



# NOTICE TO TENDERERS

PTN No. 4 of 2022

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## Request for Proposals: Consultancy Services for Design of Her Majesty's Customs Courier Cargo Distribution Centre for the British Virgin Islands

### 1. INTRODUCTION

- 1.1. The Government of the Virgin Islands (GoVI or the "Government"), acting through the Ministry of Finance, is inviting qualified, professional, experienced, and resourceful engineering firms to provide design services for the configuration and outfitting of the Her Majesty's Customs (HMC) Courier Cargo Distribution Centre located in JOMA (Properties) Ltd. situated at Port Purcell, British Virgin Islands (hereinafter referred to as the "Services").
- 1.2. The end-product of Services will be used to inform the outfitting of JOMA (Properties) Ltd. building to accommodate Courier Cargo Distribution Centre (the "Project"), which will house all couriers, the CAPS Trader Declaration Unit, the Flex Team and the Task Force.
- 1.3. Bidding documents will be sent to bidders electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title "**RFP for Consultancy Services for Design of Her Majesty's Customs Courier Cargo Distribution Centre for the BVI**". 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, be responsible for non-receipt of documents by bidder.

### 2. BACKGROUND

- 2.1. One of the primary functions of HMC is to facilitate legitimate trade efficiently, effectively and economically in order to safeguard the well-being and security of the Territory. HMC checks cargo on a risk based approach, which is guided by the World Customs Organisation framework of standards. Risk management and intelligence approach is often utilized as checking all cargo that is imported on a daily basis is not always practical. In addition, as a means of curtailing fraudulent activities, K-9 inspections are conducted at the port and post checks are conducted at the couriers' work site.
- 2.2. In order to mitigate international security risk, risk of revenue loss, smuggling and to combat Money Laundering and Terrorist Financing, it is recommended that HMC establish a Courier Cargo Distribution Centre (CCDC). This distribution

Centre will house all couriers, CAPS Trader Declaration Unit, the Flex Team and the Task Force. This is expected to enable efficient and transparent processes while importers receive goods in accordance with international standards. The CCDC is also expected to allow for immediate and substantial increases in revenue collections, while facilitating legitimate trade.

- 2.3. The Government has identified a location to house the proposed CCDC. Accordingly, the CCDC will occupy a leased property owned by JOMA (Properties) Ltd. on Road Town Registration Section, Parcel 304, Block 2938B.

### 3. SCOPE OF THE CONSULTANCY

- 3.1. The Government is therefore seeking the services of a qualified, professional, experienced, and resourceful individual or firm capable of providing the Services.

- 3.2. The objective of the consulting services is to achieve an efficient and proper implementation of the project through the following phases:

- 3.2.1. **Design Development** – The Consultant shall provide complete design services including all major and minor disciplines. The end result of any contract with the Consultant must be documents that provide a complete and fully functional facility. The design is comprised of a series of documents aimed at providing complete and accurate information to all potential bidders on labor, materials, equipment and transportation necessary for the execution of the work. The design development phase will include:

- a. Prepare preliminary design and final "for construction" design, inclusive of specifications for the Project;
- b. Prepare a detailed Bill of Quantities to allow for bidding and a construction budget;

- 3.2.2. The consultant will also be responsible for providing assistance in obtaining any required approvals on the proposed works from the relevant government agencies.

- 3.2.3. **Procurement Assistance/ Tendering and Award of Contract** – the consultant shall carry out all necessary tasks and technical assistance in order to facilitate the tendering processes and the award of the construction works included in the project. Procurement assistance shall include the following activities:

- a. Provide technical support in preparation of tender notices and tender documentation;

- b. Provide technical information, conducting pre-bid meetings, including site visits if requested, and assistance with responses to clarifications sought by bidders;

- c. Provide assistance in the evaluation of bids in accordance with the criteria set forth in the bidding documents.

- d. Provide technical assistance in the negotiation between GOVI and the potential contractor for the construction contract; and

- e. Provide technical support to prepare a draft and final contract agreement.

- 3.2.4. **Supervision during Construction** – the consultant shall provide contract management and construction supervision of the works to ensure that they are accomplished in accordance with the technical specifications detailed in the project and other contract documents. During the construction works, the objective of the consulting services is to provide construction management services including conducting technical inspections of the Project to ensure that the construction works are accomplished in accordance with the technical specifications and other contract documents, achieving the agreed quality specifications, within time schedule and budget. The responsibilities of the Consultant in this regard will include the following tasks:

- a. Scrutinize and approve the contractor's detailed work program including contractor's resource planning;

- b. Scrutinize and approve construction methods proposed by the contractor, modify as necessary and monitor environmental and social safeguard requirements;

- c. Supervise and monitor construction of all project components, modify designs as required by site conditions and issue variation orders to the contractor;

- d. Interpret the technical specifications, where required;

- e. Prepare monthly progress reports, and a project completion report no later than one month before the completion of the Services;

- f. Approve interim certificates for progress payments and verify the quantities for such certificates and recommend for payment to the Employer; and



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- g. Assess and make recommendations to the employer on the contractor's claim for additional payment, extension of time and any other matters related to contract administration.

3.2.5. **Post Construction Phase / Close-out Phase** – involves verification that the project is completed, certify completion, prepare as-built documentation and inspect the works during defect liability period and other related tasks. The consultant shall verify that the project is completed in compliance with the provisions stipulated in the contract documents and certify its completion. The responsibilities of the Consultant during this phase includes the following:

- a. Carry out inspection at time of substantial completion of the works, prepare a punch list and track completion
- b. Verify that the project is completed;
- c. Certify completion of part or all of the works and issue the Taking Over Certificate;
- d. Check, certify and complete if necessary 'as-built' drawings for the works prepared by the contractor;
- e. Confirm payment applications submitted by the Contractor and final payment certificate;
- f. Coordinate the turn-over of the Project to GoVI;
- g. Inspect the works at appropriate intervals during the Defect Liability Period and recommend for certification; and
- h. Arrange for Final Hand-Over certificates following the expiration of the Defects Liability Period.

## 4. DELIVERABLES

- 4.1. The deliverables to be provided relative to the Services include:
- 4.1.1. Final "for construction" design and Project specifications in accordance with Section 3.2.1(a);
- 4.1.2. Detailed Bill of Quantities and Project Budget as in Section 3.2.1(b);
- 4.1.3. Monthly progress reports commencing one month after the signing of the contract; and

- 4.1.4. A Project Completion report submitted no later than one month before the completion of the Services.

## 5. PRE-TENDER MEETING

A virtual Pre-Tender meeting will be held via WebEx platform on **Thursday, 24th March, 2022 at 10:00 am** (local time). All prospective tenderers will be notified of the access code and password prior to the meeting. The pre-tender meeting is not mandatory; however, it is recommended that each Bidder attend. Each Bidder must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully assess the associated cost, shall not relieve any Bidder from responsibility to properly evaluate the difficulty or cost of successfully performing the Services.

## 6. PROCUREMENT QUESTIONS – PROHIBITED CONTACTS

Any questions regarding this RFP should be submitted in writing by email only to the Procurement Coordinator at [procurement@gov.vg](mailto:procurement@gov.vg) on or before **7th April, 2022**.

Questions submitted after the designated period will not be considered. Any response made by the Procurement Unit will be provided in writing to all Bidders via an addendum. It is the responsibility of each Bidder to obtain a copy of any addendum issued for this procurement. No Bidder may rely on any verbal response to any question submitted concerning this RFP. All communications by any Bidder concerning this RFP must be made to the Procurement Coordinator via [procurement@gov.vg](mailto:procurement@gov.vg).

## 7. SUBMISSION OF PROPOSALS

- 7.1. Electronic submissions of proposals in a non-editable format and not exceeding 10 MB should be sent to the Procurement Coordinator (Mrs. Ishma Rhymer) at email address [procurement@gov.vg](mailto:procurement@gov.vg). The filename and the email subject must bear the Applicant's name and "**RFP for Design of Her Majesty's Custom Courier Cargo Distribution Centre, BVI**".
- 7.2. Proposals must be submitted to the Procurement Coordinator no later than **Tuesday, 12th April, 2022 at 10:00 AM** local time. It is the responsibility of the bidder to ensure that his bid is received by the Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation. Proposals will be opened on the same day at **11:30 am**. Bidders who wish to witness the opening process via WebEx will be provided with the access code and password by **12:00 noon (local time) on 11th April, 2022**.
- 7.3. Proposals must be submitted in accordance with paragraph 7.1 and 7.2 with documentary evidence (where applicable) that include the following:

- 7.3.1. Form of Proposal as per attached **Form I; (Please do not alter this form)**

- 7.3.2. Company profile and statement of capability;

- 7.3.3. Curriculum Vitae for all key members of the firm that are expected to deliver the services;

- 7.3.4. General information on the bidder as per attached **Form II: General Information;**

- 7.3.5. A list with brief descriptions of recent assignments that demonstrate a proven track record, solid reputation, success, and experience that are similar in scope to the requirements of this assignment that the firm has participated in as per attached **Form III: Statement of Experience on Similar Assignments;**

- 7.3.6. Proposed methodology for implementing the Services including a Schedule with timelines for completion of tasks and submission of the deliverables;

- 7.3.7. Financial Proposal to perform the services including hourly charge-out rates for personnel that are proposed to be assigned to deliver these services as per attached **Form IV: Cost Proposal Questionnaire;**

- 7.3.8. Firms are required to submit a valid business licence or equivalency as proof of authorisation to operate a business in the area of the required expertise in its jurisdiction of operation. Tenderers registered in the BVI 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 Social Security Act Ordinance, CAP. 266, Payroll Taxes Act No. 18. of 2004, Income Tax Ordinance CAP. 206 and National Health Insurance under the Social Security (Amendment) Act 2014 of the Laws of the Virgin Islands

- 7.3.9. Any other documentary evidence to establish credentials.

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**  
**Rita Frett Georges Bldg, 2nd Floor**  
**Waterfront Drive, Road Town, Tortola, BVI**