



# NOTICE TO TENDERERS

PTN No. 10 of 2022

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**The Government of the Virgin Islands request proposals for the Supply and Delivery of Petrol and Diesel for the Royal Virgin Islands Police Force specifically for the Road Town Station and the Marine Base locations on Tortola, British Virgin Islands.**

## SCOPE OF WORKS

To provide for the delivery of petrol and diesel to the Government of the Virgin Islands for use by the Royal Virgin Islands Police Force specifically at the Road Town Station and the Marine Base. 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.

## TERM

The term should be examined on a 2-to-5-year span in yearly increments with the anticipation to enter into a contract for a minimum period of 2 years renewable annually for up to 5 years.

## DELIVERY

The supplier shall provide the delivery of an order of petrol or diesel to the purchaser on an agreed schedule which will be at a minimum twice per month subject to the fuel pump and tank being operable. The tanks will not be allowed to run empty and as such a reorder level will be confirmed between the purchaser and the supplier. The capacity of the tanks are as follows:

- Road Town Station – 1000 gallons of petrol at a minimum twice per month
- Marine Base – 1000 gallons of petrol at a minimum once per week
- Marine Base – 1250 gallons of diesel approximately twice per month

## INSTRUCTIONS TO TENDERERS

The bid must include each of the following documents identified below. These documents must be fully completed by the bidder together with any supporting literature that is required.

- Bill of Quantities (Appendix B)
- Form of Bid (Appendix C) (This form should not be altered and must be fully completed.)
- Fuel specifications as attached hereto (Appendix D),
- Company profile and statement of capability
- Proposed Work Programme (Delivery Schedule)
- Proposed Method Statement for delivery of fuel to the designated areas Road Town Station and Marine Base
- A Valid BVI Trade License (2022) for the service required in the RFQ
- Certificate of Good Standing from National Health Insurance
- Certificate of Good Standing from Social Security
- Certificate of Good Standing from Inland Revenue Department
- Certificate of Good Standing from Company Registry (if applicable)

1.1. Failure to comply with any of the instructions concerning completion and submission of these documents may render (at GOVI's absolute discretion) the bid non-compliant and the bid may be excluded from this competitive bidding exercise.

## APPLICATION FOR DOCUMENTS

Bid documents will be available from Monday, 4th April, 2022, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to tenderers electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title "Supply and Delivery of Petrol and Diesel – Royal Virgin Islands Police Force - British Virgin Islands " Bidders are advised that the destination mailbox is NOT automated to send bidders an acknowledgement of receipt and delivery of their submission. Therefore, bidders should not assume that their email has been safely received and it is the responsibility of the bidder 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, be responsible for non-receipt of documents by bidder.

## 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](mailto:Procurement@gov.vg)

A virtual pre-tender meeting is scheduled for **Wednesday, 20th April, 2022 at 1:00 pm** local time. Due to Covid-19 preventative measures and social 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. 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 "**Supply and Delivery of Petrol and Diesel – Royal Virgin Islands Police Force, 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  
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, 17th May, 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, 17th May, 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**