

TENDER NOTICE

Tel: (284)468-2730

Official Government Website:

<https://gov.vg>

NOTICE TO TENDERERS - Retrofitting for Executive Offices for Ministry of TCSD

Release Date: 9 September, 2025



TENDER DESIGNATION:

TENDER NOTICE NO. 04 OF 2025

TENDER CATEGORY:

RETROFITTING OFFICE SPACE

TITLE:

Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development

DESCRIPTION:

Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development

ACTION DEADLINE:

Tuesday, 23rd September, 2025 | 2:30 p.m.

VIEW TENDER DETAILS:

Tel: 1(284)468-2161

Email: MTCSN@gov.vg

9 September 2025

NOTICE TO TENDERERS

Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices for MTCSD

The Government of the Virgin Islands/Ministry of Tourism, Culture, and Sustainable Development (GOVI/MTCSD/Ministry of TCSD or the “Purchaser”) invites tenders for the Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development on Tortola, Virgin Islands.

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.

- General Specifications and Quantities
- Form of Tender
- Experience in the supply and delivery of similar goods over the past 3 years
- Project Delivery methodology
- Proposed Delivery Schedule
- Valid Trade License related to the provision of the required goods
- Certificate of Good Standing from the Commercial Registry and a Certificate of Incorporation (if a registered company)
- 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

The RFQ will be available on weekdays between 9:00 a.m. to 4:00 p.m. Documents will be sent to Tenderers electronically upon the request sent to MTCS@gov.vg with the subject title; Retrofitting to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development.

Address for Correspondence Only

Permanent Secretary
Ministry of Tourism, Culture, and Sustainable Development
Attn: Deputy Secretary and/or Finance and Planning Officer
Procurement Committee
Cutlass Towers 2nd Floor
Road Town, Tortola
British Virgin Islands

Tel: (284) 468-2161
Email: MTCSD@gov.vg

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 addressed to:

The Chairman
Procurement Committee
Ministry for Tourism Culture and Sustainable Development
Cutlass Towers, 2nd Floor
Road Town, Tortola, VG1110
British Virgin Islands

All tenders must be deposited in the Tender Box at the Ministry of TCSD (Office reception), Cutlass Towers, 2nd Floor, Road Town, Tortola, British Virgin Islands, by the bearer not later than 2:30 p.m. local time on Tuesday, 23rd September, 2025.

Tenders will be opened on Wednesday, 24th September, 2025 at 2:30 p.m. local time at the Ministry of TCSD, Premier's Office, White Cedar Conference Room, Cutlass Towers Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands. Tenderers are invited to witness the opening process in person or via WebEx.

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About:

The Ministry of Tourism, Culture, and Sustainable Development is responsible for advancing the Territory's tourism sector, preserving and promoting cultural

heritage, and implementing policies that support sustainable growth and environmental stewardship.

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/>

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NOTICE TO TENDERERS
REBIDDING TO COMPLETE THE OUTFITTING OF THE PHYSICAL SPACE LOCATED ON THE 2ND FLOOR OF THE OMAR HODGE BUILDING FOR EXECUTIVE OFFICES FOR MTCSd

The Government of the Virgin Islands Ministry of Tourism, Culture and Sustainable Development (MTCSd) hereby invites tenders for the **Rebidding to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development** in 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.

- General Specifications and Quantities (Appendix II)
- Form of Tender Agreement (Appendix I)
- Experience in the supply and delivery of similar goods and services (Appendix I)
- Project Delivery methodology
- Proposed Delivery Schedule
- Valid Trade License related to the provision of the required goods
- Certificate of Good Standing from the Commercial Registry and a Certificate of Incorporation (If a registered company)
- 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. Certificate of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Internal Revenue

Failure to comply with any of the instructions concerning the completion and submission of these documents may render the Tenderer's documents non-compliant.

APPLICATION FOR DOCUMENTS

The RITC will be available on weekdays between 9:00 a.m. to 4:00 p.m. Documents will be sent to Tenderers electronically upon the request sent to MTCSd@gov.vg with the subject line: **Rebidding to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development**. Tenderers are advised that the distribution makes is NOT intended to send Tenderers an acknowledgment of receipt and delivery of their request for 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 Procurement Entity: Ministry for TCSD using the contact information below if an acknowledgment of receipt is not received within 1 (one) day of submission of the request. Tenderers who incur insurance will GCN or the Procurement Committee, Ministry of TCSD be responsible for the non-receipt of documents by the Tenderer.

ADDRESS FOR CORRESPONDENCE ONLY

Permanent Secretary
Ministry of Tourism Culture and Sustainable Development
Attn: Deputy Secretary and/or Finance and Planning Officer
Procurement Committee
Cotton Towns 2nd Floor
Road Town, Tortola
British Virgin Islands
Tel: (284) 468-2141
Email: MTCSd@gov.vg

SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original, more (1) 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 "CONFIDENTIAL" and the electronic copy placed in another sealed envelope and marked "CONFIDENTIAL". Both envelopes should then be placed in an outer envelope and marked: **Rebidding to complete the outfitting of the physical space located on the 2nd floor of the Omar Hodge Building for Executive Offices of the Ministry of Tourism, Culture and Sustainable Development** and addressed to:

The Chairman
Procurement Committee
Ministry of Tourism Culture and Sustainable Development
Cotton Towns, 2nd Floor
Road Town, Tortola, P.O. Box 101
British Virgin Islands

All tenders must be deposited in the Tender Box at the Ministry of TCSD Office (reception), Cotton Towns, 2nd Floor, Road Town, Tortola, British Virgin Islands, by the tenderer **not later than 2:00 p.m. local time on Tuesday 27 September, 2023**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened on Wednesday, 28th September, 2023 at 1:30 p.m. local time at the Ministry of TCSD, Premier's Office, White Collar Conference Room, Cotton Towns Building, 2nd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands. Tenderers are invited to witness the opening process in person or via WebEx. Tenderers will be provided with the access code and password prior to the opening of tenders.

The Government of the Virgin Islands/Ministry of TCSD does not intend to accept the lowest or any other tender and will not delay any costs incurred by the Tenderer.

Additional Documents or Media

- [tender notice office refit 2nd floor omar hodge building mtcsd.pdf](#)