



NOTICE TO TENDERERS

PTN No.27 of 2024

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The Government of the Virgin Islands (hereinafter referred to as the "Employer") invites tenders for **Supply and Installation of shelving for the Records Management Centre located at Pasea Estate, Tortola, British Virgin Islands** (hereinafter referred to the "Works").

SCOPE OF WORKS

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

- Procurement of a structurally durable shelving system for record boxes/active files that optimizes head space to maximize efficiency and capacity, allowing operator to directly and immediately access all levels via stairs or by automated mechanisms. Loading capacity should be designed to meet the demands of a commercial warehouse. Appendix A: (Design of a similar or equal shelving system to be provided).
- Installation of adequate electrical components such as light fixtures conduits and other accessories.
- Dimensionally, approximately 58 x 63 allotted space for a two-tier system for storage optimization. The overall clear height within the space for the new Shelving System is 16ft. The maximum height at lower tier to be 7ft – 6ins. It will be required to have access to shelving from both sides of each row, with a 3ft minimum width access aisle incorporated. The system shall be such that it can maximize storage capacity of the existing space, therefore some design flexibility will be required to conform to the existing space. Lighting will be needed below the decking of the upper level to illuminate the level below.
- Adjustable shelves at a minimum height of 15 inches. This is such that single stacking of file boxes can occur as opposed to stacking files boxes one atop the other.

- Lockable mesh doors on at least two rows of shelving to securely store confidential records in their various forms.
- Lockable shelving that accommodates lateral storage of maps and large format land plans.
- The storage system should have easy access to the top tier via stairs preferably at the ends of the storage aisles, at the front and back of the storage system.
- The storage system should be capable of access via a small mobile lift to place items not capable of being placed by manual labor due to being in excess of 40 pounds.
- The storage system should have available spare parts and hardware for ease of maintenance and replacement.
- The system should have a warranty period of a minimum 5-year period.

APPLICATION FOR DOCUMENTS

Tender documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title **"Supply and Installation of Shelving for the Records Management Centre, Tortola, British Virgin Islands"** Tenderers are advised that the destination mailbox is NOT automated to send tenderers a dated and time acknowledgement of receipt and delivery of their message. 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 contract 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, will be responsible for non-receipt of documents by tenderer.

A virtual Pre-Tender meeting will be held via WebEx platform on Thursday, **24th October 2024 at 10:00 am (local time)**. All prospective tenderers will be notified of the access code and password prior to the meeting. This will be followed by a site visit.

PROCUREMENT QUESTIONS – PROHIBITED CONTACTS

Any questions regarding this RFP should be submitted in writing by email only to the Procurement Coordinator at procurement@gov.vg on or before **Tuesday, 29th October 2024**.

Questions submitted after the designated period will not be considered. Any response made by the Procurement Unit will be provided in writing to all tenderers via an addendum. It is the responsibility of each tenderer to obtain a copy of any addendum issued for this procurement. No tenderer may rely on any verbal response to any question submitted concerning this RFP. All communications by any tenderer concerning this RFP must be made to the Procurement Coordinator via procurement@gov.vg.

SUBMISSION OF PROPOSALS

Proposals must be submitted to the Procurement Coordinator no later than **Tuesday, 12th November 2024 at 10:00 am** (local time). It is the responsibility of the tenderer to ensure that the tender is received by the Acting Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation. Proposals will be opened on **Tuesday, 12th November 2024 at 11:00 am (local time)**.

Tenderers who wish to witness the opening process via WebEx will be provided with the access code and password prior to the meeting.

The Government of the Virgin Islands does not bind itself to accept the lowest or any other proposal and will not defray any costs incurred by the Tenderer.

Ministry of Finance
Procurement Unit
RFG Place
Road Town, Tortola
Virgin Islands