



NOTICE TO TENDERERS

PTN No. 30 of 2023

PAGE 1

The Government of the Virgin Islands invites tenders for the Supply and Installation of hurricane impact metal shutters and retractable awnings for sixteen (16) kiosks at the Market Square, Road Town, Tortola, British Virgin Islands in accordance with the drawings and specifications.

SCOPE OF WORKS

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

1. Procurement of impact metal shutters as per the specifications or similar type product for 16 kiosks (ten 12'x12') and (six 10'x10'). Shutters are to be procured and installed to the four sides of each kiosk with colour options of bronze or charcoal gray.
2. Impact metal shutters are to be Miami Dade County approved and are manually operated.
3. Shutters to be mounted to inner section of 3"x10" double timber beam.
4. Contractor to confirm ability of shutter to be closed on the countertop or to the inner face of the countertop.
5. Installation of all shutters to the 16 kiosks. Contractor to be responsible for all field measurements to ensure a correct fit.
6. Contractor to ensure installation does not affect operations of vendors at the respective kiosks.
7. Procurement and installation of retractable manual awning as per the specifications or similar type product for 16 kiosks (ten 12'x12' and six 10'x10'). Awnings are to be procured

and installed to the four sides of each kiosk with colour to match the roof of the kiosks.

- 1.1.1. Funding for these works will be through the Employer.
- 1.1.2. The Employer's appointed representative shall be referred to as the "Project Manager". The term "Agent" within all documents shall cover consultants working under the authority of the Project Manager. The term "Tenderer" shall refer to the prospective contractor.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Proof that the 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.¹
- 2) If company is a registered company a Special Certificate is required from the Company Registry at the Financial Services Commission indicating that all fees are paid and company is in good standing.¹
- 3) A completed Form of Tender in accordance with Section 3. This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided;
- 4) Priced Bill of Quantities in accordance with Section 5;

- 5) A valid (2024) Trade License for the specific type of work detailed in the tender document.
- 6) Companies not registered or operating in the British Virgin Islands are required to provide a valid business license or equivalency as proof of authorization to operate a business in the area of the required expertise in its jurisdiction of operation;
- 7) A detailed work programme and Method Statement showing the order in which the various sections of works are to be executed and the rate of progress.
- 8) A list of projects undertaken by the Tenderer within the past 5yrs that demonstrate the Tenderer's experience in delivering similar projects in the form included in Section 6,;
- 9) A list of Current Contract Commitments/Work in Progress
- 10) An organizational chart 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).

¹The date of issue on the above-mentioned certificates should be no later than six (6) months prior to the date of the tender opening.

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.



NOTICE TO TENDERERS

PTN No. 30 of 2023

PAGE 2

APPLICATION FOR DOCUMENTS

Tender documents will be available from **Monday, 18th December, 2023**, on weekdays between 9:00 am to 4:00 pm. Tender documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title **"Supply and Installation of Awning Shutters at the Market Square, British Virgin Islands"**. Bidders 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 bidder.

Address for Correspondence Only

*Procurement Coordinator
Ministry of Finance
Procurement Unit
Rita Frett Georges Bldg, 2nd Floor
Road Town, Tortola VG1110
Virgin Islands*

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

A **virtual Pre-Tender meeting** is scheduled for **Wednesday, 17th January 2024 at 10:00 am local time**. All prospective tenderers will be notified of the access code and password prior to the meeting. This will be followed by a site visit. All prospective tenderers are invited to attend.

SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original and three (3) copies plus 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 **"Supply and Installation of Awning Shutters at the Market Square, British Virgin Islands"** and addressed to:

*The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
Rita Frett Georges Bldg, 2nd Floor
Road Town, Tortola VG1110
Virgin Islands*

All tenders must be deposited in the "Tender Box" at the Ministry of Finance (Procurement Unit), RFG Building, Road Town, Tortola, Virgin Islands, by the bearer not later than 10:00 a.m. local time on **Tuesday, 6th February 2024**. Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, RFG Building, 2nd Floor at 11:00 a.m. local time on **Tuesday, 6th February 2024**. 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
Road Town, Tortola VG1110
Virgin Islands**