



Public Tender (No.14 of 2013)

The Government of the Virgin Islands invites tenders for:

The Insurance Plan for the Central Administration Complex. Funding for the Contract would be through the Government of the British Virgin Islands.

TERMS OF REFERENCE

The Plan should provide (but not limited to) the following benefits:

- (a) Insurance coverage based on a value of \$24,292,427.00 for Main Buildings, Basement, Piling, Generator Building, Woodshop, Car parks and Landscaping, Demolition and Clearance.
- (b) Earthquakes, Seaquakes, Seismic activities
- (c) Flood, Tidal surges, Tsunamis, Windstorms
- (d) Lightning
- (e) Fire
- (f) Hurricane
- (g) Mud and land slides
- (h) Explosion
- (i) Riot
- (j) Civil Commotion
- (k) Malicious mischief
- (l) Vandalism
- (m) Volcanic Activities (Eruption, Pyroclastic Flow)
- (n) Subsistence of site or liquidation or soil specific to reclaim land
- (o) The sum insured must take into consideration, present day value or cost of replacement
- (p) Lost payee must be paid in full in the event of a catastrophe
- (q) Removal of rubble in the event of a catastrophic disaster
- (r) Relocation expenses
- (s) Liability insurance for at least 1 million coverage

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- (a) (i) Valid Insurance License issued pursuant to the Insurance Act 2008
- OR**
- (ii) Copy of Insurance License Application submitted to Commissioner of Insurance.
- (b) Certificates of Good Standing in respect of Social Security and Taxes including Payroll and Property taxes from:
 - (i) The Director of Social Security Board; and
 - (ii) The Commissioner of Inland Revenue

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

- (c) Trade License (valid for 2013, if Partnership or Sole Proprietorship)
- (d) Copy of proposal form and policy wording, including copy of certificates and endorsements. (Policy wording to be subject to Virgin Islands jurisdiction clause).
- (e) Details of world-wide claims handling procedures.
- (f) Estimated premium for specific listed coverage and applicable deductibles per coverage.
- (g) Evidence of Insurance Company rating for minimum of credit and claims settlement to a standard & Post "A" rating or its equivalent.

- (h) Tenderers are to supply other documentation as listed in the Tender Document, Instructions to Tenderers, Clause 10 – Documents Comprising the Tender.

Failure on the part of tenderers to enclose the supporting documentation indicated above with each respective tender will render the tender non-responsive on the date of opening of bids.

APPLICATION FOR DOCUMENTS

Tender Documents are available upon request from:

The Chairman
 Central Tenders Board
 Ministry of Finance
 Procurement Unit
 RFG Place, Third Floor
 Waterfront Drive, Tortola
 British Virgin Islands

with effect from **Monday, 17th June, 2013 to Friday, 28th June, 2013** between the hours of 9:00 a.m. to 4:00 p.m., Monday to Friday. The contact officer is Mrs. Ishma Rhymer, Procurement Coordinator, (telephone number: (284) 468-3701, ext. 4243/4/5/6/7 and facsimile number (284) 468-4312.

A non-refundable fee of **\$50.00** payable by cash or a banker cashier's cheque (payable to the Accountant General) is required for the Tender Documents.

SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original and two (2) copies of the Tender. The original should be placed in a sealed envelope marked "**Original**" and the additional copies placed in another sealed envelope marked "**Copies**". Both envelopes should then be placed in an outer envelope marked "**INSURANCE PLAN FOR THE CENTRAL ADMINISTRATION COMPLEX**" and addressed to:

The Chairman
 Central Tenders Board
 Ministry of Finance
 Procurement Unit
 RFG Place, Third Floor
 Waterfront Drive, Tortola
 British Virgin Islands

All tenders must be deposited in the "**Tender Box**" at the Ministry of Finance (**Procurement Unit**), RFG Place, Waterfront Drive, Tortola, British Virgin Islands by the bearer not later than 10:00 a.m. on **Tuesday, 9th July, 2013**. **Tenders will not be received after the "Tender Box" is closed.**

Tenders will be opened publicly at the Ministry of Finance (Procurement Unit) at 1:00 p.m. on **Tuesday, 9th July, 2013**. 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
RFG Place, Third Floor
Waterfront Drive, Tortola
British Virgin Islands