

TENDERS FOR SECURITY SERVICES FOR THE SOCIAL SECURITY BOARD – VIRGIN GORDA



The Virgin Islands Social Security Board (VISSB) invites sealed proposals from qualified and licensed security service providers for the provision of Security Services at its office located at The Village Rose Centre, The Valley, Virgin Gorda, British Virgin Islands, for a period of three (3) years.

SCOPE OF WORKS:

The successful Contractor shall provide, at a minimum:

- On-site uniformed security personnel during operational hours.
- Access control and visitor management.
- Employee and visitor screening.
- Routine patrols and monitoring of the premises.
- Incident reporting and emergency response.
- Enforcement of VISSB security policies and procedures.
- Secure collection and transportation of cash and cheques to the designated financial institution.
- Maintenance of a documented chain of custody for all cash collections.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 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 with the subject title "RFP – Security Services for the Social Security Board – Virgin Gorda".

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. The Social Security Board is not responsible for non-receipt of documents submitted by the tenderers.

Site Visit: Friday 17th July 2026 10:00 A.M. at Social Security Board Office,

The Village Rose Centre, The Valley, Virgin Gorda, British Virgin Islands.

Submission Deadline: Interested tenderers should submit tender documents **no later than Thursday 13th August 2026, at 10:00 A.M.**, addressed to:

**The Director
Virgin Islands Social Security Board
The Village Rose Centre
The Valley
Virgin Gorda, 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.