



# NOTICE TO TENDERERS

PTN No. 24 of 2022

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**The Government of the Virgin Islands invites tenders for the Construction of the New Social Home in Paraquita Bay, 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 construction of the New Social Home in Paraquita Bay, Tortola, British Virgin Islands in accordance with the aforementioned drawings and specifications.

## INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 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 good standing can be obtained from the Director of Social Security Board and National Health Insurance, the Commissioner of Inland Revenue and Company Registry.
- 2) A valid Trade License for the specific type of work detailed in the tender document.
- 3) A detailed work programme showing the order in which the various sections of works are to be executed, the rates of progress and the estimated period of time for their execution and completion. A bar chart shall be submitted with these details
- 4) List of similar projects completed [within the last 5yrs, inclusive value, description, and owner].
- 5) A staff organizational chart listing all staff who will be associated with the Works, their appointments and previous experience that must include but not be limited to the following:
  - a) Contractor's representative [on site]
  - b) Foreman [on site].
  - c) A list of Current Contract Commitments/Work in Progress

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, 8th August, 2022, 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 **"Construction of the New Social Home, Paraquita Bay, Tortola"** 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  
RFG Place 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 **Thursday, 25th August, 2022 at 10:00 am local time**. All prospective tenderers will be provided with 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 Construction of the New Social Home in Paraquita Bay, Tortola"** and addressed to:

**The Chairman  
Central Tenders Board  
Ministry of Finance  
Procurement Unit  
RFG Place 2nd Floor  
Road Town, Tortola  
Virgin Islands, VG1110**

All tenders must be deposited in the "Tender Box" at the Ministry of Finance (Procurement Unit), **RFG Place 2nd Floor, Road Town, Tortola, Virgin Islands**, by the bearer not later than 10:00 a.m. local time on **Tuesday, 13th September, 2022**. 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, Road Town, Tortola 11:00 a.m local time on Tuesday, 13th September, 2022**. 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  
RFG Place, 2nd Floor  
Road Town, Tortola  
Virgin Islands**