GOVERNMENT OF THE VIRGIN ISLANDS

TENDER NOTICE

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

Ministry of Financial Services Seeks Catering Service

Release Date: 26 September, 2025

acting through the Ministry of Financial Services, Economic Development and Digital Transformation (MFSEDDT) is seeking the services of a competent Catering Service to provide meal services at the temporary Detention Centre located at Hotel Castle Maria for a period of one (1) year (hereinafter referred to as the "Service").

SCOPE OF WORKS

The proposed service is to ensure compliance in ensuring all meals are prepared and delivered within the time stipulated for meals of persons held in the detention center by the Immigration Department for a period of one (1) year.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

i. A completed Form of Tender. This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided;

ii. Tenderers will be required to provide 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;

iii. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2025) specific for the type of work detailed in the tender document (If Partnership of Sole Proprietorship).

iv. Tenderers registered as companies in the British Virgin Islands are required to submit

compliance with all the requirements set out in the Instruction to Tenderers.

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 **Monday,29th September, 2025, on weekdays between 9:00 a.m. to 4:00 p.m.** Bidding documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title **"Catering Service to Provide Meal Services at the Temporary Immigration Detention Centre located at Hotel Castle Maria"** Tenderers are advised that the destination mailbox is NOT automated to send tenderers a dated and time acknowledgement of receipt and delivery of their message. 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 contract information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, will be responsible for non-receipt of documents by tenderer.

Address for Correspondence Only

Procurement Coordinator
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive
Road Town, Tortola
British Virgin Islands

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 tenderer's 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 **"Catering Service to Provide Meal Services at the Temporary Immigration Detention Centre located at Hotel Castle Maria,"** and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive
Road Town, Tortola VG1110
Virgin Islands

All tenders must be deposited in the "Tender Box" at the Ministry of Finance (Procurement Unit), RFG Place, 2nd Floor, Road Town, Tortola, Virgin Islands by the bearer **not later than 10:00 a.m. on Tuesday, 28th October, 2025.** Tenders will not be received after the tender box is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, RFG Place at **11:00 a.m. on Tuesday 28th October, 2025.** Tenderers are invited to witness this process via WebEx. Tenderers will be provided with the access code and password prior to the opening of the tender

The Government of the Virgin Islands does not

26 September 2025

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The Ministry of Financial Services, Economic Development and Digital Transformation is seeking the services of a competent Catering Service to provide meal services at the temporary Detention Centre located at Hotel Castle Maria for a period of one year.

The proposed service is to ensure compliance in ensuring all meals are prepared and delivered within the time stipulated for meals of persons held in the detention center by the Immigration Department.

Tenderers are required to furnish a completed Form of Tender. This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided; Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents. The Forms, provided in these Tender Document shall be used without exception.

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.

Bid documents will be available from **Monday, 29**th **September, 2025**, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title **“Catering Service to Provide Meal Services at the Temporary Immigration Detention Centre located at Hotel Castle Maria”**

Tenderers are advised that the destination mailbox is NOT automated to send tenderers a dated and time acknowledgement of receipt and delivery of their message. 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 contract information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, will be responsible for non-receipt of documents by

tenderer.

Interested persons should address applications to **Procurement Coordinator Ministry of Finance Procurement Unit RFG Place, 2nd Floor Waterfront Drive Road Town, Tortola British Virgin Islands Tel: (284) 468-4245 Email: Procurement@gov.vg**

A virtual pre-tender meeting is scheduled for **Wednesday 8th October, 2025 at 10:00 am local time.** All prospective tenderers will be notified of the access code and password prior to the meeting. 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

Interested tenderers should submit **one (1) original** and **three (3) copies** plus **one (1) flash drivecontaining the tenderer's documents**. The original tender documents 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 **"Catering Service to Provide Meal Services at the Temporary Immigration Detention Centre located at Hotel Castle Maria,"** 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

About: The Procurement Unit falls under the Ministry of Finance. The goal of the Unit is to secure best value in all aspects of procurement through the delivery of professional service on behalf of the Government of the Virgin Islands (British). The unit handles the full range of activities related to the acquisition of goods, services and works from a third party. This manifests itself through the provision of advice to, and the undertaking and/or implementing of, the most suitable procurement arrangements and requirements.

For Additional Information Contact:

Berta Mckelly Adams

Information Officer

Department of Information and Public Relations

Telephone: 468-2730

Email: bmckelly@gov.vg

Gallery



Additional Documents or Media

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