



NOTICE TO TENDERERS

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The Government of the Virgin Islands (GOVI or the "Purchaser") invites any qualified and suitable company, consortium, or joint venture with its majority share (at least 51%) being a company duly registered and licensed to operate a business in the British Virgin Islands (BVI) for the Design-Build of a New Fire Tender Bay at the Road Town Fire Headquarters.

SCOPE OF WORKS

The proposed works comprise of providing all plant, labor, equipment, materials, personnel, staff and resources to perform the works and services in consideration of the following:

1. Construct a tender bay with the general dimensions of 60'0" x 60'0" as a general guide; anticipated to be partitioned or divided to allow for four (4) bays or lanes for housing the fire tenders, trucks and appliances. Each bay or lane within the overall tender bay is to have roll up gates, which would be eight (8) gates in total for the front and back. The overall structure is to be designed to accommodate an additional floor above for office and training in a future development. The tender bay to include storage facilities, lockers and other general amenities in keeping with standard firefighting practices and standards. The design shall incorporate for enhanced drainage in the area of the new tender bay and surrounding areas. The bay should include for all electrical, lighting and plumbing for hand wash areas within the tender bay area;
2. Provide enhanced security measures such as security cameras; external and internal lighting to all sides of the tender bay; and security control systems;
3. Electronically operated with a manual option rapid open roll up gates to

enclose the bays to both front and back with a supplied control system to be routed to the main control area within the Fire Headquarters;

4. Relocation of the existing diesel storage area. Incorporation of the adjacent diesel tank area into the design and construction requirements to ensure this structure is at minimum three (3) feet above the existing road level to house the existing tanks located on site and create a containment wall to mitigate against a potential incident impact;
5. Construction of approximately 400 linear feet of a combination of concrete base with chain link fence and electronic entrance gate to include designs details. A relook at the measurement will be in conjunction with the design and placement of the new tender bay, which may reduce the overall fence length required.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) The Form of Proposal at Section 9;
- 2) Completed Company Information at Section 2.2;
- 3) Technical Proposal in accordance with Section 2.3;
- 4) Financial Proposal in accordance with Section 2.4;
- 5) Any other materials required to be completed and submitted in accordance with the I T B embodied in these Tender Documents;
- 6) Proposed time schedule for executing the Works in accordance with Section 2.7;

- 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) Tenderers registered, as companies in the British Virgin Islands are required to submit Certificate of Good Standing from the Commercial Registry;
- 9) Tenderers operating in the British Virgin Islands are required to submit a Trade Licence (valid for 2023); and,
- 10) Companies not registered or operating in the Virgin Islands are required to provide a valid business license or equivalent as proof of authorization to operate a business.

Failure to comply with any of the instructions concerning the completion and submission of these documents may render (at GOVI's absolute discretion) the Tender non-responsive.

APPLICATION FOR DOCUMENTS

The ITB will be available from **Wednesday, 6th September, 2023, on weekdays between 9:00 am to 4:00 pm.** Documents will be sent to Tenderers electronically upon request to procurement@gov.vg with the subject title "**Design-Build of New Fire Tender Bay at the Road Town Fire Headquarters.**" Tenderers are advised that the destination mailbox is NOT automated to send Tenderers an acknowledgment of receipt and delivery of their request by



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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 Building 2nd Floor
Road Town, Tortola
British Virgin Islands*

*Tel: (284) 468-4243/5921
Email: Procurement@gov.vg*

A Pre-Tender meeting will be held virtually via WebEx platform on **Wednesday, 20th September, 2023 at 10:00 am local time**. **Interested tenderers** will be notified of the access code and password prior to the meeting. 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 bidder's documents. The original bid should be

placed in a sealed envelope marked "ORIGINAL" and the additional copies placed in another sealed envelope marked "COPIES". Both envelopes should then be placed in an outer envelope marked "Design-Build of New Fire Tender Bay at the Road Town Fire Headquarters" and addressed to:

**The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
Rita Frett Georges Bldg., 2nd Floor
Waterfront Drive, Road Town, Tortola
British 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, Virgin Islands, by the bearer not later than **10:00 a.m. local time on Tuesday, 24th October, 2023**. Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened on **Tuesday, 24th October, 2023 at 11:00 am local time** at the Ministry of Finance Conference Room, RFG Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, BVI. Tenderers are invited to witness the opening 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
Rita Frett Georges Bldg., 2nd Floor
Waterfront Drive, Road Town
Tortola, British Virgin Islands**