



NOTICE TO TENDERERS

PTN No. 1 of PS/RFQ/2022/DGO

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The Government of the Virgin Islands invites proposal to procure a Provision of Voter Registration and Election Management System that is expandable and scalable to allow the Office of the Supervisor of Elections to perform tasks and operations associated with holding an election that include but are not limited to: (a) voter registration, election project management, ballot style creation, absentee voting and tracking, election worker management, interfaces with e-poll books and ds200 scanners, voter information portal, campaign financing, election night reporting etc.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Certificates of Good Standing in respect of Social Security and Taxes including Payroll Taxes¹ and Property Taxes from :
 - a) The Director of Social Security Board
 - b) The Commissioner of Inland Revenue, and
 - c) The Director of National Health Insurance
- 2) Certificate of Good Standing from Commercial Registry (if company is a registered company)
- 3) A valid Trade License – 2022 for the specific type of work detailed in the tender document.
- 4) A foreign company must submit a valid business license and other statutory and regulatory documents of the company in its country of business

Failure on the part of tenderers to enclose the supporting documentation indicated above with each respective tender will

render the tender non-responsive on the date of the opening of tenders.

APPLICATION FOR DOCUMENTS

Bid documents will be available from **Monday, 28th February, 2022**, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to bidders electronically upon request to procurement@gov.vg with the subject title **“Tender for Provision of Voter Registration and Election Management System”** Bidders are advised that the destination mailbox is NOT automated to send bidders a dated and time acknowledgement of receipt and delivery of their message. Therefore, bidders should not assume that their email has been safely received and it is the responsibility of the bidder 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, be responsible for non-receipt of documents by bidder.

ADDRESS FOR CORRESPONDENCE ONLY

Procurement Coordinator
Ministry Of Finance
Procurement Unit
Rita Frett Georges Building, 2nd Floor
Waterfront Drive, Road Town
Tortola, British Virgin Islands

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

A virtual pre-tender meeting is scheduled for **Wednesday, 9th March, 2022 at 10:00 am** local time. Due to Covid-19 preventative measures and social distancing guidelines established by the Ministry of Health and Social Development all prospective tenderers will be notified of the access code and password prior to the meeting.

SUBMISSION OF TENDERS

Interested tenderers should submit **one (1) original, three (3) copies and one (1) flash drive containing the bidder's documents**. The original bid 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 **“Tender for Provision of Voter Registration and Election Management System”** and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Rita Frett Georges Building, 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), Ritter Frett George Building 2nd Floor, Waterfront Drive, Tortola, Virgin Islands, by the bearer not later than **10:00 a.m. local time on Tuesday, 5th April, 2022**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, RFG Place, 2nd Floor, Waterfront Drive at **11:30 a.m. local time on Tuesday, 5th April, 2022**. Tenderers are invited to witness this process via Webex. Tenderers will be provided with the access code and password prior to the opening.

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
Waterfront Drive
Tortola, BVI**