



# NOTICE TO TENDERERS

PTN No.21 of 2024

PAGE 1

The Government of the Virgin Islands (British) invites tenders from local companies for: **Supply of Security Services for Immigration Detainees housed at Hotel Castle Maria, Road Town, Tortola, British Virgin Islands.**

## SCOPE OF WORKS

The proposed service is comprised of: providing 24-hour security service for immigration detainees housed at Hotel Castle Maria. The primary purpose is to safeguard the perimeters and safety of persons held in detention by the Immigration Department.

## INSTRUCTIONS TO TENDERERS

The successful contractor would be required to perform the following works:

- 1) 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;
- b) Tenderers operating in the British Virgin Islands must submit a Trade License for the specific work detailed in the tender document (Valid for 2024) (If Partnership or Sole Proprietorship).
- c) Tenderers registered as companies in the British Virgin Islands will be required to submit a Certificate of Good Standing from Commercial Registry and a Certificate of Incorporation.

Notes: The date of issue indicated on the above-mentioned certificates should be no earlier than six (6) months prior for Social Security and three (3) months prior for NHI to the date of submission. Tenders shall be submitted in strict compliance with all the requirements set out in the Instruction to Tenderers.

- d) Tenderers are to supply other documentation as listed in the Tender Document, Instructions to Tenderers.

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 **Tuesday, 11th June 2024** between the hours of 9:00 am to 4:00 pm, Monday to Friday. Bidding documents will be sent to bidders electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title **"Supply of Security Services for Immigration Detainees housed at Hotel Castle Maria"**. 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.

## 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](mailto:Procurement@gov.vg)

A virtual Pre-Tender meeting is scheduled for **Thursday, 20th June, 2024 at 10:00 am 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 Security Services for Immigration Detainees housed at Hotel Castle Maria"** 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), Rita Frett Georges Bldg., 2nd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands by the bearer not later than 10:00 a.m. local time on Tuesday, 16th July 2024. Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, Rita Frett Georges Bldg. 2nd Floor at 11:30 a.m local time on Tuesday, 16th 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.

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**