



The BVI Airports Authority Ltd.

P.O. Box 4416, Road Town
Tortola, VG1110
British Virgin Islands

Tel: 284.394.8000

E-mail: bviaa@bviaa.com www.bviaa.com

BRITISH VIRGIN ISLANDS AIRPORTS AUTHORITY TENDER NOTICE

The British Virgin Islands Airports Authority Limited invites tenders for the Design, Building and Rental of a **Sports Bar** at the Terrance B. Lettsome International Airport.

Background Information:

The British Virgin Islands Airports Authority (BVIAA) is desirous of having a Sports bar designed and built on the second floor of the Terminal Building, Terrance B. Lettsome International Airport. The winning Tenderer will be given the opportunity to operate the Bar once built, for an initial period of two (2) years. It is expected that design and rental rates will be a part of the submission.

Terms of Reference:

The following should be taken into consideration when designing:

- Seating capacity for eight (8) persons (at the bar)
- The design concept should fit into the surrounding area
- The area designated for design is 15 X 15 feet
- Should be safe/easy to operate

The Tenderers must submit expected rental rates for the newly constructed Bar. Final rental cost however, will be determined solely by the BVI Airports Authority.

Interested Tenderers may contact Ms. Diana Maduro at 394-8000 for a copy of the initial sketch of the premises.

To facilitate a realistic design, a tour of the premises will be arranged. Please contact the Director of Administration at 394-8000 Monday to Friday between the hours of 8:30am and 4:30pm for an appointment before September 15, 2019.

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 from the Director of the National Health Insurance
- 6) Independently audited financial statements for the last two (2) financial years.
- 7) A resumé of comparable clients over the past five years.
- 8) A non-refundable fee of **US\$250.00**

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: Ms. Diana Maduro at dimaduro@bviaa.com or call 1-284-496-7787

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 Tenderer.

Submission of Tenders:

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

Managing Director
The BVI Airports Authority Limited
Terrance B. Lettsome International Airport
Beef Island VG1120
British Virgin Islands

and should arrive the no later than **September 30, 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 Building of Sports Bar**” and should be delivered to the Human Resource Office, 1st Floor Terminal Building, Terrance B. Lettsome International Airport.

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