REQUEST FOR PROPOSALS – SOCIAL SECURITY EXTERNAL AUDIT SERVICES FINANCIAL YEARS 2024–2026



SCOPE OF SERVICES

The Virgin Islands Social Security Board (VISSB) invites proposals from suitably qualified and independent audit firms to undertake the external financial statement audits for the years ended 31 December 2024, 2025 and 2026.

The selected Auditor shall provide the following services:

- Plan and perform independent financial statement audits in accordance with applicable International Standards on Auditing (ISA).
- Express a separate audit opinion for each financial year on financial statements prepared in accordance with IFRS.
- Assess significant financial reporting risks, relevant internal controls, IT systems and fraud considerations.
- Issue Auditor's Reports and Management Letters identifying significant findings and recommendations.
- Present audit plans, findings and results to Management and the Audit Committee and/or Board.
- Provide a coordinated three-year audit programme and agreed reporting milestones.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- Signed Form of Tender and complete Technical and Financial Proposals.
- Current documentary evidence of BVI FSC Approved Auditor status.
- Company profile, relevant licences, registrations and professional qualifications.
- Audit methodology, mobilisation plan and detailed programme for all three audit years.
- CVs and qualifications of key personnel and completed Key Personnel Schedule.
- At least three (3) comparable assignments completed within the last five (5) years, with references.
- Applicable Trade Licence, corporate registration and Certificates of Good Standing or equivalent documentation.
- Financial statements for 2024 and 2025 prepared by a certified accountant.
- Signed Independence and Conflict of Interest Declaration and evidence of quality-management arrangements.
- One (1) original, one (1) copy and one (1) flash drive of the complete Tender.

APPLICATION FOR DOCUMENTS

Tender documents may be requested electronically by emailing procurement@vissb.vg with the subject **"SSB/RFP/2026/SSB/010 – Social Security External Audit Services."**

Participation is restricted to firms holding current British Virgin Islands Financial Services Commission (BVI FSC) Approved Auditor status as at the tender submission deadline.

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.

Submission Deadline: Interested tenderers should submit tender documents, **Friday, 11 December 2026 at 11:30 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.