



NOTICE TO TENDERERS

PTN No. 21 of 2021

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The Government of the Virgin Islands (GOVI) acting through the Ministry of Transportation, Works and Utilities (MTWU) is seeking the services of a suitable locally based insurance company for the provision of insurance for the Ralph T. O'Neal Administration Complex.

SCOPE OF WORKS

The aim of this project is to obtain insurance to cover the Ralph T. O'Neal Administration Complex for the construction programme period of three (3) years.

The insurance being sought is for Contractor's All Risk, Public Liability, and Fire and Extended Perils (inclusive of storms and earthquakes).

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- i. Certificates of Good Standing in respect to Social Security and Taxes including Payroll Taxes and Property Taxes from¹:
 - a) the Director of Social Security Board,
 - b) the Commissioner of Inland Revenue,
 - c) the Director of National Health Insurance
- ii. A Certificate of Good Standing from Commercial Registry (if company is a registered company); and
- iii. A valid Trade License for the specific type of service detailed in the tender document. (valid for 2021), (If partnership or sole proprietorship).
- iv. A valid insurance licence issued pursuant to the Insurance Act 2008 for insurance providers operating in the British Virgin Islands issued by the Financial Service Commission.
- v. Evidence of Insurance Company rating for minimum of credit and claims settlement to a standard of Post "A-" rating and above.

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.

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

APPLICATION FOR DOCUMENTS

Bid documents will be available from **Tuesday, 25th May, 2021**, on weekdays between the hours of 9:00 a.m. to 4:00 p.m. Bidding documents will be sent to bidders electronically upon request to **procurement@gov.vg** with the subject title **"Insurance for Ralph T O'Neal Administration Complex"**. 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, be responsible for non-receipt of documents submitted by bidders.

ADDRESS FOR CORRESPONDENCE ONLY

Procurement Coordinator
Ministry of Finance Projects Unit
Qwomar Trading Building No. 2
Road Town
Tortola
BRITISH VIRGIN ISLANDS

Tel: (284) 468-4243
E-mail: procurement@gov.vg

A virtual Pre-Tender Meeting via WebEx is scheduled for **Thursday, 3th June, 2021** at **10:00 am**. All prospective tenderers will be provided with the access code and password prior to the meeting.

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 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 Insurance for Ralph T. O'Neal Administration Complex"** and addressed to:

The Chairman

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

All tenders must be deposited in the **"Tender Box"** at the Ministry of Finance (Procurement Unit), **Qwomar Trading Building No. 2, 2nd Floor**, Blackburn Road, Waterfront Drive, Tortola, British Virgin Islands, by the bearer not later than **10:00 a.m.** local time on **Tuesday, 29th June, 2021**. **Tenders will not be received after the Tender Box is closed.**

Tenders will be opened at the Procurement Unit, Ministry of Finance, Qwomar Building No. 2, 2nd Floor at 11:00 a.m. on **Tuesday, 29th June, 2021**. 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 (British) 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
Qwomar Building #2,
Blackburn Road, Tortola
British Virgin Islands