

# TENDERS FOR SECURITY SERVICES FOR THE SOCIAL SECURITY BOARD – ROAD TOWN, TORTOLA



The Virgin Islands Social Security Board (VISSB) invites proposals from qualified and licensed security service providers to provide comprehensive security services for the Joshua J. Smith Building and ROMASCO Building, Road Town, Tortola, for a period of three (3) years.

## SCOPE OF WORKS:

The successful contractor will be responsible for:

- Providing trained, licensed and uniformed security officers.
- Controlling access to all entrances and exits.
- Managing visitor registration and identification.
- Monitoring CCTV systems, alarms and conducting routine patrols.
- Responding to incidents, emergencies and safety hazards.
- Supporting fire evacuations and emergency response activities.
- Preparing incident reports and maintaining security logs.
- Ensuring compliance with VISSB security policies and procedures.

## 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

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 line "RFP – Security Services for the Social Security Board – Road Town"

Tenderers should note that the destination 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, 17 July 2026 at 11:00 A.M.** at the Social Security Office,

Joshua J. Smith Building, Road Town, Tortola, British Virgin Islands.

**Submission Deadline:** Interested tenderers should submit tender documents **no later than Thursday, 13 August 2026, at 12:00 P.M.**, addressed to:

**The Director  
Virgin Islands Social Security Board  
Joshua J. Smith Building  
Road Town, Tortola, 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 proposal or any proposal received. The VISSB will not be responsible for any costs incurred in the preparation or submission of proposals.

