



NOTICE TO TENDERERS

PTN No.18 of 2024

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The Government of the Virgin Islands (hereinafter referred to as the "Employer") invites **tenders for the wrecking, storage, processing and exportation of the derelict vehicles and scrap metal in the British Virgin Islands** (hereinafter referred to the "Works").

SCOPE OF WORKS

The proposed works comprise of providing all plant, labour, equipment and materials and performing all operations in connection with the following:

1. Removal and transportation of light, medium, and heavy vehicles.
2. Provide equipment for the movement of expired tagged derelict vehicles and scrap metal from Crown and Private land to site.
3. Access to Land for Storing and Processing scrap metal per ton processing per derelict vehicles for light, medium and heavy equipment.
4. Store/Stockpile and safeguard the removed expired and tagged derelict vehicles and scrap metal at your site in keeping with environmental sound management practices.
5. Provide personnel and equipment to process vehicles expired and tagged derelict vehicles and scrap metal.
6. Collect and transport all refuse that originates from the operations i.e. plastics, seats and other unwanted waste in containers and/or bins to the Pockwood pond dumpsite. All aspects of the operation must be done following strict health, safety and environmental protocols approved by the Department of Waste Management.

Barge: Provide a barge to transport all collected and processed scrap metals out of the territory (Tortola and Virgin Gorda) on or before December 1, 2024 to an export market willing to purchase it. Submit documented proof of this to the Department of Waste Management via sales agreement or contract between parties.

OR

- a. Present a comprehensive business plan with return on investment, capital commitment and subsidies needed and period of subsidiary for the repurposing, reusing or recycling of the derelict vehicles and scrap metal, which can generate jobs and revenue for the BVI economy.
- b. Provide tonnage statistics of the amount of scrap metal processed and exported out of the territory.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

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. Priced Bill of Quantities in accordance with Section 6;
3. A list of projects undertaken by the Tenderer over the past ten (10) listing projects undertaken where derelict vehicles and scrap metal remediation works has been performed. .
4. A listing of Key Personnel with the company or that will be a part of this tender, to identify their role and

qualifications inclusive of their Curriculum Vitae identifying their experience in delivering similar projects in the form included in Section 7;

5. A list of Current Contract Commitments/Work in Progress form included in Section 8;
6. 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) and other key personnel.
7. A detailed work Programme Programme and Method Statement showing the order in which the various sections of works are to be executed, the rates of progress and logistics of the works.
8. 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;
9. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry;
10. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024).



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11. 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.
12. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents.

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, 8th July 2024, 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 **“Wrecking, Storage, Processing and Exportation of Derelict Vehicles and Scrap Metal”**. 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) 468-4243/5921
Email: Procurement@gov.vg

A virtual pre-tender meeting is scheduled for **Thursday, 25th July, 2024 at 10:00 am 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 **“Wrecking, Storage, Processing and Exportation of Derelict Vehicles and Scrap Metal”** 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, Road Town, Tortola, British

Virgin Islands, by the bearer **not later than 10:00 a.m. on Tuesday, 13th August, 2024**. 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, 13th August, 2024**. **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
RFG Place
Road Town, Tortola
Virgin Islands**