



NOTICE TO TENDERERS

PTN No.4 of 2024

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SCOPE OF SERVICES

- 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 and Architectural firms to provide design services for the configuration and outfitting of His Majesty's Customs (HMC) Courier Cargo Distribution Centre located at Terrence B. Lettsome International Airport Airside situated at Beef Island, British Virgin Islands (Here in after referred to as the "Services").
- 1.2. The end-product of Services will be used to inform the Design of a New Building at Terrence B. Lettsome International Airport Airside, the New building will be constructed to accommodate His Majesty's Customs Courier Cargo Distribution Centre (the "Project").
- 1.3. The objective of the consulting services is to achieve an efficient and proper implementation of the project through the following phases:
 - 1.3.1. 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 tenderers on labor, materials, equipment and transportation necessary for the execution of 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:
 - 1.3.2. The consultant will also be responsible for providing assistance in obtaining any required approvals

on the posed works from the relevant government agencies.

APPLICATION FOR DOCUMENTS

Tender documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title "**RFP for Consultancy Services for Design of His Majesty's Customs Courier Cargo Distribution Centre for the Virgin Islands.**" Tenderers are advised that the destination mailbox is NOT automated to send tenderers a dated and time acknowledgement of receipt and delivery of their message. Therefore, tenderers should not assume that their email has been safely received and it is the responsibility of the tenderer 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 tenderer.

A virtual Pre-Tender meeting will be held via WebEx platform on **Wednesday, 21st February 2024 at 10:00 am (local time)**. All prospective tenderers will be notified of the access code and password prior to the meeting. The pretender meeting is not mandatory; however, it is recommended that each tenderer attend. Each tenderer 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 tenderer from responsibility to properly evaluate the difficulty or cost of successfully performing the Services.

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 on or before **Tuesday, 27th February 2024.**

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

SUBMISSION OF TENDERS

Electronic submissions of proposals in a non-editable format and not exceeding 10 MB should be sent to the Acting Procurement Coordinator (Mrs. Diana Percell-Gumbs) at email address procurement@gov.vg. The filename and the email subject must bear the Applicant's name and "**RFP for Consultancy Services for Design of His Majesty's Customs Courier Cargo Distribution Centre for the Virgin Islands**".

Proposals must be submitted to the Procurement Coordinator no later than **Monday, 11th March 2024 at 2:00 pm (local time)**. It is the responsibility of the tenderer to ensure that the proposal is received by the Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation. Proposals will be opened on **Tuesday, 12th March, 2024 at 11:00 am (local time)**.

Tenderers who wish to witness the opening process via WebEx will be provided with the access code and password by **Monday, 11th March 2024.**

The Government of the Virgin Islands does not bind itself to accept the lowest or any other proposal and will not defray any costs incurred by the Tenderer.

**Ministry of Finance
Procurement Unit
RFG Place
Road Town, Tortola
Virgin Islands**