



Date: 1 May 2024

Ref: TENDER NO: BVIPA REF 2024/10

Supply and Installation of Office Furniture for the Administration Building

REQUEST FOR QUOTATION

The British Virgin Islands Ports Authority (**the BVIPA**) now invites quotations for the Supply and Installation of Office Furniture for its administration building at Port Purcell, Tortola as specified in the attached appendices of this RFQ.

Bid Submission

The Bidder should read these instructions carefully before completing the bid documentation. The instructions to the bidders are provided at **Appendix A**. The bid must include each of the following documents identified below, fully completed by the Bidder together with any supporting literature required by the relevant document. The documents marked “Appendix” are provided as appendices to this document

- **Schedule of Supply and Installation** (Appendix B)
- **Proposed Works Programme** (Method Statement)
- **Delivery Schedule**
- **Valid Trade License for the specific type of work detailed in the Request for Quotation**
- **Proof of Company Registration** (if applicable)
- **Certificate of Good Standing from the National Health Insurance**
- **Certificate of Good Standing Social Security**
- **Certificate of Good Standing Inland Revenue Department**
- **Company Profile**
- **List of previous supply and delivery of furniture executed with values and name of client**

Floor layouts are provided as Appendix C.

Failure to comply with any of the instructions concerning the completion and submission of these documents may render (at the BVI Ports Authority’s absolute discretion) the bid non-compliant and the bid may be excluded from this competitive bidding exercise.

The Form of Bid attached at **Appendix D** to this Request for Quotation (RFQ) identifies the documents that shall be incorporated within any resulting Contract. These documents will include, but are limited to, the **General Conditions of Contract** (“the Contract Conditions”) in Appendix D in addition to the **Special Conditions of Contract** (“the Special Contract Conditions”). In the event of any conflict between the Contract Conditions and the Special Contract Conditions, the latter shall prevail.

The ability of the Bidder to consistently deliver and install, on time, works similar to those for which this RFQ is issued will be an important factor in the evaluation. It is therefore essential, that sufficient company information demonstrating the Bidder's capability to perform the Contract is submitted with the bid. Such information should include, but not be limited to, details of the Bidder's track record and history of contract disputes, if any. Failure to provide such information may result in your bid not being considered.

Bids must comply with the following conditions:

Bids are sought on a competitive basis and all prices are subjected to detailed scrutiny. The bid as well as all correspondence and documents relating to the bid, between the bidder and the BVIPA, shall be in the English language. Supporting documents and printed literature provided by the bidder may be in another language but they must be accompanied by an accurate translation of the relevant passages in the English language, in which case, for the purposes of interpretation of the bid, the translation shall govern.

All bids including annexes and all supporting documents must be submitted via hard copy.

Submission of Tender

Please send all documents to the Chairman, BVI Ports Authority Board, at the first address at the end of this Invitation to Bid. Bidders must submit one (1) original, two (2) copies and (1) flash drive of the complete bid package, including appendices and supporting literature. The original bid and copies must be clearly marked accordingly, and all information must be legible. In the event of conflict, the information provided in the original bid document shall prevail. Bidders must place the original and each copy in separate sealed envelopes. Each envelope must be marked with the reference "**RFQ/2024-10 "Supply and Installation of Office Furniture for BVI Ports Authority Administration Building"**". All envelopes must be placed in a single envelope, which must be clearly marked with the reference "**RFQ/2024-10 "Supply and Installation of Office Furniture for BVI Ports Authority Administration Building"**" and "Not to be opened before the bid **closing date 29 May 2024** at 10:00 a.m. local time". Any bid received after the deadline date and time will be rejected.

All tenders must be deposited in the "Tender Box" at the reception in the BVIPA Office, Pasea Place, Tortola, British Virgin Islands, by the bearer no later than 10:00 a.m. local time on 29 May 2024.

Tenders will be opened at the offices of the BVIPA, Pasea Place, Tortola British Virgin Islands on a date to be determined after closing. Tenderers will be invited to witness this process via WebEx. Tenderers will be provided with the access code and password prior to the opening of bids.

The BVI Port Authority does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the tenderer.

Bids may be delivered during normal business hours (meaning 08:30am to 4:30p.m. Monday to Friday) local time on a day that is not a public holiday in The British Virgin Islands. The BVIPA does not accept responsibility for the premature opening or mishandling of Bids that are not submitted in accordance with these instructions.

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Any additional costs incurred by the BVIPA which result from any inaccuracies or any declarations in respect of the Goods or the bidder's failure to conform to the requirements of a resulting Contract will be charged to the bidder.

No bids will be rejected at bid opening stage except for late bids.

General

It is not permissible to transfer this Invitation to Bid to another natural or legal person.

Any questions which you may have concerning this Invitation to Bid must be raised in accordance with the instructions contained in the Clarification of Bidding documents paragraph of the Instructions to Bidders.

Secretary to the Chairman BVIPA Board Road Town Tortola BRITISH VIRGIN ISLANDS Tel: (284) 462-4243 E-mail: jjthomas@bviports.org
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The BVIPA reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected prospective Bidder (s) or any obligation to inform the affected prospective Bidder (s) of the grounds for the BVIPA action. the BVIPA will not defray any costs incurred by any Bidder in the preparation of bid.

INSTRUCTIONS TO BIDDERS

Scope of Work

This RFQ contains multiple attachments to communicate the basis of design. Base specifications for the desired furnishing are described in the Furniture Specification Table. Floor plans showing the intended furniture layout as well as private office and workstation are set out in attachment.

Funding:

The (BVIPA) is providing funding for this project.

Eligibility:

This RFQ is open to only local interested bidders. However, the bidder shall submit the bid as a single entity OR if joint venture of more than one firm as partners shall comply with the following requirements:

- a. The Bidder's 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 this authorisation shall be evidenced by submitting a power of attorney signed by the legally authorised signatories of all the partners;
- 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 authorisation mentioned under (b) above as well as in the Form of Bid and the Form of Agreement; and,
- d. A copy of the agreement entered into by joint venture partners shall be submitted with the tender.

Pricing:

For the purpose of comparison of Quotations, prices used shall be exclusive of applicable taxes, which must be shown separately in the Quotation. Currency of Quotation shall be in United States Dollars.

Pre-Bid Meeting:

Clarification of Bidding Documents:

Any request for clarification of this RFQ must be submitted to the **BVIPA** (as named above) in writing no later than **14 days prior to the deadline for submission of the RFQ**. This will ensure that the **BVIPA** is able to supply any required clarification to the Bidder in sufficient time, for such to be taken into account by the Bidder in the formulation of their bid. The BVIPA will provide written responses to the clarification requests received prior to the deadline but will not respond to clarification requests raised after the deadline. Where the BVIPA identifies any requirements for new or additional information to be provided, it will ensure that such new or additional information is notified to the Bidder as soon as reasonably practicable. The BVIPA will ensure that the Bidder is afforded non-discriminatory and equal treatment. The BVIPA may, at its sole and absolute discretion, extend the deadline for submission of the bid to provide the Bidder with sufficient time for any clarification response to be taken into account in their bid.

Requests for clarification shall be sent by e-mail to the Chairman only and will be deemed to have been received at the time that it is received by the BVIPA. The burden of proving receipt of an e-mail will be on the Bidder and will not be met solely by a read receipt or sent items report generated by the Bidder's computer.

If deemed receipt is not within business hours, the notice or other communication is deemed to have been received at the start of the next business day in the British Virgin Islands. All times are to be read as local time in the British Virgin Islands.

Amendment of Bidding Documents:

At any time prior to the deadline for submission of the bid, the BVIPA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may (at its absolute discretion) modify the bidding documents in any way. The BVIPA will give care to guaranteeing time for the Bidder to consider such amendment.

All prospective Bidders will be notified of the amendment in writing, and the amendment will be binding on them.

In order to allow a prospective Bidder reasonable time in which to take the amendment into account in preparing their bid, the BVIPA, at its absolute discretion, may extend the deadline for the submission of the bid.

Modification and Withdrawal of Bid:

A Bidder may modify or withdraw its bid after submission of the bid, provided that (1) written notice of the modification, including substitution or withdrawal of the bid, is received by the BVIPA prior to the deadline for submission of the bid and (2) the modified bid is received by the BVIPA in compliance with the bid submission requirements detailed in this RFQ prior to the deadline for submission of the bid.

No bid may be modified after the deadline for submission of the bid.

No bid may be withdrawn in the interval between the deadline for submission of the bid and the expiration of the period of bid validity specified by the Bidder on the Form of Bid.

Currency:

All bids must be expressed in United States Dollars (US\$). Bids where prices are expressed in any currency other than US\$ will be rejected.

Liquidated Damages:

The Bidder's attention is drawn to the provisions of Clause 7.4 of the General Conditions of Contract.

Evaluation:

Any resultant award of Contract will be made on the basis of the following factors to establish the most economically advantageous bid:

- (a) Eligibility
- (b) Responsiveness to this RFQ
- (c) Technical Capability (*Method statement*)
- (d) Delivery Schedule
- (e) Compliance with the Contract Conditions
- (f) Price (*completeness of BOQ or work schedule*).

Prior to commencing evaluation, bid responses will be subject to a preliminary evaluation to ensure they are fully compliant with the bid submission requirements. The BVIPA **may (at its absolute discretion) reject any bid responses which it considers are non-compliant with the submission requirements.**

Those bid responses that have not been rejected at preliminary evaluation will be subject to technical evaluation for compliance with the Bills of Quantities, drawings and specifications as detailed within attached **Appendices B and D. If in the opinion of the BVIPA, any bid response does not meet the requirements as detailed within Appendices B and D then the bid response will be rejected as non-compliant and will not be evaluated further.**

The Bidder shall not be permitted to correct or withdraw material deviations or reservations once bids have been opened. The exception shall be arithmetical errors identified by the BVIPA during evaluation and following clarification, such arithmetical errors which shall be adjusted at line item level, based on the offered unit price. The total bid price will be amended accordingly for the purposes of the evaluation.

Clarification of Bid:

During evaluation of the bid, the BVIPA may, at its sole and absolute discretion, ask the Bidder to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this RFQ. The request for clarification and the response shall be in writing.

Without prejudice to any other remedies (whether civil or criminal), any effort by a Bidder to influence the BVIPA in its decisions on bid evaluation, bid comparison, or Contract award will result in the rejection of the bid.

Signing of Contract:

At the same time as the BVIPA notifies the Bidder that its bid has been accepted, the BVIPA shall send the Bidder the Contract in the format to be presented, incorporating all agreements between the parties.

As soon as practically possible, but no more than five (5) working days following receipt of the Contract, the Bidder shall sign and date the Contract and return it to the BVIPA.

Disclaimers

The bid process is governed by and construed in accordance with the Laws of The Virgin Islands.

All material issued in connection with this RFQ shall remain the property of the BVIPA and shall be used only for the purpose of this bidding exercise.

The BVIPA shall not be committed to any course of action as a result of:

- (a) issuing an RFQ;
- (b) communicating with a Bidder or a Bidder's representatives or agents in respect of this procurement;
or
- (c) any other communication between the BVIPA and any other party.

The Bidder shall accept and acknowledge that by issuing this RFQ the BVIPA shall not be bound to accept any bid and reserves the right not to award the Contract for some or all of the Works for which bid are invited.

No information contained in this RFQ, or in any communication made between the BVIPA and any Bidder in connection with this RFQ, shall be relied upon as constituting a Contract, agreement or representation that any Contract shall be offered as a result of this bidding exercise. The BVIPA reserves the right to change without notice the basis of or the procedures for the bidding exercise or to terminate the bidding exercise at any time.

The Bidder is solely responsible for the costs and expenses incurred in connection with the preparation and submission of their bid and all other stages of the selection and evaluation process. Under no circumstances will the BVIPA or any of their advisers, be liable for any costs or expenses borne by the Bidder, sub-contractors, suppliers or advisers in this bidding exercise.

The BVIPA reserves the right to reject the bid if the bid is not submitted in accordance with the instructions given, including but not limited to where the Bidder:

- (a) submits its bid after the deadline for bid submissions;
- (b) provides a bid that is incomplete, fails to provide any of the required information (including but not limited to any licenses or certificates requested in this RFQ) or not in the specified format;
- (c) makes or assumes any amendments or qualifications to this RFQ and/or any of its supporting documents (including but not limited to amending or qualifying the Form of Bid or Bills of Quantities);
or
- (d) fails to comply fully with the requirements of the award process set out in this RFQ or is guilty of a serious misrepresentation in supplying any information required in this RFQ.

The BVIPA reserves the right to reject the bid and not award the Contract (in whole or in part) at any time without any liability on its part. Nothing in this bidding exercise is intended to form any express or implied contractual relationship between the parties unless and until the Contract is executed by both parties.

Where there is any indication that a conflict of interest exists or may arise then it shall be the responsibility of the Bidder to inform the BVIPA detailing the conflict in writing. The BVIPA will be a final arbiter on cases of potential conflicts of interest. A failure to notify the BVIPA of any potential conflict of interest will invalidate any oral or written agreement.

The BVIPA requires that the Bidder, Supplier, Contractor, and Consultant under the BVIPA contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the BVIPA:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract;
 - (iii) “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Recipient, designed to establish bid prices at artificial, non-levels; and

- (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (b) will reject a proposal for award if it determines that the Bidder has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract;
- (c) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a the BVIPA contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a BVIPA contract; and
- (d) will have the right to require that the Bidder, Supplier, Contractor and Consultant permit the BVIPA to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the BVIPA.

The BVIPA reserves the right to disqualify any Bidder whose circumstances change to the extent that the Bidder makes material changes to any aspect of its response to any matter raised during the bidding exercise. Where a Bidder becomes aware, during this process, of a change in circumstances or information supplied, the BVIPA should be notified of this immediately.

This RFQ is made available in good faith. Neither the BVIPA, nor its advisers, directors, officers, members, employees, other staff or agents:

- (a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ; or
- (b) accepts any responsibility for the information contained in the RFQ or for its fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication; and
- (c) are therefore expressly disclaimed by the BVIPA, and their advisers, directors, officers, members, employees, other staff or agents.

The Bidder must obtain for themselves at their own responsibility and expense all information necessary for the preparation of bid. The BVIPA shall be under no obligation to accept the lowest or any bid but shall seek to award the contract to the lowest priced responsive Bidder.

The Bidder must be explicit and comprehensive in their responses to this RFQ as this will be the single source of information on which responses will be evaluated save for any further information or advice sought by the BVIPA in accordance with the Clarification of Bid paragraph above. Bidders are advised neither to make any assumptions about their past or current supplier/contractor relationships with the BVIPA nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

The RFQ is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Bidder to submit a bid or enter into the Contract or any other contractual agreement.

The BVIPA relies on a Bidder's own analysis and review of information provided. Consequently, a Bidder is solely responsible for obtaining the information which is considered necessary in order to make decisions

regarding the content of the bid and to undertake any investigations necessary in order to verify any information provided during the bidding exercise.

Participation in the bidding process shall be treated by the BVIPA as acceptance by the Bidder of all the terms and conditions contained in this RFQ (or any other statement that may be issued by the BVIPA to the Bidder from time to time) relating to the conduct of this bidding exercise (including any subsequent award of a Contract).

Bid Validity:

Your bid should remain open for acceptance for a period of 120 days from date of the bid closing date. A bid valid for a shorter period will be rejected.

APPENDIX B

SCHEDULE OF SUPPLY AND INSTALLATION

BVIPA Reference: _____

Bidder's Reference: _____

Currency: **US dollars**

Enter the price against each item on the Schedule of Installations matrix beginning on the following page. Insert the total price at the foot of the schedule.

Conditions for submitting proposal for parts or sub part of the total requirement is not allowed.

Where the bid prices are contingent upon all items being installed together, then this must be clearly stated.

All documents, including catalogs, instructions and operating manual shall be in English. Warranty should be for a minimum period of one (1) year.

APPENDIX D

FORM OF BID

BVIPA's Reference: _____
Bidder's Reference: _____
Bid Closing Date: _____
Currency: US Dollars

1. Having examined the Invitation to Bid and being fully satisfied in all respects with the requirements of the RFQ, we hereby offer to provide the Services as specified in Appendix B of the bid for the prices set out in this Appendix C, Form of Bid and in accordance with the provisions of the Contract.
2. We confirm that we have read the Request for Quotation and we accept that any resultant Contract will be subject to the Conditions of Contract, Special Conditions of Contract and such other provisions as have been specified in the RFQ.
3. We confirm that the services offered fully meet the required schedule detailed in the RFQ.
4. We confirm that we will treat all information supplied by the BVIPA as confidential in accordance with the provisions of this RFQ.
5. We offer to supply and install office furniture at RFG Place Building, Road Town, Tortola in accordance with the Schedule of Supply and Installations for the lump sum amount of _____ United States Dollars and _____ Cents (US\$_____)

The total bid price must be stated in words and figures and if there is any contradiction the price expressed in words will take precedence.

The time to complete all installations from receipt of an award of Contract will beweeks from award of contract.

Bidders are advised that the above period will be used for bid evaluation purposes.

We [_____] confirm that this quote is valid for acceptance for 120 days from ___ day of _____, 2021.

Bidders are advised that a bid valid for a shorter period will be rejected. In exceptional circumstances the BVIPA may request the Bidders' consent to an extension of the period of validity. The request and the responses shall be made in writing. Bidders who agree to extend the validity of their bids will not be permitted to modify their bids.

Signed

Name in
Block Capitals

In the Capacity of

Duly authorized to sign tenders for and on behalf of

Name

Address.....

.....

Telephone No.

Date.....

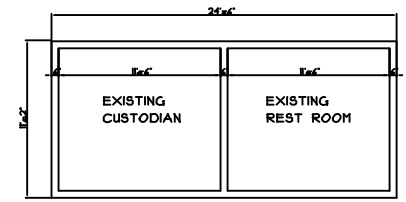
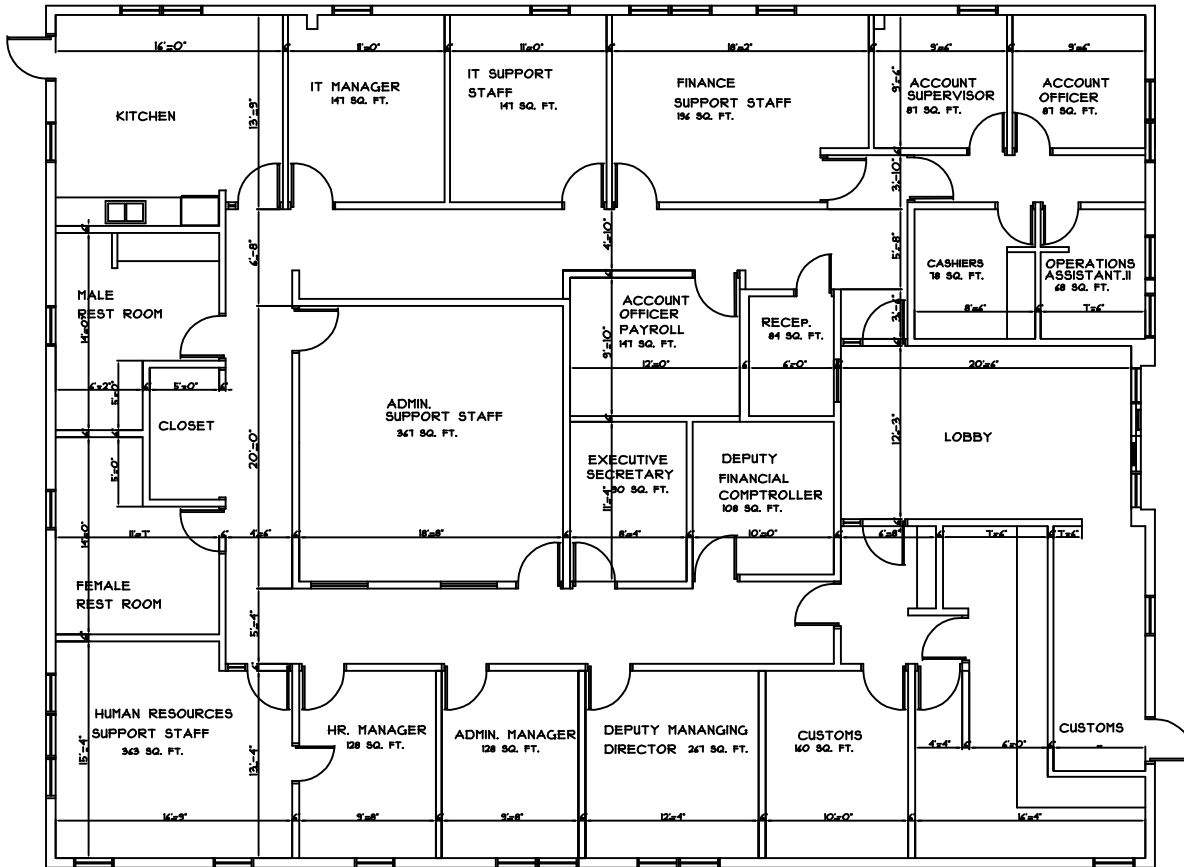
BVI Ports Authority Furniture List

Department Areas	Furniture item	Quantity
Deputy Managing Director	Executive Desk	1
	Overhead Storage Cubbies	1
	Guest Chairs	4
Executive Secretary	Office Chair	1
	Overhead Storage Cubbies	1
	Cubicle Type Desks	1
	Guest Chairs	2
Deputy Financial Controller	Executive Desk	1
	Overhead Storage Cubbies	1
	Cubicle Type Desks	1
	Guest Chairs	2
Account Supervisor	Office Chair	1
	Cubicle Type Desks	1
	Overhead Storage Cubbies	1
	Guest Chairs	2
Accounts Officer	Office chairs	2
	Cubicle Type Desks	2
	Overhead Storage Cubbies	2
Accounts Officer Payroll	Office Chairs	2
	Cubicle Type Desks	2
	Overhead Storage Cubbies	2
Finance Support	Office Chairs	6
	Cubicle Type Desks	6
	Overhead Storage Cubbies	6

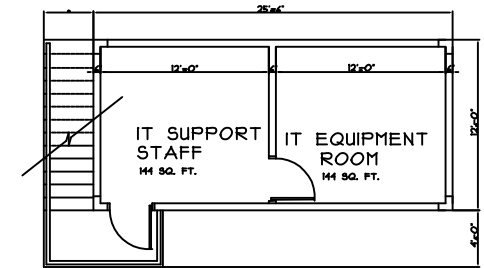
Admin Manager	Office Chair	1
	Overhead Work Cubbie	1
	Executive Desk	1
	Guest Chairs	2
Admin Support Staff	Office Chairs	5
	Overhead Work Cubbies	5
	Cubicle Type Desks	5
	Guest Chairs	2
Reception	High Office Chair	1
IT Manager	Office Chair	1
	Overhead Work Cubbie	1
	Executive Desk	1
	Guest Chairs	2
IT Support Staff	Office Chairs	3
	Overhead Work Cubbies	3
	Cubicle Type Desks	3
HR Manager	Office Chair	1
	Overhead Storage Cubbies	1
	Executive Desk	1
	Guest Chairs	2
Human Resources Staff	Office Chairs	3
	Overhead Storage Cubbies	3
	Cubicle Type Desks	3
Additional Office 01	Office chair	1
	Overhead Storage Cubbies	1
	Cubicle Type Desks	1
	Guest Chairs	2

Additional Office 02	Office Chairs	3
	Overhead Work Cubbies	3
	Cubicle Type Desks	3

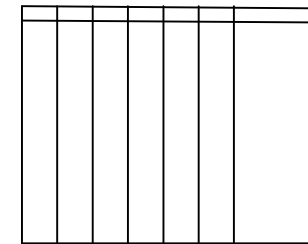
APPENDIX C
FLOOR PLAN



EXISTING GROUND FLOOR



PROPOSED SECOND FLOOR



PROPOSED FLOOR PLAN LAYOUT MAIN OFFICE.
PORT PURCELL

DRAWING NO.

1001

DATE: MARCH 6TH, 2023

SCALE: AS NOTED

DRAWN BY: KARL THOMAS

CHECKED BY: RICHARD DE CASTRO

FLOOR LAYOUT

PROPOSED OFFICE LAYOUT FOR
PORT AUTHORITY PORT PURCELL

SHEET NO.

OF