



# NOTICE TO TENDERERS

PTN No. 31 of 2023

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The Government of the Virgin Islands (GOVI or the "Purchaser") invites tenders for the **Construction of Retaining Walls and Roadway at Horsepath, Tortola, British Virgin Islands**

## 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. Demolition, excavation and disposal works to remove trees, concrete slabs and dirt on site
2. Excavation for wall footings
3. Construction of retaining walls
4. Importing of fill material for backfilling to retaining walls
5. Construction of concrete road
6. Facilitating works for all utilities as necessary

at Horsepath, Tortola, British Virgin Islands in accordance with the drawings and specifications.

## 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 within the past ten (10) years that demonstrate the Tenderer's experience in delivering similar projects in the form included in Section 7;

4. A list of Current Contract Commitments/Work in Progress form included in Section 8;
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. 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 and the Commissioner of Inland Revenue.<sup>1</sup>
8. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry;
9. A Special Certificate is required from the Company Registry at the Financial Services Commission indicating that all fees are paid and company is in good standing.<sup>1</sup>
10. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024).
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. The Forms, and Bill of Quantities provided in these Tender Document shall be used without exception.

1 The date of issue on the above-mentioned certificates should be no later than six (6) months prior to the date of the tender opening.

Failure to comply with any of the instructions concerning the completion and submission of these documents may render (at GOVI's absolute discretion) the Tender non-responsive.

## APPLICATION FOR DOCUMENTS

The RFT will be available from **Wednesday, 20th December, 2023**, on weekdays between 9:00 am to 4:00 pm. Documents will be sent to Tenderers electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title "**Construction of Retaining Walls and Roadway at Horsepath**". Tenderers are advised that the destination mailbox is NOT automated to send Tenderers an acknowledgment of receipt and delivery of their request by email. 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 contact information below if an acknowledgment of receipt is not received within one (1) day of submission of the e-mail. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be responsible for the non-receipt of documents by the Tenderer.



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## Address for Correspondence Only

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

Tel: (284) 468-4243/4245

Email: [Procurement@gov.vg](mailto:Procurement@gov.vg)

A pre-tender meeting will be held virtually via WebEx platform on **Friday 12th January, 2024 at 10:00am**. Interested 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.

The Pre-Tender meeting is not mandatory; however, it is recommended that each Tenderer attend. Each tenderer must be fully informed regarding all existing and expected conditions and matters relating, which might affect the cost of performance of the Contract. Failure to fully assess all associated costs, shall not relieve the tenderer of the responsibility to properly evaluate the difficulty or cost of successfully performing the contract.

## SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original and three (3) copies plus one (1) flash drive containing the tenderers' documents. The original tender 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 and Roadway at Horsepath**" 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*

All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), RFG Place 2nd Floor, Road Town, Tortola, British Virgin Islands, by the bearer not later than **10:00 a.m. local time on Tuesday, 30th January, 2024**. Tenders will not be received after the Tender Box is closed.

Tenders will be opened on **Tuesday, 30th January, 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  
Rita Frett Georges Bldg., 2nd Floor  
Waterfront Drive, Road Town  
Tortola, British Virgin Islands**