



PUBLIC TENDER NOTICE

No. 15 of 2019

The Government of the Virgin Islands invites all qualified and interested firms for:

- The procurement, replacement and installation of impact resistant windows, doors and frames for the Central Administration Complex, Road Town, Tortola, British Virgin Islands as detailed in the drawings and specifications contain in the tender document. Funding for these works will be through the Government of the Virgin Islands (GOVI), hereinafter referred to as the "Employer".

TERMS OF REFERENCE

- I. The works consist of furnishing all plant, labour, equipment and materials and performing all operations in connection with the procurement, replacement and installation of impact resistant windows, doors and frames at the Central Administration Complex, Road Town, Tortola, British Virgin Islands.
- II. Tenders are invited for these works on the basis of the information contained in the Tender Documents. No claim will be entertained on the grounds of failure to read or comply either with these instructions or for allegedly misunderstanding their importance. The Tenderer shall allow in his Tender for all the provisions of the Tender Document.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

1. (i) Certificate of Good Standing in respect of Social Security, National Health Insurance and Income Tax Including payroll taxes from:
 - (i) the Director of Social Security Board
 - (ii) the Director of the National Health Insurance; and
 - (iii) the Commissioner of Inland Revenue
2. (i) Trade License (valid for 2019) (if Partnership or Sole Proprietorship)
 - (ii) Certificate of Good Standing from the Commercial Registry.

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

3. Tenderers are to supply other documentation as listed in the Tender Document, Instructions to Tenderers, Clause 1.9 – Documents Comprising Tender.

4. 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 opening of bids.
5. **The bidder shall furnish an original Bid Security in the amount of 1% of the bidder's total price; non-submission of Bid Security will lead to rejection of proposal.**

APPLICATION FOR DOCUMENTS

Bidding documents will be made available electronically upon request to procurement@gov.vg with the subject title **"Request for Proposal for the Procurement and Installation of Impact Resistant Windows, Doors & Frames in the Central Administration Complex"** The documents will be sent electronically via email only, and under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be held responsible for non-receipt of documents by the bidder.

with effect from **Monday, 16th September, 2019** between the hours of 9:00 a.m. to 4:00 p.m., Monday to Friday. For additional information, contact the Procurement Coordinator, (telephone number: (284)-468-3701 ext. 4243.

A Pre-Tender meeting is scheduled for **Friday, 11th October, 2019** in the **Procurement/PSSU Conference Room, Qwomar Building No. 2, 2nd Floor, Blackburn Road at 10:00 a.m.** 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 document shall also be included in the original bid.** 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 mark **"Request for Proposal for the Procurement and Installation of Impact Resistant Windows, Doors & Frames in the Central Administration Complex"** and addressed to:

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

British Virgin Islands, VG 1110

All tenders must be deposited in the **"Tender Box"** at the Ministry of Finance, [Procurement Unit] Qwomar Trading Building #2, Blackburne Road, Tortola, British Virgin Islands by the bearer not later than 10:00 a.m. on **Tuesday, 12th November, 2019.** Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened publicly at the Procurement Unit, Ministry of Finance at 12:00 noon on, Tuesday, 12th November, 2019. 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.

**Procurement Unit
Ministry of Finance
Government of the Virgin Islands
Qwomar Building #2
Blackburne Road, Tortola
Virgin Islands**