



NOTICE TO TENDERERS

PTN No. 6 of 2022

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The Government of the Virgin Islands request proposals for the management, operation and maintenance of the Waste Water Treatment Plant (WWTP) at Her Majesty's Prison, Tortola, British Virgin Islands for a period of two (2) years.

SCOPE OF WORKS

The successful contractor would be required to perform the following works at the Waste Water Treatment Plant at Her Majesty's Prison.

Her Majesty's Prison Cromaglass Equipment (HMPCE)

- Cromaglass pre-equilization unit and duplex pump station
- Cromaglass 30,000 GPD prepackaged secondary treatment plant
- Cromaglass sludge management system
- Cromaglass post-equilization duplex system
- NetaFim duplex disc filter
- Cromaglass chlorine contact tank
- Cromaglass effluent storage and duplex pumping station

SPECIFIC DUTIES AND RESPONSIBILITIES

- Inspect, operate and maintain all HMPCE listed above in accordance with Cromaglass Operations & Maintenance Guide
- Manage HMPCE plant process cycles in accordance with the Operations & Maintenance Guide
- Perform quarterly biological testing of mixed liquor and effluent so as to verify compliance with USEPA secondary plant effluent qualities
- Provide, repair and or replace of equipment, parts and materials, as applicable and as determined through MH&SD, for HMPCE listed above, included but not limited to:
 - All pumps – aeration, transfer, discharge & sludge
 - Air intake systems
 - Control panels and associated parts
 - Junction boxes

- Perform the following functions, as deemed necessary by MH&SD
 - Instruct the removal of excess sludge when required
 - Empty and clean chlorine contact tank of excess solids
 - Backwash disc filter
 - Refill chlorine tablets as applicable
- The Contractor is responsible for providing a monthly report on the conduction on the equipment usage.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Certificates of Good Standing in respect of 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 in the Virgin Islands); if a foreign company, the provision of documents showing that the company is registered in the country in which it is domiciled and is in good standing.
- 3) A valid 2022 Trade License or if a foreign company, supporting documents in the country in which the company is domiciled indicating that the company is licensed to conduct business.
- 4) Proof of possession of the equipment required for the job, by submission of copy(s) of vehicle Registration or Insurance Certificate. The required equipment must be in the British Virgin Islands at the time of Tender.

NB: The equipment required is a sewerage truck.
- 5) Details regarding experience in the type of works to be carried out.
- 6) A staff organizational chart listing all staff who will be associated with the management, operation and maintenance of the wastewater treatment plant.

- 7) The tenderer must provide a detailed methodology of the works.
- 8) Foreign companies are required to provide all regulatory documents, licenses and supporting information from the country in which they operate comparative to the regulatory documents as may be applicable to those required for the local companies.

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

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

Bidding documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title **"Manage, Operate and Maintain the Waste Water Treatment Plant at Her Majesty's Prison"** Tenderers are advised that the destination mailbox is NOT automated to send tenderers a dated and time acknowledgement of receipt and delivery of their message. 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 Procurement Coordinator using the contract 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, will be responsible for non-receipt of documents by tenderer.

ADDRESS FOR CORRESPONDENCE ONLY

Procurement Coordinator
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive, Road Town
Tortola, British Virgin Islands

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

A virtual pre-tender meeting is scheduled for **Thursday, 5th May, 2022 at 10:00 am local time.** Due to Covid-19 preventative measures and social



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distancing guidelines established by the Ministry of Health and Social Development all prospective 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.

SUBMISSION OF TENDERS

Interested tenderers should submit **one (1) original and three (3) copies plus one (1) flash drive containing the tenderer's documents.** The original bid 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 "**Manage, Operate and Maintain the Waste Water Treatment Plant at Her Majesty's Prison**" and addressed to:

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

All tenders must be deposited in the **Tender Box** at the Ministry of Finance (Procurement Unit), RFG Place, Road Town, Tortola, Virgin Islands, by the bearer not later than 10:00 a.m. on **Tuesday, 7th June, 2022.** Tenders will not be received after the Tender Box is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, RFG Place at 11:00 a.m. on **Tuesday, 7th June, 2022.** Tenderers are invited to witness this process via WebEx. Tenderers will be provided with the access code and password prior to the opening.

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
Road Town, Tortola
Virgin Islands**