REQUEST FOR PROPOSALS – AUDIT PREPARATION, ACCOUNTING AND CFO ADVISORY SUPPORT SERVICES



SCOPE OF SERVICES

The Virgin Islands Social Security Board (VISSB) invites proposals from suitably qualified accounting and financial advisory firms for audit preparation, year-end accounting close and Chief Financial Officer (CFO) advisory support services for financial years 2024, 2025 and 2026.

The selected Advisor will work under the direction of the CFO and finance team. Services include:

- Pre-audit review, gap analysis and assessment of accounting records.
- Preparation of reconciliations, audit schedules and Prepared-by-Client (PBC) documentation.
- Drafting annual financial statements in accordance with IFRS.
- External audit liaison, audit query management and fieldwork support for at least twelve (12) weeks across the three years.
- CFO advisory and technical accounting support, including optional post-audit remediation when authorised.

This is a management-support engagement.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- Signed Form of Tender and complete Technical and Financial Proposals.
- Company profile, relevant licences and professional qualifications.
- Methodology, mobilisation plan, implementation programme and staffing arrangements.
- CVs and qualifications of key personnel, including completed Key Personnel Schedule.
- At least three (3) comparable assignments completed within the last five (5) years, with references.
- Current BVI Trade Licence and applicable Certificates of Good Standing.
- Financial statements for 2024 and 2025 prepared by a certified accountant.
- Signed Independence and Conflict of Interest Declaration.
- Evidence of professional capacity, quality management and information-security 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 **"Audit Preparation, Accounting and CFO Advisory Support Services – SSB/RFP/2026/SSB/008".**

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.

Tenderers must be duly registered and legally authorised to provide accounting and financial advisory services in the British Virgin Islands. Proposed professionals must hold recognised accounting qualifications such as CA, CPA, ACCA or equivalent.

Clarifications must be submitted in writing to procurement@vissb.vg and received earlier than fourteen (14) days before the 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. Social Security is not responsible for non-receipt of documents submitted by the tenders.

Submission Deadline: Completed tenders must be delivered **no later than Monday 7th December 2026 at 10:00 AM**, addressed to:

The Director
Social Security Board
Joshua J. Smith Building
Road Town, Tortola
Virgin Islands, VG1110

The Social Security Board is not obligated to accept the lowest or any tender and will not be responsible for costs incurred by tenderers.