



NOTICE TO TENDERERS

PTN No. 33 of 2021

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The Government of the Virgin Islands invites tenders for the construction of a new elevator shaft including all piling, substructure and superstructure works, exterior and interior finishes, mechanical, electrical and plumbing works associated with the construction of the new elevator shaft and the procurement, installation and commissioning of a new elevator on the West Wing at the Ralph T. O'Neal Administration Complex, Road Town, Tortola, British Virgin Islands.

SCOPE OF WORKS

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

1. Demolition and excavation works for site clearance and substructure works.
2. Piling and associated reinforced concrete foundation works.
3. Supplying and installing structural steel frame members and profile decking.
4. Exterior cladding and finishing with STO Corp. product to match existing building.
5. Interior finishes and MEP works.
6. Procurement, supply, install and commission of new Otis elevator.

For the construction and installation of new elevator shaft and elevator at the Ralph T. O'Neal Administration Complex, Road Town, Tortola, British Virgin Islands in accordance with the drawings and specifications.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Certificates of Good Standing in respect of Social Security and Taxes including Payroll Taxes and Property Taxes¹ from :
 - a) The Director of Social Security Board
 - b) The Commissioner of Inland Revenue, and
 - c) The Director of National Health Insurance
- 2) Certificate of Good Standing from Commercial Registry (if company is a registered company)
- 3) A valid Trade License – 2021 (for the work required)
- 4) A detailed work programme showing the order in which the various sections of works are to be executed, the rates of progress and the estimated periods of time for their execution and completion. A bar chart shall also be submitted with these details.
- 5) List of projects completed [within the last 5yrs, inclusive of value, description, and owner].
- 6) A staff organizational chart listing all staff who will be associated with the Works, their appointments and previous experience that must include, but not be limited to, the following:
 - a) Contractor's representative [on site]
 - b) Construction Project Manager [on site].
 - c) Otis Elevator Company Project Manager/Representative
- 7) List of current contract commitments/work in progress

¹The date of issue on the above-mentioned certificates and trade license should be no later than one month prior to date of submission.

Tenders must provide with their tender, a Tender Bond/Tender Security, **not less than 1% of the bid price**, in the form of a bank

guarantee, banker's draft, certified cheque, or a bond provided by an Insurance Agency.

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, 25th October, 2021** between the hours of 9:00 a.m. to 4:00 p.m. Bidding documents will be sent to bidders electronically upon request to procurement@gov.vg with the subject title **"Ralph T. O'Neal Administration Complex Construction of a New Elevator Shaft and Procurement and Commissioning of New Elevator"** Bidders are advised that the destination mailbox is NOT automated to send bidders a dated and time acknowledgement of receipt and delivery of their message. Therefore, bidders should not assume that their email has been safely received and it is the responsibility of the bidder to follow up with the Procurement Coordinator using the contact 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, be responsible for non-receipt of documents by bidder.

ADDRESS FOR CORRESPONDENCE ONLY

Procurement Coordinator
Ministry of Finance
Procurement Unit
Qwomar Trading Building #2, 2nd Floor
Road Town, Tortola
British Virgin Islands

Tel: (284) 468-4243/5921
Email: Procurement@gov.vg

A virtual Pre-Tender Meeting via WebEx is scheduled for **Friday, 5th November, 2021**



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at 10:00 am local time. Due to Covid-19 preventative measures and social distancing guidelines established by the Ministry of Health and Social Development 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, three (3) copies and one (1) flash drive containing the bidder's documents. The original 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 "**Ralph T. O'Neal Administration Complex Construction of a New Elevator Shaft and Procurement and Commissioning of New Elevator**" and addressed to:

The Chairman
Central Tenders Board
Procurement Unit, Ministry of Finance
Qwomar Building #2, 2nd Floor
Blackburne Road, Tortola
British Virgin Islands

All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), Qwomar Trading Building No. 2, 2nd Floor, Blackburne Road, Waterfront Drive, Tortola, British Virgin Islands, by the bearer not later than 10:00 a.m. (local time) on **Tuesday, 14th December, 2021. Tenders will not be received after the "Tender Box" is closed.**

Tenders will be opened at the Procurement Unit, Ministry of Finance, Qwomar Building No. 2, 2nd Floor at 11:00 a.m. (Local Time) on **Tuesday, 14th December, 2021.** Tenderers are invited to witness this process via WebEx. Tenderers will be

provided with the access code and password prior to the opening of bids

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
Qwomar Trading Building #2
Blackburne Road, Tortola
Virgin Islands