

TENDER NOTICE

Tel: (284)468-2730

Official Government Website:

https://gov.vg

NOTICE TO TENDERERS - Retrofitting for Executive Offices for Ministry of TCSD

Release Date: 9 September, 2025



TENDER DESIGNATION: **TENDER NOTICE NO. 04 OF 2025**

TENDER CATEGORY: RETROFITTING OFFICE SPACE

TITLE:

Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development

DESCRIPTION:

Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development

ACTION DEADLINE: Tuesday, 23rd September, 2025 | 2:30 p.m.

VIEW TENDER DETAILS: Tel: 1(284)468-2161

Fmail: MTCSD@gov.vg

9 September 2025

NOTICE TO TENDERERS

Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices for MTCSD

The Government of the Virgin Islands/Ministry of Tourism, Culture, and Sustainable Development (GOVI/MTCSD/Ministry of TCSD or the "Purchaser") invites tenders for the Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development on Tortola, Virgin Islands.

The Tender must include each of the following documents identified below, fully completed by the Tenderer together with any supporting literature required by the relevant document.

- General Specifications and Quantities
- Form of Tender
- Experience in the supply and delivery of similar goods over the past 3 years
- Project Delivery methodology
- Proposed Delivery Schedule
- Valid Trade License related to the provision of the required goods
- Certificate of Good Standing from the Commercial Registry and a Certificate of Incorporation (if a registered company)
- Proof that the company or individual is in good standing with respect to taxes, 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 Inland Revenue

The RFQ will be available on weekdays between 9:00 a.m. to 4:00 p.m. Documents will be sent to Tenderers electronically upon the request sent to MTCSD@gov.vg with the subject title; Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development.

Address for Correspondence Only

Permanent Secretary

Ministry of Tourism, Culture, and Sustainable Development

Attn: Deputy Secretary and/or Finance and Planning Officer

Procurement Committee

Cutlass Towers 2nd Floor

Road Town, Tortola

British Virgin Islands

Tel: (284) 468-2161

Email: MTCSD@gov.vg

Interested tenderers should submit one (1) original, three (3) copies and one (1) flash drive containing the complete tender package, including appendices and supporting literature addressed to:

The Chairman

Procurement Committee

Ministry for Tourism Culture and Sustainable Development

Cutlass Towers, 2nd Floor

Road Town, Tortola, VG1110

British Virgin Islands

All tenders must be deposited in the Tender Box at the Ministry of TCSD (Office reception), Cutlass Towers, 2nd Floor, Road Town, Tortola, British Virgin Islands, by the bearer not later than 2:30 p.m. local time on Tuesday, 23rd September, 2025.

Tenders will be opened on Wednesday, 24th September, 2025 at 2:30 p.m. local time at the Ministry of TCSD, Premier's Office, White Cedar Conference Room, Cutlass Towers Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands. Tenderers are invited to witness the opening process in person or via WebEx.

###

About:

The Ministry of Tourism, Culture, and Sustainable Development is responsible for advancing the Territory's tourism sector, preserving and promoting cultural

heritage, and implementing policies that support sustainable growth and environmental stewardship.

For Additional Information Contact:

Angela U Burns
Information Officer II
Premier's Office
Government of The Virgin Islands

Tel: +1 284 468 9445 Email: aburns@gov.vg Website: https://gov.vg/

Facebook: https://www.facebook.com/BVIGovernment/

Gallery



Additional Documents or Media

• tender_notice_office_refit_2nd_floor_omar_hodge_building_mtcsd.pdf