



# NOTICE TO TENDERERS

PTN No. 34 of 2022

PAGE 1

**The Government of the Virgin Islands (hereinafter referred to as the "Employer") is seeking the services of a qualified and suitable construction contractor to undertake the Outfitting of the Magistrate's Court, 2nd Floor, Dawson's Building – Joe's Hill, Tortola, British Virgin Islands.**

## SCOPE OF WORKS

The proposed works consist of the construction of sheetrock walls, installation of electrical and plumbing fixtures, conduits and appurtenances, installation of an air conditioning system to complete the outfitting of, installation of fixed furniture and made fit for purpose, the 2nd floor space of the Dawson's Building, Joe's Hill, Tortola, British Virgin Islands in accordance with the bill of quantities and drawings.

## INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Proof that the company or 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, and the Commissioner of Inland Revenue.
- 2) Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry.
- 3) A Trade License (valid for 2022) for the specific type of work detailed in the tender document.
- 4) A Priced Bill of Quantities in accordance with Section 5 of the tender document.
- 5) A list of projects undertaken by the Tenderer or Key Personnel within the past five (5) years that demonstrate the Tenderer's or Key Personnel experience in delivering similar projects in the form included in Section 6 of the tender document.
- 6) Work Programme and Method Statement that details proposed time schedule and methodology for executing the Works;
- 7) A list of Current Contract Commitments/Work in Progress in accordance with Section 7 of the tender document.

- 8) An organizational chart showing management structure including the names and contact details of the key members of the organization that will be involved with this tender, including the proposed project manager.

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, 10th October, 2022, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to bidders electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title "Outfitting of Magistrate's Court, 2nd Floor, Dawson's Building – Joe's Hill, Tortola, British Virgin Islands" 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, will be responsible for non-receipt of documents by bidder.

## Address for Correspondence Only

Procurement Coordinator  
Ministry of Finance  
Procurement Unit  
Rita Frett Georges Building, 2nd Floor  
Waterfront Drive  
Road Town, Tortola VG1110  
British Virgin Islands

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

A virtual Pre-Tender meeting is scheduled for **Friday, 21st October, 2022 at 10:00 am local time**. All prospective tenderers will be provided with 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 plus 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 "**Outfitting of Magistrate's Court, 2nd Floor, Dawson's Building – Joe's Hill, Tortola, British Virgin Islands**" and addressed to:

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

All tenders must be deposited in the tender box at the Ministry of Finance (Procurement Unit), RFG Place, 2nd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands, by the bearer not later than **10:00 a.m. local time on Tuesday, 15th November, 2022**. Tenders will not be received after the tender box is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, RFG Place, 2nd Floor, Waterfront Drive, Road Town, Tortola at 11:00 a.m. local time on **Tuesday, 15th November 2022**. 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.

**Ministry of Finance  
Procurement Unit  
RFG Place, 2nd Floor  
Waterfront Drive  
Road Town, Tortola VG1110  
British Virgin Islands**