



VIRGIN ISLANDS
SOCIAL SECURITY BOARD

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Our Ref: SSB/JHME/RFQ/2026/002

Wednesday, 29 July 2026

Dear Sir/Madam,

RE: SSB/JHME/RFQ/2026/002: Design Consultancy Services for the Renovation and Interior Fit-out of the Joe's Hill Manor Estate Homeowners Association Office

1. The Social Security Board invites qualified architectural, engineering, interior design, or multidisciplinary consulting firms to submit a quotation for the preparation of the design, drawings, specifications, Bill of Quantities, and Engineer's Estimate for the proposed renovation and fit-out of the Joe's Hill Manor Estate Homeowners Association Office. The purpose of this assignment is to engage a qualified consultant to prepare a complete design package suitable for tendering the construction works under a separate procurement process. The successful consultant shall not be responsible for undertaking the construction works under this RFQ.

2. Scope of Services:

The successful Consultant shall provide all professional services necessary to design, estimate and prepare the tender documentation for the renovation and interior fit-out of the HOA Office. The scope of work shall include, but is not limited to, the following:

a. Site Verification and Existing Conditions Assessment

Conduct a detailed site visit to verify all existing dimensions, structural elements, mechanical and electrical services, plumbing, and other site conditions. The consultant shall identify any constraints or existing infrastructure that may affect the proposed design. All measurements

required for the preparation of accurate drawings and the Bill of Quantities shall be taken during the mandatory site visit.

b. Space Planning and Concept Design

Develop a modern, functional, and efficient open-plan office layout based on the Employer's conceptual sketch. The proposed design shall maximize the available floor area while providing an attractive, professional, and customer-friendly environment. The layout shall include, at a minimum:

- Reception and secure cashier area with customer transaction window
- Customer waiting and seating area
- Open office workstations for administrative staff
- Manager's office
- Kitchenette and staff break area
- Accessible bathroom
- Dedicated storage area within the existing pump room
- Appropriate circulation routes for staff and visitors

The consultant may recommend improvements to the proposed layout where these enhance functionality, operational efficiency, or customer experience.

c. Interior Design, Materials and Finishes

Prepare an interior design concept that reflects a contemporary professional office environment. The submission shall include recommendations for:

- Floor finishes
- Wall finishes
- Ceiling systems
- Interior doors and hardware
- Reception/cashier counter design
- Cabinetry and storage
- Kitchenette fixtures and finishes
- Bathroom fixtures and accessories
- Lighting fixtures

- Paint colors and decorative finishes

The design should prioritize durability, ease of maintenance, energy efficiency, and accessibility.

d. Mechanical, Electrical and ICT Coordination

Review the existing building services and provide recommendations for any upgrades required to accommodate the proposed office layout. This shall include:

- Electrical power distribution
- General and feature lighting
- Data and communications outlets
- Air-conditioning requirements
- Security and access control provisions
- CCTV and alarm system provisions
- Fire safety considerations where applicable

e. Design Standards

The proposed design shall:

- Reflect a modern corporate office environment.
- Maximize natural light and circulation.
- Promote efficient customer service and staff workflow.
- Incorporate universal accessibility principles.
- Utilize durable, low-maintenance finishes.
- Provide ergonomic workspaces.
- Integrate energy-efficient lighting and mechanical systems.
- Maintain secure separation between public and staff areas.
- Preserve access to existing pump room equipment while incorporating dedicated storage.

f. Preparation of Detailed Bill of Quantities (BOQ)

Prepare a comprehensive Bill of Quantities for all works associated with the project. The BOQ shall include, but not be limited to:

- Demolition and removal works
- Partition construction

- Doors and glazing
- Floor, wall and ceiling finishes
- Painting and decorating
- Reception counter
- Kitchenette installation
- Bathroom upgrades
- Storage room construction
- Electrical installation
- Lighting
- Data and communications
- Air-conditioning works
- Furniture and workstations
- Signage
- Final cleaning and commissioning

The BOQ shall clearly identify quantities, units of measurement, and work descriptions to facilitate competitive pricing.

g. Engineering Estimate

The Consultant shall prepare a detailed Engineer's Estimate based on the proposed design and the completed Bill of Quantities. The Engineer's Estimate shall provide the Employer with an independent assessment of the anticipated construction cost and shall be used as the basis for budgeting and the subsequent procurement of construction services.

The Engineer's Estimate shall:

- Be based on current market rates and prevailing construction costs within the British Virgin Islands.
- Be prepared using the completed Bill of Quantities.
- Include estimated costs for all labour, materials, equipment, transportation, overheads, and contractor profit.
- Clearly identify any provisional sums, prime cost items, and contingencies.
- Exclude professional consultancy fees unless specifically requested.

- Include a summary of the estimated total construction cost and a breakdown by major work categories.

The Engineer's Estimate shall include, but not be limited to, the following trade sections:

- Preliminary and General Items
- Demolition and Site Preparation
- Carpentry and Joinery
- Partitions and Drywall
- Doors, Frames and Hardware
- Floor, Wall and Ceiling Finishes
- Painting and Decorating
- Reception/Cashier Counter
- Kitchenette
- Bathroom Fixtures and Accessories
- Storage Room Fit-out
- Electrical Installation
- Lighting Installation
- Data and Communications
- Air-Conditioning and Ventilation
- Furniture and Equipment Allowances (where applicable)
- Testing, Commissioning and Final Cleaning

The Engineer's Estimate shall be submitted in both PDF and editable Microsoft Excel formats.

h. Deliverables

The successful Consultant shall submit the following:

- Existing measured floor plan
- Proposed floor plan
- Space planning layout
- Furniture and workstation layout
- Reflected ceiling and lighting plan
- Electrical layout

i. Data/ICT layout

- Air-conditioning layout
- Interior elevations
- Reception counter details
- Kitchenette details
- Bathroom details
- Material and finishes schedule
- Door Schedule
- Window Schedule
- Technical specifications suitable for tendering
- Three (3) photorealistic 3D renderings
- Detailed Bill of Quantities (Excel and PDF)
- Detailed Engineer's Estimate (Excel and PDF)
- Tender-ready drawing package
- Any recommendations for improving the functionality, efficiency, and aesthetics of the HOA Office.

All drawings and documents shall be submitted in both PDF and editable electronic formats.

3. Submission should include;

a. Quotation

- i. Your quotation should take account of all the information provided and shall be based on the requirements, specifications.
- ii. Your quotation must state clearly:
 1. **TIME** the estimated time for completion
 2. **PROFESSIONAL FEES**: The quotation shall include all costs associated with the provision of the consultancy services, including site visits, preparation of drawings, specifications, 3D renderings, Bill of Quantities, Engineer's Estimate, technical

specifications, printing, travel, and all applicable taxes and disbursements. The quotation shall exclude construction costs.

3. **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of 45 days from the date of receipt for quotation(s).

b. Company background / description- Provide a brief overview of your company, including relevant experience and qualifications.

c. Company compliance

- i. Copy of Valid Trade License (current year)
- ii. Copy of Valid Certificate of Incorporation – if applicable
- iii. Copy of Valid Certificate of Tax Registration- if applicable
- iv. Certificate of Good Standing – (Social Security Board) – for BVI registered companies.
- v. Certificate of Good Standing – Inland Revenue Department – for BVI registered companies
- vi. Copy of Good Standing Certificate – Registrar of Corporate Affairs (only applicable to incorporated businesses).

3. **Mandatory** Site visit on **Friday, August 14th, 2026 at 11:00 a.m.** at Joes Hill Manor Estate (Long Bush Entrance), Tortola, British Virgin Islands.

4. Your quotation must be submitted on or before **Wednesday, August 26th, 2026 at 2:00 p.m.**

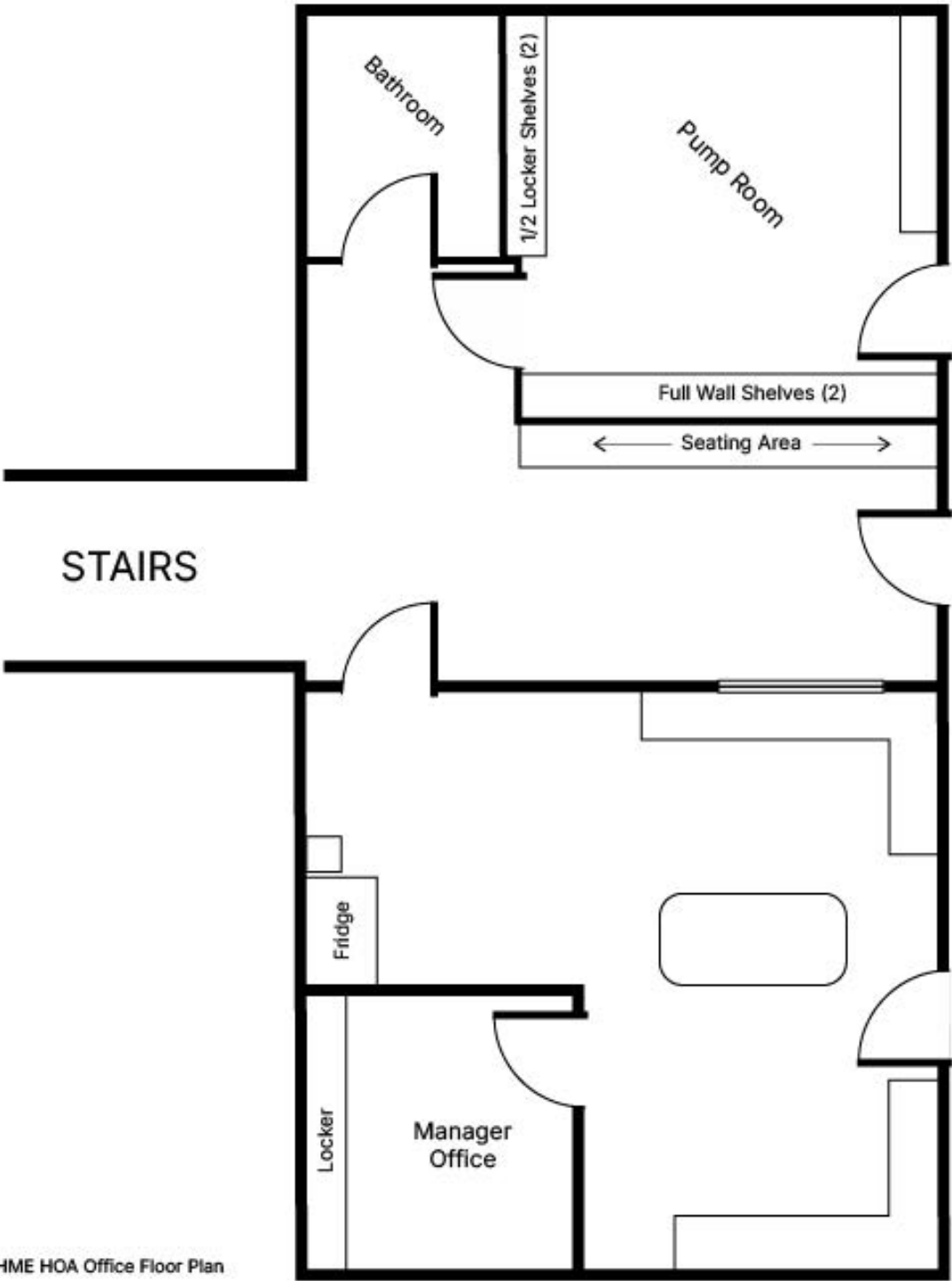
5. Quotations shall be emailed to the attention of Operations Officer- Procurement Specialist at email: procurement@vissb.vg with the subject title:

RE: SSB/JHME/RFQ/2026/002: JHME HOA Office Design

6. **The Board is not bound to accept the lowest or any quotation received and reserves the right to reject any or all quotations submitted. The Board further reserves the right to evaluate quotations in any manner deemed appropriate and in its best interest.**

7. **All drawings, specifications, reports, BOQs, Engineer's Estimates, renderings, and other documents prepared under this assignment shall become the property of the Social Security Board. The Board reserves the right to use these documents for the procurement and construction of the project without restriction.**

Sketch



JHME HOA Office Floor Plan