



## BRITISH VIRGIN ISLANDS HEALTH SERVICES AUTHORITY

### Request For Proposal

The British Virgin Islands Health Services Authority is soliciting competitive sealed proposals from qualified entities to provide Security Services at the Dr. D. Orlando Smith Hospital, Iris O'Neal Clinic (Virgin Gorda) and the East End and Long Look Clinics

*Bids must be submitted in a sealed envelope marked  
"Bid for the supply of Security Services"  
addressed to: Chairperson, BVI Health Services Authority, Peebles Hospital Annex  
Road Town, Tortola, VG1110, British Virgin Islands  
Closing Date is Monday 16<sup>th</sup> October, 2023*

#### SCOPE OF ENGAGEMENT:

The British Virgin Islands Health Services Authority is inviting Tenders to provide Security Services at the following locations:

- Dr. D. Orlando Smith Hospital, Tortola
- Iris O'Neal Clinic, Virgin Gorda
- East End Clinic / Long Look Clinic, Tortola

#### INSTRUCTIONS TO BIDDERS/MINIMUM REQUIREMENTS:

Tenderers are required to furnish the following:

- ❖ A cost proposal according to the terms of reference.
- ❖ Trade License (valid for 2020)
- ❖ Certificate of good standing from Commercial Registry.
- ❖ Certificates of good standing in respect of Social Security, National Health Insurance, Taxes including Payroll Taxes from:
  - ☐ The Director of Social Security Board
  - ☐ Deputy Director of National Health Insurance
  - ☐ The Commissioner of Inland Revenue
- ❖ Minimum of three (3) references of security services provided to clients.

Failure on the part of tenderers to enclose the supporting documentation indicated within bid document will render the bid non-responsive on the date of the opening of tenders.

The date of issue on the above-mentioned certificates should be no later than one (1) month prior to date of submission.

#### REQUEST FOR BID DOCUMENTS

Interested companies should request a copy of the tender document from:

**Ms. Juliet Anthony**  
Office Manager  
BVI Health Services Authority (BVIHSA)  
Peebles Hospital Annex, Road Town  
Tortola, Virgin Islands VG1110

Tender documents will be available from Monday, 25<sup>th</sup> September, 2023 to Monday, 2<sup>nd</sup> October, 2023, between the hours of 9.00 a.m. to 4.00 p.m., Monday to Friday. Ms. J. Anthony can be contacted at telephone number (284) 852-7514 and email address: [Janthony@bvihsa.vg](mailto:Janthony@bvihsa.vg).

#### ADDITIONAL INFORMATION

Proposals will be opened publicly then sent to the Authority's selection committee for evaluation. The decision of the Authority's selection committee shall be final and conclusive, subject to approval by the British Virgin Islands Health Services Authority Board, following Authority approval, the successful firm shall receive a written Notice of Award.

All cost related to the preparation of the proposals and any related activities are the sole responsibility of the proposer. The Authority assumes no liability for any costs incurred by proposers throughout the entire selection process.

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the Authority and will not be returned.

The proposer must sign his/her proposal correctly and in ink. If an individual offers the proposal, his/her name, office and Post Office address must be provided. If offered by a corporation, the person signing the proposal must give the name of the business, and address of the President, Secretary and Treasurer. Anyone signing a proposal as agent must file legal evidence of his/her authority to do so, and that his/her signature is binding upon the firm or partnership.

Each proposal shall be securely sealed in an envelope and placed in the drop box located in the Office of the Chief Executive Officer, British Virgin Islands Health Services Authority, Peebles Hospital Annex, Road Town, Tortola, on or before the aforementioned deadline. No proposals shall be entertained after the stated deadline.

Proposals shall be provided to the Authority and included as part of these documents. The required proposal forms shall not be separated from the remainder of these documents. The person signing the proposal shall initial any correction on the proposal form. No proposer shall stipulate in his/her proposal any condition not contained in the Contract Documents.

Tenders should be submitted on or before 10:00 AM on Monday 16<sup>th</sup> October 2023 in the manner as previously described.

Tenders will be publicly opened in the Office of the Chief Executive Officer on Monday 16<sup>th</sup> October 2023 at 11 AM and bidders are invited to attend the opening.