



Public Tender Notice

No. 4 of 2017

The Government of the Virgin Islands (British) invites tenders for

- The Government of the Virgin Islands (GOVI) acting through the Cabinet Office is seeking the supply and installation of furniture and equipment to furnish the Cabinet Office, 3rd Level Central Administrative Complex. Funding for the Contract would be through the Government of the Virgin Islands.

SCOPE OF SERVICES

The project is to procure and install furnishing and equipment for the Cabinet Office, 3rd Level, Central Administration Complex.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish originals of the following:

- Certificates of Good Standing in respect of Social Security and all Taxes including Payroll Taxes and Property Taxes from:
 - The Director of the Social Security Board; and
 - The Commissioner of Inland Revenue
 - National Health Insurance
- Trade License (valid for 2017) (if Partnership or Sole Proprietorship)
- Certificate of Good Standing from Commercial Registry (if company is a registered agent).

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

- Tenderers are to supply other documentation as listed in the Tender Document, Instructions to Tenderers and 1.9 – Documents Comprising the Tender.

Tenderers will be required to provide a Tender Security from a Bank or accredited Insurance Company for a sum equivalent of 1% of the Contract Sum.

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 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 Tuesday, 14th March, 2017 between the hours of 9:00 a.m. to 4:00 p.m., Monday to Friday. The contact officer is Mrs. Ishma Hodge-Rhymer, Procurement Coordinator, (telephone number (284) 468-3701 ext. 4243/4244/4245/4246/4247 and facsimile number (284) 468-4312).

A non-refundable fee of \$100.00 payable by cash or banker cashier's cheque (payable to the Accountant General) is required for the Tender Documents. A Site Visit is available upon request.

SUBMISSION OF TENDERS

Interested Tenderers should submit tenders in triplicate. The original should be placed in a sealed envelope and marked "**Original**" and the copies placed in another sealed envelope and marked "**copies**". The envelopes should then be placed in an outer envelope marked "**Tender for the Supply & Installation of Furniture & Equipment for Cabinet Office**" 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, Third Floor Waterfront Drive, Tortola, British Virgin Islands, by the bearer **not later than 10:00 a.m. on Tuesday, 11th April, 2017. Tenders will not be received after the Tender Box is closed.**

Tenders will be publicly opened at the Ministry of Finance (Procurement Unit) RFG Place, Third Floor at 12:00 p.m. on **Tuesday, 11th April, 2017** 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
Road Town, Tortola
British Virgin Islands**