



# NOTICE TO TENDERERS

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The Government of the Virgin Islands (hereinafter referred to as the "Employer") invites tenders for the mould remediation of the basement and upper floors of the RTOAC, relocation and cleaning of files and records, demolition and removal of all mould contaminated sheetrock walls and other building elements at the basement of the RTO Administration Complex (RTOAC) at Road Town, Tortola, British Virgin Islands (hereinafter referred to the "Works").

## BACKGROUND

The Ralph T. O'Neal Administration Complex served as the general repository for records and files dating back several decades. Additionally, the basement of the RTO Administration Complex not only held important records and archived files, but served as a storage site for multiple ministries and departments of important information and items. With the passage of Hurricane Irma in 2017, the basement of the RTOAC was flooded and the records and files were compromised. To date no substantial efforts have been undertaken to move any of the records or files and these items are in the same location in the basement as on the day that Hurricane Irma hit the Virgin Islands.

The files and records were compartmentalized into various storage rooms based on ministries or departments. These rooms were generally constructed out of sheetrock walls and other elements susceptible to mould growth. In addition, the offices of the Facilities Department was also housed in the basement. As a result, mould growth has not only compromised the files and records, but also the offices and store rooms located in the basement. Therefore, there is need to remove all building elements such as sheetrock walls, ceiling and the like to ensure the basement is completely cleaned and perform mould remediation treatment to the basement. There is also need to remove all the files and records in the basement, assess the state of these files and records and treat and clean these files for relocation to the Records Centre in Pasea Estate.

## SCOPE OF WORKS

The proposed works comprise of providing all plant, labour, equipment and materials and performing all operations in connection with the following:

### Mould Remediation

- Development of mould baseline test samples to establish baseline for the RTOAC
- Mould testing of basement and upper floors of the RTOAC
- Mould treatment of entire basement and upper floors in accordance with mould testing results
- Treatment of walls, floors and ceilings in the basement

### Records Cleaning

- Remove records in all formats from the basement and East Atrium (1st floor) of the RTOAC to include boxing up and placing in storage boxes and relocate to container storage compound in West Parking Lot.
- Secure contents throughout the transfer of records and cleaning process.
- Cleaning of files using internationally acceptable standards to clean records and to adopt the general cleaning procedures as noted in the Terms of Reference.
- Packing of cleaned files in boxes and transport to the Records Centre at Pasea Estate

### Demolition and Removal

- Demolition of all non-concrete structures including sheetrock walls, doors and other building elements in the basement
- Removal of all furniture, cabinets and other items to ensure a fully clean and empty space
- Wrapping all elements and disposing in a safe manner to an approved dump site at the RTO Administration Complex, Tortola, British Virgin Islands in accordance with the terms of reference and any specifications.

## INSTRUCTIONS TO TENDERERS

The Tender to be prepared by the Tenderer should encompass the following. These are the minimum requirements that submissions must meet to be considered responsive:

1. A completed Form of Tender in accordance with Section 8. This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided;
2. Priced Bill of Quantities in accordance with Section 10;
3. A list of projects undertaken by the Tenderer over the past ten (10) years listing projects undertaken where mould remediation works including mould testing has been performed. A listing of projects over the past ten (10) years where records and file cleaning and treatment has been performed. A listing of projects over the past ten (10) years where removal of mould contaminated building elements has been performed.
4. A listing of Key Personnel with the company or that will be a part of this tender, to identify their role and qualifications inclusive of their Curriculum Vitae identifying their experience in delivering similar projects in the form included in Section 11;
5. A list of Current Contract Commitments/Work in Progress form included in Section 12;
6. Organisational 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 and contractor's representative (on site) and other key personnel.
7. A detailed Work Programme and Method Statement showing the order in which the various sections of works are to be executed, the rates of progress and logistics of the works.



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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. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024) specific to the type of work detailed in the tender document.
11. 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.
12. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents.

Failure to comply with any of the instructions concerning the completion and submission of these documents may render (at GOVI's absolute discretion) the Tender non-responsive.

## APPLICATION FOR DOCUMENTS

The RFT will be available from Monday, 27th May, 2024, on weekdays between 9:00 am to 4:00 p.m. Documents will be sent to Tenderers electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title "**Mould Remediation, Records Cleaning and Remedial Works at the R.T. O'Neal Administration Complex**". Tenderers are advised that the destination mailbox is NOT automated to send Tenderers an

acknowledgment of receipt and delivery of their request by email. Therefore, Tenderers should not assume that their email has been safely received and it is the responsibility of the Tenderer to follow up with the Procurement Coordinator using the contact information below if an acknowledgment of receipt is not received within one (1) day of submission of the e-mail. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be responsible for the non-receipt of documents by the Tenderer.

### Address for Correspondence Only

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

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

A Pre-Tender meeting will be held virtually via WebEx platform on **Thursday, 6th June, 2024 at 10:00 am local time**. Interested tenderers will be notified of the access code and password prior to the meeting. The pre-tender meeting is not mandatory; however, it is recommended that each Tenderer attend. Each Tenderer must be fully informed regarding all existing and expected conditions and matters relating, which might affect the cost of performance of the Contract. Failure to fully assess all associated costs, shall not relieve the Tenderer of the responsibility to properly evaluate the difficulty or cost of successfully performing the Contract.

### 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 marked "**ORIGINAL**" and the additional copies placed in another sealed envelope marked "**COPIES**". Both envelopes should then be placed in an outer envelope marked "**Mould Remediation, Records Cleaning and Remedial Works at the R.T. O'Neal Administration Complex**" and addressed to:

The Chairman  
Central Tenders Board  
Ministry of Finance  
Procurement Unit  
RFG Place 2nd Floor  
Waterfront Drive  
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, 2nd July, 2024**. Tenders will not be received after the "**Tender Box**" is closed.

Tenders will be opened on **Tuesday, 2nd July, 2024 at 11:30 am** local time at the Ministry of Finance Conference Room, RFG Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, BVI. Tenderers are invited to witness the opening via WebEx. Tenderers will be provided with the access code and password prior to the opening of Tenders.

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  
Road Town, Tortola  
Virgin Islands**