



NOTICE TO TENDERERS

PTN No.24 of 2024

PAGE 1

The Government of the Virgin Islands (GOVI or the "Purchaser") invites tenders for the **Supply of Heavy Equipment for the Department of Waste Management, Tortola, British Virgin Islands**

SCOPE OF WORKS

Interested local, qualified, experienced companies are invited to submit tenders for the Supply of Heavy Equipment to the Government of the Virgin Islands for use by the Department of Waste Management as outlined below: **(Detailed in Appendix A Technical Specification)**

1. Lot 1 – Supply of one (1)
20 Ton Excavator

2. Lot 2 – Supply of one (1)
20 Ton Dozer

3. Lot 3 – Supply of one (1)
20 Ton Landfill Compactor

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

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

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. Technical Proposal in accordance with **Section 2.3**;
3. Financial Proposal in accordance with **Section 2.5**;
4. Tenderers will be required to provide proof that the company or

individual is in good standing with respect to taxes (payroll and property), 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;

5. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry and a Certificate of Incorporation.
6. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024).
7. Foreign companies are to provide a business license or similar supporting documents comparative to this requirement.
8. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents.

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 RFQ will be available from **Monday, 29th July, 2024**, on weekdays between 9:00 a.m. to 4:00 p.m. Documents will be sent to Tenderers electronically upon request to procurement@gov.vg with the subject title **"Supply of Heavy Equipment for the**

Department of Waste Management". 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 14th August, 2024 at 10:00 a.m.** 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.



NOTICE TO TENDERERS

PTN No.24 of 2024

PAGE 2

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 "**Supply of Heavy Equipment for the Department of Waste Management**" and addressed to:

The Chairman
Ministry of Finance
Procurement Unit
RFG Place 2nd Floor
Road Town, Tortola
British 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, British Virgin Islands**, by the bearer not later than **10:00 a.m. local time on Tuesday, 3rd September, 2024**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened on **Tuesday, 3rd September, 2024 at 11:00 a.m. local time** at the Ministry of Finance Conference Room, RFG Building, 3rd 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, 2nd Floor
Road Town, Tortola
Virgin Islands