



NOTICE TO TENDERERS

REQUEST FOR PROPOSALS: Supply of Bus Services to Transport the Social Development Department Senior Programs.

The Government of the Virgin Islands (GoVI or "Government"), acting through the Ministry of Health and Social Development and Social Development Department is hereby seeking professional services from locally qualified and reputable companies to supply transportation for the Social Development Department Senior Programs for a period of two years. They are as followings - Lots 1, 2, 3 and 4.

Lot 1 – West End Route – Pick-up in Carrot Bay, Capoon’s Bay, **Sebastian Hotel & Restaurant**, Zion Hill, **Towers, West End and Frenchman’s Cay** to the West End Community Center.

Lot 2 – Pick up in **Brewers Bay, Ballast Bay, Cane Garden Bay, Meyers , Harrigan Estate to the West End Community Center.**

Lot 3 – Pick -up in **East End, Greenland, Major Bay, Fat Hogs Bay to East End Long Look Community Centre.**

Lot 4 – Pick -up in **Road Town, Long Trench, Belle View, Hope Hill to East End Long Look Community Centre.**

Tenderers may submit offers for one, two, three, or all Lots and contracts will be awarded on a Lot-by-Lot basis.

SCOPE OF WORKS

3.1. The carrier service to be provided by the carrier company includes:

- The vehicle(s) to be used in the performance of this agreement has (have) been duly registered and licensed for the purpose.

- The driver(s) is (are) properly licensed to drive a particular type of vehicle in public passenger transport service.
- The vehicle(s) to be used has (have) been adequately insured against third-party risks by presenting for inspection of the documents.
- Drivers are to provide weekly Senior’s passenger logs.
- Able to lift up to 70 pounds.

Pickup starts between 8:30am-9:00am and pickup from said Centre’s 2:15pm-2:30pm twice a week.

West End: Monday and Wednesday’s

EE/LL: Tuesday and Thursday’s

2 times per week

3.2. Notwithstanding, the services identified in Clause 3.1, the Bus Services Provider (BSP) shall employ carrier services to reasonably ensure the safety of each senior in the event of an emergency.

3.3. More specifically, the service to be provided by the Bus Services Contractor/Company may include employing the necessary staff, equipment, and technologies in order to provide safe, on time, efficient transportation of seniors.

at the Elmore Stoutt High School, Road Town, Tortola, British Virgin Islands in accordance with the drawings and specifications.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish originals or notarized copies of the following certificates:

- 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, the Commissioner of Inland Revenue and Company Registry;
- Tenderers operating in the British Virgin Islands must submit a Trade License (Valid for 2024) (If Partnership or Sole Proprietorship) in the type of service required.
- Tenderers registered as companies in the British Virgin Islands will be required to submit a Certificate of Good Standing from Commercial Registry.
- Tenderers are to supply other documentation as listed in the Request for Proposal.

Notes: *The date of issue indicated on the above-mentioned certificates should be no earlier than six months prior to the date of submission. Tenders shall be submitted in strict compliance with all the requirements set out in the Instruction to Tenderers.*

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.

TECHNICAL PROPOSAL

- Company Profile – narrative which introduces the company to the Employer, provides background information, and gives the general capabilities of the company.



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- ii. Company and Personnel Experience – a listing of previous similar services provided by the company and personnel, including where the services were provided, the duration, and contact information for the client.
- iii. Curriculum Vitae/ Resumes should be submitted for at least the principal of the company and the intended supervisor for this assignment.
- iv. A 1,000 words (2 pages) essay describing the capabilities of the Tenderer, the capacity of the Tenderer to perform the services as detailed in the Section 3 (Scope of Services) including number of staff, and why the Employer should select this tender over the other tenders;
- v. A list of registered and insured vehicles that will be used to complement the bus services provided by the staff.

The Tenderer must also demonstrate the company’s compliance with minimum standard transportation requirements. Proof of compliance is required.

EVALUATION CRITERIA

The Employer will evaluate and compare only tenders considered to be substantially responsive to the requirements of the Tender Documents.

EVALUATION CRITERIA		Max Score (100 pts)
Pricing Proposal		60
Level of Service (type of vehicle and Insurance criteria)	<ul style="list-style-type: none"> • Provided the level of service (type of vehicle & insurance) (15-20 pts) • Partially provide the level of service (type of vehicle & insurance) (14- 7 pts) • Did not provide the level of service (type of vehicle) (0 pts) 	20
Health and Safety	<ul style="list-style-type: none"> • Fully provided a health and safety plan (15 – 20 pts) • Partially provide a health and safety plan(14 – 7 pts) • Did not provide a health and safety plan (0 pts) 	20

SUBMISSION OF PROPOSALS

5.1. The Tenderer should submit one (1) original, three (3) copies plus of the “Technical Proposal”. The original should be placed in a sealed envelope and marked “Original” and the copies placed in another sealed envelope and marked “Copy”. All three envelopes should be placed in an outer envelope and marked:

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Tenderers may submit offers for one, two, three or all Lots and contracts will be awarded on a Lot-by-Lot basis with the words, “DO NOT OPEN BEFORE 10:00 a.m. on Tuesday, 10th December 2024”.

The inner and outer envelopes shall:

Ms. Tasha K. Bertie
Permanent Secretary
Procurement Unit
Ministry of Health and Social Development
Voronicas House of Commerce
Long Bush, Tortola VG1110
British Virgin Islands

All tenders must be deposited in the tender box at the Ministry of Health and Social Development (Procurement Unit), Voronicas House of Commerce, 3rd Floor, Long Bush, Tortola, British Virgin Islands, by the bearer not later than 10:00 a.m. local time on Tuesday, 10th December 2024. Tenders will not be received after the tender box is closed.