

REQUEST FOR PROPOSALS – VISSB ROAD TOWN BRANCH MAIN LOBBY REDESIGN & CONSTRUCTION MANAGEMENT



SCOPE OF SERVICES

The Virgin Islands Social Security Board (VISSB) invites proposals from suitably qualified architectural, engineering, interior design or multidisciplinary consulting firms for the redesign and renovation of its Road Town Branch main lobby/customer service area.

The Consultant will provide services including:

- Existing-conditions assessment and verification of dimensions, services, security, accessibility and operational constraints.
- Concept and detailed design for a modern, secure, accessible and customer-focused lobby.
- Coordinated architectural/interior, electrical, lighting, ICT/data, security and other required technical designs.
- Design of cashier, reception, help desk, security, waiting, self-service and secure document-submission facilities.
- Technical specifications, Bill of Materials, cost estimate and complete tender-ready construction documents.

- Technical procurement support, including clarifications, addenda and tender evaluation support.
- Construction management and contract administration through practical completion, defects correction and final handover.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- Signed Form of Tender and complete Technical and Financial Proposals.
- Company profile, organizational chart and relevant comparable experience.
- Methodology, work plan and proposed programme/timeline.
- CVs, qualifications and registrations of proposed key personnel.
- At least three (3) comparable assignments completed within the last five (5) years, with references.
- Current Trade Licence and applicable certificates of good standing/registration.
- Financial statements for 2024 and 2025, prepared by a certified accountant.
- Evidence of required insurance coverage.
- One (1) original, one (1) copy and one (1) flash drive of the complete Tender.

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 title ***"Design Consultancy and Construction Management Services – VISSB Road Town Branch Main Lobby"***

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. Joe's Hill Manor Limited is not responsible for non-receipt of documents submitted by the tenders.

Site Visit: Tuesday 13th October 2026 10:00 AM at Social Security Office, Joshua J. Smith Building, Road Town, Tortola, British Virgin Islands.

Submission Deadline: Interested tenderers should submit tender documents, **no later than Tuesday 10th November 2026 at 10:00 AM**, addressed to:

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

The Social Security Board is not obligated to accept the lowest or any bid and will not be held accountable for any costs incurred by the tenderer.