

Government Website Logo

TENDER NOTICE

Tel: (284)468-2730

Official Government Website:

<https://gov.vg>

Tender No. 21 2025

Release Date: 8 August, 2025

The Government of the Virgin Islands (hereinafter referred to as the “Employer”) invites tenders for the demolition, excavation and site clearance, construction of sidewalks and placement and compaction of road base material at Sea Cow’s Bay, 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. Demolition of existing road and sidewalk of 5178 linear feet.
2. Construction of sidewalks, drainage and curb walls of 4580 linear feet.
3. Placement and compaction of road base material of 5178 linear feet.
4. Excavation and backfilling works to roads, drainage and retaining walls.
5. Traffic management and control.
6. Facilitating works for all utilities as necessary.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

1. A completed Form of Tender in accordance with Section 3. 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 5;
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 6**;
4. A list of Current Contract Commitments/Work in Progress form included in **Section 7**;
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 showing the order in which the various sections of works are to be executed, the rates of progress and segments to be undertaken.
7. A comprehensive Method Statement that includes the steps and procedures that would be taken to prepare the road; overseeing the testing of the aggregate and asphalt mixture to ensure conformity to the design specifications; road paving procedure inclusive of standard traffic management and health and safety practices.
8. Tenderers will be required to provide proof that the company or 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. Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Inland Revenue;
9. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing and a Certificate of Incorporation from the Commercial Registry;
10. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2025) specific for the type of work detailed in the tender document (If Partnership or Sole

Proprietorship).

11. 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.

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

APPLICATION FOR DOCUMENTS

Bid document will be available from **Friday, 31st July, 2025**, on weekdays between 9:00 a.m. to 4:00 p.m. Bidding documents will be sent to tenderers electronically upon request to procurement@gov.vg with the subject title **“Sea Cow’s Bay Rehabilitation”** 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

Ag. Procurement Coordinator Ministry of Finance Procurement Unit

RFG Place 2nd Floor Road Town, Tortola Virgin Islands

Tel: (284) 468-4245

Email: Procurement@gov.vg

A virtual pre-tender meeting is scheduled for

Thursday, 14th August, 2025 at 10:00 a.m. local time. All prospective

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 tenderer's 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 **"Sea Cow's Bay Rehabilitation,"** 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, Virgin Islands by the bearer not later than 10:00 a.m. on

Tuesday, 2nd September, 2025.

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 11:00

a.m. on **Tuesday, 2nd September, 2025.**

Tenderers are invited to witness this process via WebEx. Tenderers will be provided with the access code and password prior to the opening of the tender

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

Additional Documents or Media

- [tender+notice+no21+of+2025+\(1\).pdf](#)