



NOTICE TO TENDERERS

PTN No. 29 of 2023

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The Government of the Virgin Islands (hereinafter referred to as the "Employer") is seeking the services of a qualified and suitable construction contractor to undertake the **Reconfiguration of the Office Space at the Clarence Thomas Ltd. Building for the Internal Audit Department** in Fish Bay, Tortola, British Virgin Islands (hereinafter referred to the "Works").

SCOPE OF WORKS

The Works consist of complete office reconfiguration which include the construction of stud framing and mold/moisture resistant gypsum board to create separation walls for offices and installation of electrical fixtures and outlets, insulation to existing walls to mitigate sound, and paint finishes. All work is to be carried out according to drawings and to complete the outfitting of, and make fit for purpose, the identified spaces at the Clarence Thomas Ltd. Building located at the Fish Bay, Tortola, British Virgin Islands.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

1. A completed Form of Tender in accordance with Section 3. This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided;
2. Priced Bill of Quantities in accordance with Section 5;
3. A list of projects undertaken by the Tenderer within the past five (5) years that demonstrate the Tenderer's experience in delivering similar projects in the form included in Section 6;
4. A list of Current Contract Commitments/Work in Progress form included in Section 7; this should include all contracts (Government or Private). If tenderer do not have any contract, this must be stated on the form. The form must not be returned incomplete.
5. Organizational Chart showing management structure including contact details of all staff who will be associated with the works, including the proposed project manager and contractor's representative (on site);
6. Work Programme that details proposed time schedule and methodology for executing the Works;
7. Method Statement that details proposed methodology for executing the Works;
8. Tenderers will be required to provide proof that the company or 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. Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Inland Revenue. These certificates should be valid. If certificates are not valid, tender would be considered non-responsive;
9. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry;
10. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2023).
11. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents.

Failure to comply with any of the instructions concerning the completion and submission of these documents may render (at GOVI's absolute discretion) the Tender non-responsive.

APPLICATION FOR DOCUMENTS

The RFT will be available from **Friday, 27th October, 2023**, on weekdays between 9:00 am to 4:00 pm. Documents will be sent to Tenderers electronically upon request to procurement@gov.vg with the subject title **"Reconfiguration of the Office Space at the Clarence Thomas Ltd. Building for the Internal Audit Department in Fish Bay, Tortola, British Virgin Islands."** Tenderers are advised that the destination mailbox is NOT automated to send Tenderers an acknowledgment of receipt and delivery of their request by email. Therefore, Tenderers should not assume that their email has been safely received and it is the responsibility of the Tenderer to follow up with the Procurement Coordinator using the contact information below if an acknowledgment of receipt is not received within one (1) day of submission of the e-mail. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be responsible for the non-receipt of documents by the Tenderer.

Address for Correspondence Only

*Procurement Coordinator
Ministry of Finance
Procurement Unit
RFG Building 2nd Floor
Road Town, Tortola
British Virgin Islands*



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Tel: (284) 468-4243/4245

Email: Procurement@gov.vg

A Pre-Tender meeting will be held virtually via WebEx platform on **Wednesday, 15th November, 2023 at 10:00 am local time**. Interested tenderers will be notified of the access code and password prior to the meeting. The pre-tender meeting is not mandatory; however, it is recommended that each Tenderer attend. Each Tenderer must be fully informed regarding all existing and expected conditions and matters relating, which might affect the cost of performance of the Contract. Failure to fully assess all associated costs, shall not relieve the Tenderer of the responsibility to properly evaluate the difficulty or cost of successfully performing the Contract.

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 marked "ORIGINAL" and the additional copies placed in another sealed envelope marked "COPIES". Both envelopes should then be placed in an outer envelope marked "**Reconfiguration of the Office Space at the Clarence Thomas Ltd. Building for the Internal Audit Department in Fish Bay, Tortola, British Virgin Islands**" and addressed to:

*The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive
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, 5th December, 2023**. Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened on **Tuesday, 5th December, 2023 at 11:00 am local time** at the Ministry of Finance Conference Room, RFG Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, BVI. Tenderers are invited to witness the opening via WebEx. Tenderers will be provided with the access code and password prior to the opening of Tenders.

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**