



NOTICE TO TENDERERS

PTN No. 17 of 2023

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The Government of the Virgin Islands request proposals for the management, operation and maintenance of the Waste Water Treatment Plant (WWTP) at Burt Point and Cane Garden Bay Tortola, British Virgin Islands.

SCOPE OF WORKS

The proposed works comprise of providing all plant, labor, equipment, materials, personnel, staff and resources to perform the works and services in consideration of the following:

1. Manage, operate and maintain the wastewater treatment plant at Burt Point, Tortola for a period of 7 years.
2. Manage, operate and maintain the wastewater treatment plant at Cane Garden Bay, Tortola for a period of 7 years.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Proof that company/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. These certificates of good standing can be obtained from the Director of Social Security Board and National Health Insurance, the Commissioner of Inland Revenue and Company Registry.
- 2) A valid Trade License for 2023.
- 3) Provision of key personnel relevant to the scope of services to be performed.
- 4) List of Waste Water Treatment Plants managed and operated over the past 15 years.
- 5) A staff organizational chart listing all staff who will be associated with the works and services for the management, operation and maintenance of the wastewater treatment plant including their appointments and previous experience.
- 6) 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.

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, 11th September, 2023**, 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 **"Manage and Operate the Waste Water Treatment Plants at Burt Point and Cane Garden Bay"** 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 Building 2nd Floor
Road Town, Tortola
British Virgin Islands

Tel: (284) 468-4243/5921
Email: Procurement@gov.vg

A virtual Pre-Tender meeting is scheduled for **Wednesday, 27th September, 2023 at 10:00 am local time**. local time. All prospective 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.

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 **"Manage and Operate the Waste Water Treatment Plant at Burt Point and Cane Garden Bay"** and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
Rita Frett Georges Bldg., 2nd Floor
Waterfront Drive, Road Town, Tortola
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 October, 2023**. 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 October, 2023**. 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 bids.

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
Rita Frett Georges Bldg., 2nd Floor
Waterfront Drive, Road Town
Tortola, British Virgin Islands