



NOTICE TO TENDERERS

PTN No.11 of 2025

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The Government of the Virgin Islands acting through the Ministry of Communications and Works desires to contract with an experienced company – design build contractor (DBC) (firm, consortium, or joint venture) with the expertise and a proven track record, for servicing and repair of glass fused to steel tanks in accordance with all international requirements for the repair of five (5) water reservoir tanks and a period of one (1) year warranty on defects at Minton Hill, Balsam Ghut, Sabbath Hill, Fort Hill and Hannah Hill (the “Project”). Contractors will be required to undertake an assessment of the individual tanks due to persistent leaks from the tanks and in one instance, the roof dome of the tank has been compromised. Contractors will be required to develop simple designs and/or requirements and specifications as to the specific measures that will be required to comprehensively repair the tanks. Contractors will then certify the repairs and to ensure no defects, namely leaks occur within the defect’s liability period.

INSTRUCTIONS TO TENDERERS

1. A completed Form of Tender in accordance with **Section 9**. This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided.
2. Completed Questionnaire included at **Section 2.2**;
3. Technical Proposal in accordance with **Section 2.3**;
4. Financial Proposal in accordance with **Section 2.4**;
5. Any other materials required to be completed and submitted in accordance with the ITT embodied in these Tender Documents;
6. Proposed time schedule for executing the Works in accordance with **Section 2.7**;
7. Tenderers will be required to provide proof that the company or 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. Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Inland;
8. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry;
9. Tenderers operating in the British Virgin Islands are required to submit a Trade Licence (valid for 2025); and,
10. 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.
11. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents. The Forms, and Bill of Quantities provided in these Tender Document shall be used without exception.

Notes: The date of issue on the above-mentioned certificates should be no later than six (6) months 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

Bid documents will be available from **Monday, 7th April, 2025**, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title “**Design and Repairs to Five (5) Water Reservoirs**” 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) 468-4245

Email: Procurement@gov.vg

A virtual pre-tender meeting is scheduled for **Thursday, 24th April, 2025 at 10:00 am local time**. All prospective 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 tenderer’s 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 **Design and Repairs to Five (5) Water Reservoirs** 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. on **Tuesday, 13th May, 2025**. 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 11:30 a.m. on **Tuesday, 13th May, 2025**. Tenderers are invited to witness this process via WebEx. Tenderers will be provided with the access code and password prior to the opening of the tender

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**