



REQUEST FOR QUOTATIONS

Supply and Installation of Office Furniture for Land Registry's New Office

The Government of the Virgin Islands (GOVI), acting through the Ministry of Environment, Natural Resources, and Climate Change, invites Quotations for the Supply and Installation of Office Furniture for Land Registry's New Office located on the 1st floor of the Luna Tower, Waterfront Drive, Road Town, Tortola as specified in the attached appendices of this RFQ.

We also request that your Quotation is submitted using the format specifically detailed in Appendix B.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Appendix A
General Information	Appendix B
Bidder's Quotation	Appendix C
Floor Layout	Appendix D

The Bidder should read these instructions carefully before completing the bid documentation. The instructions to the bidders are provided at Appendix A. The bid must include each of the following documents identified below, fully completed by the Bidder together with any supporting literature required by the relevant document.

Failure to comply with any of the instructions concerning completion and submission of these documents may render (at GOVI's absolute discretion) the quotation non-compliant and the quotation may be excluded from this competitive bidding exercise.

The Government of the Virgin Islands/Ministry of Environment, Natural Resources and Climate Change does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by any Bidder in the preparation of the Quotation.

The GOVI/Ministry of Environment, Natural Resources and Climate Change reserves the right to accept or reject any quotation, and to annul the process and reject all quotations, 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 Environment, Natural Resources and Climate Change's action.

INSTRUCTIONS TO BIDDERS

APPENDIX A

INSTRUCTIONS TO BIDDERS

a. Description of Requested Items	See Appendix C
b. Deadline for Quotation	The Quotation shall be addressed to the Permanent Secretary, Ministry of Environment, Natural Resources and Climate Change Date: October 9, 2024 Time: 4:30p.m. Quotations received after the deadline date and time will be rejected.
c. Quotations' Submission	All Quotations must be hand-delivered to the Ministry of Environment, Natural Resources and Climate Change, #44 Pusser's Building, Lower Estate, Road Town, Tortola, Virgin Islands or sent via e-mail, in a non-editable format, to the Permanent Secretary, Ministry of Environment, Natural Resources and Climate Change at menrcc@gov.vg . The filename and e-mail subject must bear the applicant's name and the title " Supply and Installation of Office Furniture for Land Registry's New Office ".
d. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
e. Clarification of Quotations	Any request for clarification of this RFQ must be submitted electronically to the Permanent Secretary, Ministry of Environment, Natural Resources and Climate Change at menrcc@gov.vg within 14 days prior to the deadline for submission of this RFQ. This will ensure that GOVI is able to supply any required clarification to the Bidder in sufficient time, for such to be taken into account by the Bidder in the formulation of their Quotation.
f. Place of Delivery and Installation	Goods shall be delivered and installed at: First Floor, Luna Tower, Waterfront Drive, Road Town, Tortola, Virgin Islands
g. Customs clearance shall be done by:	<input checked="" type="checkbox"/> Ministry of Environment, Natural Resources and Climate Change (stamp for exemption of Customs Duty only) <input checked="" type="checkbox"/> Supplier
h. Currency of Quotation	US Dollars



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i. Language of Quotation	The Quotation as well as all correspondence and documents relating to the quotation shall be in the English language.
j. Validity of Quotation	The Quotation shall remain open for acceptance for a period of 120 days from date of the bid closing date. A bid valid for a shorter period will be rejected.
k. Documents to be Submitted	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Appendix C duly signed and stamped, and in accordance with the list of requirements in Appendix B.<input checked="" type="checkbox"/> Valid Trade License for the specific type of work detailed in the Request for Quotation.<input checked="" type="checkbox"/> Proof of Company Registration (if applicable).<input checked="" type="checkbox"/> Certificate of Good Standing from the National Health Insurance.<input checked="" type="checkbox"/> Certificate of Good Standing from the Social Security Board.<input checked="" type="checkbox"/> Certificate of Good Standing from the Inland Revenue Department.<input checked="" type="checkbox"/> List of clients and evidence of provision of similar services to at least two (2) clients in the last two (2) years.
l. After-sales services required	<input checked="" type="checkbox"/> Warranty on furniture should be for a minimum period of ten (10) years
m. Evaluation of Quotations	<p>Any resultant award of Contract will be made on the basis of the following factors to establish the most economically advantageous bid:</p> <ol style="list-style-type: none">1. Full submission of Preliminary Documents (as per Appendix A)2. Comprehensiveness of after-sales services3. Delivery Date4. Price <p>In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail, and the total price shall be corrected by the GOVI. If the Bidder does not accept the final price based on GOVI's correction of errors, its Quotation will be rejected.</p>



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APPENDIX B

GENERAL INFORMATION

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below).

Company's Name	
Company Full Address	
Date	
Signature	
Contact Person	
Telephone Number	
E-mail Address	

APPENDIX C

BIDDER'S QUOTATION

LAMINATE FOR ALL FURNITURE, WIPEABLE FABRIC FOR ALL CHAIRS

	DESCRIPTION	QUANTITY	UNIT	EARLIEST DELIVERY DATE FOLLOWING CONTRACT DATE	LATEST DELIVERY AND INSTALLATION DATE FOLLOWING CONTRACT DATE	PRICE
RECEPTION						
1	Waiting chairs with wipeable fabric	4				
2	Coffee table	1				
3	Ergonomic chair for Receptionist	1				
SEARCH AREA						
1	Heavy duty guest chairs with wipeable fabric (can accommodate up to 300 pounds)	10				
CONFERENCE ROOM						
1	Laminate conference table with electrical power grommets (seats 12)	1				
2	Credenza	1				
3	Ergonomic conference chairs	12				



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OPEN OFFICE SPACE						
1	10 workstations made of wipeable laminate panels with low credenza. All interior panels should also be laminate and no higher than 48" (no fabric).	1				
2	Ergonomic task chairs	10				
DEPUTY OFFICE						
1	Executive Workstation must include: Low credenza with lateral file Height adjustable desk with modesty panel Hutch with doors	1				
2	Ergonomic task chair	1				
3	Guest chairs	2				
4	Shelf Bookcase	1				
CHIEF OFFICE						
1	Executive Workstation must include: Height adjustable desk with return Standalone lateral file Shelf bookcase	1				
2	Meeting table (36" diameter)	1				
3	Guest chairs	4				
4	Ergonomic task chair	1				
KITCHEN						
1	Laminate table (no larger than 84" W x 33" D)	1				
2	Wipeable chairs (seats 4)	4				
GRAND TOTAL						



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APPENDIX D

