

NOTICE TO TENDERERS

NO.2 OF 2025

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The H. Lavity Stoutt Community College invites tenders for **EXTERMINATING SERVICES** at the H. Lavity Stoutt Community College Paraquita Bay Campus which includes the North and South Campuses commencing 1 August 2025.

Background Information:

The H. Lavity Stoutt 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 an **EXTERMINATING CONTRACT** for the 2025/2026 and 2026/2027 academic years. The period of the contract in the first instance is from 1 August 2025 through 31 July 2027.

Terms of Reference:

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

- HLSCC is inviting proposals from qualified exterminating companies to provide pest control services for the Paraquita Bay campus buildings and grounds.
- The purpose of the contract aims to ensure the effective removal and ongoing prevention of pests, including rodents, to maintain a safe and pest-free environment across the College's facilities.

Scope of Services:

The selected Company will be expected to carry out exterminating services inside of all buildings and the grounds of the College.

Instructions to Tenderers:

Tenderers are required to furnish the information listed hereunder:

1. Valid Insurance License issued pursuant to the Insurance Act 2008

2. Certificate of Good Standing from Commercial Registry (if Company)
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 (Social Security Amendment Act 2024)
6. A Valid BVI Trade License
7. Independently audited financial statements for the last two (2) fiscal years
8. A resume of comparable clients over the past five years
9. Details of claims handling procedures
10. 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 requiring clarification on the Tender Document may contact the Assistant Bursar, Ms. Nyo Maduro at nyomaduro@hlsc.edu.vg by 20 April 2025.

The subject line must indicate "Tender for Exterminating Services". The College will respond, in writing, to any request for clarification which is received by **20 April 2025**.

A description of all enquiries raised together with the respective responses will be shared with all prospective Tenderers.

Ms. Nyo Maduro can also be contacted to request for a scheduled time to visit the Campus for a walkthrough of the premises to be maintained.

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 Exterminating Services, 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 20 May 2025, at 2:00 p.m.

Tenders will not be received after the Tender Box is closed. Tender documents once submitted will remain the property of HLSCC. Tenders will be opened publicly at the Main Building, HLSCC, Paraquita Bay, Tortola, British Virgin Islands at **2:30 p.m. on 20 May 2025**.

Tenderers are invited to attend.

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DESCRIPTION:

EXTERMINATING SERVICES CONTRACT

HLSCC is desirous of having an exterminating contract for the 2025/2026 and 2026/2027 academic years. The period of the contract in the first instance is from 1 August 2025 through 31 July 2027.

ACTION DEADLINE:

Tuesday, 20 May 2025

CONTACT:

**Tel: (284) 852-7084
Email: nyomaduro@hlscce.edu.vg**