



NOTICE TO TENDERERS

PTN No.5 of 2025

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The Government of the Virgin Islands (GOVI) (hereinafter referred to as the "Employer") invites professional service from local qualified and reputable security company to provide the Supply of Security Services for the Elmore Stoutt High School (ESHS), Lower Estate, Tortola, British Virgin Islands (hereinafter referred to the "Works") for a period of three (3) years.

SCOPE OF WORKS

1. Provide security services for students, faculty, staff, visitors, equipment, buildings and other structures 24 hours daily and 7 days a week;
2. Arrange/assist staff in opening and closing of buildings and rooms before, during and after hours as maybe necessary;
3. Ensure that all outdoor lights are switched on in the evening and switched off on sunrise;
4. Provide access control at all point of entry;
5. Maintain and record inward and outward movement of people and material, and having proper checking mechanisms in place to ensure the safety of students, faculty, staff, and property;
6. Check all incoming and outgoing vehicles thoroughly;
7. Ensure the entrance of only authorized personnel (students, faculty, and staff); visitors may enter the premises subject to approved procedures;
8. Patrol the premises regularly ensuring that students who are out of class after five minutes of the bell having been rung for the completion of one period and the commencement of another have valid reasons or a pass from the principal, assistant principal or relevant teacher for being out of class.
9. Refer and escort students without a valid reason for being out of class to the principal, and take note of such incidents

in a log book provided by the school;

10. Patrol the school premises as a deterrent to any illegal and immoral conduct, including but not limited to gambling, drug and alcohol use, loitering, sexual misconduct, vandalism, and pranks of a potentially dangerous nature, among others
11. Refer students who are not in proper uniform to the principal or assistant principal;
12. Assist with the parting of fights and any other disturbances on the school premises;
13. Assist with all emergency evacuation exercises;
14. Keep ESHS personnel informed of all the matters relating to security

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) 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);
- 2) Technical Proposal in accordance with Section 3.1;
- 3) Financial Proposal in accordance with Section 3.2;
- 4) Tenderers will be required to provide 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;

- 5) Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry and a Certificate of Incorporation;
- 6) Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2025) specific type of work detailed in the tender document;
- 7) Companies not registered or operating in the British Virgin Islands are required to provide a valid business license or equivalency as proof of authorisation to operate a business in the area of the required expertise I its jurisdiction of operation;
- 8) Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents. The Form of Tender, and Cost Proposal provided in these Tender Document shall be used without exception.

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

Tender documents will be available from **Monday, 24th February 2025**, on weekdays between **9:00 a.m. to 4:00 p.m.** Tender documents will be sent to tenderers electronically upon request to **procurement@gov.vg** with the subject title **"Supply of Security Services for the Elmore Stoutt High School"** 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



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circumstance will GOVI or the Procurement Unit, Ministry of Finance, will be responsible for non-receipt of documents by tenderer.

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) 468-4245

Email: Procurement@gov.vg

A virtual pre-tender meeting is scheduled for **Friday, 7th March, 2025 at 10:00 a.m. 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 and three (3) copies plus one (1) flash drive containing the tenderer's documents.** The original tender 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 **"Supply of Security Services for the Elmore Stoutt High School"** and addressed to:

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

All tenders must be deposited in the **"Tender Box"** at the Ministry of Finance (Procurement Unit), **RFG Place**, Road Town, Tortola, British Virgin Islands, by the bearer not later than **10:00 a.m. on Tuesday, 25th March, 2025. Tenders will not be received after the "Tender Box" is closed.**

Tenders will be publicly opened at the Procurement Unit, Ministry of Finance, RFG Place at **11:00 a.m. on Tuesday, 25th 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 of the 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
Road Town, Tortola
Virgin Islands