



# NOTICE TO TENDERERS

PTN No. 2 of 2023

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The Government of the Virgin Islands (hereinafter referred to as the "Employer") invites tenders for the installation of gravity pipelines, HDPE pipelines and manholes in Long Swamp, Tortola, 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. Excavation works for trenches for laying of gravity and HDPE pipelines.
2. Installation and laying of approximately 125 linear feet of 18" gravity lines and 75 linear feet of 21" gravity lines.
3. Fusion welding and laying of 8" HDPE pipelines.
4. Lifting, placing, sealing and benching of manholes.
5. Reinstatement of trenches and installation of concrete road base.

For the construction of the installation of gravity pipelines, HDPE pipelines and manholes in Long Swamp, Tortola, British Virgin Islands in accordance with the drawings and specifications.

## 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 the specific type of work detailed in the tender document.
- 3) 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.

- 4) 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).

- 5) A list of projects undertaken by the Tenderers within the past five (5) years that demonstrate the Tenderer's experience in delivering similar projects.

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, 13th February 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](mailto:procurement@gov.vg) with the subject title "Long Swamp Sewer Mains Diversion, Long Swamp" 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**  
**Rita Frett Georges Bldg, 2nd Floor**  
**Waterfront Drive, Tortola**  
**British Virgin Islands**  
**Tel: (284) 468-4243/5921**  
**Email: [Procurement@gov.vg](mailto:Procurement@gov.vg)**

A virtual Pre-Tender meeting is scheduled for **Thursday, 23rd February, 2023 at 10:00 am**

**local time.** All prospective tenderers will be notified of the access code and password prior to the meeting. 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 "**Long Swamp Sewer Mains Diversion, Long Swamp**" and addressed to:

**The Chairman**  
**Central Tenders Board**  
**Ministry of Finance**  
**Procurement Unit**  
**Rita Frett Georges Bldg. 2nd Floor**  
**Waterfront Drive, Tortola**  
**British 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. local time on Tuesday, 14th March, 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 3rd Floor, Road Town, Tortola 11:00 a.m local time on **Tuesday, 14th March, 2023.** 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**  
**Rita Frett Georges Bldg. 2nd Floor**  
**Waterfront Drive, Road Town**  
**Tortola, British Virgin Islands**