



NOTICE TO TENDERERS

PTN No. 28 of 2023

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The Government of the Virgin Islands (hereinafter referred to as the "Employer") is seeking the services of a qualified and suitable construction contractor to undertake the **Configuration of Land Registry's Office Space located at the Luna Tower** on Waterfront Drive, Road Town, Tortola, British Virgin Islands (hereinafter referred to the "Works").

SCOPE OF WORKS

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

The Works consist of complete office configuration which include the construction of stud framing and mold/moisture resistant gypsum board to create separation walls for offices and installation of electrical fixtures and outlets, insulation to existing walls to mitigate sound, and paint finishes. All work is to be carried out according to drawings and to complete the outfitting of, and make fit for purpose, the identified spaces at the Luna Tower located at the Waterfront Drive, Road Town, Tortola, British Virgin Islands.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

1) 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.

- 2) A valid Trade License for 2023.
- 3) A list of projects undertaken by the Tenderer within the past ten (10) year that demonstrate the Tenderer's experience in delivering similar project..
- 4) A detailed Work Programme showing the order in which the various sections of works are to be executed, the rate of progress and segments to be undertaken.
- 5) An staff organizational showing management structure including contact details of the key members of the organization that are to be involved with this tender, including the proposed project manager and contractor's representative (on site).
- 6) A comprehensive Method Statement that includes the steps and procedures that would be taken to prepare the road; overseeing the testing of the aggregate and asphalt mixture to ensure conformity to the design specifications; road paving procedure inclusive of standard traffic management and health and safety practices.

7) Foreign companies are required to provide all regulatory documents, licenses and supporting information from the country in which they operate comparative to the regulatory documents as may be applicable to those required for the local companies.

The date of issue on the above-mentioned certificates and trade license should be no later than one month prior to date of submission.

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, 30th October, 2023, on weekdays between 9:00 am to 4:00 pm.** Bidding documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title **"Configuration of Land Registry Office Space located at Luna Tower"** 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 two (2) 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*



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Tel: (284) 468-4243/4245

Email: Procurement@gov.vg

A virtual pre-tender meeting is scheduled for **Thursday 9th November, 2023 at 10:00 am local time**. All prospective tenderers will be notified of the access code and password prior to the meeting. 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 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 and marked "**Configuration of Land Registry Office Space located at Luna Tower**" and addressed to:

*The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive
Road Town, Tortola
Virgin Islands, VG1110*

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, 28th November, 2023**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, RFG Place at 11:30 a.m. local time on **Tuesday 28th November, 2023**. Tenderers are invited to witness this process via WebEx. Tenderers will be provided with the access code and password prior to the opening of the 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**