GOVERNMENT OF THE VIRGIN ISLANDS

TENDER NOTICE

Tel: (284)468-2730
Official Government Website:
https://gov.vg

VI Government Seeks Proposals for Digital Parliamentary Platform

Release Date: 10 October, 2025



Tender Designation:	**Tender Notice No. 29 of 2025**
Tender Category:	**Service**

Title:

The Government of the Virgin Islands seeks proposals from qualified vendors for the development, implementation, and management of a user-friendly digital web-based parliamentary platform.

Description:

Platform will enhance the operational efficiency of the House of Assembly, enabling efficient communication, transparency, and accessibility for all stakeholders, including members of the House of Assembly, staff and government entities.

Action Deadline:	**Friday, 21st November, 2025 | 12:00 noon**
To View Tender Details:	**Tel:** (284) 468-4245 **Email:** Procurement@gov.vg

The Government of the Virgin Islands is inviting qualified vendors to submit proposals for the **development, implementation, and management of a secure, user-friendly web-based parliamentary platform** for the House of Assembly.

The platform is intended to **digitise and enhance the operational efficiency** of House of Assembly and committee meetings, **improve communication**, **increase transparency**, and **expand accessibility** for Members, staff, and government stakeholders.

The required system must support a comprehensive set of parliamentary functions, including modules for **Members, Order Papers, Statements, Minutes, Bills and Amendments, Tabled Documents, Resolutions, Questions and Answers, Committees, Transcription/Hansard, and Cross-Agency Consultation** Deliverables include a **fully functional, secure, and user-friendly web platform tailored to parliamentary use**, **robust digital document management**, and a transition toward a **paperless House of Assembly**.

A virtual pre-tender meeting will be held via WebEx on **Wednesday, 5 November 2025 at 10:00 AM**. Prospective tenderers will be provided access details in advance; attendance is **recommended but not mandatory**. Questions regarding the RFP must be submitted in writing by email only to **procurement@gov.vg** no later than **Monday, 10 November 2025**. Responses to questions will be issued by addendum to all tenderers. Tender documents will be emailed to interested bidders on request; requests should be sent to **procurement@gov.vg** with the subject line **“RFP for Parliamentary Platform for House of Assembly in the British Virgin Islands.”** Tenderers should follow up with the Procurement Coordinator if an acknowledgement is not received within **two working days**, as the destination mailbox does not automatically issue dated receipt confirmations.

Electronic proposals must be submitted in a **non-editable format**, not exceed **10 MB**, and be emailed to the Procurement Coordinator, **Mrs. Diana Percell-Gumbs**, at **procurement@gov.vg**. The filename and email subject must include the applicant’s name and **“Request for Proposal for Parliamentary Platform for**

the House of Assembly in BVI.” Proposals must be received no later than **Friday, 21 November 2025 at 12:00 noon** ; **late submissions will not be accepted**. Proposal opening is scheduled for **Tuesday, 25 November 2025**, and tenderers wishing to observe the opening via WebEx will be provided access details.

Submissions must include **completed Forms I–IV (without alterations)**, an **individual or company profile and statement of capability**, a **list and brief descriptions of recent similar assignments (Form III)**, a **proposed methodology and schedule**, and a **financial proposal (Form IV)**. Tenderers must also provide **proof of business authorization (valid business licence or equivalent)**, and **BVI-registered tenderers must submit an updated Certificate of Good Standing** confirming compliance with **Social Security, Payroll Taxes, Income Tax, and National Health Insurance** obligations. Any proposal missing required supporting documentation will be deemed **non-responsive**.

For procurement enquiries and submissions, contact **Mrs. Diana Percell-Gumbs, Procurement Coordinator, Ministry of Finance Procurement Unit**, via email at **procurement@gov.vg**. The Ministry of Finance Procurement Unit is located on the **2nd Floor, RFG Place, Waterfront Drive, Road Town, Tortola, British Virgin Islands VG1110**

For Additional Information Contact:

Nikiesha Richards

Assistant Information Officer

Department of Information and Public Relations

Phone: 468-2742

Gallery



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Ministry of Finance

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The Government of the Virgin Islands (GoVI) seeks proposals from qualified vendors for the development, implementation, and management of a user-friendly digital web-based parliamentary platform. The overarching objective is to digitise and enhance the operational efficiency of the House of Assembly through a digital platform that would be used to facilitate all House of Assembly and committee meetings.

This platform will enhance the operational efficiency of the House of Assembly, enabling efficient communication, transparency, and accessibility for all stakeholders, including members of the House of Assembly, staff and government entities.

Tender documents will be sent to bidders electronically upon request to **procurement@gov.vg** with the subject title "RFP for Parliamentary Platform for House of Assembly in the British Virgin Islands". Tenders are advised that it is the responsibility of the Tenderer to ensure send tenderers e- dated and time acknowledgement of receipt and delivery of their message. Therefore, tenderers should not assume that their email has been safely received and it is the responsibility of the tenderer to follow up with the Procurement Coordinator using the contact information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, be responsible for non-receipt of documents by tenderer.

BACKROUND

The Office of the House of Assembly in the British Virgin Islands (BVI) is in the business of providing essential support services for Members in the exercise of their parliamentary functions, in an informed and efficient manner, and to inform the public, on an on-going basis, about the parliamentary procedures of the House of Assembly. The vision of the House of Assembly is to be seen, locally, regionally and internationally, as a leader in the provision of parliamentary services.

The work of the House of Assembly involves maintaining the highest standards for efficient processing of legislation. The goal of the Services is to continually educate the public about parliamentary democracy and the functioning of the House of Assembly in carrying out its values, which is:

2.2.1. Impartiality
2.2.2. Honesty and Integrity
2.2.3. Professionalism
2.2.4. Respect for parliamentary processes, practices and procedures
2.2.5. Commitment to a fair, healthy, safe and rewarding workplace environment

OBJECTIVES

The objective of this platform is to create an efficient, transparent, and accessible web-based system for managing parliamentary activities. This includes managing legislative processes for House of Assembly sessions and Committee functions.

SCOPE OF WORKS

4.1. The Scope of Services required under this assignment include:

4.1.1. Digitising the House of Assembly processes leading toward a paperless House of Assembly;

4.1.2. upporting the Parliamentary processes within the following modules:

i. Members
ii. Order Papers
iii. Statements
iv. Minutes
v. Bills and amendments
vi. Tabled Documents
vii. Resolutions
viii. Questions and Answers
ix. Committees
x. Transcription/Hansard
xi. Cross Agency Consultation
xii. Sitting Calendar
xiii. Inquiries and Submission
xiv. Document Assembly and Automation
xv. Advance Search

4.1.3. Authentication Integration;
4.1.4. Auditing and Data Security Mechanisms;
4.1.5. API Integrations; and
4.1.6. Providing the necessary technical support and maintenance of the platform.

DELIVERABLES

5.1. The deliverables to be provided relative to this assignment include:

5.1.1. A fully functional, secure, and user-friendly web-based digital platform tailored specifically for parliamentary use;
5.1.2. Digital Document Management; and
5.1.3. A paperless House Assembly.

PRE-TENDER MEETING

A virtual Pre-Tender meeting will be held via WebEx platform on **Wednesday, 5th November, 2025 at 10:00 a.m.** (local time). All prospective tenderers will be notified of the access code and password prior to the meeting. The pretender meeting is not mandatory; however, it is recommended that each Bidder attend. Each Bidder must be fully informed regarding all matters and conditions that may in any way affect which might affect the cost or performance of the Services. Any failure to fully assess the associated cost, shall not relieve any Bidder from responsibility to properly evaluate the difficulty or cost of successfully performing the Services.

PROCUREMENT QUESTIONS PROHIBITED CONTACTS

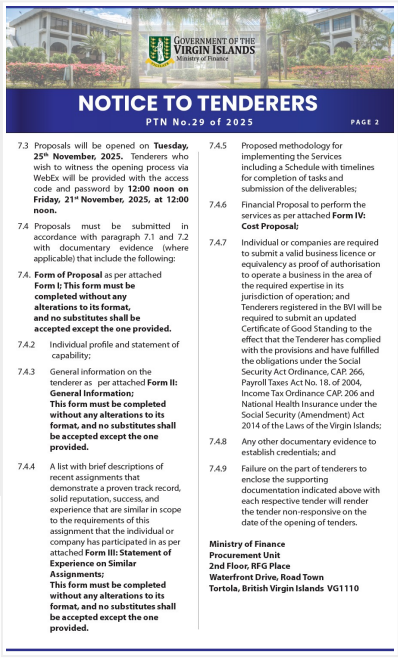
6.1 Any questions regarding this RFP should be submitted in writing by email only to the Procurement Coordinator at **procurement@gov.vg** on or before **Monday, 10th November, 2025.**

6.2 Questions submitted after the designated period will not be considered. Any response made by the Office of the House of Assembly will be provided in writing to all Tenderers via an addendum. No Tenderer may rely on any verbal response to any question submitted concerning this RFP. All communications by any Tenderer concerning this RFP must be made to the Clerk via **procurement@gov.vg**orsimilar.

SUBMISSION OF PROPOSALS

8.1. **Electronic submissions of proposals in a non-editable format and not exceeding 10 MB should be sent to the Procurement Coordinator via the following email address: procurement@gov.vg. The file name and the email subject must bear the Applicant's name and "Request for Proposal for Parliamentary Platform for the House of Assembly in BVI".**

7.2 Proposals must be submitted to the **Procurement Coordinator** no later than **Friday, 21st November, 2025 at 12:00 noon** (local time). It is the responsibility of the tenderer to ensure that tender is received by the Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation.



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7.3 Proposals will be opened on **Tuesday, 25th November, 2025.** Tenderers who wish to witness the opening process via WebEx will be provided with the access code and password by **12:00 noon on Friday, 21st November, 2025, at 12:00 noon.**

7.4 Proposals must be submitted in accordance with paragraph 7.1 and 7.2 with documentary evidence (where applicable) that include the following:

7.4. **Form of Proposal** as per attached **Form I; This form must be completed without any alterations to its format, and no substitutes shall be accepted except the one provided.**

7.4.2 Individual profile and statement of capability;

7.4.3 General information on the tenderer as per attached **Form II: General Information; This form must be completed without any alterations to its format, and no substitutes shall be accepted except the one provided.**

7.4.4 A list with brief descriptions of recent assignments that demonstrate a proven track record, solid reputation, success, and experience that are similar in scope to the requirements of this assignment that the individual or company has participated in as per attached **Form III: Statement of Experience on Similar Assignments; This form must be completed without any alterations to its format, and no substitutes shall be accepted except the one provided.**

7.4.5 Proposed methodology for implementing the Services including a Schedule with timelines for completion of tasks and submission of the deliverables;

7.4.6 Financial Proposal to perform the services as per attached **Form IV: Cost Proposal;**

7.4.7 Individual or companies are required to submit a valid business licence or equivalency as proof of authorisation to operate a business in the area of the required expertise in its jurisdiction of operation; and Tenderers registered in the BVI will be required to submit an updated Certificate of Good Standing to the effect that the Tenderer has complied with the provisions and have fulfilled the obligations under the Social Security Act Ordinance, CAP. 266, Payroll Taxes Act No. 18. of 2004, Income Tax Ordinance CAP. 206 and National Health Insurance under the Social Security (Amendment) Act 2014 of the Laws of the Virgin Islands;

7.4.8 Any other documentary evidence to establish credentials; and

7.4.9 Failure on the part of tenderers to enclose the supporting documentation indicated above with each respective tender will render the tender non-responsive on the date of the opening of tenders.

Ministry of Finance
Procurement Unit
2nd Floor, RFG Place
Waterfront Drive, Road Town
Tortola, British Virgin Islands VG1110

Additional Documents or Media

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