



NOTICE TO TENDERERS

PTN No.25 of 2024

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The Government of the Virgin Islands (GOVI or the "Government") acting through the Records Management Centre ("RMC") Office of the Deputy Governor ("ODG") invites qualified, professional, experienced, and resourceful firms to participate in a procurement process for the **Procurement and Implementation of an Electronic Document and Records Management System for the Records Management Centre, Tortola, British Virgin Islands**

SCOPE OF WORKS

The objective of this project is to identify an appropriate supplier to design, build or customise and implement a System that can facilitate the GOVI's process of creating and managing records. The System will provide a platform for management, compilation, monitoring and utilisation of records in the GOVI, which is in line with internationally acceptable best practice for managing records and designed to capture and manage all official GOVI records regardless of format. Therefore, the System will incorporate records that are paper, scanned, emails and in electronic format such as MS Word documents and spreadsheets, including those records created internally by the GOVI.

The System must be tailored to and take full and specific account of the operating environment of the RMC, including the availability of human resources, technology and the demands of the Government as client, the need for seamless interaction between the Office of the Deputy Governor and the RMC and the need to be responsive in its interactions with other patrons.

APPLICATION FOR DOCUMENTS

The RFP will be available from **Monday, 30th September, 2024**, on weekdays between 9:00 a.m. to 4:00 p.m. Documents will be sent to Tenderers electronically upon request to **procurement@gov.vg** with the subject title **"Procurement and Implementation of an Electronic Document and Records Management System for the Records**

Management Centre, 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 Place 2nd Floor
Road Town, Tortola
British Virgin Islands

Tel: (284) 468-4245

Email: Procurement@gov.vg

A pre-tender meeting will be held virtually via WebEx platform on **Wednesday, 9th October 2024 at 10:00 a.m.** Interested 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

Electronic submissions of proposals in a non-editable format and not exceeding 10 MB must be sent to the Ag. Procurement Coordinator (Mrs. Diana Percell-Gumbs) at email address procurement@gov.vg. The filename and the email subject must bear the Applicant's name and "RFP for Implementation of an Electronic Document and Records Management System for BVI".

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

All proposals must be submitted to the Procurement Coordinator no later than **Noon local time on Monday, 4th November, 2024. Tenders will not be received after the Tender Box is closed.**

Proposals will be opened on **Tuesday, 5th November, 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**