



NOTICE TO TENDERERS

PTN No.23 of 2025

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The Government of the Virgin Islands (British) invites tenders for the collection of solid waste demarcated by the following boundaries in Anegada, Jost Van Dyke, North Sound Virgin Gorda & The Valley Virgin Gorda.

SCOPE OF WORKS

1. Waste collection and handling services on Anegada for a period of three (3) Years.
2. Waste collection and handling services on Jost Van Dyke for a period of three (3) years.
3. Waste collection and handling services in North Sound, Virgin Gorda for a period of three (3) years
4. Waste collection and handling services in The Valley, Virgin Gorda for a period of three (3) years

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- i. 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, the Commissioner of Inland Revenue and Company Registry (Valid for 2025);
- ii. A completed Form of Tender. This form must be completed without alternation to its wording or format, and no substitutes shall be accepted except for the one provided.
- iii. Tenderers operating in the British Virgin Islands must submit a Trade License (Valid for 2025) specific for the type of service detailed in the tender document (If Partnership or Sole Proprietorship).
- iv. Tenderers registered as companies in the British Virgin Islands will be required to submit a Certificate of Good Standing and a Certificate of Incorporation from Commercial Registry (if company is a registered company).
- v. Tenderers are to supply any other documentation as listed in the Request for Proposal.

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

Tender documents will be available upon request, on weekdays between 9:00 a.m. to 4:00 p.m. Tender documents will be sent to tenderers electronically upon request to **procurement@gov.vg** with the subject title **"Collection of Solid Waste and the specific Island"** 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.**

Procurement Unit, Ministry of Finance, will be responsible for non-receipt of documents by tenderer.

Address for Correspondence Only

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

Tel: (284) 468-4245

Email: Procurement@gov.vg

A virtual pre-tender meeting is scheduled for **Thursday, 24th July, 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 **"Collection of Solid Waste and the specific Island"**, 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. local time on Tuesday, 19th August, 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., 11:30 a.m., 12:00 noon & 12:30 p.m. (respectively) local time on Tuesday, 19th August, 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
Road Town, Tortola
Virgin Islands