

TENDER NOTICE

Tel: (284)468-2730

Official Government Website:

<https://gov.vg>

Electrical Classroom Workstation Retrofit at the Elmore Stoutt High School (ESHS)

Release Date: 17 July, 2026



Ministry of Education, Youth Affairs
and Sports

NOTICE TO TENDERERS

Tender Designation:

MEYAS Tender

Tender Category:

ELECTRICAL CLASSROOM WORKSTATION
RETROFIT

Title:

Electrical Classroom Workstation Retrofit at the Elmore Stoutt High School
(ESHS)

Description:

The Government of the Virgin Islands (GOVI), acting through the Ministry of Education, Youth Affairs & Sports (MEYAS), invites you to submit a tender for the Electrical Classroom Workstation Retrofit at the Elmore Stoutt High School (ESHS) located in Road Town, TORTOLA, Virgin Islands

Action Deadline:

Friday, 31st July, 2026 | 10:00 a.m.

To View Tender Details:

Tel: (284) 468-2151

Email: mea@gov.vg

The Government of the Virgin Islands (GOVI), through the Ministry of Education, Youth Affairs and Sports (MEYAS), invites you to submit a tender for the Electrical Classroom Workstation Retrofit at the Elmore Stout High School (ESHS) located in Road Town, Tortola, Virgin Islands (Herein referred to as the “Works”).

The Works are intended to support the up-keep and necessary maintenance of the school.

As a part of this procurement process, you are required to visit the site in good time to allow you to assess the existing conditions, the requirements of the Works, and determine the equipment, materials, and labour required to complete the Works.

For Additional Information Contact:

Paul Bridgewater
Information Officer
Department of Information and Public Relations
Telephone: 468-2747

Email: pbridgewater@gov.vg

Gallery

GOVERNMENT OF THE
VIRGIN ISLANDS
 Ministry of Education, Youth Affairs
 and Sports

REQUEST FOR TENDERS

Electrical Classroom Workstation Retrofit at the Emmore Stoutt High School (ESHS)

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Signed	_____
Name in BLOCK CAPITALS	_____
In the capacity of	_____
Duly authorized to sign tenders for and on behalf of:	
Name of Company	_____
Address	_____

Telephone No.	_____ Facsimile No. _____

APPENDIX B

TENDER PRICE

Item	Description	Price
1	Electrical classroom workstation retrofit at the Emmore Stoutt High (ESHS)	
	(Please attach cost breakdown)	
	Total Tender Price in Accordance with Section 5 of the RFT for 2026	



GOVERNMENT OF
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Ministry of Education
& Skills

REQUEST FOR TENDERS

Electrical Classroom Wiresheet at the Emerson State High School (EHSHS)

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PART A – GENERAL PROVISIONS

1. INTRODUCTION

The Government of the Virgin Islands (GOVI) is the principal employer of Electrical Technician A & Sports (MOS003), within public and independent schools. The Government is now seeking to replace the Electrical Classroom Wiresheet at the Emerson State High School (EHSHS). The Electrical Technician A & Sports (MOS003) is responsible for the maintenance of the electrical system in the school. The purpose of this Request for Tenders (RFT) is to obtain quotes from qualified and experienced Electrical Technicians to replace the Electrical Classroom Wiresheet at the Emerson State High School (EHSHS).

As a part of this procurement process, you are requested to visit the site in good time to allow you to inspect the existing Electrical Classroom Wiresheet at the Emerson State High School (EHSHS) and to ensure that you are fully aware of the requirements of the work and to allow you to prepare a realistic and accurate quotation.

Section 5 of this Request for Tenders (RFT) sets out the terms and conditions of the contract. The successful bidder must accept these terms and conditions as a part of the contract.

The successful bidder must be qualified and have the relevant experience to complete the work. The successful bidder must also be a resident of the Virgin Islands. The successful bidder must be able to provide references of similar work completed.

2. SUBMISSION OF TENDERS

The Tenders should show three instructions: (i) a cover sheet, (ii) a technical specification, and (iii) a bill of materials. The Tenders must include a copy of the bill of materials submitted below. The bill of materials must be completed by the successful bidder. The Tenders must include a copy of the bill of materials submitted below. The bill of materials must be completed by the successful bidder. The Tenders must include a copy of the bill of materials submitted below. The bill of materials must be completed by the successful bidder.

3. FORM OF TENDER (Appendix C)

4. TENDER NO. EHSHS/2024/001

5. TENDER NO. EHSHS/2024/001

Firms to comply with any of the instructions contained herein and to submit the tender to the Ministry of Education & Skills, P.O. Box 100, St. John's, Virgin Islands.

The successful bidder must be a resident of the Virgin Islands. The successful bidder must be able to provide references of similar work completed.

Appendix B lists the proposed items and the quantities of each item. The successful bidder must provide a detailed bill of materials for each item. The successful bidder must also provide a detailed bill of materials for each item.

Tenders must be submitted to the Permanent Secretary, Ministry of Education & Skills, P.O. Box 100, St. John's, Virgin Islands, by the deadline date.

Permanent Secretary
Ministry of Education & Skills, P.O. Box 100, St. John's, Virgin Islands
Tel: +1 (849) 461-1234
Fax: +1 (849) 461-1235
Email: info@education.gov.vi

The successful bidder must be a resident of the Virgin Islands. The successful bidder must be able to provide references of similar work completed.

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3. SITE VISIT

Tenders are required to attend a site visit on **Monday, 27th April 2024 at 10:00 AM** to assess the existing conditions, the requirements of the work, and to ensure that you are fully aware of the requirements of the work.

4. CLOSING

Tenders are required to submit a site visit on **Monday, 27th April 2024 at 10:00 AM** to assess the existing conditions, the requirements of the work, and to ensure that you are fully aware of the requirements of the work.

5. TENDER NO. EHSHS/2024/001

The successful bidder must be a resident of the Virgin Islands. The successful bidder must be able to provide references of similar work completed.

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PART B – EMPLOYER'S REQUIREMENTS

1. TENDER NO. EHSHS/2024/001

The successful bidder must be a resident of the Virgin Islands. The successful bidder must be able to provide references of similar work completed.

Worksheet Details at the Emerson State High School (EHSHS)

1. WORKSHEET DETAILS

The successful bidder must be a resident of the Virgin Islands. The successful bidder must be able to provide references of similar work completed.

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9. WORKSHEET DETAILS

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GOVERNMENT OF
THE VIRGIN ISLANDS
Education and
Sports

REQUEST FOR TENDERS

Electrical Classroom Workstation Network at the Elmore Stout High School (ESHS)

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APPENDIX C

EXTENDED SCOPE OF WORKS

Electrical Classroom Workstation Network at the Elmore Stout High School

The Ministry of Education, Youth Affairs and Sports are qualified contractors to administer projects, manage and coordinate the construction of classroom workstation network and storage units at Elmore Stout High School, Elmore Stout High School.

The purpose of this contract is to improve the functionality of the electrical classrooms of the secondary schools of the Ministry of Education, Youth Affairs and Sports, and dedicated facilities for the provision of electrical classroom of Elmore Stout High School and the electrical practical training.

SCOPE OF WORKS

The Contractor shall provide all labor, materials, tools, equipment, transportation, consumables, materials, and electrical work necessary to complete the project.

ESHS – 11st and 12th Workstation Network

The Contractor shall install custom built workstation at the first and second floor.

Workstation Description (see table)

- **Height:** 140cm
- **Width:** 120cm
- **Length:** 210cm

The Contractor shall

- Construct two (2) workstation for the classroom project.
- Build 1 workstation frame and cabinet and install the workstation, mount inside it, approved.
- Supply and install Force loaded electrical workstation, approved.
- Supply and install Force loaded electrical workstation, approved.
- Supply and install Force loaded electrical workstation, approved.

- Provide and install workstation beneath the workstation, approved.
- Supply and install cabinet doors to all workstation, approved.
- Install internal doors to partitions above the workstation, approved.
- Supply and install workstation with storage and electrical workstations are securely fixed, fixed and mechanically locked.

Electrical Work Table

The Contractor shall provide 10 (10) electrical work tables positioned in the center of the room.

- **Length:** 150cm
- **Width:** 100cm
- **Height:** 130cm

The Contractor shall

- Construct four (4) Heavy duty work tables on the ground, approved.
- Supply and install Force loaded work tables on the ground, approved.
- Supply and install Force loaded work tables on the ground, approved.
- Supply and install Force loaded work tables on the ground, approved.

The Contractor shall provide all labor, materials, tools, equipment and electrical work necessary to complete the project.

ESHS – 11st and 12th Workstation Construction

The Contractor shall construct and install (1) workstation at the 11st Floor of ESHS (11).

Workstation Description:

- **Height:** 140cm
- **Width:** 120cm
- **Length:** 210cm

The Contractor shall

- Construct the workstation, supply and install the workstation, approved.
- Supply and install cabinet doors to all workstation, approved.
- Install internal doors to partitions above the workstation, approved.
- Supply and install workstation with storage and electrical workstations are securely fixed, fixed and mechanically locked.

material.

Supply and install Force loaded workstation to provide a durable and professional workstation, approved.

Supply and install workstation with storage and electrical workstations are securely fixed, fixed and mechanically locked.

Supply and install workstation with storage and electrical workstations are securely fixed, fixed and mechanically locked.

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VIRGIN ISLANDS**

Ministry of Education, Youth Affairs &
Sport

REQUEST FOR TENDERS

Electrical Classroom Workstation Retrofit at the Elmore Stuartt High School (EHSW)

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APPENDIX A FORM OF TENDER

Potential Tenderer:
 Ministry of Education, Youth Affairs & Sports
 Government of the Virgin Islands
 Main Street,
 Road Town, Tortola STJ110
 VIRGIN ISLANDS

For: Electrical Classroom Workstation Retrofit at the Elmore Stuartt High School (EHSW)

To:	Potential Supplier, Ministry of Education, Youth Affairs & Sports
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1. Based upon the requirements of this Request for Tender, the undersigned proposes to complete the Works as indicated in its tender submission and in accordance with the Tender Documents for the sum of (US\$).

	(amount in Figures)
payable by the Government of the Virgin Islands.	(amount in words)
2. The undersigned engagement will be for a **period of three (3) weeks**.
3. We agree that the proper law of the Contract shall be the Laws of the Virgin Islands.
4. We agree that these tender documents comprise the sole binding documentation applicable to this tender or to the contract.
5. I/we agree that if information supplied by the Employer to the Tenderer will be treated in confidence and not disclosed to third parties without our prior written consent, we warrant that we have no confidential information relating to this project which we are submitting to the Employer. All information submitted by the Tenderer to the Employer will remain in confidence, notwithstanding that, references may be made through bank letters, email, other electronic or other means.
6. I/we accept full responsibility for the accuracy of prices provided in this tender and agree that these prices include all provisions for any increases in the cost for whatever reason over the period of time from submission of tender to completion of the project and settlement of the final account.
7. We warrant that any and all omissions or errors in pricing are our responsibility and agree that should any errors in arithmetic be discovered in the tender submitted by us during consideration of this offer, these errors will be corrected by giving us an opportunity of either confirming our offer as amended to it or correct such errors.
8. If this offer is accepted and signed to and in accordance with paragraphs 2, 3, 4, 5, 6 and 7 above and the terms and conditions contained referred to in the Tender Documents, we undertake to provide the required services as in accordance with the contract.

- request for tender electrical classroom workstation retrofit at the elmore stouff high school