



Public Tender No. 9 of 2015

The Government of the Virgin Islands (British) invites tenders for: Supply of Security Services for Elmore Stoutt High School, Road Town, Tortola, British Virgin Islands.

SCOPE OF WORKS

Proposed works comprise of providing the Elmore Stoutt School with a 24 hour security service whose primary purpose is to safeguard the property of the school and lives of student, employees and visitors.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish originals of the following:

- (a) Payroll Taxes and Social Security Tenders – registered in the British Virgin Islands will be required to submit updated Certificates of Good Standing (Forms included in Tender Document) to the effect that the Tenderer has complied with the provisions and have fulfilled the obligations under the Payroll Taxes Act, 204, Income Tax Ordinance, Cap. 206 and the Social Security Ordinance, Cap. 266. These certificates can be obtained from:-
 - (i) The Director of the Social Security Board; and
 - (ii) The Commissioner of Inland Revenue
- (b) Tenderers operating in the British Virgin Islands must submit a Trade License (Valid for 2015) (If Partnership or Sole Proprietorship)
- (c) Tenderers registered as companies in the British Virgin Islands will be required to submit a Certificate of Good Standing from Commercial Registry. (Sample Form included in tender document).

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

(d) Tenderers are to supply other documentation as listed in the Tender Document, Instructions to Tenderers.

Tenderers must provide with their tender, Tender Security/Tender Bond, not less than 10% of their bid price, by way of a Bank or accredited Insurance Company.

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 the opening of tenders.

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, 16th November, 2015** between the hours of 9:00 a.m. to 4:00 p.m., Monday to Friday. The contact officer is Mrs. Ishma Hodge-Rhymer, Procurement Coordinator, (telephone number: (284) 468-3701, ext. 4243/4/5/6/7 and facsimile number (284) 468-4312.

A non-refundable fee of **\$200.00** payable by cash or a banker cashier's cheque (payable to the Accountant General) is required for the Tender Document.

SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original and two (2) copies of the Tender. The original should be placed in a sealed envelope marked "**Original**" and the additional copies placed in another sealed

envelope marked "**Copies**". Both envelopes should then be placed in an outer envelope marked "**Supply of Security Services for Elmore Stoutt High School, Road Town, Tortola, British Virgin Islands**" and addressed to:

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

All tenders must be deposited in the "**Tender Box**" at the Ministry of Finance (**Procurement Unit**), **RFG Place**, Waterfront Drive, Tortola, British Virgin Islands by the bearer not later than 10:00 a.m. on **Tuesday, 15th December, 2015**. **Tenders will not be received after the "Tender Box" is closed.**

Tenders will be opened publicly at the Ministry of Finance (Procurement Unit) at 12:00 noon on **Tuesday, 15th December, 2015**. 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.

*Ministry of Finance
Procurement Unit
RFG Place, Third Floor
Waterfront Drive, Tortola
British Virgin Islands*