



NOTICE TO TENDERERS

PTN No.4 of 2025

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The Government of the Virgin Islands (GOVI) (hereinafter referred to as the "Employer") acting through the Ministry of Health and Social Development (MHSD) is seeking professional service from qualified and reputable security company to **"Supply Security Services for Safe Haven Transitional Centre premises located in Purcell Estate, Tortola, British Virgin Islands"** for a period of two (2) years.

SCOPE OF WORKS

The proposed services comprise of: providing the Safe Haven Transitional Centre with a 24-hour security service whose primary purpose is to safeguard the property and lives of the residents, employees and visitors:

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish originals or notarized copies of the following certificates;

- i. Proof that company/individual is in good standing with respect to taxes, duties, social security and national health insurance contributions, company registration, or payments due to the Government of the Virgin Islands. Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, the Commissioner of Inland Revenue and Company Registry;
- ii. A completed Form of Tender in accordance with Section 3. This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided; (Do Not Alter this Form).
- iii. Tenderers operating in the British Virgin Islands must submit a Trade License (Valid for 2025) specific for the type of work detailed in the tender document. (If Partnership or Sole Proprietorship) in the type of service required.

iv. Tenderers registered as companies in the British Virgin Islands are to submit a Certificate of Good Standing from Commercial Registry and a Certificate of Incorporation;

v. Companies not registered or operating in the British Virgin Islands are required to provide a valid business license or equivalency as proof of authorization to operate a business in the area of the required expertise in its jurisdiction of operation.

vi. Any other material to be completed and submitted in accordance with the Instruction to Tenderers embodied in these Tender Documents. The Form of Tender and the Cost Proposal provided in these Tender Document shall be used without exception. Tenderers are to supply other documentation as listed in the Request for Proposal.

Notes: The date of issue indicated on the above-mentioned certificates should be no earlier than six months prior to the date of submission. Tenders shall be submitted in strict compliance with all the requirements set out in the Instruction to Tenderers.

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 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 Safe Haven Transitional Centre"**. 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, will be responsible for non-receipt of documents by bidder.

Address for Correspondence Only

Procurement Coordinator
Ministry of Finance
Procurement Unit
Rita Frett Georges Bldg., 2nd Floor
Waterfront Drive,
Road Town, Tortola
British Virgin Islands

Tel: (284) 468-424/5922

Email: Procurement@gov.vg

A virtual Pre-Tender meeting is scheduled for **Friday, 7th February, 2025 at 10:00 am local time**. 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, 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 **"Tender for the Supply of Security Services for Safe Haven Transitional Centre"** and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place 2nd Floor
Waterfront Drive
Road Town, Tortola, VG1110
Virgin Islands



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All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), Rita Frett Georges Bldg., 2nd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands by the bearer not later than 10:00 a.m. local time on Tuesday, 11th March, 2025. Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, Rita Frett Georges Bldg. 2nd Floor at 11:30 a.m local time on Tuesday, 11th March, 2025. 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
Rita Frett Georges Bldg., 2nd Floor
Waterfront Drive,
Road Town, Tortola
Virgin Islands**