



NOTICE TO TENDERERS

PTN No. 42 of 2022

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The Government of the Virgin Islands (GOVI) acting through the Office of the Deputy Governor (ODG) is seeking the services of a suitable locally based insurance company for the provision of insurance for the Operations of the Magistrate's Court located at Dawson Building, Joe's Hill, Tortola, British Virgin Islands (hereinafter referred to the "Services"). The insurance coverage being sought is Contents and Public Liability insurance for 3,133 square feet of leased commercial space.

The coverage plan (hereinafter referred to as the "Plan") should provide a cost estimate for a period of one (1) year commencing from January 2023 to January 2024.

SCOPE OF WORKS

The aim of this project is to obtain insurance to cover the Operations of the Magistrate's Court at Dawson Building- Joe's Hill for a period of one (1) year.

The insurance being sought is Contents and Public Liability insurance for 2,133 square feet of leased commercial space.

INSTRUCTIONS TO TENDERERS

- i. Tenderers participating in the procurement process shall provide proof that 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 National Health Insurance, the Commissioner of Inland Revenue and Company Registry
- ii. A valid Trade License for the specific type of service detailed in the tender document. (valid for 2022), (If partnership or sole proprietorship).
- iii. A valid insurance licence issued pursuant to the Insurance Act 2008 for insurance

providers operating in the British Virgin Islands issued by the Financial Service Commission.

- iv. Evidence of Insurance Company rating for minimum of credit and claims settlement to a standard of Post "A-" rating and above.

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, 5th December 2022, on weekdays 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 "**Insurance for the Operations of the Magistrate's Court at Dawson Building Joe's Hill**". 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 submitted by bidders.

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

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 "**Insurance for the Operations of the Magistrate's Court at Dawson Building- Joe's Hill**" 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 Building, 2nd Floor, Road Town, Tortola, British Virgin Islands**, by the bearer not later than **10:00 a.m. local time on Tuesday, 20th December 2022.** Tenders will not be received after the Tender Box is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, RFG Building, 2nd Floor at **12:00 noon on Tuesday, 20th 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 of bids.

The Government of the Virgin Islands (British) 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**