

Request for Proposal

BVIHSA Seeks 15,000 sq. ft. Warehouse Rental Space



The space should have:

- Barrier free access
- A minimum one loading dock/bay that can handle both Trailers and straight trucks
- Adequate access to either city main water supply and/or cistern water supply
- Minimum 18 foot ceiling height clearance
- Good lighting – preferably high efficiency lighting.
- Lease spaces shall meet or exceed current industry standards relating to building spaces, pathways and equipment which will be required from the building owner in order to achieve compliance.
- Environmental Disclosure: The Lessor covenants that he/she has undertaken a due diligence inquiry of the Premises. The Premises, and property on which the Premises is located, is free of any toxic, hazardous or injurious substances.

Bid documents available from Thursday, 21st April 2022, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to bidders electronically upon request to swashington@bvihsa.vg with the subject title ***"Rental Services For The Supply Of Warehouse Space."***

Bidders are advised that the destination mailbox is not automated to send bidders a dated and time acknowledgement of receipt and delivery of their message. Therefore, bidders should not assume that their email has been safely received and it is the responsibility of the bidder to follow up with the Administrative Assistant, Legal Unit, 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 BVIHSA be responsible for non-receipt of documents by bidder.





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Date: April 20, 2022
Contact: Damion Grange
Marketing & Communications Manager
Telephone: 852-7500 ext. 7518
Email: cgrange@bvihsa.vg
Website: www.bvihsa.vg

PUBLIC TENDER NOTICE NO. 01 OF 2022

The British Virgin Islands Health Services Authority (BVIHSA) is seeking professional services from a local qualified and reputable company for the Supply and Rental of a 15,000 sq. ft. Warehouse Space.

More specifically, the service to be provided by the warehouse company for a period of two (2) years.

SCOPE OF WORKS

The proposed service comprises of the following:

To provide approximately 15,000 square feet of commercial warehouse space for rent including the following criteria:

- a) The space should have barrier free access
- b) A minimum one loading dock/bay that can handle both Trailers and straight trucks
- c) Adequate access to either city main water supply and/or cistern water supply
- d) Minimum 18-foot ceiling height clearance
- e) Good lighting – preferably high efficiency lighting.
- f) Lease spaces shall meet or exceed current industry standards relating to building spaces, pathways and equipment which will be required from the building owner in order to achieve compliance.
- g) Environmental Disclosure: The Lessor covenants that he/she has undertaken a due diligence inquiry of the Premises. The Premises, and property on which the Premises is located, is free of any toxic, hazardous or injurious substances.

INSTRUCTIONS TO TENDERERS

- i. The Form of Tender; (Do Not Alter this Form and it must be fully completed)
- ii. Technical Proposal in accordance with Clause 2.1;
- iii. Financial Proposal in accordance with Clause 2.2;
- iv. Tenderers will be required to submit updated Certificates of Good Standing to the effect that the Tenderer has complied with the provisions and have



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fulfilled the obligations under the Social Security Act Ordinance, CAP. 266, Payroll Taxes Act No. 18 of 2004, Income Tax Ordinance CAP. 206, and the National Health Insurance under the Social Security (Amendment) Act 2014 of the Government of the Virgin Islands;

- v. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry;
- vi. Tenderers are required to submit a Trade License (valid for 2022); the trade license must cover the specific type of work detailed in the tender request.
- vii. Proof of ownership of Property
- viii. Proof of Legal authority to enter into the proposed agreement
- ix. Proposed Floor Plan
- x. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents.

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

Bid documents will be available from **Thursday, 21st April 2022**, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to bidders electronically upon request to swashington@bvihsa.vg with the subject title **“Rental Services For The Supply Of Warehouse Space”** Bidders are advised that the destination mailbox is not automated to send bidders a dated and time acknowledgement of receipt and delivery of their message. Therefore, bidders should not assume that their email has been safely received and it is the responsibility of the bidder to follow up with the Administrative Assistant, Legal Unit, 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 BVIHSA be responsible for non-receipt of documents by bidder.



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Addresses and Correspondence Only

Sarah Potter Washington
Office of Legal Counsel
British Virgin Islands Health Services Authority
Road Town, Tortola
Virgin Islands

SUB MISSION OF TENDERS

Interested tenderers should submit one (1) original and three (3) copies plus one (1) flash drive containing the bidder's documents. The original bid should be placed in a sealed envelope and marked "ORIGINAL" and the additional copies placed in another sealed envelope and marked "COPIES". Both envelopes should then be placed in an outer envelope and marked "**Rental Services For The Supply Of Warehouse Space**" and addressed:

The Chief Executive Officer
British Virgin Islands Health Services Authority
Road Town, Tortola
Virgin Islands

All tenders must be deposited in the "**Tenders Box**" at the Office of the Chief Executive Officer, BVI Health Services Authority, Road Town, Tortola, Virgin Islands, by the bearer not later than **10:00 a.m. on Tuesday 31st May, 2022**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened at the **Office of the Chief Executive Officer at 11:00 a.m. on Tuesday, 31st May, 2022**. Tenderers are invited to witness this process via "Webex". Tenderers will be provided the access code and password prior to the opening

The British Virgin Islands Health Services Authority does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.

British Virgin Islands Health Services Authority
Road, Tortola
Virgin Islands