



NOTICE TO TENDERERS

PTN No. 8 of 2022

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The Government of the Virgin Islands request proposals for the repair, rehabilitation, commissioning, management, operation and maintenance of the Waste Water Treatment Plant (WWTP) at Paraquita Bay, Tortola, British Virgin Islands.

SCOPE OF WORKS

The proposed works comprise of providing all plant, labor, equipment, materials, personnel, staff and resources to perform the works and services in consideration of the following:

- 1) Repair, rehabilitation, commissioning, management, operation and maintenance of the Waste Water Treatment Plants at Paraquita Bay, Tortola for a period of seven (7) years exclusive of the repair period.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Certificates of Good Standing in respect of Social Security and Taxes including Payroll Taxes and Property Taxes from¹:
 - a) The Director of Social Security Board
 - b) The Commissioner of Inland Revenue, and
 - c) The Director of National Health Insurance
- 2) Certificate of Good Standing from Commercial Registry (if company is a registered company in the Virgin Islands); if a foreign company, the provision of documents showing that the company is registered in the country in which it is domiciled and is in good standing.
- 3) A valid 2022 Trade License or if a foreign company, supporting documents in the country in which the company is domiciled indicating that the company is licensed to conduct business.
- 4) A detailed work programme showing the order in which the various sections of works for the repair and rehabilitation of the treatment plant at Paraquita Bay is to be executed, the rates of progress and the estimated periods of time for their execution and completion. A bar chart shall be submitted with these details.
- 5) Provision of key personnel relevant to the scope of works and services to be performed.
- 6) List of Waste Water Treatment Plants designed and or constructed over the past 15 years; list of Waste Water Treatment Plants repaired and commissioned over the past 15 years; list of Waste Water Treatment Plants managed and operated over the past 15 years.

- 7) A staff organizational chart listing all staff who will be associated with the works and services for the repair, rehabilitation, commissioning, management, operation and maintenance of the wastewater treatment plant including their appointments and previous experience.

- 8) Foreign companies are required to provide all regulatory documents, licenses and supporting information from the country in which they operate comparative to the regulatory documents as may be applicable to those required for the local companies.

¹The date of issue on the above-mentioned certificates and trade license should be no later than one month prior to date of submission.

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, 4th April, 2022, 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 "Repair, Commission, Manage and Operate the Waste Water Treatment Plant". 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

iProcurement Coordinator
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive, Road Town
Tortola, British Virgin Islands

Tel: (284) 468-4243/5921
Email: Procurement@gov.vg

A virtual pre-tender meeting is scheduled for Thursday, 21st April, 2022 at 10:00 am local time. Due to Covid-19 preventative measures and social distancing guidelines established by the Ministry of Health and Social Development 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 "**Repair, Commission, Manage and Operate the Waste Water Treatment Plant**" and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive,
Road Town, Tortola, VG1110
British Virgin Islands,

All tenders must be deposited in the "Tender Box" at the Ministry of Finance (Procurement Unit), RFG Place, Road Town, Tortola, Virgin Islands, by the bearer not later than 10:00 a.m. on **Tuesday, 17th May, 2022**. 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 11:30 a.m. on **Tuesday, 17th May, 2022**. 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
RFG Place
Road Town, Tortola
Virgin Islands**