



NOTICE TO TENDERERS

PTN No. 3 of 2021

The Government of the Virgin Islands invites tenders from local companies for: Supply of Security Services for Elmore Stoutt High School at the Lower Estate Campus (L. Adorothy Turnbull Building) and the Pasea Estate Campus (Clarence Thomas Building) located in Tortola, British Virgin Islands.

SCOPE OF WORKS

The proposed services comprise of: providing the Elmore Stoutt High School at the Lower Estate Campus (L. Adorothy Turnbull Building) and the Pasea Estate Campus (Clarence Thomas Building) 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) Tenderers registered in the British Virgin Islands will be required to submit updated Certificates of Good Standing to the effect that the Tenderer has complied with the provisions and have fulfilled the obligations under the Payroll Taxes Act No. 18 of 2004, Income Tax Ordinance, Cap. 206, Social Security Ordinance, Cap. 266, and National Health Insurance under the Social Security (Amendment) Act 2014 of the Government of the Virgin Islands. These certificates can be obtained from:
 - (i) the Director of the Social Security Board;
 - (ii) the Commissioner of Inland Revenue; and
 - (iii) the Director of National Health Insurance.
- b) Tenderers operating in the British Virgin Islands must submit a Trade License (Valid for 2021) (If Partnership or Sole Proprietorship). The trade license must cover the specific type of work detailed in the tender request.
- c) Tenderers registered as companies in the British Virgin Islands will be required to submit a Certificate of Good Standing from Commercial Registry.
- d) Tenderers are to supply other documentation as listed in the Tender Document, Instructions to Tenderers.

NOTE: The date of issue indicated on the above-mentioned certificates should be no earlier than one 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.

Tenders must provide with their tender, a Tender Bond/Tender Security, not less than **1% of the bid price**, by way of a bank or an accredited insurance company.

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 January, 2021, 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 Pasea Estate Campus (Clarence Thomas Building)". 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
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 is scheduled for **Wednesday, 16th February, 2021 at 10:00 am local time**. Due to the Pandemic 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 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 "**Tender for the Supply of Security Services for Elmore Stoutt High School at the Lower Estate Campus (L. Adorothy Turnbull Building) and the Pasea Estate Campus (Clarence Thomas Building)**" and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
Qwomar Trading Building #2, 2nd Floor
Blackburne Road, Tortola
Virgin Islands, VG1110

All tenders must be deposited in the **Tender Box** at the Ministry of Finance (Procurement Unit), **Qwomar Trading Building #2**, Blackburne Road, Tortola, Virgin Islands, by the bearer not later than **10:00 a.m. local time on Tuesday, 23rd March, 2021**. Tenders will not be received after the "**Tender Box**" is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, Qwomar Trading Bldg #2, 2nd Floor at **11:00 a.m local time on Tuesday, 23rd March, 2021**. 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
Qwomar Trading Building #2
Blackburne Road, Tortola
Virgin Islands