



NOTICE TO TENDERERS

PTN No. 36 of 2022

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The Government of the Virgin Islands invites eligible and qualified bidders for Project Management Services to Supervise Nine [9] Social Homes to be constructed on Tortola Virgin Gorda, and Jost Van Dyke, in the British Virgin Islands.

SCOPE OF WORKS

The proposed works comprise of the following:

- a) Perform quality assurance/quality control audits on all works on site.
- b) Conduct regular site visits to construction sites and provide monthly status updates on each project.
- c) Prepare monthly reports on activities and status of the nine [9] social homes
- d) Prepare project valuation reports and payment certificates as required for each project.
- e) Collaborate with architects, engineers, electricians and other specialists as required for each project.
- f) Assess variation and change order requests and prepare the necessary forms and documents as required by each project.
- g) Write and submit inspection logs, quality assurance reports and punch lists for each project.
- h) Act as the point of contact between the Ministry of Health and Social Development and the contractors for all nine [9] projects.

LIST OF PROJECTS

Construction of social homes in the following locations:

1. White Bay, Jost Van Dyke
2. Little Harbour, Jost Van Dyke
3. East End, Jost Van Dyke
4. Sea Cow's Bay, Tortola (2 Social Homes)
5. Pararquita Bay, Tortola
6. Fat Hogs Bay, Tortola
7. North Sound, Virgin Gorda (2 Social Homes)

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 Taxes 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 for the specific work required in the Tender Document
- 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 be submitted with these details
- 5) List of similar projects completed [within the last 5yrs, inclusive value, description, and owner].
- 6) A staff organizational chart listing all staff who will be associated with the Works, their appointments and previous experience.

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 **Tuesday, 18th October, 2022**, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to bidders electronically upon request to procurement@gov.vg with the subject title "**Project Management Services to Supervise Nine [9] Social Homes to be constructed on Tortola, Virgin Gorda, and Jost Van Dyke**". 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 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
RFG Place, 3rd Floor
Road Town, Tortola
British Virgin Islands

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

A virtual Pre-Tender meeting is scheduled for **Thursday, 3rd November, 2022 at 10:00 am** local

time. All prospective tenderers will be provided with 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 "**Project Management Services to Supervise Nine [9] Social Homes to be constructed on Tortola, Virgin Gorda, and Jost Van Dyke**" and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place, 3rd 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, 3rd Floor, Tortola, Virgin Islands, by the bearer **not later than 10:00 a.m.** local time on **Tuesday, 22nd November, 2022**. Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, Procurement Unit, RFG Place, 3rd Floor at **11:00 a.m local time on Tuesday, 22nd November, 2022**. Tenderers are invited to witness this process via "WebEx". Tenderers will be provided with the access code and password prior to the opening.

Government (GOVI)/Ministry of Finance reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to the award of the contract, without thereby incurring any liability to the affected prospective bidder(s) or any obligation to inform the affected prospective bidder(s) on the grounds for GOVI/Ministry of Finance action. GOVI/Ministry of Finance will not defray any costs incurred by any bidder in the preparation of bids.

Ministry of Finance
Procurement Unit
RFG Place, 3rd Floor
Blackburne Road, Tortola
Virgin Islands