



Government of Montserrat

Government Headquarters

Brades

Montserrat West Indies

INVITATION TO TENDER

26 October, 2011

The Government of Montserrat invites you to prepare and submit a bid for providing printing equipment solutions for the various Ministries and Departments within the Government Sector. A list of the government departments/ministries is attached for your guidance.

It may be necessary for your Company to view the locations of the various departments and speak to the users of the equipment to get a better understanding of their needs.

The Department of Information Technology and E-Government Services (DITES) under the leadership of Director Mr Denzil West will be available to provide any additional information or guidance that you may need. You may reach Mr. West at telephone number 664 491-7379 or email [westd@gov.ms](mailto:westd@gov.ms)

Your recommendations should offer the most cost effective and efficient solution for the Government. The proposed solution should include but not be limited to the following:

#### Equipment

1. High quality reputable equipment brand
2. Options for both colour and black and white equipment
3. Equipment that is multifunctional with network capability—copy, print, scan and fax
4. Equipment that is user friendly
5. Potential for printer control and management.

#### Supplies

6. Cost efficient supplies—low cost per copy
7. Easy availability of supplies at all times

### Track record

8. Track record of installations of similar equipment
9. List of customers using similar equipment

### After-sales-service and references

10. Confirmation of ability to provide reliable after sales service in order to ensure minimum equipment downtime.
11. List of five customers that have had service contracts in place for a minimum of three years.

### Training and certification

12. Confirmation of training and certification on all equipment proposed. Where firms are located off-island, training and use of local personnel would be an asset.

### Project implementation

13. Options for staggered implementation.

### Payment terms

14. Attractive payment terms.

### General

15. Local firms must ensure that they obtain a Tax and Social Security Compliance Certificate. Foreign firms must make provision for a 20% Withholding Tax on contract payments.

Proposal should be submitted in triplicate, in a sealed envelope no later than Friday 9<sup>th</sup> December 2011 at 2:00, and should be addressed to:

The Chairman  
Central Tenders Board  
Ministry of Finance  
Government Headquarters  
Brades  
Montserrat

The Government of Montserrat shall be under no obligation to accept the lowest or any bid and shall not accept any liability for any costs incurred by the presenters.

**List of Departments/Ministries**

Police Department

Disaster Management Coordination Agency

Legal Department

Magistrates Court

Supreme Court

Legislature

Office of the Auditor General

Office of the Deputy Governor

Office of the Premier

Ministry of Finance

Economic Development and Trade

Treasury Department

General Post Office

Customs & Revenue Service

Ministry of Agriculture, Lands, Housing and the Environment

Ministry of Education

Ministry of Communications, Works & Labour

Ministry of Health