



NOTICE TO TENDERERS

PTN No. 41 of 2022

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The Government of the Virgin Islands (GOVI or the "Purchaser") invites tenders for the Supply and Delivery of Precast Concrete Sewer Manhole and Pump Station Wet-Wells Structures for the East End/Long Look Sewerage Project on Tortola, British Virgin Islands.

SCOPE OF WORKS

The successful tenderer (the "Supplier") will be required to supply and deliver thirty-eight (38) Precast Concrete Sewer Manholes and six (6) Pump Station Wet-Wells Structures to Port Purcell, Tortola, BVI, and onto the final destination at the Paraquita Bay staging site on Tortola, BVI.

Make provision for all freight, shipping & handling charges, local customs, and port charges, hauling and delivery charges to the final destination at the Paraquita Bay staging site on Tortola, BVI.

INSTRUCTIONS TO TENDERERS

The Tenderer should read these instructions carefully before completing the tender documentation. The Instructions to the Tenderer are provided at Appendix A. The Tender must include each of the following documents identified below, fully completed by the Tenderer together with any supporting literature required by the relevant document. The documents marked 'Appendix' are provided as appendices to this document.

- General Specifications (Appendix B)
- Bill of Quantities (Appendix C)
- Form of Tender (Appendix D)
- Drawings (Appendix E)
- Experience in the supply and delivery of similar goods over the past 3 years
- Delivery methodology
- Delivery Schedule
- Valid Trade License related to the provision of the required goods
- Proof of Company Registration with a Certificate of Good Standing from the Company Registry (if a registered company)
- Certificate of Good Standing from the National Health Insurance
- Certificate of Good Standing from Social Security
- Certificate of Good Standing from the Inland Revenue Department

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-compliant.

APPLICATION FOR DOCUMENTS

The RFQ will be available from Monday, 19th December, 2022, on weekdays between 9:00 am to 4:00 pm. Documents will be sent to Tenderers electronically upon request to procurement@gov.vg with the subject title **"Supply and Delivery of Precast Concrete Sewer Manholes and Pump Station Wet-Wells Structures for the East End/Long Look Sewerage Project, Tortola, British Virgin Islands."**

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.

Address for Correspondence Only
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 Pre-Tender meeting will be held virtually via WebEx platform on **Thursday, 12th January, 2023 at 10:00am**. Interested tenderers will be notified of the access code and password prior to the meeting. 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 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 **"Supply and Delivery of Precast Concrete Sewer Manholes and Pump Station Wet-Wells Structures for the East End/Long Look Sewerage Project, Tortola, British Virgin Islands."** and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place 2nd Floor
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, Virgin Islands, by the bearer not later than **10:00 a.m.** local time on **Tuesday, 31st January 2023**. Tenders will not be received after the "Tender Box" is closed.

Tenders will be opened on Tuesday, 31st January, 2023 at 11:00 AM local time at the Ministry of Finance Conference Room, RFG Building, 3rd Floor, Waterfront Drive, Road Town, Tortola, BVI. Tenderers are invited to witness the opening 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
RFG Place, 2nd Floor
Road Town, Tortola
Virgin Islands