

Request for Quotation
(This is not an Order)

TO:

DATE: December 22, 2015

REQUEST NO: 001-2016 (Q)

REQUEST FOR: Property & Procurement
(DEPARTMENT)

Quotations are requested for repair and maintenance services of Government Vehicle Fleet in the United States Virgin Islands as per the description.

All quotation must be received on **Tuesday, January 5, 2016 at 10:00 o'clock a.m.** at the Department of Property & Procurement, 8201 Subbase, 3rd Floor, St. Thomas, Virgin Islands.

THE COST PROPOSAL MUST BE SIGNED BY THE FIRM OR INDIVIDUAL(S) ON COMPANY LETTER HEAD, WITH A POINT OF CONTACT, ADDRESSED TO COMMISSIONER OF PROPERTY & PROCUREMENT.

IN SUBMITTING THE ABOVE, THE BIDDER AGREES THAT ACCEPTANCE OF ANY QUOTATIONS BY THE CONTRACTING OFFICER WITHIN A REASONABLE PERIOD CONSTITUTES A CONTRACT.

NAME OF COMPANY

PHYSICAL ADDRESS

AUTHORIZED REPRESENTATIVE

TITLE

AUTHORIZED SIGNATURE

MAILING ADDRESS

DATE

TELEPHONE/EMAIL

SCOPE OF WORK

The Department of Property and Procurement is seeking to enter into a Public Private partnership with regards to the repair and maintenance of Government Vehicle fleet in the U.S.V.I Territory.

The government will provide the motor pools and some government furnished equipment (GFE) shops engaged in the business of repairing motor vehicles that are owned by the government of the Virgin Islands.

The scope of work requires the contractor to:

- Diagnoses any defect in a motor vehicle, or in any motor vehicle component, part or attached accessory.
- Installs or removes any component, part or accessory.
- Improves, adjusts, replaces, repairs or services any motor vehicle component or part, regardless of whether that component or part is attached to the motor vehicle at the time of repair.
- Improves, adjusts, replaces, maintains or services any "accessory" (such as a radio, audio system or cellular phone) that is attached to the motor vehicle at the time of repair.
- Provide warrants to the workmanship of the repairs performed in the Vehicle.
- Have the capability to support vehicles covered under manufacturers' warranty by having the appropriate certification to perform such service.
- Ensure warranty is provided for Repair Facility's workmanship only and does not extend to any parts, whether new OEM, new imitation crash parts, or salvage parts, used in repair of the vehicle

The Scope of work does not apply to any of the following:

- Towing services.
- Supplying motor fuel.
- Washing or waxing a motor vehicle.
- Cleaning the passenger compartment of a motor vehicle.