Public Tender Notice No. 1 of 2023

The BVI Tourist Board & Film Commission (BVITB) is seeking the services of a qualified and suitable construction contractor to undertake outfitting of its headquarters in the COCOPLUM building, located at Port Purcell, Tortola, British Virgin Islands.

**Scope of Works**

The proposed works consist of the construction of sheetrock walls, installation of electrical and plumbing fixtures, conduits and appurtenances, installation of an air conditioning system to complete the outfitting of, and make fit for purpose, unit #1 on the first floor and the entire second floor, units #5 through #8 of the Cocoplum building.

**Instruction to Tenderers**

1) Tenderers participating in the procurement process shall provide proof that the company/individual is in good standing with respect to taxes (payroll and property), duties, social security and national health insurance contributions, company registration, or payments due to the Government of the Virgin Islands. These certificates of good standing can be obtained from the Director of Social Security Board and NHI, the Commissioner of Inland Revenue and Company Registry.

2) A valid trade license for the specific type of work detailed in the tender document.

3) A detailed work programme showing the order in which the various sections of work are to be executed, the rate of progress and the estimated periods for the execution and completion. A bar chart shall be submitted with these details.

4) List of projects completed (within the last 5 years, inclusive of value, description, and owner).

5) A staff organizational chart listing all staff who will be associated with the works, their appointments and previous experience that must include but not be limited to the following: (a) Contractor’s representative (on site) (b) Construction Manager (on site)

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 the opening of tenders.
**Application for Document**

Tender documents will be available from **Monday, 30th October 2023**, on weekdays between 9:00 am to 4:00 pm. Tender documents will be sent to tenderers electronically upon request to procurement@bvitourism.com with the subject title “**Outfitting of BVI Tourist Board’s Headquarters, Cocoplam Building, Port Purcell, Tortola**”. Tenderers are advised that the destination mailbox is NOT automated to send tenderers a dated and time acknowledgement of receipt and delivery of their message. Therefore, tenderers should not assume that their email has been safely received and it is the responsibility of the tenderer to follow up with the Product Manager using the contact information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will the BVITB be responsible for non-receipt of documents by a tenderer.

**Address for Correspondence Only**

Product Manager  
BVI Tourist Board & Film Commission  
Road Town, Tortola  
British Virgin Islands, VG 1110  
Tel: (284) 852-6020 / (284) 542-0079  
Email: procurement@bvitourism.com

A virtual pre-tender meeting is scheduled for **Wednesday, 8th November 2023 at 10:30 am**. The access code and password will be provided prior to the meeting. All prospective tenderers are invited to attend. This will be followed by a site visit.

**Submission of Tenders**

Interested tenderers should submit one (1) original, three (3) copies and one (1) flash drive containing the tenderer’s documents. The original tender should be placed in a sealed envelope and marked “Original”, and the additional copies placed in another sealed envelope and marked “Copies”. Both envelopes along with the flash drive should then be placed in an outer envelope, marked “**Outfitting of BVI Tourist Board’s Headquarters, Cocoplam Building, Port Purcell, Tortola**”, and addressed to:
All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), 2nd Floor, Rita Frett Georges Bldg., Waterfront Drive, Road Town, Tortola, British Virgin Islands, by the bearer no later than **10:00 am on Thursday, 30th November 2023**. Tenders will not be received after tender box is closed.

Tenders will be opened at **11:00 am on Thursday, 30th November 2023** at The Ministry of Finance, 3rd Floor, Rita Frett Georges Bldg., Waterfront Drive, Road Town, Tortola, British Virgin Islands. Tenderers are also invited to witness the process via online access. An access code and password will be provided prior to the opening of bids.

The BVITB does not bind itself to accept the lowest or any other tender and will not defray any cost incurred by the Tenderer.