



INSTRUCTION TO TENDERERS

ERECTION OF DRYWALL AND DROP CEILING AND INSTALLATION OF ELECTRICAL COMPONENTS AT THE ADMINISTRATION BUILDING PORT PURCELL, TORTOLA

JUNE 2023

British Virgin Islands Ports Authority
Port Purcell, Tortola
Virgin Islands

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1. INVITATION TO TENDERERS

The British Virgin Islands Ports Authority invites sealed tenders from eligible candidates, for the **"ERECTOR OF DRYWALL; DROP CEILING AND INSTALLATION OF ELECTRICAL COMPONENTS AT THE ADMINISTRATION BUILDING PORT PURCELL, TORTOLA."**

- 1.1 Interested tenderers should submit one (1) original and two (2) copies containing the bidder documents. The original bid 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 **"ERECTOR OF DRYWALL; DROP CEILING AND INSTALLATION OF ELECTRICAL COMPONENTS AT THE ADMINISTRATION BUILDING PORT PURCELL, TORTOLA"** and addressed to the:

Chairman of the Board
British Virgin Islands Ports Authority
Pasea Place, Tortola VG 1110
Virgin Islands

- 1.2 Interested and eligible candidates may download free of charge the tender documents at www.bviports.org or from the executive secretary via a request to the email address jjthomas@bviports.org.
- 1.3 The prices quoted should be inclusive of all costs and shall be inclusive of any applicable taxes and shall remain valid for 90 days from the closing date of the tender.

All tenders must be deposited in the Tender Box at the British Virgin Islands Ports Authority, Pasea Place, Road Town, Tortola, British Virgin Islands, by the bearer no later than **10:00 a.m. on Friday, 21 July 2023. Tenders will not be received after the Tender Box is closed.**

Tenders will be opened at the British Virgin Islands Ports Authority (**The BVIPA**), Pasea Place on the drop-off date, Friday, 21st July 2023 at 11 a.m. Tenderers are invited to witness this process remotely, via Teams, and will be provided with the access code and password prior to the opening of the bids.

The BVIPA does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.

2. INSTRUCTIONS TO TENDERERS

Tenderers participating in the procurement process shall provide proof that the company/individual is in good standing with respect to taxes (payroll and property), 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 included, and these can be obtained from the Director of Social Security Board, National Health Insurance, the Commissioner of Inland Revenue, and the Registry of Corporate Affairs/the Company Registry.

- 2.1 A valid Trade License for the specific type of work detailed in the tender document.

2.2 A detailed work programme showing the order in which the various sections of work are to be executed, the rates of progress and the estimated periods of their execution and completion.

2.3 Provision of key personnel relevant to the scope of works and services to be performed.

2.4 List of projects completed [within the last 5 years, inclusive value, description, and owner].

The date of issue on the above-mentioned certificates and trade license should be no later than one month 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 **Tuesday 27 June 2023**, on weekdays between 9:00 a.m. to 4:00 p.m. Bidding documents will also be sent to bidders electronically upon request to jithomas@bviports.org with the subject title **"ERECTON OF DRYWALLS; DROP CEILING AND INSTALLATION OF ELECTRICAL COMPONENTS AT THE ADMINISTRATION BUILDING PORT PURCELL, TORTOLA"**.

3. INSTRUCTIONS TO TENDER

3.1 Background

The rear spaces of the administration building were damaged during the hurricanes of 2017 and need refurbishment to safely accommodate the Ports Authority staff. The intent is to utilize the existing floor plans with minor modifications. [Drawings attached]

3.2 Scope of works

The proposed works comprise of providing all plant, labor, equipment, materials and performing all operations in connection with the following:

3.3 Drop Ceiling

Furnish all Plant, Labour, and Material to Erect Ceiling Grid as Indicated on Reflected Ceiling Plan to Receive 2'-0" x 2'-20" ceiling tiles.

Furnish all Plant, Labour, and Material to Install 2'-0" x 2'-0" Ceiling tiles as Shown on Reflected Ceiling Plan.

3.4 Walling

(a) Furnish all Plant, Labour, and Material to Erect 6" Block Wall to interior Face of the Exterior Wall.

(b) Furnish all Plant, Labour, and Material to Erect 6" x 12" x 268'-0" Reinforced Concrete Cap to Exterior Block Wall.

(c) Furnish all Plant, Labour, and Materials to Render "Cement Plaster to 6" Block Exterior Wall.

- (d) (Allowed \$5,000) for the Furnishing and Replacing of Damaged 2" x 6" x 8'-0" Metal Studs Existing Stud Walls.
- (e) Furnish all Plant, Labour, and Material to Erect 2" x 6" x 8'-0" Metal Frame for New Walls as Shown on Ground Floor Plan.
- (f) Furnish all Plant, Labour, and Material to Erect and Finish Moisture Resistant Sheet Rock and Durack Walls.
- (g) Furnish all Plant, Labour, and Materials to Prime and Paint all Walls, apply one Coat of Primer and two coats of paint. (All Paint and Primer to be Approved by Client Representative).
- (h) Furnish all Plant, Labour, and Materials to Install 1" x 4" Base Boards to Sheet Rock and Durack Walls.
- (i) Furnish all Plant, Labour, and Materials to Apply One Coat of Primer and Two Coats of Paint to Base Boards.
- (j) Furnish all Plant and Labour to Install Doors (Supplied by Client).
- (k) Furnish All Plant, Labour, and Materials to Install Windows as Shown on Drawing.

3.5 Electrical Works

3.5.1 Demolition

- (a) Furnish All Plant and Labour to Remove All Existing Electrical Installation as Needed.
- (b) Furnish All Plant, Labour, and Materials to Install Breaker Panel

- (i) 225 AMPS Breaker Panel, 42 Circuits, 3 Phase

- (ii) 125 AMPS Breaker Panel, 30 Circuits, 3 Phase

3.5.2 Breakers

Furnished All Plant, Labour, and Materials to Install Breaker Circuits as Required.

- (a) Single Pole Breakers 20 AMPS Trip
- (b) Two Pole Breakers 20 AMPS Trip
- (c) Two Pole Breakers 30 AMPS Trip
- (d) Two Pole Breakers 60 AMPS Trip
- (e) Three Pole Breakers 80 AMPS Trip
- (f) Three Pole Breakers 225 AMPS Trip

3.5.3 Power Points

Furnish All Plant, Labour, and Materials to Install Power Points as Required.

- (a) Single Pole Breakers 20 AMPS Trip
- (b) Two Pole Breakers 20 AMPS Trip
- (c) Two Pole Breakers 30 AMPS Trip
- (d) Two Pole Breakers 60 AMPS Trip
- (e) Three Pole Breakers 80 AMPS Trip
- (f) Three Pole Breakers 225 AMPS Trip Switching Points

3.5.4 Furnished All Plant, Labour, and Materials to Install Switching point.

- (a) Duplex Receptacle, Regular
- (b) Duplex Receptacle, GFCI
- (c) Duplex Receptacle, UPS

3.5.5 Lighting Points

- (a) Furnish All Plant, Labour, and Materials to Install Lighting Point.
- (b) 2' -0" x 2' -0" LED Panel Light Fixture
- (c) EXIT LED Light Fixture
- (d) Emergency LED Light Fixture

3.5.6 Communication Points

Furnish All Plant, Labour, and Materials to Install Data Communication Point.

- (a) Data Power Points
- (b) EXIT LED Light Fixture

[Allow for Inspection by TCP Electrical Inspection Unit]

4 Deliverables

The deliverables of the project are summarily detailed as follows:

4.1 Tender Documents

Tenders are invited for these works on the basis of the information contained in the Description of Works, which shall form part of the Tender Document. No claim will be entertained on grounds of failure to read or comply either with these instructions or for allegedly misunderstanding their importance. The tenderer shall allow in his Tender for all provisions of the Tender Document.

4.2 Do not alter, add or modify the text of the Description of Works, as this will be recognized or taken into account and could lead to disqualification of the Tender. If the Tenderer wishes to make an observation as to the printed text in connection with the Description of Works he has inserted, such observation shall form the subject of a separate letter to accompany the Tender.

5. Eligibility and Qualification Requirements

This invitation to tender is open to any Contractor duly licensed as such and domiciled in the Virgin Islands.

5.1 Tenders submitted by joint venture or more than one firm, as partners shall comply with the following requirements:

- (a) The tender, (and later in case of a successful tender the Form of Agreement), shall be signed so as to be legally binding on all partners;
- (b) One of the partners shall be nominated as being in charge, and submitting a power of attorney signed by legally authorized signatories of all the partners shall evidence this authorization;
- (c) All partners of the joint venture shall be liable jointly and severally for the execution of the Contract, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Tender and the Form of Agreement (in case of a successful Tender); and
- (d) A copy of the agreement entered into by the joint venture partners shall be submitted with the Tender.

5.2 Cost of Tendering

The Tenderer shall bear all cost associated with the preparation and submissions of his tender and the BVI Ports Authority (hereinafter referred to as "the Employer"), will in no case be responsible for or liable for these costs, regardless of the conduct or outcome of the tender process.

6. Site Visit

Proposed tenderers are invited to visit the site on Thursday, 6 July and Friday, 7 July 2023 between the hours of 10 a.m. and 2 p.m.

6.1 The Tenderer is advised to visit and examine the Site for the proposed Works and its surroundings and obtain for himself on his own responsibility all information that may be necessary for preparing the tender and entering into a Contract. The costs of visiting the Site shall be at the Tenderer's own expense.

6.2 The Tenderer's attention is drawn to the fact that there is potable water and electrical supply available at the site and supplied by the Employer. The Tenderer will be required to supply, at his sole cost, water for drinking purposes.

6.3 The Tenderer and any of his personnel or agents will be granted permission by the Employer to enter unto the premises and lands for the purpose of such inspection, but only upon the express conditions that the Tenderer, his personnel or agents, will release and indemnify the Employer and his personnel and agents from and against all liability in respect thereof and will be responsible for personal injury

(whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which, but for the exercise of such permission would not have arisen.

7. Content of Tender Documents

7.1 The documents issued for the purpose of this tender are detailed below:

Tender Documents
Invitation to Tender
Instructions to Tenderers
Form of Site Visit
Form of Performance Security
Conditions
Bill of Quantities
Drawings

7.2 The Tenderer is expected to examine carefully all instructions, conditions, forms, terms, and drawings in the tender documents. Failure to comply with the requirements of tender submission will be at the Tenderer's own risk.

8. Clarification of Tender Documents

8.1 Tenderers requiring any clarification of the Tender Documents may notify the Employer in writing or by email at the address indicated in the Invitation to Tender no later than fourteen (14) days before the tender submission date.

8.2 The Employer will respond in writing or by email to any request for clarification which he receives earlier than 14 days prior to the deadline for the submission of Tenders.

8.3 Written copies of the Employer's response, including a description of the inquiry but without identifying its source, will be sent to all Tenderers.

9. Language of Tender

The tender language is English. Supporting documents and printed literature furnished by the Tenderer with the Tender may be in another language provided they are accompanied by an appropriate translation of pertinent passages into English. For the purpose of interpretation of this Tender, the English language shall prevail.

10. Documents Comprising the Tender

Tenders shall be submitted in strict compliance with the requirements as set out in the Invitation to Tender and Instructions to tenderers.

10.1 Any other materials required to be completed and submitted in accordance with the Instructions to Tenders embodied in these Tender Documents. The Forms and Summary of Estimates provided in these Tender Documents shall be used without exception.

10.2 A detailed work programme showing the order in which the various sections of work are to be executed, the rates of progress and the estimated periods of time for their execution and completion.

10.3 Tenders must include a list of similar projects completed within the last (5) years, inclusive value, description, and owner.

11. Tender Prices

11.1 The Tenderer shall fill in rates and prices for all items of Works described in the Bill of Quantities, whether quantities are stated or not. Items against which no rates or prices are entered by the Tenderer will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.

11.2 Lump sums are not to be given where unit rates are applicable. Unit rates may be used reciprocally in settlement of accounts unless conflict between them occurs. The Tenderer is therefore asked to ensure that identical items occurring in different sections of the cost estimate are not priced at different rates unless this is the deliberate intention.

11.3 The rates and prices quoted by the Tenderer will not be subject to adjustment by reason of changes in the cost of materials, plant or labour.

11.4 The Contractor will be obliged to comply in all respects with The Virgin Islands Labour Code Ordinance 2010 in connection with the employment and remuneration of all labour within the Virgin Islands for the purposes of carrying out the works.

12. Currencies of Tender and Payment

The unit rates and prices shall be quoted by the Tenderer entirely in United States Dollars (US\$)

13. Performance Security

For the purpose of this tender, Performance Security is required in the form of a Performance Bond and shall be 10% of the contract price.

NB: A Performance Bond is an undertaking by a bonding or insurance company (surety) to complete the construction in the event of default by the Contractor or to pay the amount of the Bond to the Employer.

