
VI Government Seeks Tenders for Insurance of Admin Complex

Release Date: 25 August, 2026



Tender Designation:

Tender Notice No. 14 of 2026

Tender Category:

Insurance Programme

Title:

Insurance for the Ralph T. O'Neal Administration Complex

Description:

The purpose of this procurement is to obtain a comprehensive insurance programme for the Ralph T. O'Neal Administration Complex for a policy period of one (1) year. The insurance programme shall provide appropriate protection for the Government's property assets, ongoing construction activities and third-party liabilities associated with the continued development and operation of the Complex during the policy period.

Action Deadline:

Tuesday, 29th September, 2026 | 10:00 a.m.

To View Tender Details:

Tel: (284) 468-4245

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VIRGIN ISLANDS
Ministry of Finance

NOTICE TO TENDERERS

PTN No.14 of 2026

PAGE 2

Address for Correspondence Only

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

Tel: (284) 468-4245
Email: Procurement@gov.vg

A virtual pre-tender meeting is scheduled for **Thursday, 3rd September, 2026** at **10:00 a.m. local time**. All prospective tenderers will be notified of the access code and password prior to the meeting. The pre-tender meeting is not mandatory; however, it is recommended that each Tenderer attend. Each Tenderer must be fully informed regarding all existing and expected conditions and matters relating, which might affect the cost of performance of the Contract. Failure to fully assess all associated costs, shall not relieve the Tenderer of the responsibility to properly evaluate the difficulty or cost of successfully performing the Contract.

SUBMISSION OF TENDERS

Interested tenderers should submit **one (1) original and three (3) copies plus one (1) flash drive containing the tenderer's documents**. The original tender should be placed in a sealed envelope and marked **"ORIGINAL"** and the additional copies placed in another sealed envelope and marked **"COPIES"**. Both envelopes should then be placed in an outer envelope and marked **"Insurance for the Ralph T. O'Neal**

Administration Complex," and addressed to:

The Chairman
Central Tenders Board
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive
Road Town, Tortola, VG1110
Virgin Islands

All tenders must be deposited in the **"Tender Box"** at the Ministry of Finance (Procurement Unit), RFG Place, 2nd Floor, Road Town, Tortola, Virgin Islands by the bearer not later than **10:00 a.m.** on **Tuesday, 29th September, 2026**. Tenders will not be received after the tender box is closed.

Tenders will be opened at the Procurement Unit, Ministry of Finance, RFG Place at **11:30 a.m.** on **Tuesday, 29th September, 2026**. Tenderers are invited to witness this process via WebEx. Tenderers will be provided with the access code and password prior to the opening of the tender.

The Government of the Virgin Islands does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.

Ministry of Finance
Procurement Unit
RFG Place,
Road Town, Tortola, VG1110
Virgin Islands



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VIRGIN ISLANDS
Ministry of Finance

NOTICE TO TENDERERS

PTN No.14 of 2026

PAGE 3

SCOPE OF SERVICES

Aims of the Project

The purpose of this procurement is to obtain a comprehensive insurance programme for the Ralph T. O'Neal Administration Complex for a policy period of one (1) year. The insurance programme shall provide appropriate protection for the Government's property assets, ongoing construction activities and third-party liability associated with the Construction Development and Services of the Complex during the policy period.

The insurance programme shall include, at a minimum, the following classes of insurance:

a. Contractor's All Risks Insurance;

b. Extended Fire and Theft Insurance; and

c. Public Liability Insurance.

In accordance with the requirements set out in these Tender Documents.

Background

The Ministry of Communications and Works has embarked on a programme of renovation, reconstruction and enhancement of the Ralph T. O'Neal Administration Complex following the extensive damage sustained during the 2017 hurricane season. The works form part of the Government of the Virgin Islands' ongoing investment in restoring and modernising its principal administrative facilities.

The ongoing construction programme and continued occupation of the Administration Complex require the Government to a range of property, construction and third-party liability risks. To manage these risks and protect the Government's financial interests, the Government requires a comprehensive insurance programme for the duration of the policy period.

Communication System

English shall be the language used for all written and verbal communication as it relates to this proposal.

Instructions to Tenderers

The Tender to be prepared by the Tenderer shall

complete the following:

Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers introduced in these Tender Documents.

a. Administrative Documents

i. Completed form of Tender Section 5. This form must be completed without alterations to its wording or terms, and no substitutions shall be accepted except for the use provided.

ii. Eligibility Documentation:

Valid Trade licence authorising the Tenderer to conduct insurance business within the Virgin Islands.

Proof that company is in good standing with respect to the legal and property, Debts, Social Security and National Health Insurance contributions, Company Registration or payments due to Government of the Virgin Islands. These verifications of good standing can be obtained from the Director of Public Security Board and National Health Insurance, the Commissioner of Land Revenue and Company Registry.

Documentary evidence demonstrating compliance with the eligibility and qualification requirements specified in Clause 1.2.

Evidence of Insurance Company rating for minimum of 'A' and above, and being a member of a standard of 'A' or 'A+' rating and above.

b. Technical Insurance Submission

i. Technical Proposal.

ii. Proposed Insurance programme;

iii. Summary of insurance coverage;

iv. Policy schedule;

v. Schedule of terms of liability;

vi. Schedule of deductibles;

vii. Schedule of exclusions;

viii. Proposed endorsements and extensions of cover;

ix. Claims management procedures;

x. Details of the proposed claims handling team;

c. Corporate Information

i. Details of insurance arrangements, where applicable.

ii. Company profile;

iii. Evidence of financial capacity including most audited financial statements or equivalent documentation;

iv. Details of similar insurance programmes undertaken during the previous five (5) years;

v. Client references for comparable commercial or Government insurance contracts.

d. Financial Proposal

i. Financial Proposal, including the completed Financial Proposal Schedule containing all relevant information in accordance with Section 2;

ii. Premium breakdown;

iii. Deductible Schedule;

iv. Optional Cover Pricing.

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

APPLICATION FOR DOCUMENTS

Tender documents will be available upon request to procurement@gov.vg with the subject title **"Insurance for the Ralph T. O'Neal Administration Complex"**. Tenderers are advised that the distribution method is NOT automated to avoid tenders to be filed and then acknowledge receipt and delivery of their request. Therefore, tenderers should ensure 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 circumstances will the Procurement Unit, Ministry of Finance, be responsible for non-receipt of documents by tenderers.

Additional Documents or Media

- [vi government seeks tendersfor insurance of admin complex.pdf](#)

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