



# NOTICE TO TENDERERS

PTN No.16 of 2024

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The Government of the Virgin Islands invites tenders for the *managing of the Jost Van Dyke Transfer Station and providing hauling services for waste from JVD to the incinerator on Tortola.*

## SCOPE OF WORKS

The successful contractor would be required to perform the following works:

- a) Load trash compactor and open-top roll on/off bins with residential, yard and other type of waste.
- b) Separate recyclables (plastics, glass, aluminium, waste oil) from the other type of waste.
- c) Maintain a clean and trash free environment in the building no less than once per day.
- d) Maintain a washing and disinfecting regiment at the tipping floor after loading of trash compactors.
- e) Maintain and monitor an insecticide and rodent control service at the transfer station.
- f) Transport compactor bins as well as the separated recyclables from Jost Van Dyke to Tortola (round trip) via a barging service. A maximum of 4 bins per week (once per week).
- g) Maintain all bins to ensure its aesthetics and life expectancy.
- h) Operate the facility 8 hours per day, four days per week.
- i) Ensure Health and Safety protocols are assessed weekly and met.

## INSTRUCTIONS TO TENDERERS

The Tender to be prepared by the Tenderer should encompass the following. These are the minimum requirements that submissions must meet to be considered responsive.

1. A completed Form of Tender in accordance with Section 4. This form

must be completed without alteration to its wording or format, and no substitutes shall be accepted except for the one provided;

2. A list of similar services that demonstrate experience and capacity of this assignment in the form included in Section 6;
  3. A list of Current Contract Commitments/services in Progress form included in Section 7;
  4. Proof of possession of equipment required for the job, by submission of copy(s) of vehicles Registration or Insurance Certificate form included in Section 8. The required equipment must be in the British Virgin Islands at the time of the tender.
- NB: The equipment required a roll on/off truck.
5. A detailed Work Programme and Method Statement showing the order in which the various sections of works are to be executed.
  6. 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;

7. 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;

8. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024) specific to the type of work detailed in the tender document.

9. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents. The Forms provided in these Tender Document shall be used without exception.

## APPLICATION FOR DOCUMENTS

The RFT will be available on weekdays between 9:00 am to 4:00 pm. Tender documents will be sent to tenderers electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title **“Managing of the Jost Van Dyke Transfer Station and providing hauling services for waste from JVD to the incinerator on Tortola”** 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 one (1) day of submission of their e-mail. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be responsible for non-receipt of documents by the tenderer.

## Address for Correspondence Only

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



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Tel: (284) 468-4243/4245  
Email: Procurement@gov.vg

A Pre-tender meeting is scheduled for **Wednesday, 19<sup>th</sup> June, 2024** at **The Jost Van Dyke Methodist Church Annex, Great Harbour, Jost Van Dyke at 11:00 a.m.** 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, three (3) copies and 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 "**Managing of the Jost Van Dyke Transfer Station and providing hauling services for waste from JVD to the incinerator on Tortola**" and addressed to:

The Chairman  
Ministry of Finance  
Procurement Unit  
RFG Place 2<sup>nd</sup> 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 2<sup>nd</sup> Floor, Road Town, Tortola, British Virgin Islands, by the bearer not later than 10:00 a.m. local time on Tuesday, 16<sup>th</sup> July, 2024. Tenders will not be received after the Tender Box is closed.

Tenders will be opened on **Tuesday, 16<sup>th</sup> July, 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**  
**Road Town, Tortola**  
**Virgin Islands**