



# NOTICE TO TENDERERS

PTN No.32 of 2024

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## SCOPE OF WORKS

1.1. The Government of the Virgin Islands (GoVI or the "Government") acting through the Ministry of Health and Social Development, is inviting qualified, professional, experienced, and resourceful Engineering and Architectural firms to provide design services for the configuration and providing bill of quantities for the cost of construction for the Design of the Upgrade of the Pockwood Pond in Tortola, British Virgin Islands (Here in after referred to as the "Services").

1.2. The objective of the consulting services is to achieve an efficient and proper implementation of the project through the following phases:

**1.2.1.Design Development** – The Consultant shall provide complete design services including all major and minor disciplines. The end- result of any contract with the Consultant must be documents that provide a complete and fully functional redesign of the Pockwood Pond Dumpsite. The design is comprised of a series of documents aimed at providing complete and accurate information to all potential tenderers on labor, materials, equipment and transportation necessary for the execution of the work.

**1.2.2.Procurement Assistance/ Tendering and Award of Contract** – the consultant shall carry out all necessary tasks and technical assistance in

order to facilitate the tendering processes and the award of the construction works included in the project.

**1.2.3.Supervision during Construction** – the consultant shall provide contract management and construction supervision of the works to ensure that they are accomplished in accordance with the technical specifications detailed in the project and other contract documents. During the construction works, the objective of the consulting services is to provide construction management services including conducting technical inspections of the Project to ensure that the construction works are accomplished in accordance with the technical specifications and other contract documents, achieving the agreed quality specifications, within time schedule and budget.

**1.2.4.Post Construction Phase / Close-out Phase** – involves verification that the project is completed, certify completion, prepare as-built documentation and inspect the works during defect liability period and other related tasks. The consultant shall verify that the project is completed in compliance with the provisions stipulated in the contract documents and certify its completion.

## APPLICATION FOR DOCUMENTS

Tender documents will be sent to tenderers electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title "**RFP for Consultancy Services for Design of the Upgrade of the Pockwood Pond Dumpsite, Tortola British Virgin Islands.**" 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.

A virtual Pre-Tender meeting will be held via WebEx platform on **Wednesday, 2st October 2024 at 10:00 am (local time)**. All prospective tenderers will be notified of the access code and password prior to the meeting. The pretender 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, which might affect the cost or performance of the Services. Any failure to fully assess the associated cost shall not relieve any tenderer from responsibility to properly evaluate the difficulty or cost of successfully performing the Services.



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## **PROCUREMENT QUESTIONS – PROHIBITED CONTACTS**

Any questions regarding this RFP should be submitted in writing by email only to the Acting Procurement Coordinator at [procurement@gov.vg](mailto:procurement@gov.vg) on or before Monday, 7th September, 2024.

Questions submitted after the designated period will not be considered. Any response made by the Procurement Unit will be provided in writing to all tenderers via an addendum. It is the responsibility of each tenderer to obtain a copy of any addendum issued for this procurement. No tenderer may rely on any verbal response to any question submitted concerning this RFP. All communications by any tenderer concerning this RFP must be made to the Acting Procurement Coordinator via [procurement@gov.vg](mailto:procurement@gov.vg).

## **SUBMISSION OF PROPOSALS**

Electronic submissions of proposals in a non-editable format and not exceeding 10 MB should be sent to the Acting Procurement Coordinator (Mrs. Diana Percell-Gumbs) at email address [procurement@gov.vg](mailto:procurement@gov.vg). The filename and the email subject must bear the Applicant's name and **"RFP for Consultancy Services for Design of**

## **the Upgrade of the Pockwood Pond Dumpsite, Tortola British Virgin Islands"**

Proposals must be submitted to the Acting Procurement Coordinator no later than **Monday, 21st October, 2024 at 4:00 pm (local time)**. It is the responsibility of the tenderer to ensure that the proposal is received by the Acting Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation. Proposals will be opened on **Tuesday, 22nd October, 2024 at 11:00 am (local time)**.

Tenderers who wish to witness the opening process via WebEx will be provided with the access code and password by **Monday, 21st October, 2024**.

The Government of the Virgin Islands does not bind itself to accept the lowest or any other proposal and will not defray any costs incurred by the Tenderer.

**Ministry of Finance  
Procurement Unit  
RFG Place,  
Road Town, Tortola  
Virgin Islands**