



# NOTICE TO TENDERERS

PTN No.22 of 2024

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The Government of the Virgin Islands (GOVI or the "Purchaser") invites tenders for the Supply and Delivery of One (1) Fire Appliance/Vehicle for the Virgin Islands Fire and Rescue Service on Tortola, Virgin Islands..

## INSTRUCTIONS TO TENDERERS

The Tenderer should read these instructions carefully before completing the tender documentation. The Instructions to the Tenderer are provided at **Appendix A**. The Tender 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.

- General Specifications (Appendix B)
- Form of Tender (Appendix C)
- Experience in the supply and delivery of similar goods over the past 3 years
- Delivery methodology
- Proposed Delivery Schedule
- Valid Trade License related to the provision of the required goods
- Certificate of Good Standing from the Commercial Registry and a Certificate of Incorporation (if a registered company)
- 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 Standing from the National Health Insurance
- Companies not registered or operating in the Virgin Islands are required to provide a valid business license or equivalency 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-compliant.

## APPLICATION FOR DOCUMENTS

The RFQ will be available on weekdays between 9:00 am to 4:00 pm. Documents will be sent to Tenderers electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title "**Supply and Delivery of One (1) Fire Appliance/Vehicle for the Virgin Islands Fire and Rescue Service on Tortola, Virgin Islands.**" 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 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

Ag. Procurement Coordinator  
Ministry of Finance  
Procurement Unit  
RFG Place 2<sup>nd</sup> Floor  
Road Town, Tortola  
British Virgin Islands

Tel: (284) 468-4243/4245  
Email: [Procurement@gov.vg](mailto:Procurement@gov.vg)

## SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original, three (3) copies and one (1) flash drive containing the complete tender

package, including appendices and supporting literature. 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 "**Supply and Delivery of One (1) Fire Appliance/Vehicle for the Virgin Islands Fire and Rescue Service on Tortola, Virgin Islands**" and addressed to:

The Chairman  
Ministry of Finance  
Procurement Unit  
RFG Place 2nd Floor  
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, British Virgin Islands**, by the bearer not later than **10:00 a.m. local time on Tuesday, 30th July, 2024**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened on **Tuesday, 30th July, 2024 at 11:30 a.m. local time** at the Ministry of Finance Conference Room, RFG Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands. Tenderers are invited to witness the opening process 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.