

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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NOTICE TO TENDERS

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7.3. Proposals will be opened on Tuesday, 25th November, 2025. Tenders 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) to include the following:

Form of Proposal as per attached Form 1: This form must be completed without any alterations to its format and no substitutions shall be accepted except the one provided.

7.5. Individual profile and statement of capability.

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

7.7. A list with brief descriptions of recent assignments that demonstrate a proven track record in the respective sector, 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 B: Statement of Experience on Similar Assignments; This form must be completed without any alterations to its format, and no substitutions 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 Tenders registered in the BVJ will be required to submit an updated Certificate of Good Standing to the effect that the Tenderer has fulfilled with the provisions and have fulfilled the obligations under the Social Security Act Ordinance, CAP: 366, Payroll Taxes Act No. 18, of 2004, Income Tax Ordinance CAP: 200 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, 87C Place
Waterfront Drive, Road Town
Tortola, British Virgin Islands VG1110