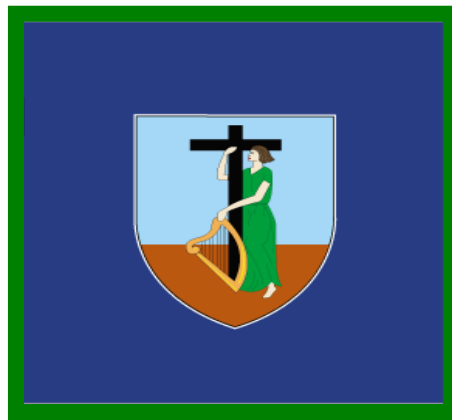


GOVERNMENT OF MONTSERRAT

Ministry of Communications, Works, Energy and Labour (MCWEL)



REQUEST FOR QUOTATION

Information Communication Technology (ICT)

Afterschool Programme

September 2021



MINISTRY OF COMMUNICATIONS, WORKS, ENERGY & LABOUR

P O BOX 344, BRADES, MONTSERRAT, W I

◆ **Tel: (664) 491-2521/2522** ◆ **Fax: (664) 491-6659** ◆ **E-mail: mew@gov.ms**

Our Ref: MCWL/01

24th September, 2021

Quotation for Information Communication Technology (ICT) Afterschool Programme - Primary & Secondary Schools

Local bidders (only) are invited to submit a quotation for the **ICT Afterschool Programme - Primary & Secondary Schools.**

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. This Request for Quotation is divided in two (2) Lots

LOT 1 - Primary Afterschool Programme
LOT 2 - Secondary Afterschool Programme

3. The Quotation Dossier consists of the following documents:

- i. Instruction to Bidders
- ii. Background /Terms of Reference
- iii. Evaluation Criteria
- iv. Form of Quotation
- v. Anti-Collusion Statement

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/clarifications relating to the quotation should be made in writing to the Permanent Secretary, Ministry of Communications, Works, Energy and Labour at CFERGUS@gov.ms and copied to mcw@gov.ms, Jutleh@gov.ms no later than **Friday 1st October, 2021.**

Quotations are to be received no later than **2:00pm on Friday 8th October, 2021.**

Quotations will be opened at **2:30 pm on Friday 8th October, 2021.**

1. INSTRUCTIONS AND GUIDANCE NOTES

1. This Request for Quotation is for **LOCAL BIDDERS** (only).
2. This Request for Quotation is divided into two (2) LOTS:
LOT 1 - Primary Afterschool Programme
LOT 2 - Secondary Afterschool Programme

Bidders can bid on both LOTS. No Bidder will be awarded no more than one (1) LOT if successful.

3. 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.
4. 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.
5. 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.
6. 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.
7. Bidders are not allowed to submit alternative quotations.
8. The Government of Montserrat is not bound to accept the lowest bidder and has the right to accept and reject any quotation.
9. To submit a quotation:

Hard copies to be submitted by hand

You will need two (2) or three (3) plain envelopes for the request submission. Failure to follow these instructions, may result in the quotation being non-compliant and not considered any further.

NOTE: Each LOT must be placed in its own inner and outer envelope.

Envelope 1. 

Follow the steps written below:

Request for Quotation – Information Communication Technology (ICT) Afterschool Programme

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 Information Communication Technology (ICT) Afterschool Programme LOT 1 - Primary School or LOT 2 –Secondary School

Permanent Secretary

Ministry of Communications, Works, Energy & Labour

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 Information Communication Technology (ICT) Afterschool Programme LOT 1 - Primary School or LOT 2 –Secondary School

Permanent Secretary

Ministry of Communications, Works, Energy & Labour

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 Ministry of Communication, Works, Labour and Energy is desirous of commencing an ICT after school programme within the Primary and Secondary Schools across Montserrat. In keeping with the ICT vision for Montserrat, which is; 'Montserrat in a Digital World: Green, Connected and Thriving' It is our hope that these after school programmes will create within Montserrat a future of skilled, creative and vibrant ICT professionals, that will enable Montserrat to be thriving in this sector. In addition to this, building the capacity of nationals is one of the National ICT policy main objectives and thus it is important for us to build this capacity amongst the youth in particular. The Afterschool programme will run throughout the academic year, with an intended start date of October 2021.

2.2 SCOPE OF SERVICES/DUTIES

The winning bidder will work with the Ministry of Communications, Works, Labour and Energy (MCWLE) to undertake the following tasks and all related activities necessary to ensure the implementation of the program, which should be cost effective and done in a timely manner, to include but not limited to the following;

- 2.2.1 The programme should be promoted in schools (from inception) to prospective registrants, to recruit sufficient participants.
- 2.2.2 Ensure preparation is made for students' arrival.
- 2.2.3 Be responsible for the management of the class.
- 2.2.4 Preparation and delivery of work in accordance to the proposed work plan.
- 2.2.5 Ensure that each child is handed over to a parent/guardian or the designated bus driver at the end of each session.
- 2.2.6 An Attendance Register must be kept.
- 2.2.7 Ensure that all child safeguarding principles and health protocols are adhered to throughout the duration of the programme.
- 2.2.8 Ensure that Social Media Engagement and Publicity materials are provided (e.g. photos/videos, posters etc.) available for.

2.3 PROJECT DELIVERABLES

- 2.3.1 Provide a comprehensive work plan, detailing the work that will be carried out on a weekly basis. **(one (1) week after signing contract).**
- 2.3.2 Create and manage communication channel between the Ministry, your company and parents.
- 2.3.3 Each class and or module should be planned and executed weekly.
- 2.3.4 Students should be trained in specified areas.
- 2.3.5 A progress report must be provided at the end of each month.
- 2.3.6 Two (2) Exhibitions displaying the work of the students.
 - One (1) during ICT week of activities in November and
 - One (1) at the end of the academic year.

3. REQUIRED QUALIFICATIONS & EXPERIENCE

- 5.1 Provide previous contracts undertaking similar assignments over the past 5 years.
- 5.2 Provide evidence of experience working with ICT tools.
- 5.3 Must have strong English, Communication and Interpersonal skills.
- 5.5 Provide evidence of experience working with children in a similar capacity.
- 5.6 Provide Curriculum Vitae detailing experience with managing similar project(s).
- 5.7 Provide a Proposal for the Afterschool Programme.

4. TIME FRAME

The successful bidder will commence work on **October 2021** for a ten (10) month period.

5. REPORTING/LIASIONS

Successful bidder will report/liaise with the following persons:

- a) Permanent Secretary, MCWLE
- b) ICT Coordinator, MCWL
- c) ICT Officer, MCWLE

6. 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
2	Qualifications and Experience	60 marks
3	Price	40 marks
	Total Score	100 marks

6.1 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.

6.2 Bidder's Qualification and Experience (60 Marks)

The bidder should provide a detailed outline of his/her experience in the form of a curriculum vitae as per the **Instructions to Bidders** section. Marks will be awarded to a bidder who has undertaken similar work in the past. Therefore, the bidder should demonstrate his/her ability to develop and deliver a number of in-person trainings over a **one academic (1) year** duration, along with providing one-to-one consultative support to individual student applicants. This must be specifically outlined in your submission.

6.3 Price (40 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.

7(a) FORM OF QUOTATION – LOT 1

Permanent Secretary
Ministry of Communications, Works, Energy and Labour
Brades,
Montserrat, MSR1110

Dear Sir,

**Quotation for Quotation for Information Communication Technology (ICT)
Afterschool Programme – Primary School**

I/We the undersigned undertake to complete the above Works 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 Works 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 **ninety (90)** days from the date of submission of this Tender.

Name.....

Signed.....

Name of Company.....

Address.....

Tel. number.....

Email address:

Date.....

7(b) FORM OF QUOTATION – LOT 2

Permanent Secretary
Ministry of Communications, Works, Energy and Labour
Brades,
Montserrat, MSR1110

Dear Sir,

Quotation for Quotation for Information Communication Technology (ICT) Afterschool Programme – Secondary School

I/We the undersigned undertake to complete the above Works 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 Works 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 **ninety (90)** days from the date of submission of this Tender.

Name.....

Signed.....

Name of Company.....

Address.....

Tel. number.....

Email address:

Date.....

8.

GOVERNMENT OF MONTSERRAT

TENDER SUBMISSION ANTI-COLLUSION CERTIFICATE

I/WE CERTIFY THAT THIS TENDER IS MADE IN GOOD FAITH, AND THAT WE HAVE NOT FIXED OR ADJUSTED THE AMOUNT OF THE TENDER BY OR UNDER OR IN ACCORDANCE WITH ANY AGREEMENT OR ARRANGEMENT WITH ANY OTHER PERSON. I/WE ALSO CERTIFY THAT WE HAVE NOT AND I/WE UNDERTAKE THAT WE WILL NOT BEFORE THE AWARD OF ANY CONTRACT FOR THE WORK:

DISCLOSE THE TENDER PRICE OR ANY OTHER FIGURES OR OTHER INFORMATION IN CONNECTION WITH THE TENDER TO ANY OTHER PARTY (INCLUDING ANY OTHER COMPANY OR PART OF A COMPANY FORMING PART OF A GROUP OF COMPANIES OF WHICH I AM/WE ARE A PART OF) NOR TO ANY SUB-CONTRACTOR (WHETHER NOMINATED OR DOMESTIC) NOR SUPPLIER (WHETHER NOMINATED OR DOMESTIC) OR ANY OTHER PERSON TO WHOM SUCH DISCLOSURE COULD HAVE THE EFFECT OF PREVENTING OR RESTRICTING FULL COMPETITION IN THIS TENDERING EXERCISE

ENTER INTO ANY AGREEMENT OR ARRANGEMENT WITH ANY PERSON THAT THEY SHALL REFRAIN FROM TENDERING, THAT THEY SHALL WITHDRAW ANY TENDER ONCE OFFERED OR VARY THE AMOUNT OF ANY TENDER TO BE SUBMITTED OR OTHERWISE COLLUDE WITH ANY PERSON WITH THE INTENT OF PREVENTING OR RESTRICTING FULL COMPETITION

PAY, GIVE OR OFFER PAY OR GIVE ANY SUM OF MONEY OR OTHER VALUABLE CONSIDERATION DIRECTLY OR INDIRECTLY TO ANY PERSON FOR DOING OR HAVING DONE OR CAUSING OR HAVING CAUSED TO BE DONE IN RELATION TO ANOTHER TENDER OR PROPOSED TENDER FOR THE WORK ANY ACT OR THING OF THE SORT DESCRIBED AT I), II) OR III) ABOVE.

I/WE FURTHER DECLARE THAT I/WE HAVE NO KNOWLEDGE EITHER OF ANY SUM QUOTED OR OF ANY OTHER PARTICULARS OF ANY OTHER TENDER FOR THIS CONTRACT BY ANY OTHER PARTY.

I/WE FURTHER CERTIFY THAT THE PRINCIPLES DESCRIBED ABOVE HAVE BEEN, OR WILL BE, BROUGHT TO THE ATTENTION OF ALL SUB-CONTRACTORS, SUPPLIERS AND ASSOCIATED COMPANIES PROVIDING SERVICES OR MATERIALS CONNECTED WITH THE TENDER AND ANY CONTRACT ENTERED INTO WITH SUCH SUB-CONTRACTORS, SUPPLIERS OR ASSOCIATED COMPANIES WILL BE MADE ON THE BASIS OF COMPLIANCE WITH THE ABOVE PRINCIPLES BY ALL PARTIES.

I/WE ACKNOWLEDGE THAT ANY BREACH OF THE FOREGOING PROVISIONS SHALL LEAD AUTOMATICALLY TO THIS TENDER BEING DISQUALIFIED AND MAY LEAD TO CRIMINAL OR CIVIL PROCEEDINGS. THE GOVERNMENT OF MONTSERRAT SHALL TREAT ANY TENDER RECEIVED IN CONFIDENCE BUT RESERVES THE RIGHT TO MAKE THE SAME AVAILABLE TO ANY OTHER FUNDING ORGANISATION OR STATUTORY REGULATORY AUTHORITY EITHER HAVING JURISDICTION OVER THE WORKS OR WHO MAY NOW OR AT ANY TIME IN THE FUTURE HAVE STATUTORY POWER TO REQUIRE DISCLOSURE OF THIS TENDER.

IN THIS CERTIFICATE, THE WORD 'PERSON' INCLUDES ANY PERSONS AND ANY BODY OR ASSOCIATION, INCORPORATED OR UNINCORPORATED; ANY AGREEMENT OR ARRANGEMENT INCLUDES ANY TRANSACTIONS, FORMAL OR INFORMAL AND WHETHER LEGALLY BINDING OR NOT; AND 'THE WORK' MEANS THE WORK IN RELATION TO WHICH THIS TENDER IS MADE.

SIGNATURE..... IN CAPACITY OF

DATE.....2021

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.....

9. QUOTATION CHECKLIST

Project Title: **Quotation for Quotation for Information Communication Technology (ICT) Afterschool Programme – Primary or Secondary School**

- Date scheme advertised: **Friday 24th September, 2021**
- Clarifications Deadline: **Friday 1st October, 2021**
- Quotation Deadline Date: **Friday 8th October, 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. Signed Anti-Collusion Statement
- 3. Bidder’s Curriculum Vitae detailing experience with managing similar project(s)
- 4. Bidders Proposal for afterschool programme

.....
Signed on behalf of Bidder

.....
Date

-END-