



# NOTICE TO TENDERERS

PTN No.16 of 2025

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The Government of the Virgin Islands (GoVI or the "Purchaser") invites quotation for the Proposed Construction of a Mailbox Center Enclosure at the Admin Drive, Road Town, Tortola, British Virgin Islands

## SCOPE OF WORKS

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

1. Construction of A Mailbox Enclosure measuring 60' – 10" Length x 21' – 10".
2. Preparation of the Site and other works associated with the proposed project.
3. Facilitating works for all utilities as necessary.

at Admin Drive opposite the R.T. O'Neal Central Administration Complex, Road Town, Tortola, British Virgin Islands in accordance with the drawings and specifications.

## INSTRUCTIONS TO TENDERERS

The Tenderer should read these instructions carefully before completing the quotation documentation. The Instructions to the Tenderer are provided at Part A. The Quotation must include each of the following documents identified below, fully completed by the Tenderer together with any supporting literature required by the relevant document. The documents marked 'Appendix' are provided as appendices to this document.:

- Form of Tender (Appendix A) (This form should not be altered and must be fully completed).
- Bill of Quantity (Appendix B) attached
- Drawings & Specifications (Appendix C) attached
- Proof of Company Registration with a Certificate of Good Standing from the Company Registry (if a registered company)
- Valid 2025 Trade License related to the provision of the required works
- Certificate of Good Standing from National Health Insurance
- Certificate of Good Standing from Social Security
- Certificate of Good Standing from Inland Revenue Department

**Notes:** Failure on the part of tenderers to enclose the supporting documentation indicated above with each respective quotation will render the quotation non-responsive on the date of the opening of quotations.

## APPLICATION FOR DOCUMENTS

The RFQ will be available from **26<sup>th</sup> March 2025**, on weekdays between 9:00 am to 4:00 pm. Documents will be sent to Tenderers electronically upon request to [Itoney@gov.vg](mailto:Itoney@gov.vg) and [bpickering@gov.vg](mailto:bpickering@gov.vg) with the subject title **"Proposed Construction of a Mailbox Center Enclosure at Admin Drive, Road Town, Tortola, BVIs"**. 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 Projects Unit 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 Projects Unit, Ministry of Finance, be responsible for the non-receipt of documents by the Tenderer.

## Address for Correspondence Only

**Ministry of Finance  
Projects Unit**  
RFG Place 2<sup>nd</sup> Floor  
Road Town, Tortola  
British Virgin Islands

Tel: **(284) 468-5933** and **1 (284) 468-5932**  
Email: [bpickering@gov.vg](mailto:bpickering@gov.vg)  
and [Itoney@gov.vg](mailto:Itoney@gov.vg)

A pre-tender meeting will be held at the site on **4<sup>th</sup> April, 2025 at 10:00 am**. Interested tenderers will be notified by email or telephone communication prior to the meeting. 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 **"Proposed Construction of Proposed Mailbox Center Enclosure at Admin Drive, opposite the R T O'Neal Administration Complex, Admin Drive, Road Town, Tortola, Br. Virgin Islands"** and addressed to:

**Ministry of Finance  
The Projects Unit**  
RFG Place 2<sup>nd</sup> Floor  
Waterfront Drive  
Road Town, Tortola VG1110  
Virgin Islands

All tenders must be deposited in the Tender Box at the Ministry of Finance (Projects Unit), RFG Place 2nd Floor, Road Town, Tortola, British Virgin Islands, by the bearer not later than **10:00 a.m. local time on 21st April, 2025**. Tenders will not be received after the Tender Box is closed.

Request for Quotations will be opened on **21st April, 2025 at 11:00. a.m. local time** at the Ministry of Finance Conference Room, RFG Building, 3<sup>rd</sup> Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands. Tenderers are invited to witness the opening process via a meeting held on the same day.

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  
Projects Unit**  
RFG Place, 2<sup>nd</sup> Floor  
Road Town, Tortola  
Virgin Islands