



# NOTICE TO TENDERERS

PTN No. 7 of 2022

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**The Government of the Virgin Islands (British) invites tenders from local companies for: Supply of Security Services for Safe Haven Transitional Centre located in Purcell Estate, Tortola, British Virgin Islands.**

## 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;

- a) Tenderers registered in the British Virgin Islands 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 Payroll Taxes Act No. 18 of 2004, Income Tax Ordinance, Cap. 206, Social Security Ordinance, Cap. 266, and National Health Insurance under the Social Security (Amendment) Act 2014 of the Government of the Virgin Islands. These certificates can be obtained from:
  - (i) The Director of the Social Security Board;
  - (ii) The Commissioner of Inland Revenue; and
  - (iii) The Director of National Health Insurance
- b) Tenderers operating in the British Virgin Islands must submit a Trade License (Valid for 2022) (If Partnership or Sole Proprietorship).
- c) Tenderers registered as companies in the British Virgin Islands will be required to submit a Certificate of Good Standing from Commercial Registry.

Note: The date of issue indicated on the above-mentioned certificates should be no earlier than one month prior to the date of submission. Tenders shall be submitted in strict compliance with all the requirements set out in the Instructions to Tenderer.

- d) Tenderers are to supply other documentation as listed in the Tender Document, Instructions 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](mailto: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, be responsible for non-receipt of documents by 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](mailto:Procurement@gov.vg)

A virtual Pre-Tender meeting is scheduled for **Wednesday, 20th April, 2022 at 10:00 am local time**. Due to the Covid-19 preventative measures and social distancing guidelines established by the Ministry of Health and Social Development 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 and three (3) copies plus one (1) flash drive containing the tenderer'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  
British Virgin Islands,

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, 24th May, 2022**. **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 **11:00 a.m local time on Tuesday, 24th May, 2022**. 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 Place  
Road Town, Tortola  
Virgin Islands**