



Public Tender No. 12 of 2015

The Government of the Virgin Islands invites tenders for:

The Insurance Plan for the Central Administration Complex. Funding for the Contract would be through the Government of the Virgin Islands.

TERMS OF REFERENCE

The Plan should provide (but not necessarily be limited to) the following benefits:

- (a) Insurance coverage based on a value of \$32,000,000.00 for the Central Administration Building, Piling, Generator Building, Woodwork Shop, Green House, Fuel Storage Metal Tank, Main Electrical Transformers, Main Water with Service Laterals & Valves, Main Sewer with Service Laterals & Manholes, (1) Electrical Generator 750 KW-737KVA, Fire Sprinkler System, Water Pumps Systems, Elevator, Electrical Main Control System, Electrical and Computer Building Back-up System, Car Parks, Landscaping, (2) 250 Tons Central Air Condition Chillers, Demolition and Clearance.
- (b) Earthquakes, Sea quakes, Seismic activities
- (c) Flood coverage, Tidal surges, Tsunamis, Windstorms
- (d) Lightning
- (e) Fire
- (f) Hurricane
- (g) Mud slides and Landslides
- (h) Explosion
- (i) Riot
- (j) Civil Commotion
- (k) Malicious mischief
- (l) Vandalism
- (m) Volcanic Activities (Eruption, Pyro Glastic Flow)
- (n) Subsistence of site or liquidation or soil specific to reclaim land
- (o) The sum insured must take into consideration, present day value or cost of replacement.
- (p) Loss payee must be paid in full in the event of a catastrophe
- (q) Removal of rubble in the event of a catastrophic disaster
- (r) Relocation expenses
- (s) Include liability insurance at least one million dollars (\$1,000,000) coverage

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- (a) (i) Valid Insurance License issued pursuant to the Insurance Act 2008

OR

- (ii) Copy of Insurance License Application submitted to Director of Insurance.

- (b) Payroll Taxes and Social Security: Tenderers registered in the British Virgin Islands will be required to submit updated Certificates of Good Standing [sample forms included in the Tender Document] to effect that the Tenderer has complied with the provisions and have fulfilled the obligations under the Social Security Act Ordinance, CAP, 266, Payroll Taxes Act No. 18. Of 2004, and Income Tax Ordinance CAP.206 of the Government of the Virgin Islands. These certificates can be obtained from:-

- (i) The Director of Social Security Board;

AND

- (ii) The Commissioner of Inland Revenue

Note: The date of issue indicated on the above-mentioned certificates should be no earlier than one month prior to the date of submission:

- (c) Trade License, valid for 2015 and Certificate of Good Standing from Commercial Registry (if a company).
- (d) Copy of proposal form and policy wording, including copy of certificates and endorsements. (Policy wording to be subject to Virgin Islands jurisdiction clause).
- (e) Details of world-wide claims handling procedures.
- (f) Estimated premium for specific listed coverages and applicable deductibles per coverage.
- (g) Evidence of Insurance Company rating for minimum of credit and claims settlement to a standard of Post "A" rating or its equivalent.

Failure on the part of tenderers to enclose the supporting documentation indicated above with each respective tender will render the tender non-responsive on the date of opening of bids.

APPLICATION FOR DOCUMENTS

Tender Documents are available upon request from:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place, Third Floor
Waterfront Drive, Tortola
British Virgin Islands

with effect from **Monday, 14th December, 2015** between the hours of 9:00 a.m. to 4:00 p.m., Monday to Friday. The contact officer for additional information is Ms. Ishma Hodge-Rhymer, Procurement Coordinator (telephone number: (284) 468-4252 and facsimile number: (284) 468-4312).

A non-refundable fee of \$100.00 payable by cash or a bank cashier's cheque (payable to the Accountant General) is required for the Tender Documents.

SUBMISSION OF TENDERS

Interested tenderers should submit tenders in triplicate. The original should be placed in a sealed envelope marked "**Original**" and the copies placed in another sealed envelope marked "**Copies**". Both envelopes should then be placed in an outer envelope marked "**Tender for Insurance Coverage - Central Administration Complex**" and addressed to:

The Chairman
Central Tenders Board
Procurement Unit
Ministry of Finance
Government of the Virgin Islands
RFG Place
Waterfront Drive, Tortola
Virgin Islands

All tenders must be deposited in the "**Tender Box**" at the Ministry of Finance, [**Procurement Unit**] RFG Place Third Floor, Waterfront Drive, Tortola, British Virgin Islands by the bearer not later than 10:00 a.m. on **Tuesday, 5th January, 2016**. Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened publicly at the Procurement Unit, Ministry of Finance at 1:00 pm on, **Tuesday, 5th January, 2016**. Tenderers are invited to attend.

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.

Procurement Unit
Ministry of Finance
Government of the Virgin Islands
RFG Place
Road Town, Tortola
Virgin Islands