



# NOTICE TO TENDERERS

PTN No.40 of 2024

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The Government of the Virgin Islands invites tenders for the Construction of New Social Homes in Baugher's Bay, British Virgin Islands.

## SCOPE OF WORKS

The proposed works comprise of: furnishing all plant, labor, equipment and materials and performing all operations in connection with the construction of New Social Homes in Baugher's Bay, British Virgin Islands in accordance with the aforementioned drawings and specifications.

## INSTRUCTIONS TO TENDERERS

**Tenderers are required to furnish the following:**

- 1) A completed Form of Tender in accordance with **Section 3**.
- 2) A valid Trade License for the specific type of work detailed in the tender document (valid for 2024);
- 3) Price Bill of Quantities in accordance with **Section 5**;
- 4) A list of projects undertaken by the Tenderer or Key Personnel within the past five (5) years that demonstrate the Tenderer's or Key Personnel's experience in delivering similar projects in the form included in **Section 6**;
- 5) A list of Current Contract Commitments/Work in Progress form included in **Section 7**;
- 6) Organizational Chart showing management structure including contact details of the key members of the organization that are to be involved with this tender, including the proposed project manager;
- 7) Work Programme and Method Statement that details the proposed time schedule and methodology for executing the Works;
- 8) Tenderers will be required to provide proof that the company or individual is in good standing with respect to taxes, duties, social security and national health insurance contributions, company registration, or payments due to the Government of the Virgin Islands. Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Inland Revenue;

- 9) Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry and a Certificate of Incorporation;
- 10) Companies not registered or operating in the British Virgin Islands are required to provide a valid business license or equivalency as proof of authorization to operate a business in the area of the required expertise in its jurisdiction of operation.
- 11) Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents.

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

Bid documents will be available from **Monday, 16<sup>th</sup> December, 2024**, on weekdays between 9:00 a.m. to 4:00 p.m. Bidding documents will be sent to bidders electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title "**Construction of New Social Homes, Baugher's Bay**" Bidders are advised that the destination mailbox is NOT automated to send bidders a dated and time acknowledgement of receipt and delivery of their message. Therefore, bidders should not assume that their email has been safely received and it is the responsibility of the bidder to follow up with the Procurement Coordinator using the contract information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, will be responsible for non-receipt of documents by bidder.

## Address for Correspondence Only

**Ag. Procurement Coordinator**  
Ministry of Finance  
Procurement Unit  
RFG Place 2<sup>nd</sup> Floor  
Road Town, Tortola  
British Virgin Islands

**Tel:** (284) 468-424/5922

**Email:** [Procurement@gov.vg](mailto:Procurement@gov.vg)

A virtual Pre-Tender meeting is scheduled for **Friday, 27<sup>th</sup> December, 2024 at 10:00 a.m. local time**. All prospective tenderers will be provided with the access code and password prior to the meeting. This will be followed by a site visit. All prospective tenderers are invited to attend.

## SUBMISSION OF TENDERS

Interested tenderers should submit **one (1) original and three (3) copies** plus one **(1) flash drive containing the tenderers' documents**. The original tender should be placed in a sealed envelope and marked "**ORIGINAL**" and the additional copies placed in another sealed envelope and marked "**COPIES**". Both envelopes should then be placed in an outer envelope and marked "**Tender for the Construction of New Social Homes Baugher's Bay**" and addressed to:

**The Chairman**  
Central Tenders Board  
Ministry of Finance  
Procurement Unit  
RFG Place 2<sup>nd</sup> Floor  
Waterfront Drive  
Road Town, Tortola  
Virgin Islands, VG1110

All tenders must be deposited in the **Tender Box** at the Ministry of Finance (Procurement Unit), **RFG Place 2<sup>nd</sup> Floor, Road Town, Tortola, British Virgin Islands**, by the bearer not later than **10:00 a.m. local time on Tuesday, 21<sup>st</sup> January, 2025**. **Tenders will not be received after the Tender Box is closed.**

Tenders will be opened at the Procurement Unit, Ministry of Finance, 3<sup>rd</sup> Floor, RFG Building, Road Town, Tortola, Virgin Islands at **11:00 a.m. local time on Tuesday, 21<sup>st</sup> January, 2025**. Tenderers are invited to witness this process via "Webex". Tenderers will be provided with the access code and password prior to the opening.

The Government of the Virgin Islands 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, 2<sup>nd</sup> Floor**  
**Road Town, Tortola**  
**Virgin Islands**