



# NOTICE TO TENDERERS

PTN No. 9 of 2020

The Government of the Virgin Islands invites tenders for the Repairs to the East End / Long Look Community Centre on Tortola, Virgin Islands.

## SCOPE OF WORKS

The proposed works comprise of: furnishing all plant, labour, equipment and materials and performing all operations in connection with the repairs to the East End / Long Look Community Centre, Tortola, Virgin Islands in accordance with the Bill of Quantities.

## 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 from<sup>1</sup> :
  - 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) A detailed work programme showing the order in which the various sections of works are to be executed, the rates of progress and the estimated periods of time for their execution and completion. A bar chart shall be submitted with these details.
- 5) List of similar projects completed within the last 5 years, inclusive of value, description, and owner.
- 6) A staff organisational chart listing all staff who will be associated with the works, their appointments and previous experience which must include but not be limited to the following:
  - a) Contractor's representative on site
  - b) Foreman on site.

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

Tenderers must provide with their tender, a Tender Bond/Tender Security, not less than 1% of their bid price, by way of a Banker's draft, certified cheque, bond or accredited insurance company.

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, 24th August 2020** to 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](mailto:procurement@gov.vg) with the subject title **"Repairs to the East End/Long Look Community 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 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](mailto:Procurement@gov.vg)

A virtual Pre-Tender Meeting via Webex is scheduled for **Thursday, 10th September, 2020** at 10:00 a.m. Due to the Covid-19 pandemic 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 Repairs to the East End / Long Look Community Centre"** 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, 6th 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, 6th 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**