

Air Traffic Control Tower Project

Request for Quotation for Structural Modification to
Elevator Shaft Doorway JAO Airport Control Tower

June 2025



P O BOX 344, BRADES, MONTSERRAT, W I ♦ **Tel: (664) 491-2521/2522** ♦
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6th June, 2025

Dear Interested Bidders,

Re: “RFQ for Structural Modification to Elevator Shaft Doorway at the John A. Osborne (JAO) Airport Control Tower”

The Ministry of Buildings, Utilities, Infrastructure, Labour, Transportation & Ecclesiastic Affairs (M-BUILTE) is inviting interested bidders to submit a Quotation for Structural Modification to Elevator Shaft Doorway at the JAO Airport Control Tower.

The RFQ pack consist of the following documents:

1. Instructions and Guidance Notes
2. Description of Works
3. Evaluation of Quotation
4. Form of Quotation
5. Bill of Quantities
6. Anti-Collusion Certificate
7. Quotation Document Checklist
8. Specifications
9. Drawings

Please read Instructions to Bidders before completing and submitting quotes. Failure to read and follow the information within the Instructions to Bidders may result in quotations being deemed non-compliant and rejected.

Interested Bidders are required to attend a **mandatory** site meeting on **Friday 13th June 2025** at **11:00 am** at the **JAO Airport Control Tower, in Gerald’s**. Any queries relating to the quotation or works included should be made in writing to Mr. Felix Persaud, Acting Director of PWD at persaudf@gov.ms no later than **4:00pm on Monday, 16th June 2025**.

Quotes are to be received no later than **3:00 PM on Friday 20th June 2025**.

1. Instructions and Guidance Notes

1. The contract conditions adopted for this project will be the Montserrat General Conditions of Contract.
2. Bidders are to submit the documents listed under Administrative Compliance, **section 3.1** below. Failure to fully submit these documents **will** lead to their bid becoming non-compliant and rejected.
3. The bidder must submit a **valid Tax Compliance Certificate** from Inland Revenue along with the bidding 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. Diligent checks will be made with the Inland Revenue Department and the Financial Services Commission to verify the accuracy of certificates. Quotations received with improper tax compliance certificates would be rejected.
4. All works 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.
5. The bidder will be deemed to have inspected the site and be familiar with the environment and working conditions on the site.
6. Bidders are required to provide all documents or information requested as part of the Quotation.
7. Bidders will be expected to contact the utility companies to ensure that the proposed works do not disrupt any of the services. Bidders are responsible for repairing any damages incurred to any of the utilities during the completion of the works. **If this is applicable.**
8. All bids 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.
9. The Employer is not bound to accept the lowest quotation and has the right to accept and reject any quotation.

10. Submitting a Quote

There are **2 OPTIONS** available for submitting a Bid:

- **Electronic submissions** can be submitted via the myTenders Portal at <https://www.mytenders.co.uk/>
 - a. If you are intending to make an **electronic submission** to this RFQ, please register your interest on myTenders at the earliest opportunity. Please ensure that you allow sufficient time to upload your documents.
 - b. Bidders are asked to ensure that documents are uploaded under the appropriate heading, which you have registered for.
- **Hard copies** can be submitted by hand – Please follow the instructions set out below.
- **Submitting a hard copy of your quotation:**

You will need two plain envelopes for the Quotation submission. You must follow these instructions, failure to do so may result in the bid being non-compliant and not considered any further.

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:

Bidder Name (Your Company Name if applicable or Your Name)
RFQ for Structural Modification to Elevator Shaft Doorway at the JAO Airport Control Tower
Permanent Secretary
Ministry of Building, Utilities, Labour, Transport & Ecclesiastic Affairs
P.O. Box 344, Brades, Montserrat, MSR1110

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 Quotation return.

RFQ for Structural Modification to Elevator Shaft Doorway at the JAO Airport Control Tower
Permanent Secretary
Ministry of Building, Utilities, Labour, Transport & Ecclesiastic Affairs
P.O. Box 344, Brades, Montserrat, MSR1110

***NB: Envelope 2 must not have the Bidders name on it or any other markings.** Envelopes are to be taken to the top floor of the Ministry of Building, Utilities, Labour, Transport & Ecclesiastic Affairs where the bidder would place their quotation in the Tender Box and be given a receipt after this is completed. **Late quotations will not be accepted and if, inadvertently accepted, will not be considered.**

2. Description of Works

- Structural modification to elevator shaft doorway
- Provide auxiliary support to elevator installers
- Provide scaffolding in elevator shaft 5' x 5'4" x 50'

3. Evaluation of Quotation

The following evaluation criteria will be used to evaluate quotations received in response to this RFQ. The Administrative Compliance would be applied before the remaining criteria and is either pass or fail with failure meaning that bids would be deemed Non-compliant. Subsequent to passing the Administrative Compliance **quotes must achieve a minimum technical score of 65% to be considered for award of contract.**

Criteria Description	Weight (%)
Administrative Compliance	PASS/FAIL
Technical Criteria	
Technical Compliance & Bidder's Experience	40
Financial Proposal	
Financial Compliance	60
Total	100

Quotations that fail to meet the above qualifying score will be rejected and not considered for award of contract.

3.1 Administrative Compliance (PASS/FAIL)

Bidders must submit all the documents requested below.

- Completed and Signed Form of Quotation (**Including time for completion and notice period**)
- Completed and Signed Anti-Collusion Statement
- A valid Tax Compliance Certificate (if locally based)
- Completed Bill of Quantities
- Details of Contractor Experience

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 Technical Compliance & Experience (40%)

Adherence to technical specification is paramount. Prospective bidders need to provide details of at least two (2) previous contracts completed within the past ten (10) years of a similar nature to the scope of works of this quotation with a value of a minimum \$20,000.00 for material and labour and a minimum value of \$8,000.00 for labour only. 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 works, the location of the works. In addition, the prospective bidders can submit award letters for works in lieu of the above-mentioned information. The percentage for this criterion will be calculated proportionately in comparison to other submissions from bidders.

Start Date or Date of Award	Description of Works	Name of Client	Price of Contract	Date Completed

3.3 Financial Compliance (60%)

Bidders must complete the Form of Quotation and the Bill of Quantities and return them with their quotation submission. The quoted price is a significant factor and the Government of Montserrat will seek to ensure that the works are undertaken at the most economically advantageous price. However, there are other factors which comprise the criterion and these will be considered proportionately. Government of Montserrat is not bound to accept the lowest or any quotation. The percentage for this criterion will be calculated proportionately in comparison to other price submissions from quotes received and the Internal Estimate.

4. Form of Quotation

The Permanent Secretary,
Ministry of Buildings, Utilities Infrastructure Labour, Transportation & Ecclesiastic Affairs
Brades
Montserrat

Dear Sir/Madam;

RFQ for Structural Modification to Elevator Shaft Doorway at the JAO Airport Control Tower

I/We the undersigned undertake to construct and 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 ____ **days** from the date of receipt by me/us of the official order and complete the works within ____ **days** from the date of receipt by me/us of the official order.

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

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

Name.....

Signed.....

Name of firm.....

Address.....

.....

Tel. nr.....

Fax nr.....

Date.....

Email.....

5. Bill of Quantities

Structural Modification to Elevator Shaft JAO Airport Control Tower					
Item	Description	Units	Quantity	Rate	Total
A	Preliminaries				
A.1	Contractor's preliminaries, mobilization/demobilization and insurance cost. The contractor shall be responsible for the safety of the employees during the construction phase. It is the contractor's responsibility to contact all utilities prior to commencement of works.	Item	1.00		
B	Demolition & Alterations				
B.1	Remove drywall infill & framing (Ground Floor to Level 3).	Item	1.00		
B.2	Cut back concrete columns (Ground Floor to Level 3) as per drawing IES/108-S1.	Item	1.00		
B.3	Cut back blockwork jambs (Ground Floor to Level 3) as per drawing IES/108-S1.	Item	1.00		
C	Concrete Works				
C1	Treat all newly exposed concrete surfaces to come into contact with fresh concrete with Weld Crete or similar approved concrete primer	m ²	3.00		
C2	Drill 150mm into concrete columns for dowels (47 nr).	Nr	47.00		
C3	Supply /fix T12 rebar for reconstructed columns.	Kg	11.00		
C4	Concrete shuttering; plain finish; to sides of columns.	m ²	5.00		
C5	Concrete shuttering; plain finish; to edges of floors not exceeding 250mm high	m ²	2.00		
C6	Concrete in columns	m ³	1.0		
D	Scaffolding				
D1	Provision of scaffold for lift installation works, including erection, maintenance, and removal as per elevator installer's requirements.	PS	1.0		
Total to Form of Quotation					

6.

GOVERNMENT OF MONTSERRAT

QUOTATION SUBMISSION ANTI-COLLUSION CERTIFICATE

I/WE CERTIFY THAT THIS QUOTATION IS MADE IN GOOD FAITH, AND THAT WE HAVE NOT FIXED OR ADJUSTED THE AMOUNT OF THE QUOTATION 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 QUOTATION PRICE OR ANY OTHER FIGURES OR OTHER INFORMATION IN CONNECTION WITH THE QUOTATION 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 BIDDING EXERCISE

ENTER INTO ANY AGREEMENT OR ARRANGEMENT WITH ANY PERSON THAT THEY SHALL REFRAIN FROM BIDDING, THAT THEY SHALL WITHDRAW ANY QUOTATION ONCE OFFERED OR VARY THE AMOUNT OF ANY QUOTATION 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 QUOTATION OR PROPOSED QUOTATION 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 QUOTATION 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 QUOTATION 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 QUOTATION BEING DISQUALIFIED AND MAY LEAD TO CRIMINAL OR CIVIL PROCEEDINGS. THE GOVERNMENT OF MONTSERRAT SHALL TREAT ANY QUOTATION 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 QUOTATION.

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 QUOTATION IS MADE.

SIGNATURE..... IN CAPACITY OF

DATE.....2025

DULY AUTHORISED TO SIGN QUOTATIONS AND ACKNOWLEDGE THE CONTENTS OF THE ANTI-COLLUSION CERTIFICATE FOR AND ON BEHALF OF:

NAME OF FIRM.....

FULL POSTAL ADDRESS.....

TELEPHONE No..... FAX NO

7. Quotation Document Checklist

Project Title: **RFQ for Structural Modification to Elevator Shaft Doorway JAO Airport Control Tower**

Date advertised: **Friday, 6th June 2025**
Clarification Deadline Date: **Monday, 16th June 2025**
Quotation Deadline Date: **Friday, 20th June 2025**
Quotation Deadline Time: **3:00pm (Eastern Caribbean Time/ GMT-4)**

Below are the following documents that should be provided for a contractor'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 non-compliant and rejected.

The below documents should be presented with their bid to ensure that their bid is valid.

- Completed & Signed Form of Quotation (**Including time for completion and notice period**)
- Completed & Signed Anti-Collusion Statement
- A valid Tax Compliance Certificate (if locally based)
- Completed Bill of Quantities
- Details of Contractor Experience (**similar contracts in the past ten (10) years**)

.....
Signed on behalf of Contractor

.....
Date

8. Specifications

8. CONCRETE FOR STRUCTURAL WORKS

8.1. **General.** Unless otherwise specified, headwalls, drains, culverts and other structural elements shall be constructed of concrete prepared as prescribed below:

- a. All concrete shall be to working strength of 3000 PSI in 28 days, shall have as a minimum OPC content of 500 lbs per cubic yard and a maximum free water/cement ratio of 0.5.
- b. Cover to reinforcement shall be 1.5 inches. Reinforcement shall be deformed type 2 high yield steel reinforcing bars unless shown otherwise on the drawings.
- c. All reinforced concrete shall be fully compacted by means of power-driven immersion type vibrators. The concrete shall be vibrated until the section is a solid mass entirely free of voids and cavities. Care should be taken to ensure excessive vibration does not occur. Vibrators shall not be allowed to come into contact with the reinforcement, shutter ties or shutter faces.
- d. The shutters shall not be stripped until the concrete has cured sufficiently to not require the support of the shutters. The concrete must not be loaded or stressed until it has reached an adequate strength to prevent damage occurring. If the Contractor wishes to strip shutters or load the concrete at an early age he must have concrete cubes tested to show that sufficient strength has been attained.
- e. Construction joints at positions where no contraction or expansion joint is to be constructed shall have the full area of reinforcement continuing across the joint. The surface of the joint shall be scabbled to remove surface laitance prior to casting the adjacent section.

8.2. Forms and Headers

8.2.1. **General.** The formwork must be sufficiently rigid and tight to prevent loss of grout or mortar from the concrete at all stages and for the appropriate method of placing and compacting the concrete. Formwork (including supports) shall be sufficiently rigid to maintain the forms in their correct position and to correct shape and profile so that the final concrete structure is within specification. All formwork shall have its surface scraped smooth and clean before re-use. Any damage to formwork shall be repaired before re-use.

8.2.2. Formwork shall be either wood or metal. They shall be set plumb and true to line to the profiles shown on the drawings. They shall be oiled immediately prior to the placing of the concrete and shall remain in place until the concrete has reached sufficient strength as described in section d above. Formwork must be removed before the work will be accepted.

8.3. Materials for Reinforced Concrete

8.3.1. **Cement** - Cement shall be Ordinary Portland Cement from a reputable supplier. All cement is to be stored in dry conditions. Any bag opened shall be completely used on the same day or discarded. Any bag found to have become damp or where the cement has partly hardened shall be discarded and not used in the works.

8.3.2. **Admixtures** - Admixtures shall not be used in concrete without the express consent of the P.W.D. Engineer.

8.3.3. Aggregate

- 8.3.3.1. Coarse aggregate shall be clean hard gravel or crushed rock with no deleterious properties. Before the use of aggregate from any source the Contractor shall obtain the P.W.D. Engineers approval of that source, if the Contractor intends to change the source during the works fresh approval of the new source shall be sought. Where required by the Engineer samples of the proposed aggregate shall be tested to ensure that it has satisfactory properties for the proposed use.
- 8.3.3.2. Fine aggregate shall be sand or crushed rock fines with no deleterious properties, the requirements for testing and approval shall be as noted for coarse aggregate.
- 8.3.3.3. Aggregate extracted for sea beaches shall not be used unless it has been thoroughly washed in clean water and tested to show no salt remains.

8.3.4. Reinforcement

- 8.3.4.1. Reinforcing bar or mesh is to be from a reputable supplier and quality certificates shall be supplied when requested by the P.W.D. Engineer.
- 8.3.4.2. Reinforcement is to be fixed in the positions shown on the drawings. Reinforcement is to be firmly tied to prevent movement when concrete is placed. Purpose made cover blocks and spacers shall be used as required.
- 8.3.4.3. No steel element, reinforcing steel or tie wire shall intrude into the specified cover of the section.
- 8.3.4.4. All reinforcement is to have adequate lap where bars join and adequate anchorage into concrete at the free ends of bars, all as shown on the drawings. Consult with the P.W.D. Engineer in the event of any doubt as to the structural requirements.
- 8.3.4.5. The contractor shall give the P.W.D. Engineer at least 24 hours' notice before casting any element to allow for inspection of the fixed reinforcement and shutters.

8.4. Formwork

- 8.4.1. Formwork shall be set up to give a smooth surface with no visible joints between sheets and no significant marking of the concrete surface with imperfections in the formwork. Formwork oil shall be selected to avoid any staining or marking of exposed surfaces.

8.5. Mixing

- 8.5.1. Concrete shall be mixed by purpose-made, power-driven concrete mixers. Hand-mixing of concrete will not be permitted.
- 8.5.2. Each batch shall be mixed until the concrete is uniform in colour and consistency and for not less than three (3) minutes, which shall be measured from the time when all the solid material is in the mixing drum. All the mixing water shall have been introduced before 25 percent of the mixing period has elapsed. No further water shall be added to the mix once it has left the mixer. Any concrete which has become partly set or too stiff to compact properly shall be discarded.
- 8.5.3. Volume batching shall be done in purpose-made boxes or by calibrated concrete mixers or with carrying handles which shall be carefully supervised to ensure that the boxes are struck level each time. Water must be measured by volume.

- 8.5.4. The mixer and associated batching and placing equipment shall be thoroughly cleaned out at the end of each day's work.
- 8.5.5. The concrete shall be transported from the mixer to the position of placing quickly and in such a way that segregation does not occur. The time between mixing and placing shall not exceed 10 minutes.
- 8.5.6. Where requested by the P.W.D. Engineer, the Contractor shall cast concrete test cubes in British Standard cube test moulds using the methods specified in the British Standard. The Engineer can supply copies of the cube making instructions if requested. The Contractor shall be responsible for ensuring that the moulds are available on site when required. The Contractor shall be responsible for ensuring that the cubes are stored in an environment similar to the environment of the structure. The Contractor shall permanently label each cube and keep records indicating where within the structure the concrete represented by the cubes was placed. The Engineer will be responsible for testing of cubes.

8.6. **Placing Concrete**

- 8.6.1. Before any concrete is placed, an inspection shall be made to ensure that no dirt, shavings, loose stones, etc. have been allowed to remain in or about the formwork. Formwork and reinforcement shall also be well watered immediately prior to placing the new concrete, but standing water in the base of the shutter will not be permitted.
- 8.6.2. Immediately after being mixed, the concrete shall be deposited in the shutter to an even depth across the entire width of the section. The production and placing of concrete shall be a continuous operation until the position of agreed construction joints is reached.
- 8.6.3. Concrete shall be placed gently in position to avoid segregation and not allowed to fall freely from a height greater than six (6) feet.
- 8.6.4. Great care shall be taken to ensure that reinforcement and embedded structural steel is not displaced during concreting or disturbed after the initial set has taken place.
- 8.6.5. The concrete shall be compacted using a powered vibrating poker until the material is satisfactorily compacted and the release of air bubbles has ceased.
- 8.6.6. At the end of each day's run, or at any time when operations are stopped for a period of more than 20 minutes, a rigid transverse stop end shall be placed at any vertical construction joint formed. All construction joints either horizontal or vertical shall be scabbled to remove any surface laitance before adjacent concrete is cast.
- 8.6.7. Hand mixing of concrete for structures will not be permitted.

8.6.8. **Finishing**

- 8.6.8.1. Unformed surfaces shall be finished to a smooth trowelled finish worked to give a dense, blemish free surface with no trowel marks.
- 8.6.8.2. Application of mortars or screeds to concrete surfaces to fill blow holes or other surface blemishes will only be permitted with the express consent of the P.W.D. Engineer.
- 8.6.8.3. All Exposed corners of headwalls, U drains and other concrete elements shall have the corners chamfered with a 1" x 1" (25mm x 25mm) chamfer.

8.6.9. **Curing**

Immediately after the finishing operations have been completed and as soon as marring of the concrete will not occur, the entire surface of the newly placed concrete shall be covered and cured. Curing may be accomplished by flooding or by polythene sheeting in close contact

9. Appendix

Appendix 1 – Drawing – Lift Retrofit Details #IES/108-S1