



# NOTICE TO TENDERERS

PTN No. 12 of 2021

The Government of the Virgin Islands invites tenders for the managing of the Jost Van Dyke Transfer Station and providing hauling services for waste from JVD to the incinerator on Tortola.

## TERMS OF REFERENCE

The Terms of Reference comprise of:

- (a) Load trash compactor and open-top roll on/off bins with residential, yard and other types of waste.
- (b) Maintain a clean and trash free environment in the building and around the yard.
- (c) Clean drain which is located inside the building no less than once per day.
- (d) Wash and disinfect tipping floor after loading of trash compactors. Department of Waste Management will provide the water and disinfectants.
- (e) Administer fly bait, rat poison and deodorizers to control vector proliferation and to control odors. The Department of Waste Management will provide the deodorizers, fly bait and rat poison.
- (f) Transport compactor bins from Jost Van Dyke to Tortola (round trip) via the provided barging service. A maximum of 4 bins per week – (once per week).
- (g) Rinse all bins to remove sea salt after each trip. Grease and lubricate bins weekly; and paint bins as needed. All tools will be provided by the Department of Waste Management.
- (h) Operate the facility 8 hours per day, four days per week.

## INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

1. Certificates of Good Standing in respect to Social Security and Taxes including Payroll Taxes and Property Taxes from :
  - a) The Director of Social Security Board,
  - b) The Commissioner of Inland Revenue, and
  - c) The Director of National Health Insurance

2. A Certificate of Good Standing from Commercial Registry (if company is a registered company)
3. A valid Trade License for the specific type of work detailed in the tender document.
4. Proof of possession of the equipment required for the job. The required equipment must be in the British Virgin Islands at the time of Tender.  
**NB: The equipment required a 100 ton barge (minimum).**
5. Experience regarding past projects with similar scope and magnitude of this assignment and handling and operating of heavy equipment (past 5yrs).

*<sup>1</sup>The date of issue on the above-mentioned certificates and trade license should be no later than one month prior to date of submission.*

Tenders must provide with their tender, a Tender Bond/Tender Security, **not less than 1% of the bid price**, by way of a bank or an accredited insurance company.

Failure on the part of tenderers to enclose the supporting documentation indicated above with each respective tender will render the tender non-responsive on the date of the opening of tenders.

## APPLICATION FOR DOCUMENTS

Bid documents will be available from **Monday, 15th March, 2021**, on weekdays between the hours of 9:00 a.m. to 4:00 p.m. Bidding documents will be sent to bidders electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title **“Managing of the Jost Van Dyke Transfer Station and providing hauling services for waste from JVD to the incinerator on Tortola”** Bidders are advised that the destination mailbox is NOT automated to send bidders a dated and time acknowledgement of receipt and delivery of their message. Therefore, bidders should not assume that their email has been safely received and it is the responsibility of the bidder to follow up with the Procurement Coordinator using the contact information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be responsible for non-receipt of document by bidder.

## ADDRESS FOR CORRESPONDENCE ONLY

Procurement Coordinator  
Ministry of Finance  
Procurement Unit  
Qwomar Trading Building #2, 2nd Floor  
Road Town, Tortola  
British Virgin Islands

Tel: (284) 468-4243/5921  
Email: [Procurement@gov.vg](mailto:Procurement@gov.vg)

A Pre-tender meeting is scheduled for **Wednesday, 31st March, 2021 at The Jost Van Dyke Methodist Church Annex, Great Harbour, Jost Van Dyke at 11:30 a.m.** This will be followed by a site visit. All prospective tenderers are invited to attend.

## SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original, three (3) copies and one (1) flash drive containing the bidder's documents. The original should be placed in a sealed envelope and marked "ORIGINAL" and the additional copies placed in another sealed envelope and marked "COPIES". Both envelopes should then be placed in an outer envelope and marked **“Tender for managing of the Jost Van Dyke Transfer Station and providing hauling services for waste from JVD to the incinerator on Tortola”** and addressed to:

The Chairman  
Central Tenders Board  
Ministry of Finance  
Procurement Unit  
Qwomar Trading Building #2, 2nd Floor  
Blackburne Road, Tortola  
Virgin Islands, VG1110

All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), Qwomar Trading Building No. 2, 2nd Floor, Blackburne Road, Waterfront Drive, Tortola, British Virgin Islands, by the bearer not later than **10:00 a.m. local time on Tuesday, 20th April, 2021**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, Qwomar Building No.2, **2nd Floor at 11:30 a.m. on Tuesday, 20th April, 2021**. Tenderers are invited to witness this process via WebEx. Tenderers will be provided with the access code and password prior to the opening of bids

The Government of the Virgin Islands (British) does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.