



# NOTICE TO TENDERERS

PTN No. 2 of 2021

The Government of the Virgin Islands (British) invites tenders for the Construction of the Huntum's Ghut Economic Commercial Buildings on Tortola, Virgin Islands (British).

## SCOPE OF WORKS

The proposed works comprise of:

- i. Ensure that the metal building is the most cost-effective and operationally efficient as possible to meet the project needs;
- ii. Provide all plant, labour, equipment, materials and tools essential to complete the project;
- iii. Maintain a clean job site, including regular removal of waste throughout the construction phase and thorough cleanup of the site upon completing the project;
- iv. Ensure safe practices are in place for employees at all times; and
- v. Supervise the construction site to ensure that the building erection and all related construction is being carried out according to the drawing supplied as per the construction schedule.

## INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- i. Certificates of Good Standing in respect to Social Security and Taxes including Payroll Taxes and Property Taxes from<sup>1</sup> :
  - a) The Director of Social Security Board,
  - b) The Commissioner of Inland Revenue, and
  - c) The Director of National Health Insurance
- ii. Certificate of Good Standing from Commercial Registry (if company is a registered company)
- iii. A valid Trade Licence (This must cover the specific work detailed in the Tender request.)
- iv. A detailed company profile, qualifications, and experience of relevant personnel. The proposer shall supply the CVs of the relevant personnel who will play a management and/or supervisory role in the project.
- v. Detailed listing of the plant and equipment being supplied to undertake the erection and construction of the building.
- vi. Detailed listing of the specifications of the building being supplied. Such details should include the type and girth of the structural columns and beams to be erected; confirmation of the gauge of the metal roof and wall panels including hurricane rating; size and details of anchor bolts; and general conformity to the

requirements of the building as mentioned above. The provisions of preliminary structural drawings are not required, but the provision of such in the Tender Document will be an added benefit.

- vii. Methodology of the works inclusive of the design and procurement phase, the erection of the steel frame structure; and the installation of metal roof and wall panels. For clarity, the contractor should set out a clear method as to procurement through completion of the various steps and processes to be taken.
- viii. A detailed work programme delineating key phases and components of the work.
- ix. A detailed and comprehensive price to include for the procurement, erection and construction of the building. The price should include for all plant, labour, equipment, shipping and freight, and erection and construction of the building. The proposer shall pay special attention in providing a detailed price for review by the Client that considers all components as noted above, which would be an added benefit. The prospective proposer should note that GOVI will not provide bill of quantities for the works and the onus is on the proposer to provide a clear delineation of the prices for the design, procurement and erection of the three buildings.
- x. Detailed project documentation enumerating the projects completed including, but not limited to, description of role and responsibility and works executed, schedule/actual start and end date.

<sup>1</sup>The date of issue on the above-mentioned certificates and trade license should be no later than one month prior to date of submission.

Tenders must provide with their tender, a Tender Security, in an amount not less than 1% of the bid price in the form of a bank guarantee, banker's draft, certified cheque, or a bond provided by an Insurance agency.

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

## APPLICATION FOR DOCUMENTS

Bid documents will be available from Monday, 18th January, 2021 between the hours of 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 the Huntum's Ghut Economic Zone Commercial Buildings" 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 contact 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 be responsible for non-receipt of document by bidder.

## ADDRESS FOR CORRESPONDENCE ONLY

Procurement Coordinator  
Ministry of Finance  
Procurement Unit  
Qwomar Trading Building #2, 2nd Floor  
Road Town, Tortola  
British Virgin Islands

Tel: (284) 468-4243/5921  
Email: [Procurement@gov.vg](mailto:Procurement@gov.vg)

A virtual Pre-Tender Meeting via Webex is scheduled for Thursday, 11th February, 2021 at 10:00 am. Due to the Pandemic Covid-19 preventative measures and social distancing guidelines established by the Ministry of Health & Social Development, all prospective tenderers will be notified of 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, three (3) copies and one (1) flash drive containing the bidder's documents. The original 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 Huntum's Ghut Economic Zone Commercial Buildings" and addressed to:

The Chairman  
Central Tenders Board  
Procurement Unit, Ministry of Finance  
Qwomar Building #2, 2nd Floor  
Blackburne Road, Tortola  
British Virgin Islands

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 not later than 10:00 a.m. local time on Tuesday, 9th March, 2021. Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, Qwomar Building No. 2, 2nd Floor at 12:00 p.m. on Tuesday, 9th March, 2021. 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.