



NOTICE TO TENDERERS

PTN No. 38 of 2022

PAGE 1

The Government of the Virgin Islands (British) invites tenders from local companies for: **Supply of Security Services for Elmore Stoutt High School – Lower Estate Campus (L. Adorothy Turnbull Building and Newly Constructed Buildings), Tortola, British Virgin Islands.**

SCOPE OF WORKS

The proposed services comprise of: providing the school at the Lower Estate Campus (L. Adorothy Turnbull Building) and the Newly Constructed Buildings) with a 24 hour security service whose primary purpose is to safeguard the property of the school and lives of students, employees and visitors.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- a) 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.
- b) Tenderers operating in the British Virgin Islands must submit a Trade License (Valid for 2022) (If Partnership or Sole Proprietorship).
- c) Tenderers registered as companies in the British Virgin Islands will be required to submit a Certificate of Good Standing from Commercial Registry.

Note: The date of issue indicated on the above-mentioned certificates should be no earlier than six month prior to the date of submission. Tenders shall be submitted in strict compliance with all the requirements set out in the Instructions to Tenderer.

- d) Tenderers are to supply other documentation as listed in the Tender Document, Instructions to Tenderers.

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 between the hours of 9:00 am to 4:00 pm, Monday to Friday. Bidding documents will be sent to bidders electronically upon request to procurement@gov.vg with the subject title **“Supply of Security Services for Elmore Stoutt High School at the Lower Estate Campus (L. Adorothy Turnbull Building and the Newly Constructed Buildings)”**. 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
RFG Place, 2nd Floor
Waterfront Drive, Road Town
Tortola, British Virgin Islands

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

A virtual Pre-Tender meeting is scheduled for **Wednesday, 30th November, 2022 at 10:00 am** local time. All prospective tenderers will be notified of the access code and password prior to the meeting. 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 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 **“Tender for the Supply of Security Services for Elmore Stoutt High School at the Lower Estate Campus (L. Adorothy Turnbull Building and the Newly Constructed Buildings)”** and addressed to:

**The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive
Road Town, Tortola, VG 1110
British Virgin Islands**

All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), Rita Frett Georges Bldg., 2nd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands by the bearer not later than **10:00 a.m. local time on Tuesday, 13th December, 2022. Tenders will not be received after the Tender Box is closed.**

Tenders will be opened at the Procurement Unit, Ministry of Finance, Rita Frett Georges Bldg. 2nd Floor at **11:00 a.m local time on Tuesday, 13th December, 2022**. 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
RFG Place, 2nd Floor
Waterfront Drive, Road Town
Tortola, British Virgin Islands**