sup>th</sup> September, 2021**.

Quotations must be submitted no later than **2:00 pm on Friday 24<sup>th</sup> September, 2021**. Quotations received after this time will not be considered.

# 1. INSTRUCTIONS AND GUIDANCE NOTES

1. **This Request for Quotation is for Local bidders (only).**
2. Please read Instructions to Bidders before completing and submitting quotes. Failure to read and follow the information within the Request for Quotation document will cause quotations being submitted to be deemed non-compliant and rejected.
3. The supplier must submit a **Tax Compliance Certificate** from Inland Revenue Department along with the quotation documents. In the case of a sole trader, the Tax Compliance Certificate should be issued in that individual's name. However, where the sole trader is trading using a Business Name, the Tax Compliance Certificate should be issued in the Business Name. In the case of a Company, the Tax Compliance Certificate should be issued in the name of the Company. It is therefore incumbent on the Bidder to ensure that the Tax Compliance Certificate is issued in the correct name. Quotations received with improper Tax Compliance Certificates would be rejected. For further information, please contact Montserrat Customs & Revenue Service (MCRS) via email at [irev@gov.ms](mailto:irev@gov.ms).
4. All quotations will be arithmetically checked - any errors will be brought to the Bidder's attention. The **rates supplied** would be the basis for the arithmetic correction and would be the determining factor for any queries about the corrected price.
5. Bidders are to provide all documents or information requested as part of the within the **Quotation Check List**. Failure to fully complete these documents **will** lead to their bid becoming non-compliant and rejected.
6. Bidders are not allowed to submit alternative quotations.
7. The Government of Montserrat is not bound to accept the lowest bidder and has the right to accept and reject any quotation.
8. To submit a quotation:

## **Hard copies to be submitted by hand**

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

### **Envelope 1.**

Follow the steps written below:

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

### **Supplier Name (Your Company Name)**

### **Quotation for the Audit of the Montserrat Land Development Authority Housing Stock Accounts for years 2019 and 2020**

Miss Marsha Meade  
Auditor General (Acting)  
Office of the Auditor General  
P O Box 23  
Brades  
Montserrat

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

## Envelope 2

Continue following the steps below:

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

### **Quotation for the Audit of the Montserrat Land Development Authority Housing Stock Accounts for years 2019 and 2020**

Miss Marsha Meade  
Auditor General (Acting)  
Office of the Auditor General  
P O Box 23  
Brades  
Montserrat

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

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

## **2. TERMS OF REFERENCE**

### **2.1 BACKGROUND**

The MLDA was enacted many years ago prior to the volcanic crisis. In its original form and mandate, it successfully managed a large and profitable portfolio of properties and projects; however, all of these assets were lost in the volcanic crisis (year 1995 ff.), impacting the MLDA assets and its established base of income. In the late 1990s, the Government's public housing was added to the MLDA's portfolio of operations. The MLDA has also been able to serve as project manager for the Government of Montserrat's new housing-construction projects and earns some fees for this service.

### **2.2 JOB PURPOSE**

The Government of Montserrat through the Office of the Auditor General is seeking qualified and experienced Auditors to conduct a Financial Audit of the Montserrat Land Development Authority Housing Stock for two (2) accounting periods, 1 April 2018 – 31 March 2020.

### **2.3 SUBMISSION OF PROPOSALS**

Interest consultants should submit the following:

- A profile detailing their training, qualification and experience appropriate to the scope of works
- Completion of the request for quotation form.
- Availability to commence work almost immediately with the intention to complete in four (4) months i.e. 120 days.

### **2.4 DELIVERABLES**

<b>No</b>	<b>Deliverables</b>
1	Draft Audited Financial Statements
2	Working Paper Files for 2019 & 2020
3	Draft Report and Audit Opinion
4	Management Letter

### **2.5 PROJECT ADMINISTRATION**

- i. Duration.  
The duration of the assignment is four (4) months i.e. 120 days.
- ii. Reporting.

The successful bidder will report to the Acting Auditor General, Office of the Auditor General, Angelo's Complex, Brades, Montserrat.

### 3. QUOTATION EVALUATION CRITERIA

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

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

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

#### 3.1 Administrative Compliance (Pass/Fail)

Bidders must submit all the documents requested in the **Quotation Document Checklist** at **(Section 7)** provides a list of documents to be completed and submitted for bidders to be deemed compliant and achieve a PASS assessment. The accurate and whole submission of these documents fulfils the Administrative Compliance requirement, which is a Pass/Fail assessment. Where **all** of the outlined requirements have been fulfilled, the bidder will then advance to the subsequent evaluation criteria. If any of the above-mentioned items were not submitted, then the Quotation would be deemed non-compliant and rejected.

#### 3.2 Conformance to Technical Expertise (25 marks)

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

#### 3.3 Bidder's Experience and Capacity (30 marks)

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

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

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

The quoted price is a significant factor and the Government of Montserrat will seek to ensure that the services are provided at the most economically advantageous price. However, there are other factors, which comprise the assessment criteria, and these will be considered proportionately. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from the quotation. Government of Montserrat is not bound to accept the lowest or any quotation.

## 4. BIDDER'S IDENTIFICATION DETAILS FORM

A		PERSONAL INFORMATION	
BUSINESS NAME:..... REGISTRATION NUMBER:.....			
BUSINESS ADDRESS:..... .....			
CONTACT PERSON:..... POSITION:.....			
TEL. NUMBER(S):..... WEBSITE:.....			
EMAIL ADDRESS: .....			
B		QUESTIONNAIRE	
1	Your entity operates as which one of the following?	√	<b>Tick the applicable response</b>
			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 2 years?		(1-3)
			(4-6)
			(7-9)
			(10 & Over)
5	What is the highest sum of any of the contracts completed in the last 2 years?		(50-100)K
			(101-200)K
			(201-400)K
			Over 400K
6	Has your entity failed to complete a contract for a public or private entity?		YES
			NO
<b>C</b>	<b>SIGNATURE</b>		

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

.....

(Signature of Business Representative)

.....

Business Name/Stamp

*Date*



**5. FORM OF QUOTATION**

Miss Marsha Meade  
Auditor General (Ag)  
Office of the Auditor General  
P O Box 23  
Brades  
Montserrat, MSR1110

Dear Madam

**Quotation for the Audit of the Montserrat Land Development Authority Housing Stock Accounts for years 2019 and 2020**

I/We the undersigned undertake to complete the above Service in accordance with the General Conditions of Contract Specifications for the sum of:

EC\$.....

(words).....

.....

If my/our Quotation is accepted, I/We undertake to commence the Service within \_\_\_\_\_ **day(s)** of receiving the official Award Letter.

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

I/We confirm this tender shall remain valid for a period of **120 days** from the date of submission of this Tender.

Name.....

Signed.....

Name of Company.....

Address.....

Tel. number.....

Email address: .....

Date.....

## 6. QUOTATION CHECKLIST

Project Title: **Quotation for the Audit of the Montserrat Land Development Authority Housing Stock Accounts for years 2019 and 2020**

Date scheme advertised: **Friday 3<sup>rd</sup> September, 2021**  
Clarifications Deadline: **Monday 20<sup>th</sup> September, 2021**  
Quotation Deadline Date: **Friday 24<sup>th</sup> September, 2021**  
Quotation Deadline Time: **2:00 pm (Eastern Caribbean time)**

Below are the following documents that should be provided for bids to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the bid being considered non-compliant and rejected.

1. Signed Form of Quotation (**Including Commencement Time**)
2. Tax Compliance Certificate
3. Bidder's Curriculum Vitae
4. Bidders Proposal/Price

.....  
Signed on behalf of Bidder

.....  
Date