



NOTICE TO TENDERERS

PTN No.7 of 2024

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The Government of the Virgin Islands (GOVI or the "Purchaser") invites tenders for the **Office Configuration of Public Works Department Administration Building, Tortola, British Virgin Islands**

SCOPE OF WORK

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

1. Construction of walls and ceilings
2. Electrical and plumbing works
3. Supply and installation of air conditioning system
4. Cabinetry and joinery works
5. General works and site cleaning

at Baugher's Bay, Tortola, British Virgin Islands in accordance with the drawings and specifications.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

1. A completed Form of Tender in accordance with Section 8. 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 10;
3. A list of projects undertaken by the Tenderer or Key Personnel within the past five (5) years that demonstrate the Tenderer's or Key Personnel's experience in delivering similar projects in the form included in Section 11;
4. A list of Current Contract Commitments/Work in Progress form included in Section 12;

5. Organizational Chart showing management structure including contact details of the key members of the organization that are to be involved with this tender, including the proposed project manager and contractor's representative (on site).
6. A detailed work Programme and Method Statement showing the order in which the various sections of works are to be executed, the rates of progress.
7. Tenderers will be required to provide proof that the company or individual is in good standing with respect to taxes, 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;
8. A Special Certificate is required from the Company Registry at the Financial Services Commission, indicating that all fees due are paid and that the company is in good standing. This certificates should be dated no later than six (6) months prior to the date of the tender opening.
9. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024).
10. Companies not registered or operating in the British Virgin Islands are required to provide a valid business license or equivalency as proof of authorization to operate a business in the area of the required expertise in its jurisdiction of operation.
11. Any other materials required to be completed and submitted in accordance

with the Instructions to Tenderers embodied in these Tender Documents.

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

The RFP will be available from **Tuesday, 5th March, 2024**, on weekdays between 9:00 am to 4:00 p.m. Documents will be sent to Tenderers electronically upon request to procurement@gov.vg with the subject title **"Office Configuration of Public Works Department Administration Building"**. 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 two (2) days 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

Ag. Procurement Coordinator
Ministry of Finance
Procurement Unit
RFG Place 2nd Floor
Road Town, Tortola
British Virgin Islands

Tel: (284) 468-4243/4245
Email: Procurement@gov.vg

A pre-tender meeting will be held virtually via WebEx platform on **Wednesday 20th March, 2024 at 10:00am**. Interested



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tenderers will be notified of the access code and password prior to the meeting. This will be followed by a site visit. All prospective tenderers are invited to attend.

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 tenderers' documents. The original tender 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 "**Office Configuration of Public Works Department Administration Building**" and addressed to:

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

All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), RFG Place 2nd Floor, Road Town, Tortola, British Virgin Islands, by the bearer not later than 10:00 a.m. local time on **Tuesday 9th April 2024**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened on **Tuesday 9th April 2024 at 11:30 a.m. local time** at the Ministry of Finance Conference Room, RFG Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands. Tenderers are invited to witness the opening process 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
RFG Place, 2nd Floor
Road Town, Tortola
Virgin Islands**