



PUBLIC TENDER NOTICE

No. 1 of 2021

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

Indoor Air Quality Services for all of its premises located on Tortola, British Virgin Islands (the "Premises").

SCOPE OF WORK:

The proposed work involves air quality testing, remedial recommendations to address identified issues and a proposed action plan for ongoing monitoring of air quality (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 the Director of the Social Security Board and the Commissioner of Inland Revenue respectively;
- b) Trade License (valid for 2021);
- 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 the RFP.

NOTE: The date of issue indicated on the abovementioned 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, 5 July 2021**.
- b) The Tenderer must demonstrate the ability to provide adequate employees to provide the specified Services by the proposed completion date.
- c) The Tenderer must have sufficient experience and expertise in providing services on commercial projects of a similar nature.

APPLICATION FOR DOCUMENTS:

Interested parties should download the Details of the Applicant form (the "Form") from the Commission's website at https://www.bvifsc.vg/sites/default/files/details_of_the_application_form_-_tenders_revised.pdf. The Form must be submitted to tenders@bvifsc.vg along with a request for the tender documents.

SUBMISSION OF TENDERS:

Interested tenderers **must** submit an electronic copy of the tender to tenders@bvifsc.vg with the subject "**Tender for the Provision of Air Quality Services**".

All tenders must be submitted to the Commission at Pasea Estate, Tortola, British Virgin Islands no later than 4:30 p.m. on **Friday, 18 June 2021**.

The Commission does not bind itself to accept the lowest or any other tender.

The Commission reserves the right to cancel the present notice in its entirety or partially.

The Tenderer is responsible for all costs, expenses and liabilities incurred by it in the preparation of its tender.

For additional information, an email request should be submitted to tenders@bvifsc.vg for the attention of Mr. Lorn Greene, Facilities Manager.