



# PUBLIC TENDER NOTICE

No. 6 of 2019

Contractor Services For Retrofitting Repair and Maintenance Services for Ebenezer Thomas Primary School – Sea Cows Bay, Tortola, British Virgin Islands: The Government of the British Virgin Islands (BVI) through the Department of Disaster Management (DDM) has received financing from the Community Disaster Risk Reduction Fund (CDRRF), managed by the Caribbean Development Bank (CDB), towards the cost of the Establishing Flood-Resilient SMART Communities Through Non-Governmental Organisation Partnerships Project, which seeks to increase the resilience of Sea Cow's Bay, East-End and Long Look, on Tortola and Jost Van Dyke to climate change impacts and natural hazards.

## SCOPE OF WORKS

The contractor shall provide repair, maintenance, and installation services for the following works:

- i) Installation of Fixtures and Furnishings and equipment
- ii) Plumbing repairs and enhancements
- iii) Installation of Electricals
- iv) Windows and Doors
- v) Roof Works

## INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- (a) Certificates of Good Standing in respect of Social Security and Taxes including Payroll Taxes and Property Taxes from:
  - (i) The Director of Social Security Board; and
  - (ii) The Commissioner of Inland Revenue
- (b) Trade License (valid for 2019) (if Partnership or Sole Proprietorship)
- (c) Certificates of Good Standing from Commercial Registry (if company is a registered agent)
- (d) National Health Insurance

Note: the date issue indicated on the above mentioned certificates and license should be no earlier than one month prior to the date of submission.

- (e) Consideration will be limited to firms or joint ventures of firms which are legally incorporated or otherwise organized in, and have their principal place of business in an eligible country and are either:

- a) more than 50% beneficially-owned by a citizen or citizens and/or bona fide resident

or residents of an eligible country, or by a body corporate or bodies corporate meeting these requirements; or

b) owned or controlled by the Government of an eligible country provided that it is legally and financially autonomous and operated under the commercial law of an eligible country and otherwise meets the eligibility requirements of the CDB Guidelines for Procurement (2006).

Eligible countries are member countries of CDB.

Eligible bidders will be required to submit full qualification information with their bids establishing their eligibility to bid and qualification to perform the contract if the bid is accepted. Tender and qualification information are to be submitted in the English Language on the prescribed forms inserted in the Bid Documents. Submissions that do not provide the information required or that do not demonstrate the prospective contractor's ability to perform satisfactorily, will not qualify and will not be considered for further evaluation.

(f) Tenderers are to refer to Bid Data Sheet in the tender document for full details and instructions.

The bidder shall furnish a Bid Security in the amount of 1% of the bid price; non-submission of Bid Security will lead to rejection of bid.

## APPLICATION FOR DOCUMENTS

Bidding documents will be made available electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title **"Contractor Services for Retrofitting, Repair and Maintenance Services for Ebenezer Thomas Primary School – Sea Cow Bay**, with effect from **Monday, 6th May, 2019** between the hours of 9:00 a.m. to 4:00 p.m., Monday to Friday. For additional information, the contact officer is Mrs. Ishma Rhymer, Procurement Coordinator, (telephone number: (284)-468-3701 ext. 4243.

The documents will be sent electronically via email only, and under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be held responsible for non-receipt of documents by the bidder.

A Pre-Tender meeting is scheduled for **Friday, 24th May, 2019 in the Procurement/PSSU Conference Room, Qwomar Trading Building #2, 2nd Floor at 10:00 a.m.** 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 document shall also be included in the original of the bid.** 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 the Contractor Services for Retrofitting, Repair and Maintenance Services for Ebenezer Thomas Primary School – Sea Cow Bay"** and addressed to:

**The Chairman  
Central Tenders Board  
Ministry of Finance  
Procurement Unit  
Qwomar Trading Building #2  
2nd Floor  
British Virgin Islands**

All tenders must be deposited in the **"Tender Box"** at the Ministry of Finance (Procurement Unit), RFG Place, Waterfront, Tortola, British Virgin Islands, by the bearer not later than 10:00 a.m. AST on **Tuesday, 4th June, 2019**. Tenders will not be accepted after the **"Tender Box"** is closed.

Tenders will be publicly opened at the Ministry of Finance (Procurement Unit), **Tuesday, 4th June, 2019, at 11:00 a.m. AST**. Tenderers are invited to attend.

The Government of the Virgin Islands (British)/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 action. GOVI will not defray any costs incurred by any bidder in the preparation of bids.

**Ministry of Finance  
Procurement Unit  
Qwomar Building #2  
2nd Floor  
British Virgin Islands**