



# NOTICE TO TENDERERS

PTN No. 12 of 2023

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The Government of the Virgin Islands invites tenders for the **Construction of the New Social Home on Main Street, Tortola, 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 the New Social Home on Main Street, Tortola, British Virgin Islands** in accordance with the aforementioned drawings and specifications.

## INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Certificates of Good Standing in respect of Social Security and Taxes including Payroll Taxes and Property Taxes from\* :
  - a) The Director of Social Security Board
  - b) The Commissioner of Inland Revenue, and
  - c) The Director of National Health Insurance
- 2) Certificate of Good Standing from Commercial Registry (if company is a registered company)
- 3) A valid Trade License for the specific type of work detailed in the tender document (valid for 2023).
- 4) A detailed work programme showing the order in which the various sections of works are to be executed, the rates of progress and the estimated periods of time for their execution and completion. A bar chart shall be submitted with these details
- 5) List of similar projects completed [within the last 5yrs, inclusive value, description, and owner].
- 6) A staff organizational chart listing all staff who will be associated with the Works, their appointments and previous experience that must include but not be limited to the following:
  - a) Contractor's representative [on site]
  - b) Foreman [on site].

- 7) A list of Current Contract Commitments/ Work in Progress

**NOTE:** 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.

\* The date of issue on the above-mentioned certificates and trade license should be no later than one month prior to date of submission.

## APPLICATION FOR DOCUMENTS

Bid documents will be available from **Monday, 22nd May 2023, on weekdays between 9:00 am to 4:00 pm.** 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 New Social Home, Main Street, Tortola"** Bidders are advised that the destination mailbox is NOT automated to send bidders a dated and time acknowledgment 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 acknowledgment 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 the bidder.

## Address for Correspondence Only

Procurement Coordinator  
Ministry of Finance  
Procurement Unit  
RFG Place, 2nd Floor  
Waterfront Drive  
Road Town, Tortola  
British Virgin Islands

Tel: (284) 468-4243/4245  
Email: [Procurement@gov.vg](mailto:Procurement@gov.vg)

A virtual Pre-Tender meeting is scheduled for **Wednesday, 7th June 2023 at 10:00 am** 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 bidder's documents. The original bid 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 the New Social Home on Main Street, Tortola" and addressed to:

**The Chairman  
Central Tenders Board  
Ministry of Finance  
Procurement Unit  
RFG Place 2nd Floor  
Road Town, Tortola VG1110  
Virgin Islands**

All tenders must be deposited in the "Tender Box" at the Ministry of Finance (Procurement Unit), RFG Place 2nd Floor, Road Town, Tortola, Virgin Islands, by the bearer **not later than 10:00 a.m. local time on Tuesday, 27th June 2023.** Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, RFG Place, 2nd Floor, Road Town, Tortola at 11:00 a.m. local time on Tuesday, 27th June 2023. 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, 2nd Floor  
Road Town, Tortola  
Virgin Islands**