GOVERNMENT OF THE VIRGIN ISLANDS

# PRESS RELEASE

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

# Suitable Contractor Needed to Undertake Outlifting of the Records Management Centre

**Release Date:** 22 April, 2026

(hereinafter referred to as the "Employer") is seeking the services of a qualified and suitable contractors to undertake outfitting of the Records Management Centre located at Pasea Estate, Tortola, British Virgin Islands (hereinafter referred to the "Works").

The Works consist of the supply and installation of industrial type shelving suitable for a Records Centre, installation of electrical lighting fixtures, conduits and appurtenances, and make fit for purpose, the ground floor of the CTL Building (formerly Elmore Stoutt High School), located at Pasea Estate, Tortola and owned by CTL Holding Ltd

**SCOPE OF WORKS**

The proposed scope of works requirements includes the following parameters from the storage system:

1. Structurally durable materials that can withstand a harsh environment as the current location is within a 100 miles radius of a marine/coastal area. Loading capacity should be geared towards commercial warehouse standards.

2. Dimensionally, a two-tier system that incorporates a mezzanine level for storage optimization. It will be required to have access to shelving from both sides of each row, with an access aisle incorporated.

3. Adjustable shelves at a minimum height of 15 inches. This is such that single stacking of file boxes can occur as

front and back of the storage system.

7. The storage system should be capable of access to the top tier via a small mobile lift to enable the safe transportation of items, which exceed 40 pounds, where manual handling is not feasible.

8. The storage system should have available spare parts and hardware for ease of maintenance and replacement.

9. The system should have a warranty period of a minimum 5-year period.

10. Funding for these works will be through the Employer.

11. The Employer's appointed representative shall be referred to as the "Project Manager". The term "Agent" within all documents shall cover consultants working under the authority of the Project Manager. The term "Tenderer" shall refer to the prospective contractor.

12. The Employer, therefore, invites qualified and experienced companies to submit tenders for the Works.

**INSTRUCTIONS TO TENDERERS**

Tenderers are required to furnish the following:

1. The Tender to be prepared by the Tenderer shall comprise the following:

   i. The Form of Tender and **Section 3**

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. These certificates should be valid. If certificates are not valid, tender would be considered non-responsive;

3. Where applicable, tenderers registered as companies in the British Virgin Islands shall submit a **valid Certificate of Good Standing and Certificate of Incorporation from the Commercial Registry.**

4. General Information on the tenderer as per attached **Form I: General Information This form must be completed without alterations to its format, and no substitutes shall be accepted except the one provided.**

5. **Government or other Clients Form II; This form shall be completed without alteration to its format, and no substitutes shall be accepted except the one provided.**

6. A list with brief descriptions of recent assignments that demonstrate a proven track record, solid reputation, success, and experience that are similar in scope to the requirements of this assignment that the individual or company has participated in as per attached **Form III: Statement of Experience in Similar assignments.**

22 April 2026

Suitable Contractor Needed to Undertake Outlifting of the Records Management Centre

The Government of the Virgin Islands is seeking the services of a qualified and suitable contractors to undertake outfitting of the Records Management Centre located at Pasea Estate, Tortola, British Virgin Islands.

The Works consist of the supply and installation of industrial type shelving suitable for a Records Centre, installation of electrical lighting fixtures, conduits and appurtenances, and make fit for purpose, the ground floor of the CTL Building (formerly Elmore Stoutt High School), located at Pasea Estate, Tortola and owned by CTL Holding Ltd.

The proposed scope of works requirements includes Structurally durable materials that can withstand a harsh environment as the current location is within a 100 miles radius of a marine/coastal area. Loading capacity should be geared towards a commercial warehouse loading capacity.  Dimensionally, a two-tier system that incorporates a mezzanine level for storage optimization. It will be required to have access to shelving from both sides of each row, with an access aisle incorporated, just to name a few.

1. Tenderers are required to furnish the form of Tender and Section 3 thereto technical proposal in accordance with Section 2.3; Financial Proposal in accordance with Section 2.5;

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.

These certificates should be valid.  If certificates are not valid, tender would be considered non-responsive.

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, 20th April, 2026, 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 “Supply and Installation of Shelving and Storage System for the Records Management Centre”

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.

A virtual pre-tender meeting is scheduled for Thursday 30th April, 2026 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 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 “Supply and Installation of

Shelving and Storage System for the Records Management Centre”.

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, 2nd June, 2026. 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 2nd June, 2026. 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 bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.

**For Additional Information Contact:**

Berta Mckelly Adams

Information Officer

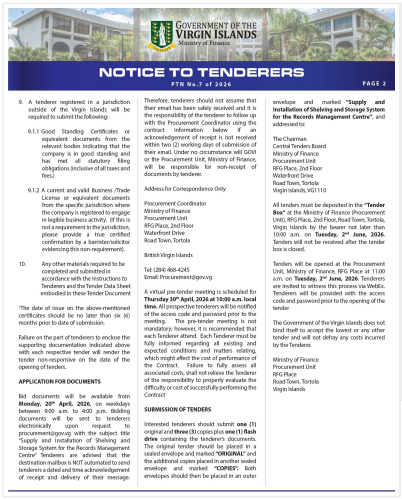
Department of Infrmation and Public Relations

Telephone: 468-2730

Email: bmckelly@gov.vg

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## Gallery



GOVERNMENT OF THE VIRGIN ISLANDS
Ministry of Finance

NOTICE TO TENDERERS

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9. A tenderer registered in a Jurisdiction outside of the Virgin Islands will be required to submit the following:

9.1.1 Good Standing Certificates or equivalent documents from the relevant bodies indicating that the company is in good standing and has met all statutory filing obligations (inclusive of all taxes and fees.)

9.1.2 A current and valid Business /Trade License or equivalent documents from the specific Jurisdiction where the company is registered to engage in legible business activity. (If this is not a requirement in the Jurisdiction, please provide a true certified confirmation by a barrister/solicitor evidencing this non-requirement).

10. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers and the Tender Data Sheet embodied in these Tender Document

*The date of issue on the above-mentioned certificates should be no later than six (6) months prior to date of submission.

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, 20th April, 2026**, 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 "Supply and Installation of Shelving and Storage System for the Records Management Centre". 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 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 GOVI or the Procurement Unit, Ministry of Finance, will be responsible for non-receipt of documents by tenderers.

Address for Correspondence Only

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 **Thursday 30th April, 2026 at 10:00 a.m. 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

**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 "**Supply and Installation of Shelving and Storage System for the Records Management Centre**", and addressed to:

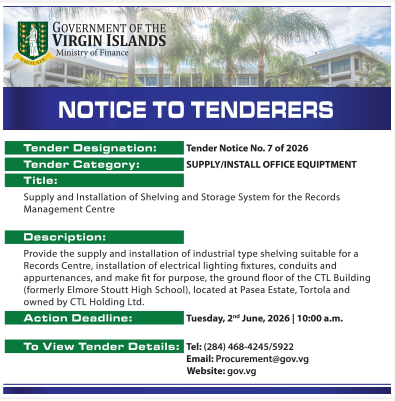
The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive
Road Town, Tortola
Virgin Islands, VG1110

All tenders must be deposited in the "**Tender Box**" at the Ministry of Finance (Procurement Unit), RFG Place, 2nd Floor, Road Town, Tortola, Virgin Islands by the bearer not later than 10:00 a.m. on **Tuesday, 2nd June, 2026.** Tenders will not be received after the tender box is closed.

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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
Road Town, Tortola
Virgin Islands



GOVERNMENT OF THE VIRGIN ISLANDS
Ministry of Finance

NOTICE TO TENDERERS

**Tender Designation:** Tender Notice No. 7 of 2026

**Tender Category:** SUPPLY/INSTALL OFFICE EQUIPTMENT

**Title:**

Supply and Installation of Shelving and Storage System for the Records Management Centre

**Description:**

Provide the supply and installation of industrial type shelving suitable for a Records Centre, installation of electrical lighting fixtures, conduits and appurtenances, and make fit for purpose, the ground floor of the CTL Building (formerly Elmore Stoutt High School), located at Pasea Estate, Tortola and owned by CTL Holding Ltd.

**Action Deadline:** Tuesday, 2nd June, 2026 | 10:00 a.m.

**To View Tender Details:** Tel: (284) 468-4245/5922
Email: Procurement@gov.vg
Website: gov.vg

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## Additional Documents or Media

- suitable_contractor_needed_to_undertake_outlifting_of_the_records_management_centre.pdf