GOVERNMENT OF THE VIRGIN ISLANDS

TENDER NOTICE

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

Tenders Invited for the Retrofitting for Office Space for the Integrity and Parliamentary Commissions

Release Date: 15 April, 2026



NOTICE TO TENDERERS

Tender Designation:	**Premier's Office Tender**
Tender Category:	**OFFICE RETROFIT**

Title:

Retrofitting for Office Space for the Integrity and Parliamentary Commissions located on the Ground Floor of the H.R. Penn Building

Description:

The Government of the Virgin Islands (GOVI) through the Premier's Office invites tenders for the Retrofitting for Office Space for the Integrity and Parliamentary Commissions located on the Ground Floor of the H.R. Penn Building.

Action Deadline:	**Thursday, 14th May, 2026 | 3:00 p.m.**
To View Tender Details:	**Tel:** (284) 468-2152 **Email:** premieroffice@gov.vg

NOTICE TO TENDERERS

The Government of the Virgin Islands (GOVI) through the Premier's Office invites Tenders for the Retrofitting for Office Space for the Integrity and Parliamentary Commissions located on the Ground Floor of the H.R. Penn Building, Road Town, Tortola, Virgin Islands.

INSTRUCTIONS TO TENDERERS

The Tenderer should read these instructions carefully before completing the Tender documentation. The Instructions to the Tenderer are provided. The Tender must include each of the following documents identi¬fied below, fully completed by the Tenderer together with any supporting literature required by the relevant document. The documents marked 'Appendix' are provided as appendices to this document.

1. General Specifi¬cations and Quantities (Appendix B)
2. Form of Tender (Appendix C)
3. Experience in the supply and delivery of similar goods over the past 3 years
4. Project Delivery methodology
5. Proposed Delivery Schedule
6. Valid Trade License related to the provision of the required goods
7. Certifi¬cate of Good Standing from the Commercial Registry and a Certifi¬cate of Incorporation (if a registered company)
8. 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.

Certifi¬cates of Good Standing in respect to social security and taxes including payroll taxes and property taxes, must be obtained from:

a. The Director of Social Security Board
b. The Director of National Health Insurance, and
c. The Commissioner of Inland Revenue.

Failure to comply with any of the instructions concerning the completion and submission of these documents may render (at GOVI's absolute discretion) the Tender non-compliant.

APPLICATION FOR DOCUMENTS

The Tender documents will be available on weekdays between 9:00 a.m. and 4:00

p.m.

Documents will be sent to Tenderers electronically upon the request sent to premieroffice@gov.vg with the subject title “Retrofitting for Office Space for the Integrity and Parliamentary Commissions located on the Ground Floor of the H.R. Penn Building”. 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. It is the responsibility of the Tenderer to follow up with the Premier’s Office using the contact information below if an acknowledgment of receipt is not received within two (2) working days of submission of their e-mail. Under no circumstance will GOVI or the Procurement Committee, Premier’s Office, be responsible for the non-receipt of documents by the Tenderer.

ADDRESS FOR CORRESPONDENCE ONLY

Permanent Secretary
Premier’s Office
Attn: Deputy Secretary and/or Finance and Planning Officer
Procurement Committee
Cutlass Towers, First Floor
Road Town, Tortola
Virgin Islands

Tel: (284) 468-2152
Email: premieroffice@gov.vg

A Pre-Tender meeting and site visit is scheduled for Monday, 20th April, 2026 at 10:00 a.m. local time. All prospective Tenderers are invited to attend.

SUBMISSION OF TENDERS

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. 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 “Retrofitting for Office Space for the Integrity and Parliamentary Commissions located on the Ground Floor of the H.R. Penn Building”

and addressed to:

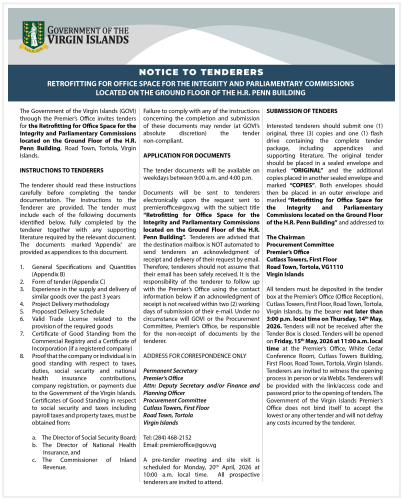
The Chairman
Procurement Committee
Premier’s Office
Cutlass Towers, First Floor
Road Town, Tortola, VG1110
Virgin Islands

All Tenders must be deposited in the Tender Box at the Premier’s Office (Office Reception), Cutlass Towers, First Floor, Road Town, Tortola, Virgin Islands, by the bearer not later than 3:00 p.m. local time on Thursday, 14th May, 2026. Tenders will not be received after the Tender Box is closed. Tenders will be opened on Friday, 15th May, 2026 at 11:00 a.m. local time at the Premier’s Office, White Cedar Conference Room, Cutlass Towers Building, First Floor, Road Town, Tortola, Virgin Islands. Tenderers are invited to witness the opening process in person or via WebEx. Tenderers will be provided with the link/access code and password prior to the opening of Tenders. The Government of the Virgin Islands Premier’s Office does not bind itself to accept the lowest or any other Tender and will not defray any costs incurred by the Tenderer.

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



GOVERNMENT OF THE VIRGIN ISLANDS

NOTICE TO TENDERERS

RETROFITTING FOR OFFICE SPACE FOR THE INTEGRITY AND PARLIAMENTARY COMMISSIONS LOCATED ON THE GROUND FLOOR OF THE H.R. PENN BUILDING

The Government of the Virgin Islands (GOVI) through the Premier's Office invites tenders for **the Retrofitting for Office Space for the Integrity and Parliamentary Commissions located on the Ground Floor of the H.R. Penn Building**, Road Town, Tortola, Virgin Islands.

INSTRUCTIONS TO TENDERERS

The tenderer should read these instructions carefully before completing the tender documentation. The Instructions to the Tenderer are provided. 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. The documents marked 'Appendix' are provided as appendices to this document.

1. General Specifications and Quantities (Appendix B)
2. Form of tender (Appendix C)
3. Experience in the supply and delivery of similar goods over the past 3 years
4. Project Delivery methodology
5. Proposed Delivery Schedule
6. Valid Trade License related to the provision of the required goods
7. Certificate of Good Standing from the Commercial Registry and a Certificate of Incorporation (if a registered company)
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   b. The Director of National Health Insurance, and
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APPLICATION FOR DOCUMENTS

The tender documents will be available on weekdays between 9:00 a.m. and 4:00 p.m.

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ADDRESS FOR CORRESPONDENCE ONLY

Permanent Secretary
Premier's Office
Attn: Deputy Secretary and/or Finance and Planning Officer
Procurement Committee
Cutlass Towers, First Floor
Road Town, Tortola
Virgin Islands

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The Chairman
Procurement Committee
Premier's Office
Cutlass Towers, First Floor
Road Town, Tortola, VG1110
Virgin Islands

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Additional Documents or Media

- retrofitting_for_office_space_for_the_integrity_and_parliamentary_commissions.pdf