



PUBLIC TENDER NOTICE

The British Virgin Islands Financial Services Commission (BVIFSC) invites tenders for:

Renovation of the third floor at premises occupied by the Registry of Corporate Affairs (the "Registry") at #25 Pasea Estate, Tortola, British Virgin Islands (the "Premises"):

The BVIFSC would like to secure contractual commercial construction services for the third floor commercial space, which the Registry currently occupies at #25 Pasea Estate.

SCOPE OF WORK:

The proposed work involves

Providing demolition, construction, HVAC, mechanical, plumbing and electrical services (the "Services") at the Premises.

INSTRUCTION TO TENDERERS:

Tenderers must be guided by the Request for Proposal (**RFP**) and are required to furnish the following:

- a) Certificates of Good Standing in respect of Social Security and Payroll Taxes from:
 - i. The Director of the Social Security Board; and The Commissioner of Inland Revenue;
- b) Trade License (valid for 2020) (if Partnership or Sole Proprietorship);
- c) Certificate of Good Standing from Registry of Corporate Affairs (if incorporated);
- d) Certificate of Good Standing issued by the National Health Insurance; and

- e) Any other documentation as listed in this Request for Proposal.

NOTE: The date of issue indicated on the above mentioned certificates should be no earlier than one month prior to the date of the submission.

Failure on the part of the Tenderers to enclose the supporting documentation as indicated above with each respective tender will result in the tender not being considered.

TENDERERS MINIMUM REQUIREMENTS:

- A. Tenderer must be able to commence provision of the Services on **Monday, 16th March, 2020** and complete the Services no later than **Sunday, 26th April, 2020**.
- B. The Bidder must demonstrate the ability to provide adequate employees to provide the specified Services by the proposed completion date.
- C. The Bidder must have sufficient experience and expertise in providing services on commercial projects of a similar nature.

APPLICATION FOR DOCUMENTS:

Tender Documents are available for collection from the receptionist at the main building of the BVIFSC from **Monday, 24th February, 2020**.

Please email all applications to: tenders@bvifsc.vg

SUBMISSION OF TENDERS:

Interested tenderers should submit three original copies of the tender in a sealed envelope marked "**Tender for the Provision of Construction Services**" and addressed to:

Director, Finance
Finance Department
Corporate Services Division
BVI Financial Services Commission
#18 Pasea Estate, Tortola
British Virgin Islands
tenders@bvifsc.vg

All tenders must be submitted to the BVI Financial Services Commission at #18 Pasea Estate, Tortola, British Virgin Islands no later than 4:30 p.m. on **Friday 6th March, 2020**.

The British Virgin Islands Financial Services Commission does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.

For additional information, the contact officer is Mr. Lorn Greene, Facilities Manager, telephone number (284) 494 4190 ext. 4038 or greenel@bvifsc.vg