



NOTICE TO TENDERERS

PTN No. 11 of 2020

The Government of the Virgin Islands (British) invites tenders for Refurbishment and Installation Works of Server room at Royal Virgin Island Police Headquarters and Road Town Police Station, Tortola, Virgin Islands (British).

SCOPE OF WORKS

The proposed works comprise of: providing construction/refurbishment of server room, including demolition of glass enclosure, erecting a wall, removal and installation of tiles, resurfacing and painting of walls, installation of a metal door and associated electrical works, installation of specific equipment at the Police Headquarters.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Certificates of Good Standing in respect to Social Security and Taxes including Payroll Taxes and Property Taxes from¹ :
 - a) The Director of Social Security Board,
 - b) The Commissioner of Inland Revenue, and
 - c) The Director of National Health Insurance
- 2) Certificate of Good Standing from Commercial Registry (if company is a registered company)
- 3) A valid Trade Licence
- 4) 4) A proposed Work Program, Method Statement and time schedule for executing the Works.
- 5) 5) A staff organizational chart showing management structure including contact details of the key members of the organization that are to be involved with this tender, including the proposed project manager.
- 6) 6) Provides specific details of what aspects of the works will be undertaken by sub-contractors (if applicable). Subcontractor names and contact details must be provided.
 - a) Contractor's representative on site
 - b) Foreman on site.

¹The date of issue on the above mentioned certificates and trade licence should be no later than one month prior to date of submission.

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, 28th September, 2020** 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 **"Refurbishment and Installation Works of Server Rooms at Royal Virgin Islands Police Headquarters and Road Town Police Station"** 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 document by bidder.

Address for Correspondence Only

Procurement Coordinator
Ministry of Finance
Procurement Unit
Qwomar Trading Building #2, 2nd Floor
Road Town, Tortola
British Virgin Islands

Tel: (284) 468-4243/5921
Email: Procurement@gov.vg

A virtual Pre-Tender Meeting via Webex is scheduled for **Thursday, 8th October, 2020 at 10:00 am**. Due to the Pandemic Covid-19 preventative measures and social distancing guidelines established by the Ministry of Health & 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, three (3) copies and one (1) flash drive containing the bidder's documents. The original 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 Refurbishment and Installation Works of Server Rooms at Royal Virgin Islands Police Headquarters and Road Town Police Station"** and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
Qwomar Trading Building #2, 2nd Floor
Blackburne Road, Tortola
Virgin Islands, VG1110

All tenders must be deposited in the **"Tender Box"** at the Ministry of Finance (Procurement Unit), **Qwomar Trading Building No. 2, 2nd Floor**, Blackburne Road, Waterfront Drive, Tortola, British Virgin Islands, by the bearer not later than 10:00 a.m. local time on **Tuesday, 27th October, 2020**. Tenders will not be received after the **"Tender Box"** is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, Qwomar Building No. 2, 2nd Floor at 12:00 p.m. on **Tuesday, 27th October, 2020**. 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 does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.

**Procurement Unit
Ministry of Finance
Government of the Virgin Islands
Qwomar Building #2
Blackburne Road, Tortola
British Virgin Islands**