



# NOTICE TO TENDERERS

PTN No. 35 of 2021

PAGE 1

The Government of the Virgin Islands (GOVI) acting through the Ministry of Finance (MOF) is seeking the services of trained personnel within a local competent security company to perform security services for the transportation of Government funds from Government revenue collecting stations at ministries and departments on Tortola, Virgin Gorda, Jost Van Dyke and Anegada, and deposited to designated financial institutions and to the Government.

More specifically, the service to be provided by the security company includes employing the necessary staff, equipment, vehicles and technologies for a period of two (2) years.

## SCOPE OF WORKS

1. Provide security services to pick up or receive from designated Government revenue stations at ministries and departments, deliver to Government and / or financial institutions designated by Government the following: money, currency, coins, negotiable instruments, or other valuables incident to making of deposits;
2. Provide security transportation daily from Monday to Saturday for the following sites in accordance with the requirements of the Treasury Department;
3. Provide adequate, qualified, competent, honest and well-trained personnel (Escort Security Guards) to perform the security transportation services;

4. Ensure that all Government property being transported is securely sealed and clearly labelled with the consignee's name and address;
5. Provide armored truck services to receive, transport, and deliver Government property to the consignee designated by Government and financial institutions;
6. Maintain a detailed log of daily trips in accordance with the prescribed format;
7. Maintain insurance coverage with a minimum coverage limit of three hundred thousand dollars (US\$300,000) and two hundred thousand (US\$200,000) for employees and monies respectively;
8. Ensure access control to the revenue collecting station to prevent unauthorized access of persons and vehicles; and to prevent the bringing in of any dangerous objects onto Government property, in order to safeguard staff and visitors;. It should be noted that the above arrangements of security personnel are without prejudice to the right of the security service provider (SSP) to deploy the security personnel in any other manner considered more suitable in the interest of the Treasury Department's mandate to ensure the safe and timely recording in the general ledger.

## INSTRUCTIONS TO TENDERERS

- 1) Tenderers will be required to submit updated Certificates of Good Standing to the effect that the tenderer has complied with the provisions and has fulfilled the obligations under the Social Security Act Ordinance, CAP. 266, Payroll Taxes Act No. 18 of 2004, Income Tax Ordinance CAP 206, and the National Health Insurance under the Social Security (Amendment) Act 2014 of the Government of the Virgin Islands.
- 2) Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry.
- 3) Tenderers are required to submit a trade licence (valid for 2022); the trade licence must cover the specific type of work detailed in the tender request.
- 4) Tenderers are required to provide any other material required to be completed and submitted in accordance with the Instruction to Tenderers embodied in this tender document.
- 5) Failure on the part of tenderers to enclose the above indicated supporting documentation with each respective tender will render the tender non-responsive on the date of the opening of tenders.



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PTN No. 35 of 2021

PAGE 2

## APPLICATION FOR DOCUMENTS

Bid documents will be available from **Monday, 10th January, 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 **"Supply of Security Services for the Transportation of Government Funds"** 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 documents by bidder.

### Address for Correspondence Only

Procurement Coordinator  
Ministry of Finance  
Procurement Unit  
Qwomar Trading Building #2, 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 will be held via WebEx on **Thursday, 20th January, 2022** at 10:00 am (local time). Tenderers who requested tender documents prior to the meeting will be sent the access code and password. The pre-tender meeting is not mandatory. However, it is recommended that each tenderer attend to be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the service.

## 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 **"Supply of Security Services for the Transportation of Government Funds"** and addressed to:

The Chairman  
Central Tenders Board  
Ministry of Finance  
Procurement Unit  
Qwomar Trading Building #2, 2nd Floor  
Blackburne Road, Tortola  
Virgin Islands, VG1110

All tenders must be deposited in the **Tender Box** at the Ministry of Finance (Procurement Unit), **Qwomar Trading Building #2**, Blackburne Road, Tortola, Virgin Islands, by the bearer not later than 10:00 a.m. on **Tuesday, 15th February, 2022**. **Tenders will not be**

**received after the Tender Box is closed.**

Tenders will be opened at the Procurement Unit, Ministry of Finance, Qwomar Trading Bldg #2, 2nd Floor at 11:00 a.m. on **Tuesday, 15th February, 2022**. Tenderers are invited to witness this process via WebEx. Tenderers will be provided 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  
Qwomar Trading Building #2  
Blackburne Road, Tortola  
Virgin Islands