



# NOTICE TO TENDERERS

PTN No. 24 of 2021

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The Government of the Virgin Islands (GOVI) through the Ministry of Finance Project Unit (MOF-PU) now invites sealed bids for the Supply and Installation of Furniture for the various departments situated in the Vanterpool and Flax Buildings, Valley, Virgin Gorda as specified in the attached appendices of the RFQ. **This invitation to tender is open to any qualified and suitable individual, company, or joint venture registered in the British Virgin Islands.**

## BID SUBMISSION

The Bidder should read these instructions carefully before completing the bid documentation. The instructions to the Bidder are provided as Appendix A. The bid must include each of the following documents identified below, fully completed by the Bidder together with any supporting literature required by the relevant document. The documents marked "Appendix" are provided as appendices to this documents

- Schedule of Supply, Delivery and Installation (Appendix B)
- Form of Bid (Appendix D)
- Proposed Works Programme (Method Statement)
- Financial Capability for Procurement and to Perform Works (Financial Statements for the past 3 years)
- Valid Trade License [The Trade License must cover the specific type of work detailed in the tender request]
- Proof of Company Registration (if applicable)
- Certificate of Good Standing from the National Health Insurance
- Certificate of Good Standing Social Security
- Certificate of Good Standing Inland Revenue Department

Vanterpool & Flax Buildings Layout are provided as Appendix C.

Failure to comply with any of the instructions concerning completion and submission of these documents may render (at GOVI's absolute discretion) the bid non-compliant and the bid may be excluded from this competitive bidding exercise.

The Form of Bid attached at Appendix D to this Request for Quotation (RFQ) identifies the documents that shall be incorporated within any resulting Contract. These documents will include, but are limited to, the General Conditions of Contract ("the Contract Conditions") in Appendix D in addition to the Special Conditions of Contract ("the Special Contract Conditions") as attached at Appendix E. In the event of any conflict between the Contract Conditions and the Special Contract Conditions, the latter shall prevail.

The ability of the Bidder to consistently deliver and install, on time, works similar to those for which this RFQ is issued will be important factor in the evaluation. It is therefore essential that sufficient company information demonstrating the Bidder's capability to perform the Contract is submitted with the bid. Such information should include, but not be limited to, details of the Bidder's track record and history of contract disputes, if any. Failure to provide such information may result in your bid not being considered.

## **BIDS MUST COMPLY WITH THE FOLLOWING CONDITIONS:**

Bids are sought on a competitive basis and all prices are subjected to detailed scrutiny. The bid as well as all correspondence and documents relating to the bid, between the bidder and GOVI, shall be in the English language. Supporting documents and printed literature provided by the bidder may be in another language but they must be accompanied by an accurate translation of the relevant passages in the English language, in which case, for the purposes of

interpretation of the bid, the translation shall govern.

All bids including annexes and all supporting documents must be submitted in hard copy.

## **HARD COPY SUBMISSIONS**

Please send all documents to the Chairman, Central Tenders Board, at the first address at the end of this Invitation to Bid. Bidders must submit one (1) original, two (3) copies and plus one (1) flash drive of the complete bid package, including appendices and supporting literature. The original bid and copies must be clearly marked accordingly, and all information must be legible. In event of conflict, the information provided in the original bid document shall prevail. Bidders must place the original and each copy in separate sealed envelopes. Each envelope must be marked with the reference "PG/RFQ /2021/DGO/REF-24 – "Supply and Installation of Furniture for Vanterpool and Flax Buildings, Virgin Gorda". All envelopes must be placed in a single envelope, which must be clearly marked with the reference "PG/RFQ /2021/DGO/REF-24 – "Supply & Installation of Furniture for Vanterpool and Flax Buildings, Virgin Gorda" and "Not to be opened before the bid closing date Tuesday, 10th August, 2021 at 11:00 am local time".

Bids may be delivered during normal business hours (meaning 08:30am to 4:00pm Monday to Friday) local time on a day that is not a public holiday in The British Virgin Islands. GOVI does not accept responsibility for the premature opening or mishandling of Bids that are not submitted in accordance with these instructions.

All bids must be received by Tuesday, 10th August, 2021 at 10:00 am local time. Any bid received after the deadline date and time will be rejected.



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GOVI does not accept responsibility for the premature opening or mishandling of Bids that are not submitted in accordance with these instructions.

Any additional costs incurred by GOVI which result from any inaccuracies or any declarations in respect of the Goods or the bidder's failure to conform to the requirements of a resulting Contract will be charged to the bidder.

No bids will be rejected at bid opening stage except for late bids.

## **REQUEST FOR QUOTATION ACKNOWLEDGEMENT AND INTENTION TO SUBMIT A BID**

Upon receipt of this RFQ, bidders are requested to send an acknowledgement by e-mail to the Procurement Coordinator, MOF-PU at the second address below or at e-mail address [procurement@gov.vg](mailto:procurement@gov.vg), confirming receipt.

Bidders are requested to submit their notification of an intention to submit a Bid in writing to the address below no later than Friday, 16th July, 2021. Where applicable, such notification should state the reason(s) for the bidder declining this opportunity to submit a bid. Interested Bidders shall be provided with Appendices A thru E as described above.

## **GENERAL**

It is not permissible to transfer this Invitation to Bid to another natural or legal person.

Any questions which you may have in relation to this Invitation to Bid must be raised in accordance with the instructions contained in the Clarification of bidding documents paragraph of the Instructions to Bidders.

Chairman  
Central Tenders Board  
c/o Qwomar Trading Building No. 2  
Road Town, Tortola  
BRITISH VIRGIN ISLANDS

Tel: (284) 462-4243  
E-mail: [procurement@gov.vg](mailto:procurement@gov.vg)

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](mailto:procurement@gov.vg)

The GOVI / Ministry of Finance reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected prospective Bidder (s) or any obligation to inform the affected prospective Bidder (s) of the grounds for GOVI / Ministry of Finance's action. GOVI will not defray any costs incurred by any Bidder in the preparation of bid.