



NOTICE TO TENDERERS

PTN No. 26 of 2021

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The Government of the Virgin Islands (British) request proposals for the design and construction of basement parking and access road, design and construction of drainage, gates and exit doors at the Ralph T. O'Neal Administration Complex located at 33 Admin Drive, Road Town, Tortola, Virgin Islands (British).

SCOPE OF WORKS

The proposed works comprise of providing all plant, labor, equipment and materials and performing all operations in connection with the following:

- i. Providing engineering designs and drawings of retaining walls, access road and drainage at all areas identified to facilitate the construction of a basement parking access on the West Atrium and modification of drainage on the East Atrium;
- ii. Construction of retaining walls and access road of basement parking on the West Atrium in accordance with Engineering designs developed by the Contractor;
- iii. Construction of a new drainage system to support the West Atrium basement parking in accordance with the Engineering designs developed by the Contractor;
- iv. Rerouting incoming main water supply to the Administration Complex and allow for road reinstatement;
- v. Construction of eight (8) inch wide by one (1) foot deep drains on the East Atrium with connection to the main drainage system;
- vi. Supply and install garage doors for the two basement parking facilities;

vii. Provision of finishes to the new basement parking inclusive of lighting and line marking; and

viii. Replacement of exit doors to the maintenance area of the basement on the East Atrium.

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 from :
 - a) The Director of Social Security Board,
 - b) The Commissioner of Inland Revenue, and
 - c) The Director of National Health Insurance
- ii. A Certificate of Good Standing from Commercial Registry (if company is a registered company)
- iii. A valid Trade License for the specific type of work detailed in the tender document.
- iv. A detailed work programme showing the order in which 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.
- v. Provision of Structural Engineer and or Civil Engineer to work with the Contractor to develop designs relevant to the scope of works.
- vi. A list of projects completed [within the last 5yrs, inclusive value, description, and owner].

vii. 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) Structural Engineer
- b) Contractor's representative [on site]
- c) Foreman [on site]

Tenderers must provide with their tender, a Tender Bond/Tender Security, not less than 1% of their bid price, by way of a Bank draft, certified cheque, bond or an accredited insurance company.

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, 19th July, 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 "**Design and Construction of Basement Parking Access, Drainage, Gates and Exit Doors**". 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 document by bidder.



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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

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 Design and Construction of Basement Parking Access, Drainage, Gates and Exit Doors**" 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, 31st August, 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, 31st August, 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