



**The BVI Airports Authority Ltd.**

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## **BRITISH VIRGIN ISLANDS AIRPORTS AUTHORITY TENDER NOTICE**

The British Virgin Islands Airports Authority Limited invites tenders for the operation of **A FULL SERVICE RESTAURANT** at the Terrance B. Lettsome International Airport.

### **Background Information:**

The British Virgin Islands Airports Authority (the Authority) is desirous of having a **FULL SERVICE RESTAURANT** operated on the ground floor of the Terminal Building, Terrance B. Lettsome International Airport. The total leased space for the restaurant and kitchen is 1840 sq. ft.

### **Terms of Reference:**

The following should be taken into consideration when submitting the tender:

- The Restaurant is equipped with dining furniture and will be rented "AS-IS"
- Seating capacity is approximately thirty-five (35) persons
- The Restaurant is on the landside of the airport (before Security Checkpoint)
- The Terminal Building is open-aired
- Opening hours are to coincide with Airport operating hours

The winning Tenderer will be allowed to operate the Restaurant for an initial period of three (3) years. Hence, tenderers must submit expected rental rates for the Restaurant for this period. The final rental cost will however be determined solely by the BVI Airports Authority.

Interested Tenderers may tour the premises by contacting the Deputy Managing Director (Administration) at 394-8000 Monday to Friday between the hours of 8:30am and 4:30pm.

### **Instructions to Tenderers:**

Tenderers are required to furnish the information listed hereunder:

- 1) Documentation showing that the organisation has the necessary competence and capability to perform the required tasks (this should include any relevant references).
- 2) A Valid BVI Trade Licence
- 3) Certificate of Good Standing in respect of Income Tax, including Pay As You Earn (PAYE) from the Commissioner of Inland Revenue

- 4) Certificate of Good Standing in respect of Social Security from the Director of the Social Security Board.
- 5) Certificate of Good Standing in respect of National Health Insurance (NHI) from the Director of the National Health Insurance.
- 6) Independently audited financial statements for the last two (2) financial years or last available with Management Accounts.
- 7) A resumé of comparable clients over the past five years.
- 8) A non-refundable fee of **US\$500.00**

Failure on the part of the Tenderers to enclose any, or all, of the supporting documentation indicated above, with each respective tender, may render the tender non-responsive on the date of opening of the bids.

For additional information please contact: Mrs. Luce Hodge-Smith at [lhodgesmith@bviaa.com](mailto:lhodgesmith@bviaa.com) or call 1-284-499-0104.

Please note that The BVI Airports Authority Limited does not bind itself to accept the lowest or any other tender and will not defray any cost incurred by the Tender.

**Submission of Tenders:**

Tenders should be submitted in duplicate, via courier mail to the:

Chairman, Finance & Planning Committee  
The BVI Airports Authority Ltd.  
Terrance B. Lettsome International Airport  
Beef Island VG1120  
British Virgin Islands

and should arrive no later than **November 15, 2019**. Tenders will not be received after this date.

The original should be placed in a sealed envelope marked "Original", and the copy placed in another sealed envelope marked "Copy". Both envelopes should then be placed in an outer envelope marked "**Tender for Operating Full Service Restaurant**" and should be delivered to the Lisa Penn Lettsome Building on the opposite side of the road of the Seventh Day Adventist Maranatha Church, East End, Tortola, BVI.

Tender documents, once submitted, will remain the property of the BVI Airports Authority. Tenders will be opened publicly and Tenderers will be invited to attend.