



NOTICE TO TENDERERS

PTN No. 40 of 2022

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The Government of the Virgin Islands invites tenders for the Construction of the New Social Home in North Sound, Virgin Gorda, British Virgin Islands.

SCOPE OF WORKS

The proposed works comprise: furnishing all plant, labor, equipment, and materials and performing all operations in connection with the construction of the New Social Home in North Sound, Virgin Gorda, British Virgin Islands in accordance with the aforementioned drawings and specifications.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Tenderers participating in the procurement process shall provide proof that the company/individual is in good standing with respect to taxes (payroll and property), 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 NHI, the Commissioner of Inland Revenue and Company Registry.
- 2) A valid trade license for the specific type of work detailed in the tender document.
- 3) A detailed work programme showing the order in which the various sections of work are to be executed, the rate of progress and the estimated periods for the execution and completion. A bar chart shall be submitted with these details.
- 4) List of projects completed (within the last 5 years, inclusive of value, description, and owner).
- 5) 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 Manager (on site)
- 6) A list of Current Contract Commitments/Work in Progress.

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 **Wednesday, 16th November 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 "**Construction of the New Social Home, North Sound, Virgin Gorda**". Bidders are advised that the destination mailbox is NOT automated to send bidders a dated and time acknowledgment 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 acknowledgment 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 the non-receipt of documents by the 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 pre-tender meeting is scheduled for **Wednesday, 7th December 2022** at **10:00 am** local time, at the Flax Administration Building conference room, Virgin Gorda. 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 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 "**Construction of the New Social Home in North Sound, Virgin Gorda**" and addressed to:

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

All tenders must be deposited in the "**Tender Box**" at the Ministry of Finance (Procurement Unit), **RFG Place 2nd Floor, Road Town, Tortola, Virgin Islands**, by the bearer not later than **10:00 a.m. local time on Tuesday, 17th January 2023**. **Tenders will not be received after the "Tender Box" is closed.**

Tenders will be opened at the Procurement Unit, Ministry of Finance, **RFG Place 2nd Floor, Road Town, Tortola 11:00 a.m local time on Tuesday, 17th January 2023**. 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**