



BRITISH VIRGIN ISLANDS HEALTH SERVICES AUTHORITY

Bid for the Supply of Security Services

The British Virgin Islands Health Services Authority is soliciting competitive sealed proposals from qualified entities to provide Security Services at the Dr. D. Orlando Smith Hospital, Iris O'Neal Clinic (Virgin Gorda) and the East End and Long Look Clinics

*Bids must be submitted in a sealed envelope marked
"Bid for the supply of Security Services"
addressed to: Chairperson, BVI Health Services Authority, Peebles Hospital Annex
Road Town, Tortola, VG1110, British Virgin Islands
Closing Date is Thursday 11th June, 2020*

SCOPE OF ENGAGEMENT:

The British Virgin Islands Health Services Authority is inviting Tenders to provide Security Services at the following locations:

- Dr. D. Orlando Smith Hospital, Tortola
- Iris O'Neal Clinic, Virgin Gorda
- East End Clinic / Long Look Clinic, Tortola

INSTRUCTIONS TO BIDDERS/MINIMUM REQUIREMENTS:

Tenderers are required to furnish the following:

- ❖ A cost proposal according to the terms of reference.
- ❖ Trade License (valid for 2020)
- ❖ Certificate of good standing from Commercial Registry.
- ❖ Certificates of good standing in respect of Social Security, National Health Insurance, Taxes including Payroll Taxes from:
 - The Director of Social Security Board
 - Deputy Director of National Health Insurance
 - The Commissioner of Inland Revenue
- ❖ Minimum of three (3) references of security services provided to clients.

Failure on the part of tenderers to enclose the supporting documentation indicated within bid document will render the bid non-responsive on the date of the opening of tenders.

The date of issue on the above-mentioned certificates should be no later than one (1) month prior to date of submission.

REQUEST FOR BID DOCUMENTS

Interested companies should request a copy of the tender document from:

Ms. Akisha Smith
Executive Secretary
BVI Health Services Authority (BVIHSA)
Peebles Hospital Annex, Road Town
Tortola, Virgin Islands VG1110

Tender documents will be available from Monday, 18th May, 2020 to Friday, 29th May, 2020, between the hours of 9.00 a.m. to 4.00 p.m., Monday to Friday. Ms. A. Smith can be contacted at telephone number (284) 852-7602 and email address: aksmith@bvihsa.vg.

PROPOSAL FEE

A non-refundable fee of \$50.00 is payable to British Virgin Islands Health Services Authority by cash, banker cashier's cheque or credit card for the Bid documents.

Bid documents, once submitted, will remain the property of the BVIHSA.

SUBMISSION OF BIDS:

Bidders should submit one (1) original and two (2) copies of the tender. 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 be placed in an outer envelope and marked "BIDS FOR THE SUPPLY OF SECURITY SERVICES TO THE BRITISH VIRGIN ISLANDS HEALTH SERVICES AUTHORITY".

The outer envelope should be addressed to:

Mr. Joel Stevens
Chairperson
British Virgin Islands Health Services
Authority
32 Main Street, Road Town, Tortola, BVI
Tortola, Virgin Islands VG1110

ADDITIONAL INFORMATION

- ❖ Proposals will be opened publicly then sent to the Authority's selection committee for evaluation. The decision of the Authority's selection committee shall be final and conclusive, subject to approval by the British Virgin Islands Health Services Authority Board, following Authority approval, the successful firm shall receive a written Notice of Award.
- ❖ All cost related to the preparation of the proposals and any related activities are the sole responsibility of the proposer. The Authority assumes no liability for any costs incurred by proposers throughout the entire selection process.
- ❖ All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the Authority and will not be returned.
- ❖ The proposer must sign his/her proposal correctly and in ink. If an individual offers the proposal, his/her name, office and Post Office address must be provided. If offered by a corporation, the person signing the proposal must give the name of the business, and address of the President, Secretary and Treasurer. Anyone signing a proposal as agent must file legal evidence of his/her authority to do so, and that his/her signature is binding upon the firm or partnership.
- ❖ Each proposal shall be securely sealed in an envelope and placed in the drop box located in the Office of the Chief Executive Officer, British Virgin Islands Health Services Authority, Peebles Hospital Annex, Road Town, Tortola, on or before the aforementioned deadline. No proposals shall be entertained after the stated deadline.
- ❖ Proposals shall be provided to the Authority and included as part of these documents. The required proposal forms shall not be separated from the remainder of these documents. The person signing the proposal shall initial any correction on the proposal form. No proposer shall stipulate in his/her proposal any condition not contained in the Contract Documents.
- ❖ Tenders should be submitted on or before 4:00 PM on Thursday 11th June 2020 in the manner as previously described.
- ❖ Tenders will be publicly opened in the Office of the Chief Executive Officer on Friday 12th June, 2020 at 12 noon and bidders are invited to attend the opening.
- ❖ The Board of Directors of the British Virgin Islands Health Services Authority does not bind itself to accept the lowest bid and will not defray any costs incurred by the Bidder.