



MONTSERRAT PORT AUTHORITY

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REQUEST FOR QUOTATION

MONTSERRAT PORT AUTHORITY (MPA)

EXTERNAL AUDIT SERVICES

FOR

FINANCIAL YEARS

2025/26, 2026/27, 2027/28

Our Ref: PM /04

24th November 2025

Re: Quotation for the External Audit of the Montserrat Port Authority (MPA) Accounts for financial years 2025/2026, 2026/2027 and 2027/2028.

Bidders are invited to submit a quotation for the audit of the MPA.

The Montserrat Port Authority is inviting qualified and experienced Auditors to submit a quotation for conducting a Financial Audit of the Montserrat Port Authority for three (3) accounting periods, 01st April 2025 – 31st March 2028, using the attached Request for Quotation Form. Qualified firms must demonstrate extensive experience auditing statutory organizations.

1. Copies can be downloaded from the MPA website at <http://www.mpa.ms>.
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 Port Manager at the Montserrat Port Authority at joseph.ogarro@mpa.ms no later than 4:00pm on Wednesday, 17th December 2025.

Quotations must be submitted no later than 4:00 pm on Wednesday, 14th January 2026. Quotations received after this time will not be considered.

1. INSTRUCTIONS AND GUIDANCE NOTES

- 1.1** 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.
- 1.2** The supplier must submit a valid Tax Compliance Certificate from Inland Revenue Department along with the quotation documents. In the case of a sole trader, the valid 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.
- 1.3** 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.
- 1.4** 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.
- 1.5** Bidders are not allowed to submit alternative quotations.
- 1.6** The Montserrat Port Authority is not bound to accept the lowest bidder and has the right to accept and reject any quotation.
- 1.7** Please note that all information in this request for quotation and accompanying appendices must be maintained in the strictest confidence and are authorized for use only for the purposes of preparing a response to the request for quotation.
- 1.8** The final decision regarding the selection of the firm to conduct the audit financial statements of Montserrat Port Authority will be made by the Board of Directors of Montserrat Port Authority. The final agreement will be in the form of a written contract to be agreed with the selected firm.
- 1.9** To submit a quotation:

Hard copies to be submitted by hand

You will need two (2) 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:

- i. Write the name of the Bidder (Supplier) on this envelope
- ii. Write the name of the project and the address on the envelope as written below;

**Bidder's Name (Your Company Name)
Quotation for the Audit of the Montserrat Port Authority Accounts for
years 2025, 2026 and 2027**

Mr. Joseph O'Garro
Port Manager
Little Bay
Montserrat MSR1110

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

Envelope 2. 

Continue following the steps below:

- iv. 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 Port Authority Accounts for
years 2025, 2026 and 2027**

Mr Joseph O'Garro
Port Manager
Little Bay
Montserrat MSR1110

***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 Montserrat Port Authority was established as a body corporate with perpetual succession under the Montserrat Port Authority Act (Cap 7.09). The principal activities are to provide and administer a coordinated and integrated system of Port facilities and services connected therewith. The accounting policies primarily follow the guidelines of the Montserrat Port Authority Financial and Accounting Guidelines. Otherwise, the accounting policies conform to International Financial Reporting Standards (IFRS), and their interpretations issued by the International Accounting Standards Board.

2.2 JOB PURPOSE

The Montserrat Port Authority Board is seeking qualified and experienced Auditor to conduct a Financial Audit of the Montserrat Port Authority for three (3) accounting periods, 01 April 2025 – 31 March 2028.

The purpose and intent of this Request for Quotations (RFQ) and to enter into a contract with a qualified, independent Auditing firm (hereinafter called the “Auditor”) to perform a financial statement audit for Montserrat Port Authority (hereinafter called “the Company”).

2.3 SCOPE OF WORKS TO BE PERFORMED

The financial statement audit will be conducted in accordance with generally accepted Accounting Standards in accordance with International Financial Reporting Standards.

- a. Financial Statement Audit – The company desires the Auditor to express an opinion on the fair presentation of its draft financial statements for the year then ended.

2.4 REPORTING REQUIREMENTS

Required Reports

Based on the Audit work performed, the Auditor will issue the following reports:

- a. A report on the fair presentation of the financial statements in conformity with accounting principles
- b. A report on compliance and on internal controls over financial reporting based on an audit of financial statements performed in accordance with the International Financial Reporting Standards.

In the required report on internal controls, the auditor shall communicate any reportable conditions found during the course of the audit.

The report preparation and printing shall be the responsibility of the Auditor. The Auditor and the company shall be jointly responsible for editing.

2.5 OTHER REQUIREMENTS

- a. Nil

2.6 ASSISTANCE TO BE PROVIDED BY THE COMPANY TO THE AUDITOR

- a. Financial Statements – The company agrees to provide Audit ready draft financial statements comprising of the Statement of Financial Position as at the Audit date, the statement of comprehensive Income, changes in Shareholders' Equity and Cash Flows with notes therein.
- b. Books of Account – the Company's Accounting staff will provide reconciled General Ledger, Subsidiary Ledgers, and bank accounts.
- c. Schedules – The Company's accounting staff will provide the following information:
 - i. A final general Ledger Trial Balance
 - ii. A final Trial Balance for each subsidiary ledger
 - iii. Schedule of Fixed assets for the year, with additions and disposals
 - iv. Schedule of Insurance in force during the year and detail of insurance expense for the year
 - v. A schedule of investments of all funds at statement date showing book value and estimated market value at statement date
 - vi. Schedule of revenue and expenditure
 - vii. Other such reasonable additional schedules may be requested for financial statement audit.
- d. Other Assistance – The Staff of Montserrat Port Authority and responsible management personnel will be available during the audit to assist the Auditor by providing information and explanation.

2.7 AUDIT PLANNING AND COMPLETION

The year end of the company is March 31. The company has set the following timelines.

- a. The company agrees to have audit ready draft financial statements for the year then ended by May 15. The Auditors and the company shall meet in the first week of June to plan the audit and to conduct a preliminary review of the key controls or other matters to be tested and to discuss the year end work to be done.
- b. The Auditor is required to complete the audit and have draft audited financial statements ready no later than July 15th.

2.8 GENERAL

- a. The company shall provide the Auditor with reasonable workspace, tables and chairs. The Auditors will also be provided with reasonable access to the internet connection, telephone line, photocopying and fax facilities.
- b. The quotation for the audit of the financial statements of Montserrat Port Authority should contain, but not be limited to, the following considerations:
 - i. Eligibility and experience of the firm in relation to the scope of audit.
 - ii. A list of entities for which the firm currently serves as auditors that are similar to Montserrat Port Authority, or any other pertinent entities currently audited by the firm.
 - iii. History of consistency in audit staff assigned to engagements. That is, the firm's history in the past five (5) years regarding the continuity of experienced personnel assigned to audit engagements.
 - iv. Process for discussing issues and findings during the audit engagement, including but not limited to, accounting policies, differences in balances and transactions, deficiencies in the system of internal controls, information systems and business practices. This process should outline the mechanism for making recommendations and agreement with management.
 - v. The firm's ability to provide value-added assistance in determining appropriate accounting policies for Montserrat Port Authority that accord with International Financial Reporting Standards (IFRS); appropriate components of a system of internal control; budgeting process; and financial statement preparation.

vi. The quotation of fees, including out-of-pocket expenses, for the provision of audit services in relation to the financial statements for the year ended 31 March 2025, including the opening statement of financial position as of 1 April 2025. Further, the quotation of fees should include quotation of fees for the provision of audit services in relation to the financial statements for the year ending 31 March 2025.

The quotation of fees should include:

- Estimate of professional hours, by level of assigned staff. Hourly charge rate of the assigned staff, in the event that additional services outside the scope of the audit are requested.
- Details of the nature of out-of-pocket expenses.
- Process for discussing potential overruns prior to deployment of additional professional hours, in order to agree with management on the approach to completing the audit engagement in the most efficient manner.
- Proposed audit timelines, inclusive of key audit deliverables.

3. SUBMISSION OF QUOTATIONS

Interested consultants should submit the following:

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

4. DELIVERABLES

No	Deliverables
1	Draft Audited Financial Statements
2	Working Paper Files for 2025, 2026 & 2027
3	Draft Report and Audit Opinion
4	Management Letter

5. PROJECT ADMINISTRATION

5.1 DURATION.

The duration of the assignment is one hundred and twenty (120) days.

5.2 REPORTING.

The successful Bidder will report to the Port Manager, Little Bay, Montserrat.

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
Technical Criteria		
2	Conformance to Technical Expertise	25 marks
3	Bidder's Experience and Capacity	30 marks
Cost Quotation		
5	Price/Details of Budgeted Audit Fees (breakdown)	45 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 5)** 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 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.

6.3 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 expertise and experience in auditing statutory institutions. This must be specifically outlined in your submission.

6.4 PRICE/ DETAILS OF BUDGETED AUDIT FEES (BREAKDOWN) (45 MARKS)

The quoted price is a significant factor and the Montserrat Port Authority 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. Montserrat Port Authority is not bound to accept the lowest or any quotation.

7. BIDDER'S IDENTIFICATION DETAILS FORM

A PERSONAL INFORMATION			
BUSINESS NAME:.....REGISTRATION NUMBER:.....			
BUSINESS ADDRESS:.....			
CONTACT PERSON:.....POSITION:.....			
TELEPHONE NUMBER(S):.....WEBSITE:.....			
EMAIL ADDRESS:			
B QUESTIONNARE			
1	Your entity operates as which one of the following?	√	Tick the applicable response
			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 two (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 two (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
C SIGNATURE			
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	
..... <i>Date</i>			

8. FORM OF QUOTATION

Mr. Joseph O'Garro
Port Manager
Little Bay
Montserrat MSR1110

Dear Mr. O'Garro,

Quotation for the Audit of the Montserrat Port Authority Accounts for years 2025, 2026 and 2027

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 one hundred and twenty (120) days from the date of submission of this Tender.

Name.....

Signed.....

Name of Company.....

Address.....

Tel. number.....

Email address:

Date.....

9. QUOTATION CHECKLIST

Project Title: Quotation for the Audit of the Montserrat Port Authority
Accounts for years 2025/26, 2026/27 and 2027/28

Date scheme advertised: **Monday 24th November 2025**

Clarifications Deadline: **Wednesday 17th December 2025**

Quotation Deadline Date: **Wednesday 14th January 2026**

Quotation Deadline Time: **4:00 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. A valid Tax Compliance Certificate
3. Bidder's Curriculum Vitae
4. Bidders Quotation/Price

.....
Signed on behalf of Bidder

.....
Date