

# NOTICE TO TENDERERS

NO.1 OF 2025

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The H. Lavity Stouutt Community College invites tenders for the operation of a **FULL-SERVICE CAFETERIA** at the H. Lavity Stouutt Community Paraquita Bay Campus commencing 1 July 2025.

### **Background Information:**

The H. Lavity Stouutt Community College (HLSCC) is a statutory body of the Government of the Virgin Islands, established on 14 January 1990, to serve as an institution of higher learning, offering instruction across various fields of education. It operates under the Ministry of Education, Youth Affairs and Sports, guided by an appointed Board of Governors.

HLSCC is desirous of having a **FULL-SERVICE CAFETERIA** at the H. Lavity Stouutt Community College located on the main campus at Paraquita Bay, Tortola. The total leased space for the restaurant and shared kitchen is approximately 900 sq. ft.

### **Terms of Reference:**

The following should be taken into consideration when submitting the tender:

- Opening hours are to be between 8:00 a.m. to 7:00 p.m. Monday to Thursday, and 8:00 a.m. to 2:00 p.m. on Friday.
- The kitchen and serving area will be rented "AS-IS".
- The Cafeteria must operate within the dietary guidelines set by the College.
- The Cafeteria is equipped with dining furniture.

The selected Operator will be allowed to operate the Cafeteria for an initial period of (2) years. Hence, tenders must submit expected rental rates for the Cafeteria for this period. The final rental cost will, however, be determined solely by H. Lavity Stouutt Community College.

### **Instructions to Tenderers:**

Tenderers are required to furnish the information listed hereunder:

1. Documentation indicating that the organisation has the necessary competence and capability to operate a cafeteria/restaurant (this should include any relevant references)
2. A Valid BVI Trade License
3. Certificate of Good Standing in respect of Income Tax, including Pay As You Earn (PAYE) from the Commissioner of Inland Revenue (Payroll Taxes Act No. 18 of 2004, Income Tax Ordinance CAP.206)
4. Certificate of Good Standing in respect of Social Security from the Director of the Social Security Board (Social Security Act Ordinance, CAP.266)
5. Certificate of Good Standing in respect of National Health Insurance (NHI) from the Director of the National Health Insurance
6. Independently audited financial statements for the last two (2) fiscal years or the last available with Management Accounts.
7. A non-refundable fee of \$200

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Failure on the part of the Tenderer to enclose any, or all, of the supporting documentation indicated above, with each representative tender, may render the tender non-responsive at the time of bid opening.

Interested tenderers may tour the premises or request more information by contacting the Fiscal Services Department via (284) 541-8120 Monday to Friday between the hours of 8:30 a.m. and 4:30 p.m. or by emailing [elgeorge@hlsccl.edu.vg](mailto:elgeorge@hlsccl.edu.vg).

Please note that the College does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.

## **Submission of Tenders:**

Tenders should be submitted in duplicate. The original should be placed in a sealed envelope marked "Original", and the copy placed in another sealed envelope marked "Copy". Both envelopes should then be placed in an outer envelope marked "Tender for Operating Full-Service Cafeteria, HLSCC Paraquita Bay Campus" and addressed to the:

**Board Secretary  
H. Lavity Stoutt Community  
College  
Paraquita Bay Campus  
Paraquita Bay, Tortola  
VG1120  
British Virgin Islands**

The bearer must deposit all tenders in the "Tender Box" located at the Security Desk on the first floor of the Main Building at the HLSCC Paraquita Bay Main Campus, Tortola, no later than **30 April 2025**. Tenders will not be received after the Tender Box is closed.

Tender documents once submitted will remain the property of HLSCC.

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## DESCRIPTION:

### **OPERATION OF FULL SERVICE CAFETERIA**

HLSCC is desirous of having a full-service cafeteria located on the main campus at Paraquita Bay, Tortola. The total leased space for the restaurant and shared kitchen is approximately 900 sq. ft.

## ACTION DEADLINE:

**Wednesday, 30 April 2025**

## CONTACT:

**Tel: (284) 541-8120**

**Email: [elgeorge@hlsc.edu.vg](mailto:elgeorge@hlsc.edu.vg)**