

TENDERS FOR INSURANCE COVERAGE FOR THE VIRGIN ISLANDS SOCIAL SECURITY BOARD



SCOPE OF WORKS:

The Virgin Islands Social Security Board (hereinafter referred to as the "VISSB") is seeking the services of a suitable insurance company to provide insurance coverage for the Joshua J. Smith Building, Romasco Place, Scatliffe Building, and The Village Rose (hereinafter collectively referred to as "the properties"). The insurance being sought includes: i) Property All Risk; ii) Personal Property—equipment, office furniture, and computers; iii) Premises (in-safe) and transit risk courier; iv) Public Liability; v) Pollution Liability; vi) Product Liability; and vii) Cyber Liability. The coverage plan should provide cost for a period of one (1) year, commencing on 1st August 2026 and ending on 31st July 2027.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) The Form of Tender
- 2) Financial Proposal.
- 3) Valid insurance license issued by the Financial Services Commission under the Insurance Act 2008.

- 4) Evidence of the insurance company's rating, with a minimum credit and claims settlement standard of an 'A-' rating.
- 5) Copy of the Register of Directors and/or Partners.
- 6) Proof of good standing with taxes, Social Security, NHI, and company registration, from relevant authorities.
- 7) Latest audited financial statements for 2023 and 2024.
- 8) Any other materials as specified in the Request for Proposal.

APPLICATION FOR DOCUMENTS

Tender documents are available and will be sent electronically upon request. Requests for documents should be sent to procurement@vissb.vg with the subject line "Insurance Coverage for the Virgin Islands Social Security Board."

Tenderers should note that the destination mailbox does not automatically acknowledge receipt. If no confirmation is received within two business days, assume that the email was not received. VISSB is not responsible for the non-receipt of documents submitted by the tenderers.

Interested tenderers should submit one (1) original, three (3) copies, and one (1) flash drive containing the tenderers' documents. The original tender

should be placed in a sealed envelope marked "ORIGINAL," and the additional copies should be placed in another sealed envelope marked "COPIES." Both envelopes should then be placed in an outer envelope marked "Tender Insurance Coverage for the Virgin Islands Social Security Board, Tortola, British Virgin Islands" and delivered to the Receptionist at the Social Security Board **no later than 18th June 2026 at 1:30 PM**, addressed to:

**The Director
The Social Security Board
Joshua Smith Building
Wickhams Cay 1
Road Town, Tortola, BVI**

VISSB is not obligated to accept the lowest or any bid and will not be held liable for any costs incurred by the tenderer.

