



Request for Proposal

No. 1 of 2018

The Government of the Virgin Islands (British) invites tenders to submit Proposals for:

Consultancy Service for Engineering and Architectural Design, Construction Supervision and Contract Management for the Rehabilitation of the Central Administration Complex, located in Road Town, Tortola, British Virgin Islands (herein referred to as the Project) as prescribed in this Request of Proposals (RFP).

SCOPE OF SERVICES

The Works consist of:

- Final Cleaning and Clearing of old mechanical, electrical and plumbing components;
- Design and Refitting of Office Spaces;
- Design of new mechanical, electrical and plumbing
- Contract Administration; and
- Construction Supervision

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish originals of the following:

- a) Certificates of Good Standing in respect of Social Security and all Taxes including Payroll Taxes and Property Taxes from:
 - (i) The Director of the Social Security Board; and
 - (ii) The Commissioner of Inland Revenue
- b) Trade License (valid for 2018) (if Partnership or Sole Proprietorship)
- c) Certificates of Good Standing from Commercial Registry (if company is a registered agent).
- d) National Health Insurance

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

- e) Tenderers are to supply other documentation as listed in the Instructions to Consultants and Data Sheet.

Failure on the part of tenderers to enclose the supporting documentation as 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 are available upon request from:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
Central Administrative Complex,
Third Floor, East Atrium
Waterfront Drive, Tortola
British Virgin Islands

with effect from **Monday, 30th July, 2018** between the hours of 9:00 a.m. to 4:00 p.m., Monday to Friday. For additional information, the contact officer is Mrs. Ishma Rhymer, Procurement Coordinator, (telephone number: (284)-468-3701 ext. 4243.

A non-refundable fee of **\$250.00** payable by cash or banker cashier's cheque (payable to the Accountant General) is required for the Tender Documents.

A Pre-Tender meeting is scheduled for **Friday, 24th August, 2018** in the **Central Administrative Complex, Eastern Atrium 2nd Floor Conference Room No. 2 at 10:00 a.m.** 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 the (3) 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 then be placed in an outer envelope and marked "Consultancy Services

for Engineering and Architectural Design, Construction Supervision and Contract Management for the Rehabilitation of the Central Administration Complex" and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
Central Administrative Complex,
Third Floor, East Atrium
Waterfront Drive, Tortola
British Virgin Islands

All tenders must be deposited in the "**Tender Box**" at the Ministry of Finance (Procurement Unit), **Central Administrative Complex**, Third Floor, East Atrium, Waterfront Drive, Tortola, British Virgin Islands, by the bearer not later than 10:00 a.m. on **Tuesday, 4th September, 2018**. Tenders will not be received after the "Tender Box" is closed.

Tenders will be publicly opened at the Ministry of Finance (Procurement Unit), **Tuesday, 4th September, 2018 at 12:00 p.m.** Tenderers are invited to attend.

The Government of the Virgin Islands (British) 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
Central Administrative Complex,
Third Floor, East Atrium
Waterfront Drive, Tortola
British Virgin Islands