



NOTICE TO TENDERERS

PTN No.12 of 2025

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The Government of the Virgin Islands invites tenders for the Construction of Retaining Walls, Road and Drainage at Mount Healthy Tortola, British Virgin Islands.

SCOPE OF WORKS

The Government of the Virgin Islands (hereinafter referred to as the "Employer") invites tenders for the excavation and site clearance, construction of retaining walls, roadway and drainage at Mount Healthy, Tortola, British Virgin Islands (hereinafter referred to the "Works").

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) A completed Form of Tender in accordance with **Section 6**. This form must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided;
- 2) Priced Bill of Quantities in accordance with **Section 7**;
- 3) A list of projects undertaken by the Tenderer within the past ten (10) years that demonstrate the Tenderer's experience in delivering similar projects in the form included in **Section 9**;
- 4) A list of Current Contract Commitments/Work in Progress form included in **Section 10**;
- 5) An Organizational Chart showing management structure including contact details of the key members of the organization that are to be involved with this tender, including the proposed project manager and contractor's representative (on site).
- 6) A detailed Work Programme and Method Statement showing the order in which the various sections of works are to be executed, the rates of progress.
- 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 Revenue;
- 8) Tenderers registered as companies in the

British Virgin Islands are required to submit a Certificate of Good Standing and a Certificate of Incorporation from the Commercial Registry;

- 9) Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2025).
- 10) Companies not registered or operating in the British Virgin Islands are required to provide a valid business license or equivalency as proof of authorization to operate a business in the area of the required expertise in its jurisdiction of operation.
- 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.

APPLICATION FOR DOCUMENTS

Tender documents will be available upon request to **procurement@gov.vg** with the subject title "**Construction of Retaining Walls, Road Pavement and Drainage at Mount Healthy, Tortola British Virgin Islands**". 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

Ag. Procurement Coordinator
Ministry of Finance
Procurement Unit
RFG Place 2nd Floor
Road Town, Tortola
British Virgin Islands

Tel: (284) 468-4245/5922
Email: Procurement@gov.vg

A virtual Pre-Tender meeting is scheduled for **Thursday, 1st May, 2025 at 10:00 a.m. local time**. All prospective tenderers will be provided with the access code and password prior to the meeting. This will be followed by a site visit. 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 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 "**Construction of Retaining Walls, Road Pavement and Drainage at Mount Healthy, 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
Virgin Islands, VG1110

Tenders will be opened at the Procurement Unit, Ministry of Finance, 3rd Floor, RFG Building, Road Town, Tortola, Virgin Islands at **11:00 a.m. local time on Tuesday, 27th 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.

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