



## **BRITISH VIRGIN ISLANDS PORT AUTHORITY**

### **REQUEST FOR PROPOSALS**

#### **REHABILITATION OF THE INTERNATIONAL DOCK AT ROAD TOWN JETTY**

The British Virgin Islands Ports Authority invites qualified companies/firms for:

**Rehabilitation of the International Dock at Road Town Jetty (Ferry Terminal), Tortola, British Virgin Islands.**

#### **SCOPE OF WORKS**

The Works consist of:

- (1) Remove existing precast concrete slabs.
- (2) Remove, demolish, and legally dispose of the existing precast slabs and replace the spalled precast slabs with new precast slabs.
- (3) Re-seat the new precast slabs and re-seal all joints to provide an even surface fit for use by the general public. This should include the replacement of all blow-out hole covers.
- (4) The beams and pile caps supporting the precast concrete slabs are also spalled and have suffered from impact damage in a few locations. In addition to the works described above regarding the precast concrete slabs, steps should be taken to repair the spalling of the beams and pile caps.
- (5) Replace all bollards and fenders with new bollards and fenders of sufficient strength and anchorage to support the intended vessel size and berthing forces of the ferry dock. Steps should be taken to repair any spalling to the sides of the dock. Consult with the Ports Authority for ferry dock operational loads spec.

The works will also include furnishing all plant, labour, equipment and materials and performing all operations in connection with the Rehabilitation of the International Dock at Road Town Jetty (Ferry Terminal), Tortola, British Virgin Islands in accordance with the Request for Proposal.

### **INSTRUCTIONS FOR PROPOSALS**

Companies are required to furnish originals of the following:

- a) Certificates of Good Standing in respect of Social Security and all Taxes including Payroll Taxes, National Health Insurance and Property Taxes from:
  - (i) The Director of the Social Security Board;
  - (ii) The National Health Insurance Department; and
  - (ii) The Commissioner of Inland Revenue.
- b) Trade License (valid for 2020) (if Partnership or Sole Proprietorship);
- c) Certificate of Good Standing from the Registry of Corporate Affairs;
- d) Copy of Memorandum and Articles of Incorporation;

**Note:** The date of issue indicated on the above-mentioned certificates should be no earlier than one month prior to the date of submission.

- e) Perspective companies are also to supply the following:

**Tender Security/Security Bond from a Bank or Insurance Company for a sum equivalent to one percent (1%) of the Contract Sum.**

Failure on the part of companies/firms to enclose the supporting documentation as indicated above with their submittal will render the submittal non-responsive upon receipt.

### **MINIMUM REQUIREMENTS**

1. Companies should provide proof of ownership or access to equipment necessary for the removal/placement of precast slabs. This should be done in a manner which is non-hazardous to the environment and surrounding structures.
2. Tenderers must conduct works in a manner which will not impede the operations of the terminal.
3. Tenderers must conduct the works with proper safety measures in place for the marine operations as well as the pedestrian traffic in the area.

4. Tenderers shall include the production of as-built drawings of the works to the BVIPA at the completion of the project.

#### **ADDITIONAL INFORMATION**

A site visit is scheduled for **Wednesday, 30<sup>th</sup> September, 2020 at the Road Town Jetty (Ferry Terminal) at 10:00 a.m.** All prospective companies are invited to attend.

Additional information can be obtained from the British Virgin Islands Ports Authority **Projects Manager, Richard C. de Castro** via email [rdecastro@bviports.org](mailto:rdecastro@bviports.org).

#### **SUBMISSION OF PROPOSALS**

Interested tenderers should submit one (1) original and two (2) copies of the tender. The original 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 **“Proposal for the Rehabilitation of the International Dock at Road Town Jetty (Ferry Terminal), Tortola, British Virgin Islands”** and addressed to:

The Managing Director  
British Virgin Islands Ports Authority  
Port Purcell  
Tortola  
British Virgin Islands

#### **THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:**

SEALED PROPOSALS-DO NOT OPEN RFP-001

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

#### **CONTENTS OF PROPOSAL**

The following is also a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, may disqualify the applicant.

1. Introductory letter about the applicant:

- a. Name, address, email and telephone numbers; and
  - b. Type of service for which individual/firm is qualified.
2. Organization:
    - a. Names/addresses of Principals of Firm;
    - b. Names of key personnel with experience of each and length of time in organization;
    - c. Number of staff available for project (Local & Off-Territory);
  3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
  4. Project experience:
    - a. List of completed projects and estimated cost of each; and
    - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
  5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; and email address).
  6. Project Approach: Describe how you will approach this project and availability to perform the services requested.
  7. Cost: Cost Proposal (one (1) original and four (4) copy sets of proposals) must be submitted in a separate sealed envelope.

All proposals must be delivered to the receptionist at the British Virgin Islands Ports Authority, Port Purcell, Tortola, British Virgin Islands, by the bearer not later than **4:30 p.m.** on **Monday, 12<sup>th</sup> October 2020**. **Proposals will not be received after this date.**

The British Virgin Islands Ports Authority does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by prospective companies.

**British Virgin Islands Ports Authority**  
**Port Purcell**  
**Tortola**  
**British Virgin Islands**