

< **BY INVITATION ONLY** >

The BVI Airports Authority is desirous of having Directors and Officers Liability Insurance for the 2023/2024 calendar year.

It is intended that the Insurance will be effective from 6<sup>th</sup> December 2023 and run through 5<sup>th</sup> December 2024.

Interested Insurance Companies are required to submit their proposal to: BVIAA's Corporate Administrator, Ms. Drusilla Fahie at [dfahie@bviala.com](mailto:dfahie@bviala.com) by **12:00pm Thursday 30<sup>th</sup> November 2023**.

Their Proposal should include the following:

1. The name, title phone number and e-mail address of the Respondent's single point of contact on company letterhead.
2. Primary functions of the Respondent's existing business
3. A brief narrative highlighting the Respondent's qualifications and/or capabilities including relevant experience; respondents are encouraged to augment a demonstration of relevant experience by also providing promotional materials (pamphlets/flyers, links to website) currently in use.
4. Valid Insurance License issued pursuant to the Insurance Act 2008.
5. Valid Certificates of Good Standings, to the effect that they have complied with the provisions and have fulfilled the obligations under the Social Security Act Ordinance, CAP. 266, Payroll Taxes Act No. 18 of 2004, Income Tax Ordinance CAP. 206 and National Health Insurance under the Social Security (Amendment) Act 2014 of the Government of the Virgin Islands.
6. Certificate of Good Standing from Commercial Registry (if company).
7. Copy of proposal form and policy wording, including copy of certificates and endorsements. **(Policy wording to be subject to Virgin Islands jurisdiction clause)**.
8. Details of claims handling procedures.
9. A non-refundable fee of **US\$ 250.00**
10. Audited Financial Statements for the past 3 years.

Failure on the part of the Proposers to enclose any, or all, of the supporting documents indicated above may render the Proposal non-responsive.

For additional information please contact the: Director of Administration Mrs. Diana Maduro-Romney at [dimaduro@bviala.com](mailto:dimaduro@bviala.com).



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Please note that The BVI Airports Authority Limited does not bind itself to accept the lowest or any of the Proposals and will not defray any cost incurred by the Proposer.

**Submission of Proposals:**

The Proposals should be addressed to the:

Managing Director  
BVI Airports Authority Limited  
Terrance B. Lettsome International Airport  
Beed Island VG1120  
British Virgin Islands

And emailed to: BVIAA's Corporate Administrator, Ms. Drusilla Fahie at [dfahie@bviala.com](mailto:dfahie@bviala.com) by **12:00pm Thursday 30<sup>th</sup> November 2023**.

The Proposals, once submitted, will remain the property of the BVI Airports Authority.

The Proposals will be opened publicly via zoom at 2:00pm on **Friday 1<sup>st</sup> December 2023**. The link for the opening will be provided on the date of opening. Proposers are invited to sign on.