

# TENDERS FOR SECURITY SERVICES FOR JOE'S HILL MANOR ESTATE



Joe's Hill Manor Limited, herein referred to as "the Estate", invites suitably qualified and licensed security service providers to submit tenders for the provision of night-time security services at Joe's Hill Manor Estate, Tortola, British Virgin Islands. The contract is for an initial period of twelve (12) months with an option to renew.

## SCOPE OF WORKS:

The successful contractor shall provide, at a minimum:

- Trained and licensed security officers on-site daily from 9:00 P.M. to 5:00 A.M.
- Regular and random patrols throughout the estate.
- Monitoring CCTV systems and coordinating with the controlled access gate.
- Responding promptly to incidents and emergencies and maintaining incident reports.
- Using appropriate communication equipment and personal protective equipment.
- Liaising with residents, staff, law enforcement and

emergency services when required.

- Daily incident reports and monthly security performance reports. Ensuring compliance with VISSB security policies and procedures.

## INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- Completed Form of Tender.
- Company profile and organizational information.
- Evidence of relevant experience in providing security services.
- Staffing plan and qualifications of security personnel.
- Operational methodology and deployment plan.
- Financial proposal.
- Valid BVI Trade License.
- Certificates of Good Standing (where applicable).
- Bank reference.
- Proof of Public Liability and Employer's Liability Insurance.
- At least two (2) professional references for similar contracts.

## APPLICATION FOR DOCUMENTS

The tender documents are available and will be sent electronically upon request. Requests for documents should be sent to [procurement@vissb.vg](mailto:procurement@vissb.vg) with the subject title "RFP – Security Services for Joe's Hill Manor Estate the Social Security Board – Road Town"

Tenderers should note that the receiving mailbox does not automatically acknowledge receipt. If no confirmation is received within two business days, assume the email was not received. Joe's Hill Manor Limited is not responsible for non-receipt of documents submitted by the tenderers.

**Site Visit: Thursday, 16<sup>th</sup> July 2026 10:00 A.M.** at the Social Security Board Office, Joshua J. Smith Building, Road Town, Tortola, British Virgin Islands.

**Submission Deadline:** Interested tenderers should submit tender documents **no later than Thursday 13<sup>th</sup> August 2026, at 1:30 P.M.**, addressed to:

**Joe's Hill Manor Limited  
c/o The Director  
Virgin Islands Social Security Board  
Joshua J. Smith Building  
Road Town, Tortola, VG1110  
British Virgin Islands**

The Virgin Islands Social Security Board reserves the right to accept or reject any proposal and is not bound to accept the lowest or any proposal received. The VISSB will not be responsible for any costs incurred in the preparation or submission of proposals.

