



# NOTICE TO TENDERERS

PTN No.3 of 2025

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The Government of the Virgin Islands (hereinafter referred to as the "Employer") invites tenders for the proposed installation of approx. 2,700 linear feet of water distribution pipeline including the construction and/or installation of pipe ancillaries, manholes and chambers commencing at the Long Trench Pump Station to the entrance to the "Zipline" Virgin Canopy Tours, Tortola British Virgin Islands (hereinafter referred to the "Works").

## SCOPE OF WORKS

The proposed works shall comprise of providing the necessary plant, labour, equipment and materials; and performing all operations in connection with the following:

1. Procurement of pipes and pipe assemblies and fittings prior to the commencement of works.
2. Perform demolition works as required
3. Perform trenching and the associated civil works to facilitate the pipe installation works
4. Installation of the required ductile iron mechanical joints and assemblies along the water distribution main
5. Construction of reinforced valve and hydrant chambers, including forming holes for pipes, base, walls and cover slabs.

For the installation of 2,700 linear feet of 6-inch dia. water distribution mains at Long Trench, Tortola, British Virgin Islands in accordance with the drawings and specifications.

## INSTRUCTIONS TO TENDERERS

The Tender to be prepared by the Tenderer should encompass the following. These are the minimum requirements that submissions must meet to be considered responsive.

1. A completed Form of Tender in accordance with Section 3. 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. 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 6;
4. A list of Current Contract Commitments/Work in Progress form included in Section 7;
5. An Organizational Chart showing management structure including contact details of the key members of the organization that are to be involved with this tender, including the proposed project manager and contractor's representative (on site).
6. Provide qualifications for the Construction Manager / project Supervisor that will be directly assigned to this project. The identified personnel will be responsible for overseeing the entire works and should be suitably qualified in terms of academic qualifications and experience.
7. Provide qualifications for the Surveyor that will be directly assigned to this project. The Surveyor will be responsible for all surveying works including establishing elevation points, pipe alignments, boundary points, and all other points and works as required
8. A detailed Work Programme showing the order in which the various sections of works are to be executed, the rates of progress, and the estimated periods of time for their execution and completion. A bar chart shall be submitted with these details.
9. A method statement denoting works to include but not limited to the following:

- a. Trenching and pipe laying works
  - b. Installation of pipe fittings and ancillaries
  - b. Backfilling and compaction works
  - c. Risks associated with the installation of water mains and safe working conditions in and around trenches.
  - d. Setting out of works and overall site safety
10. Method statement for the construction works shall also include considerations for the following:
- a. Construction of valve and hydrant chambers
  - b. Traffic management including setting out road diversions, directing of traffic as required and
  - c. Provision for dust abatement and noise nuisance
11. Method statement showing how the tasks and performance requirements will be met and undertaken. The Tenderer must provide a method statement outlining clearly all the components of the work inclusive of the following:
- a. Procurement Plan
  - b. Protection of works and staging of materials
  - c. Mobilization and commencement of works
  - d. Assumptions, constraints and considerations
  - e. General work methodology
  - f. Demobilization and cleanup
  - g. Handover



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12. Tenderers will be required to provide proof that the company or 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. Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Inland Revenue;
13. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing and a Certificate of Incorporation from the Commercial Registry;
14. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2025).
15. 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.

## APPLICATION FOR DOCUMENTS

Documents will be sent to Tenderers electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title **“Water Distribution Mains Extension at Long Trench, Tortola, British 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 Ag. Procurement Coordinator 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 Procurement Unit, Ministry of Finance, be

responsible for the non-receipt of documents by the Tenderer.

### Address for Correspondence Only

Ag. Procurement Coordinator  
Ministry of Finance  
Procurement Unit  
RFG Place 2<sup>nd</sup> Floor  
Road Town, Tortola  
British Virgin Islands

**Tel:** (284) 468-424/5922

**Email:** [Procurement@gov.vg](mailto:Procurement@gov.vg)

A pre-tender meeting will be held virtually via WebEx platform on **Thursday 6th February, 2025 at 10:00am**. Interested tenderers will be notified of the access code and password prior to the meeting. This will be followed by a site visit. All prospective tenderers are invited to attend.

The Pre-Tender meeting is not mandatory; however, it is recommended that each Tenderer attend. Each tenderer must be fully informed regarding all existing and expected conditions and matters relating, which might affect the cost of performance of the Contract. Failure to fully assess all associated costs, shall not relieve the tenderer of the responsibility to properly evaluate the difficulty or cost of successfully performing the contract.

### SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original and three (3) 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 **“Water Distribution Mains Extension at Long Trench, Tortola, British Virgin Islands”** and addressed to:

The Chairman  
Central Tenders Board  
Ministry of Finance  
Procurement Unit  
RFG Place 2<sup>nd</sup> Floor  
Waterfront Drive  
Road Town, Tortola  
Virgin Islands, VG1110

All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), RFG Place 2<sup>nd</sup> Floor, Road Town, Tortola, British Virgin Islands, by the bearer not later than **10:00 a.m. local time on Tuesday, 11th March, 2025**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened on **Tuesday, 11th March, 2025 at 11:00 a.m.** local time at the Ministry of Finance Conference Room, RFG Building, 3<sup>rd</sup> Floor, Waterfront Drive, Road Town, Tortola, British 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.

Ministry of Finance  
Procurement Unit  
RFG Place, 2<sup>nd</sup> Floor  
Road Town, Tortola  
Virgin Islands