



NOTICE TO TENDERERS

PTN No.2 of 2024

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The Government of the Virgin Islands ("GOVI" or "Government"), acting through the Attorney General's Chambers ("AGC" or "Chambers"), hereinafter referred to as the "Purchaser", through this Request for Proposals ("RFP" or "Tendering Documents"), is inviting qualified and experienced firms to submit proposals for the supply and implementation of one or more components of a Practice Management Solution (the "Services"). Each Tenderer who responds to this invitation to tender, will be provided with the Tendering Document.

SCOPE OF WORKS

- 1.1. The Tenderers responding to this RFP shall be guided by the Functional Requirements that have been specified in the Appendices to this document but will also be required to carry out whatever due diligence is necessary to ascertain the specific details of the tasks and procedures to accomplish the objectives outlined in the requirements. When fully implemented and operational, the Solution will support the transformation of the operations of the Chambers to be more efficient, transparent, accountable, and responsive to staff and clients' needs.
- 1.2. Tenderers may submit a response to supply and support one or more components of the Services. These are more specifically described in the Appendices to this RFP as follows:
 - **Appendix I** – Contract Management (to draft, review, and manage contracts)
 - **Appendix II**- Legal Case Management (to manage litigation cases and other matters)
 - **Appendix III**- Mutual Legal Assistance (to manage requests sent or received)

APPLICATION FOR DOCUMENTS

Tender documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title "RFP for Supply and Implementation of a Practice Management Solution for the Attorney General's Chambers" Tenderers are advised that the destination mailbox is NOT automated to send tenderers a dated and time

acknowledgement 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 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, will be responsible for non-receipt of documents by tenderer.

A virtual Pre-Tender meeting will be held via WebEx platform on **Thursday, 8th February 2024 at 10:00 am** (local time). All prospective tenderers will be notified of the access code and password prior to the meeting. The pretender 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, which might affect the cost or performance of the Services. Any failure to fully assess the associated cost shall not relieve any tenderer from responsibility to properly evaluate the difficulty or cost of successfully performing the Services.

PROCUREMENT QUESTIONS – PROHIBITED CONTACTS

Any questions regarding this RFP should be submitted in writing by email only to the Procurement Coordinator at procurement@gov.vg on or before **Tuesday, 20th February 2024**.

Questions submitted after the designated period will not be considered. Any response made by the Procurement Unit will be provided in writing to all tenderers via an addendum. It is the responsibility of each tenderer to obtain a copy of any addendum issued for this procurement. No tenderer may rely on any verbal response to any question submitted concerning this RFP. All communications by any tenderer concerning this RFP must be made to the Procurement Coordinator via procurement@gov.vg.

SUBMISSION OF TENDERS

Electronic submissions of proposals in a non-editable format and not exceeding 10 MB should be sent to the Acting Procurement Coordinator (Mrs. Diana Percell-Gumbs) at email address procurement@gov.vg. The filename and the email subject must bear the Applicant's name and "RFP for Supply and Implementation of a Practice Management Solution for the Attorney General's Chambers".

Proposals must be submitted to the Procurement Coordinator no later than Friday, 1st March 2024 at 2:00 pm (local time). It is the responsibility of the tenderer to ensure that the proposal is received by the Acting Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation. Proposals will be opened on Tuesday, 5th March 2024 at 11:00 am (local time).

Tenderers who wish to witness the opening process via WebEx will be provided with the access code and password prior to the meeting.

The Government of the Virgin Islands does not bind itself to accept the lowest or any other proposal and will not defray any costs incurred by the Tenderer.

Ministry of Finance
Procurement Unit
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Tortola, British Virgin Islands