GOVERNMENT OF THE VIRGIN ISLANDS

TENDER NOTICE

Tel: (284)468-2730
Official Government Website:
https://gov.vg

Tender Notice No. 24

Release Date: 7 August, 2025

The Government of the Virgin Islands (GOVI or the "Purchaser") invites tenders for Vehicle(s) to the Government of the Virgin Islands for use by the Royal Virgin Islands Police Force (RVIPF)

SCOPE OF WORKS

Interested local, qualified, experienced
companies are invited to submit tenders for the Supply of Vehicles for the Royal Vir gin Islands Police Force (RVIPF) as outlined below:

1. **Lot 1 – 8 Mid-to-large SUV's – customized**
2. **Lot 2 – 1 Full Size Truck – customized**
3. **Lot 3 – 2 Small Vans**

Tenders may submit offers for one, two or all
Lots and contracts will be awarded on a Lot-by-Lot basis.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

1. A completed Form of Tender in accordance with **Section 8.** This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided;

2. Technical Proposal in accordance with

Section 2.3;

3. Financial Proposal in accordance with

Section 2.5;

4. Tenderers will be required to provide proof that the company or individual is i n 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.
   Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Inlan d Revenue;
5. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial
   Registry and a Certificate of Incorporation.
6. Tenderers operating in the British Virgin Islands are required to submit a Trad e License (valid for 2025).

7. Any other materials required to be completed and submitted in accordance wi th 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

   The RFQ will be available from **Monday, 11th August, 2025** on weekdays between 9:00 a.m. to 4:00 p.m. Documents will be sent
   to Tenderers electronically upon request to **procurement@gov.vg**
   with the subject title
   “Supply of Vehicles for the Government of the Virgin Islands Royal Virgin Islands Police Force”. Tenderers are advised that the destination mailbox is **NOT** automated to send Tenderers an

acknowledgment of receipt and delivery of their request by email. 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 Procurement Coordinator using the contact information below if an acknowledgment of receipt is not received within one (1) day of submission of the e-mail. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be responsible for the non-receipt of documents by the Tenderer.

Address Correspondence To:

Procurement Coordinator Ministry of Finance Procurement Unit

RFG Place 2nd Floor Road Town, Tortola Virgin Islands

Tel: (284) 468-4245

Email: Procurement@gov.vg

A pre-tender meeting will be held virtually via WebEx platform on **Wednesday, 20th August, 2025 at 10:00 a.m.** Interested tenderers will be notified of the access code and password prior to the meeting. This will be followed by a site visit. All prospective tenderers are invited to attend.

The Pre-Tender meeting is not mandatory; however, it is recommended that each Tenderer attend. Each tenderer must be fully informed regarding all existing and expected conditions and matters relating, which might affect the cost

of performance of the Contract. Failure to fully assess all associated costs, shall not relieve the tenderer of the responsibility to properly evaluate the difficulty or cost of successfully performing the contract.

SUBMISSION OF TENDERS

Interested tenderers should submit **one (1) original** and **three (3) copies** plus **one (1) flash drive containing the tenderers' 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 should then be placed in an outer envelope and marked **"Supply of Vehicles to the Government of the Virgin Islands Royal Virgin Islands Police Force"** and addressed to:

The Chairman

Central Tenders Board

Ministry of Finance

Procurement Unit RFG Place 2nd Floor

Waterfront Drive Road Town, Tortola

Virgin Islands, VG1110

All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), **RFG Place 2nd Floor, Road Town, Tortola, British Virgin Islands,** by the bearer not later than **10:00 a.m. local time** on **Tuesday, 9th September 2025. Tenders will not** be received after the Tender Box is closed.

Tenders will be opened on **Tuesday, 9th September, 2025 at 11:00 a.m. local time** at the Ministry of Finance Conference Room, RFG Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands. Tenderers are invited to witness the opening process via WebEx. Tenderers will be provided with the access code and password prior to the opening of Tenders.

The Government of the Virgin Islands 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, 2nd Floor

Road Town, Tortola

Virgin Islands

Additional Documents or Media

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