



# NOTICE TO TENDERERS

Public Tender Notice No.1 of 2024

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The Government of the Virgin Islands (GOVI or the "Purchaser") invites tenders for the **CONSULTANCY SERVICES - RE-FORMING OF THE VIRGIN ISLANDS TAXI TARIFF FOR THE TAXI AND LIVERY COMMISSION OF THE VIRGIN ISLANDS.**

## SCOPE OF CONSULTANCY

The Plan will include, among other essential elements:

- Review of existing Taxi Tariff Legislation, Policy, Guidelines and current tariff regime.
- Develop pricing model and new tariff
- Develop presentation slides and summary of new taxi tariff regime including pricing methodology.
- Presentations at stakeholder meetings

## DELIVERABLES

The deliverables to be provided relative to this assignment include:

- Monthly reports on the implementation of the project.
- Final report at the conclusion of the consultancy

## INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

1. A completed Form of Tender in accordance with **Section 5**. This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided;
2. Priced Bill of Quantities in accordance with **Section 5.3.7**;
3. A list of projects undertaken by the Tenderer within the past ten (10) years that demonstrate the Tenderer's experience in delivering similar projects in the form included in **Section 5.3.5**;
4. An Organizational Chart showing management structure including contact details of the key members of the organization that are to be involved with this tender, **Section 5.3.5**.
5. Proof that company/individual is in good standing with respect to taxes, duties, social security and national health insurance contributions, company registration, or payments due to the Government of the Virgin Islands. These certificates of good standing can be obtained from the Director of Social Security Board and National Health Insurance

and the Commissioner of Inland Revenue.<sup>1</sup>

6. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry;
7. A Special Certificate is required from the Company Registry at the Financial Services Commission indicating that all fees are paid and company is in good standing.<sup>1</sup>
8. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024).
9. Companies not registered or operating in the British Virgin Islands are required to provide a valid business license or equivalency as proof of authorization to operate a business in the area of the required expertise in its jurisdiction of operation.
10. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents. The Forms, and Bill of Quantities provided in these Tender Document shall be used without exception.

<sup>1</sup> The date of issue on the above-mentioned certificates should be no later than six (6) months prior to the date of the tender opening.

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

The RFP will be available from **Tuesday, 30th January, 2024**, on weekdays between 9:00 am to 4:00 pm. Documents will be sent to Tenderers electronically upon request to [mcw@gov.vg](mailto:mcw@gov.vg) with the subject title **"Request for Proposal - Consultancy Services -Re-forming of the Virgin Island Taxi Tariff for The Taxi and Livery Commission of the Virgin Islands"**. Tenderers are advised that the destination mailbox is NOT automated to send Tenderers an acknowledgment of receipt and delivery of their request by email. Therefore, **Tenderers should not assume that their email has been safely received and it is the responsibility of the Tenderer to follow up with the Ministry of Communications & Works** using the contact information below if an acknowledgment of receipt is not received within one (1) day of

submission of the e-mail. Under no circumstance will GOVI or the Ministry of Communications & Works, be responsible for the non-receipt of documents by the Tenderer.

## Address for correspondence only:

**Permanent Secretary**  
**Ministry of Communications & Works**  
**Government of the Virgin Islands**  
**Manuel Reef, Tortola**  
**Virgin Islands**  
**Tel:** (284) 468-2183/2163  
**Email:** [mcw@gov.vg](mailto:mcw@gov.vg)

## SUBMISSION OF TENDERS

Interested tenderers should submit one **(1) original** and two **(2) copies** plus one **(1) flash** drive containing the tenderers' documents. The original tender 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 **"CONSULTANCY SERVICES -RE-FORMING OF THE VIRGIN ISLAND TAXI TARIFF FOR THE TAXI AND LIVERY COMMISSION OF THE VIRGIN ISLANDS"** and addressed to:

The Permanent Secretary  
Ministry of Communications & Works  
Government of the Virgin Islands  
Manuel Reef, Tortola, VG1110  
Virgin Islands

All tenders must be deposited in the **Tender Box at the Ministry of Communications & Works, Manuel Reef, Tortola, Virgin Islands**, by the bearer **not later than 10:00 a.m. local time on Tuesday, 20th February, 2024**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened on **Wednesday, 21st February, 2024 at 11:00 a.m. local time at the Ministry of Communications & Works, Manuel Reef, Tortola, Virgin Islands**. Tenderers are invited to witness the opening process via WebEx. Tenderers will be provided with the access code and password prior to the opening of Tenders.

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

**The Permanent Secretary**  
**Ministry of Communications & Works**  
**Government of the Virgin Islands**  
**Manuel Reef, Tortola, VG1110**  
**Virgin Islands**