



NOTICE TO TENDERERS

PTN No.8 of 2024

PAGE 1

The Government of the Virgin Islands (GOVI or the "Purchaser") invites tenders for the Supply and Delivery of Petrol and Diesel for the Public Works Department at Virgin Gorda and Public Works Department Stores Compound and Asphalt Plant Fish Bay on Tortola, British Virgin Islands.

SCOPE OF WORK

To provide for the delivery of petrol and diesel to the Government of the Virgin Islands for use by the Public Works Department at Virgin Gorda and Public Works Department Stores Compound and Asphalt Plant Fish Bay. The successful firm will be expected to:

- (i) deliver the products in accordance with the term and conditions set out in the RFQ.
- (ii) provide maintenance and replacement of fuel tank(s) and fuel pump(s) as needed to ensure the continuity of fuel usage at the sites specified.
- (iii) In the event of failure of the pump or tanks to provide petrol and/or diesel at the agreed rates at designated facilities owned by the Supplier, then the Supplier must make alternate arrangements to supply the Goods with the same quality and specifications to the Purchaser.

INSTRUCTIONS TO TENDERERS

The Tenderer should read these instructions carefully before completing the tender documentation. The Instructions to the Tenderer are provided at Appendix A. The Tender must include each of the following documents identified below, fully completed by the Tenderer together with any supporting literature required by the relevant document. The documents marked 'Appendix' are provided as appendices to this document.

Schedule of Goods (Appendix B)

- Form of Tender (Appendix C) (This form should not be altered and must be fully completed).
- Fuel Specifications (Appendix D)
- Form of Agreement (Appendix E)
- Experience in the supply and delivery of similar goods over the past 3 years
- Proposed Method Statement for delivery of fuel to the designated areas
Public Works Department Compound and Public Works Department Asphalt Plant Fish Bay
- Delivery of Schedule
- Valid 2024 Trade License related to the provision of the required goods

- Proof of Company Registration with a Certificate of Good Standing from the Company Registry (if a registered company)
- Certificate of Good Standing from the National Health Insurance
- Certificate of Good Standing from Social Security
- Certificate of Good Standing from the Inland Revenue Department embodied in these Tender Documents

Failure to comply with any of the instructions concerning the completion and submission of these documents may render (at GOVI's absolute discretion) the Tender non-compliant.

APPLICATION FOR DOCUMENTS

The RFQ will be available from **Wednesday, 28th February, 2024**, on weekdays between 9:00 am to 4:00 pm. Documents will be sent to Tenderers electronically upon request to procurement@gov.vg with the subject title "**Supply and Delivery of Petrol and Diesel – Public Works Department Virgin Gorda and Public Works Department Stores Compound and Asphalt Plant Fish Bay on 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 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 2nd Floor
Road Town, Tortola
British Virgin Islands

Tel: (284) 468-4243/4245
Email: Procurement@gov.vg

A Pre-Tender meeting will be held virtually via WebEx platform on **Wednesday, 13th March, 2023 at 10:00am**. Interested tenderers will be notified of the access code and password prior to the meeting. 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 bidder'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 "**Supply and Delivery of Petrol and Diesel for the Public Works Department at Virgin Gorda and Public Works Department Stores Compound and Asphalt Plant Fish Bay on Tortola, British Virgin Islands.**" and addressed to:

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

All tenders must be deposited in the "**Tender Box**" at the Ministry of Finance (Procurement Unit), **RFG Place 2nd Floor, Road Town, Tortola, Virgin Islands**, by the bearer not later than **10:00 a.m. local time on Tuesday, 2nd April, 2024. Tenders will not be received after the "Tender Box" is closed.**

Tenders will be opened on **Tuesday, 2nd April 2024 at 11:00 AM local time** at the Ministry of Finance Conference Room, RFG Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, BVI. Tenderers are invited to witness the opening 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 Building, 2nd Floor
Road Town, Tortola
Virgin Islands