

Government of Anguilla
Ministry of Social Development

EMERGENCY REQUEST FOR QUOTATIONS

FOR

Residential Accommodation

Procurement #2015/33/MSD/5

1.0 INTRODUCTION

The Ministry of Social Development is inviting Quotations for the Provision of a Residential House/Apartment for 2-3 Persons.

2.0 SPECIFICATIONS

The House/apartment should:

- be centrally located
- have at least two bedrooms
- be fully or partially furnished
- have all utilities – electricity, telephone lines, internet access, cable tv/dish
- have running water (either from filled cistern or Water Corporation pipe line)

Preference will be given to:

- single house structures
- house/apartment which is fenced/enclosed
- house/apartment which is at least 8 feet away from the street/road
- easily accessible

3.0 SCOPE OF WORKS

The premises would be required for a period of three (3) months in the first instance with the ability to renew.

4.0 LANGUAGE AND CURRENCY

Quotation must be submitted in English and \$EC

5.0 WORK TO BE COMPLETED

The unit should be ready for occupation on Tuesday 28th July 2015.

6.0 CLOSING DATE

Quotations are to reach the Procurement Unit no later than 2:00pm on Tuesday 28th July 2015.

7.0 OPENING DATE

Bids will be opened publicly at 2:05pm on Tuesday 28th July 2015. Bidders or their representatives are invited to be present.

8.0 SUBMISSIONS

Bid should be submitted in a sealed envelope, labelled 'CONFIDENTIAL', and addressed as follows:-

**CHIEF PROCUREMENT OFFICER
PROCUREMENT UNIT
MINISTRY OF FINANCE
GOVERNMENT OF ANGUILLA
THE SECRETARIAT
THE VALLEY AI-2640
ANGUILLA B.W.I.**

Bid For: Residential Accommodation

9.0 AWARD

The Government of Anguilla will not be bound to accept the lowest or any quotation submitted. The Government of Anguilla may cancel this Request for Quotation at any time without liability.

The contract will be awarded to the lowest responsive evaluated bidder.

Bidders will be advised in writing of the status of their bid upon decision of award.

10.0 QUESTIONS/CLARIFICATION REQUESTS

All questions pertaining to this request can be directed in writing to:-

THE PROCUREMENT UNIT
CHIEF PROCUREMENT OFFICER
MINISTRY OF FINANCE
GOVERNMENT OF ANGUILLA
THE SECRETARIAT
THE VALLEY AI-2640
ANGUILLA B.W.I.

Fax: 497-3761

Email: Procurement.Mailbox@gov.ai

11.0 PRICE BREAKDOWN

Persons are required to complete the attached Bidding Form template to itemise material and services being provided. All costs, including delivery costs (if applicable), must be clearly stated within bid.

**PROVISION OF RESIDENTIAL ACCOMODATION
PROCUREMENT # 2015/33/MSD/5**

BIDDING FORM

Name: _____

Address: _____

Telephone: _____

*Please note that utilities – electricity, telephone lines, internet access, cable tv – should **NOT** be included in bid price. GoA will pay utilities as per bills received from the relevant utility companies.*

Item	Description	Unit Rate	Qty.	Total Price EC\$
TOTAL QUOTE (EC\$)				

Signed: _____

Date: _____