



NOTICE TO TENDERERS

PTN No.19 of 2024

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The Government of the Virgin Islands requests tenders for the Supply of Vehicles for the Royal Virgin Islands Police Force. This invitation to tender is open to all locally based automobile dealers in the British Virgin Islands

SCOPE OF WORKS

The aim of this Agreement is to provide vehicles for use by the Royal Virgin Islands Police Force (RVIPF):

1. Lot 1 – Three (3) medium/large SUV's – Customized
2. Lot 2 – One (1) Full size Truck – Customized
3. Lot 3 – One (1) Small SUV – Customized
4. Lot 4 – One (1) Small Van

Tenderers may submit offers for one, two or all lots and a contract will be awarded on a Lot-by-Lot basis.

Tenderers may submit only one (1) tender for the invitation to tender

INSTRUCTIONS TO TENDERERS

- 1) Tenderers participating in the procurement process shall provide proof that company/individual is in good standing with respect to taxes (payroll and property), duties, social security and national health insurance contributions, company registration, or payments due to the Government of the Virgin Islands. These certificates of goods standing can be obtained from the Director of Social Security Board and NHI, the Commissioner of Inland Revenue and Company Registry.
- 2) A valid 2024 Trade License for the specific type of work detailed in the tender document.
- 3) Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing and a Certificate of Corporation from the Commercial Registry.

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, 24th June, 2024**, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to bidders electronically upon request to procurement@gov.vg with the subject title **"Supply of Vehicles for the Royal Virgin Islands Police Force"**. 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, will be responsible for non-receipt of documents by bidder.

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

Address for Correspondence Only

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

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

A virtual Pre-Tender meeting is scheduled for **Wednesday, 3rd July, 2024 at 10:00 a.m.** local time. All prospective tenderers will be notified of the access code and password prior to the meeting. 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 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 **"Supply of Vehicles for the Royal Virgin Islands Police Force"** and addressed to:

The Chairman
Ministry of Finance
Procurement Unit
RFG Place 2nd Floor
Road Town, Tortola
British Virgin Islands

All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), RFG Place, Fleming Street, Road Town, Tortola, British Virgin Islands, by the bearer no later than 10:00 a.m. on Tuesday, 30th July, 2024. 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 at 11:00 a.m. on Tuesday, 30th July, 2024. 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 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
Rita Frett Georges Bldg., 2nd Floor
Waterfront Drive,
Road Town Tortola,
British Virgin Islands**