



NOTICE TO TENDERERS

PTN No. 21 of 2023

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The Government of the Virgin Islands (GOVI) invites tenders from locally trained and competent Catering Services for **Catering Service to Provide Meal Services at the Temporary Immigration Detention Centre Housed at Hotel Castle Maria, Road Town, Tortola, British Virgin Islands.**

SCOPE OF WORKS

The proposed service is to ensure compliance in ensuring all meals are prepared and delivered within the time stipulated for meals of persons held in the detention center by the Immigration Department for a period of one (1) year.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- a) Proof that company/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. These certificates of good standing can be obtained from the Director of Social Security Board and National Health Insurance, the Commissioner of Inland Revenue and Company Registry.
- b) Tenderers operating in the British Virgin Islands must submit a Trade License (Valid for 2023) (If Partnership or Sole Proprietorship) for the specific type of work detailed in the contract.
- c) Tenderers registered as companies in the British Virgin Islands will be required to submit Certificate of Good Standing from Commercial Registry.

Note: The date of issue indicated on the above-mentioned certificates should be no earlier than six months prior to the date of submission. Tenders shall be submitted in strict compliance with all the requirements set out in the Instructions to Tenderer.

- d) Tenderers are to supply other documentation as listed in the Tender Document, Instructions to Tenderers

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

Tender documents will be available from **Friday 1st September, 2023** between the hours of 9:00 am to 4:00 pm, Monday to Friday. Tender documents will be sent to tenderer's electronically upon request to procurement@gov.vg with the subject title **"Catering Service to Provide Meal Services at the Temporary Immigration Detention Centre located at Hotel Castle Maria"**. Tenderers are advised that the destination mailbox is NOT automated to send Tenderers a dated and time acknowledgment 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 contact information below if an acknowledgment 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.

APPLICATION FOR DOCUMENTS

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 virtual pre-tender meeting is scheduled for **Friday, 8th September, 2023 at 10:00 am** local time. All prospective tenderers will be notified of the access code and password prior to the meeting. All prospective tenderers are invited to attend.

SUBMISSION OF TENDERS

Interested tenderers should submit **one (1) original, three (3) copies and one (1) flash drive containing the tenderer's 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, marked "Catering Service to Provide Meal Services at the Temporary Immigration Detention Centre located at Hotel Castle Maria", 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), Rita Frett Georges Bldg., 2nd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands by the bearer not later than **10:00 a.m. local time on Tuesday, 3rd October, 2023. Tenders will not be received after the "Tender Box" is closed.**

Tenders will be opened at the Procurement Unit, Ministry of Finance, Rita Frett Georges Bldg. 2nd Floor at **11:00 a.m. local time on Tuesday, 3rd October, 2023.** 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
Rita Frett Georges Bldg., 2nd Floor
Waterfront Drive, Road Town
Tortola, British Virgin Islands