



# NOTICE TO TENDERERS

PTN No.13 of 2025

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The Government of the Virgin Islands (hereinafter referred to as the "Employer") invites tenders for the Asphalt Paving of Primary Roads and Road Markings in the Territory, British Virgin Islands (hereinafter referred to as 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. Asphalt paving of 9 miles of primary roads in conformity with an internationally acceptable standard inclusive of a finished asphalt mix and placement with a lifespan of at minimum 15 years.
2. Preparation of the road to mill the road with the Government owned cold planer (milling machine) to remove the existing asphalt layer for disposal to an identified site.
3. Procurement and supply of all aggregates, oil and other material for the asphalt paving works
4. Provision and management of an asphalt plant for all batching and delivery of asphalt; to include for the establishment of an asphalt plant and site staging area to facilitate the batching of the asphalt
5. Provision of all equipment inclusive of asphalt paver, roller, trucks and other plant and equipment.
6. Facilitating works for raising manholes, cleaning of roadside and all preparatory works and adjustments to achieve an acceptable and level finish pavement
7. Testing of aggregate and asphalt design mix prior to asphalt paving
8. Thermoplastic road markings to center and edge of road lines for the 9 miles of roadway paved
9. Installation of road studs or "cat eyes" for the 9 miles of roadway paved to center and road edge

## 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 from the Commercial Registry;
- 10) Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2025).
- 11) 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.
- 12) 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.

<sup>1</sup>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

Bid documents will be available from **Monday, 7<sup>th</sup> April, 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 **"Asphalt Paving From West End to Road Town"** 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



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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 2<sup>nd</sup> Floor  
Road Town, Tortola  
British Virgin Islands

**Tel:** (284) 468-4245

**Email:** Procurement@gov.vg

A virtual pre-tender meeting is scheduled for **Wednesday 23<sup>rd</sup> April, 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 **"Asphalt Paving From West End to Road Town Tortola,** and addressed to:

### The Chairman

Central Tenders Board  
Ministry of Finance  
Procurement Unit  
RFG Place 2<sup>nd</sup> 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, 2<sup>nd</sup> Floor, Road Town, Tortola, Virgin Islands by the bearer not later than 10:00 a.m. on **Tuesday, 13<sup>th</sup> May, 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 11:30 a.m. on **Tuesday, 25<sup>th</sup> February, 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 bids.

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, 2<sup>nd</sup> Floor  
Road Town, Tortola  
Virgin Islands