

NEWS RELEASE

Public Tender Notice No. 16 of 2021

REQUEST FOR QUOTATION

The Government of the Virgin Islands (GOVI) through the Ministry of Finance - Project Unit (MOF-PU) now invites quotation for the Supply and Installation of Office Furniture for RFG Place Building, Road Town, Tortola for the 1st, 2nd and 3rd floor as specified in the attached appendices of this RFQ. This invitation to tender is open to any qualified and suitable individual, company, or joint venture registered in the British Virgin Islands.

Bid Submission

The Bidder should read these instructions carefully before completing the bid documentation. The instructions to the bidders are provided at **Appendix A**. The bid must include each of the following documents identified below, fully completed by the Bidder together with any supporting literature required by the relevant document. The documents marked “Appendix” are provided as appendices to this documents

- **Schedule of Supply and Installation** (Appendix B)
- **Form of Bid** (Appendix D)
- **Proposed Works Programme** (Method Statement)
- **Financial Capability for Procurement and to Perform Works** (Unaudited Financial statement for the past 3 years)
- **Delivery Schedule**
- **Valid Trade License for the specific type of work detailed in the Request for Quotation**
- **Proof of Company Registration** (if applicable)
- **Certificate of Good Standing from the National Health Insurance**
- **Certificate of Good Standing Social Security**
- **Certificate of Good Standing Inland Revenue Department**
- **Company Profile**
- **List of previous supply and delivery of furniture executed with values and name of client**

1st, 2nd and 3rd Floor layouts are provided as Appendix C.

Failure to comply with any of the instructions concerning completion and submission of these documents may render (at GOVI’s absolute discretion) the bid non-compliant and the bid may be excluded from this competitive bidding exercise.

The Form of Bid attached at **Appendix D** to this Request for Quotation (RFQ) identifies the documents that shall be incorporated within any resulting Contract. These documents will include, but are limited to, the **General Conditions of Contract** (“the Contract Conditions”) in

Appendix D in addition to the Special Conditions of Contract (“the Special Contract Conditions”) as attached at Appendix E. In the event of any conflict between the Contract Conditions and the Special Contract Conditions, the latter shall prevail

The ability of the Bidder to consistently deliver and install, on time, works similar to those for which this RFQ is issued will be an important factor in the evaluation. It is therefore essential, that sufficient company information demonstrating the Bidder’s capability to perform the Contract is submitted with the bid. Such information should include, but not be limited to, details of the Bidder’s track record and history of contract disputes, if any. Failure to provide such information may result in your bid not being considered.

Bids must comply with the following conditions:

Bids are sought on a competitive basis and all prices are subjected to detailed scrutiny. The bid as well as all correspondence and documents relating to the bid, between the bidder and GOVI, shall be in the English language. Supporting documents and printed literature provided by the bidder may be in another language but they must be accompanied by an accurate translation of the relevant passages in the English language, in which case, for the purposes of interpretation of the bid, the translation shall govern.

All bids including annexes and all supporting documents must be submitted via hard copy.

Submission of Tender

Please send all documents to the Chairman, Central Tenders Board, at the first address at the end of this Invitation to Bid. Bidders must submit one (1) original, three (3) copies and (1) flash drive of the complete bid package, including appendices and supporting literature. The original bid and copies must be clearly marked accordingly, and all information must be legible. In event of conflict the information provided in the original bid document shall prevail. Bidders must place the original and each copy in separate sealed envelopes. Each envelope must be marked with the reference “PG/RFQ /2021/MOF/REF-16 – “Supply and Installation of Office Furniture for RFG Place Building””. All envelopes must be placed in a single envelope, which must be clearly marked with the reference “PG/RFQ /2021/MOF/REF-16 – “Supply and Installation of Office Furniture for RFG Place Building” and “Not to be opened before the bid closing date Tuesday, 20th April, 2021 at 10:00 a.m. local time”. Any bid received after the deadline date and time will be rejected.

All tenders must be deposited in the “Tender Box” at the Ministry of Finance (Procurement Unit), Qwomar Trading Building No. 2, 2nd Floor, Blackburn Road, Waterfront Drive, Tortola, British Virgin Islands, by the bearer no later than 10:00 a.m. local time on Tuesday, 20th April, 2021.

Tenders will be opened at the Procurement Unit, Ministry of Finance on the same day at 12:00 noon. Tenderers are invited to witness this process via WebEx. Tenderers will be provided with the access code and password prior to the opening of bids.

The Government of the Virgin Islands (British) does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the tenderer.

Bids may be delivered during normal business hours (meaning 08:30am to 4:30p.m. Monday to Friday) local time on a day that is not a public holiday in The British Virgin Islands. GOVI does not accept responsibility for the premature opening or mishandling of Bids that are not submitted in accordance with these instructions.

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Any additional costs incurred by GOVI which result from any inaccuracies or any declarations in respect of the Goods or the bidder's failure to conform to the requirements of a resulting Contract will be charged to the bidder.

No bids will be rejected at bid opening stage except for late bids.

Request for Quotation Acknowledgement and Intention to Submit a Bid

Upon receipt of this RFQ, bidders are requested to send an acknowledgement by e-mail to the Procurement Coordinator, MOF-PU at the second address below or at e-mail address procurement@gov.vg, confirming receipt.

Bidders are requested to submit their notification of an intention to submit a Bid in writing to the address below no later than **Friday, 9th April, 2021**. Where applicable, such notification should state the reason(s) for the bidder declining this opportunity to submit a bid. Interested Bidders shall be provided with Appendices A thru E as described above.

General

It is not permissible to transfer this Invitation to Bid to another natural or legal person.

Any questions which you may have in relation to this Invitation to Bid must be raised in accordance with the instructions contained in the Clarification of bidding documents paragraph of the Instructions to Bidders.

Chairman Central Tenders Board c/o Qwomar Trading Building No. 2	Procurement Coordinator Ministry of Finance Projects Unit Qwomar Trading Building No. 2
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Road Town Tortola BRITISH VIRGIN ISLANDS Tel: (284) 462-4243 E-mail: procurement@gov.vg	Road Town Tortola BRITISH VIRGIN ISLANDS Tel: (284) 468-4243 E-mail: procurement@gov.vg
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The GOVI / Ministry of Finance reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected prospective Bidder (s) or any obligation to inform the affected prospective Bidder (s) of the grounds for GOVI / Ministry of Finance's action. GOVI will not defray any costs incurred by any Bidder in the preparation of bid.