



# NOTICE TO TENDERERS

PTN No. 1 of 2021

The Government of the Virgin Islands (GoVI) invites tenders for the Configuration of the Ministry of Finance Offices located at RFG Building, Road Town, 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 Configuration of the Ministry of Finance Offices, located at RFG Place Building, Road Town, Tortola, British Virgin Islands in accordance with these tender documents and the 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<sup>1</sup> :**
  - 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 registered)**
- 3) **A valid Trade Licence**
- 4) **Completed Form of Tender**
- 5) **Completed Priced Bill of Quantities**
- 6) **Organizational 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;**
- 7) **Specific details of what aspects of the works will be undertaken by sub-contractors, including subcontractor names and contact details; and**
- 8) **Proposed work programme (time schedule) and method statement for executing the Works.**

<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 **Wednesday, 13th January, 2021**, 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 **"Configuration of the Ministry of Finance Offices located at RFG Building, Road Town, Tortola, British Virgin Islands"**. 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 contract 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.

## 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 is scheduled for **Wednesday, 27th January, 2021 at 10:00 am local time**. Due to the Pandemic, Covid-19 preventative measures and social distancing guidelines established by the Ministry of Health and 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 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 Configuration of the Ministry of Finance Offices located at RFG Building, Road Town, Tortola, British Virgin Islands"** and addressed to:

The Chairman  
Central Tenders Board  
Ministry of Finance  
Procurement Unit  
Qwomar Trading Building #2, 2nd Floor  
Blackburne Road, Tortola  
Virgin Islands, VG1110

All tenders must be deposited in the **"Tender Box"** at the Ministry of Finance (Procurement Unit), **Qwomar Trading Building #2**, Blackburne Road, Tortola, Virgin Islands, by the bearer not later than **10:00 a.m.** local time on **Tuesday, 16th February, 2021**. **Tenders will not be received after the "Tender Box" is closed.**

Tenders will be opened at the Procurement Unit, Ministry of Finance, Qwomar Trading Building #2, 2nd Floor at **11:00 a.m local time on Tuesday, 16th February, 2021**.

Tenderers are invited to witness this process via WebEx platform. Tenderers will be provided with the credentials for the opening, including 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.