

TENDER NOTICE

Tel: (284)468-2730

Official Government Website:

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EXTENSION TO REQUEST FOR PROPOSALS (RFP) CATERING SERVICE FOR MEETINGS OF HOUSE OF ASSEMBLY COMMISSION, VIRGIN ISLANDS

Release Date: 23 September, 2026



**REQUEST FOR PROPOSALS
(RFP)**

**CATERING SERVICE FOR
MEETINGS OF**

HOUSE OF ASSEMBLY

The House of Assembly Commission of the Virgin Islands invites proposals for catering services for its meetings.

The Services are intended to support the Commission in providing catering services to Members during Sittings of the HOA, informal meetings of the Commission, and Committee meetings (collectively referred to as “Sessions”), at the Chambers of the House of Assembly Commission, the Office of the House of Assembly Management Commission (Richard Stout Building), or any other location where Sessions may be held from time to time.

The Commission therefore invites sealed proposals from qualified, competent, and resourceful caterers for inclusion on the House of Assembly Management Commission Caterers Roster (HOAMCCR) to provide food and beverage services on a contractual retainer basis.

The successful service provider will be expected to deliver consistent, high-quality catering services in support of parliamentary proceedings and related meetings, and to demonstrate the capacity, experience, and operational flexibility necessary to meet the Commission’s requirements as outlined in this Request for Proposals.

For Additional Information Contact:

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Tender Reference	HOAMCAT/2020/006
Issue Date	3 July 2020 (proposed issue date - 23 September 2020)
Client	House of Assembly Management Commission
Intended to	2 October 2020
Submission Deadline	Friday, 16 October 2020 at 10:00 am local time
Intended by	Office of the Clerk, House of Assembly Management Commission, Richard Stout Building, Road Town, Tortola, Virgin Islands (Email: head@gov.vg Tel: (284) 465-6900)

DOCUMENT CONTROL

Document Title	Request for Proposal – Catering Service for Meetings of House of Assembly Commission
Issuing Entity	House of Assembly Management Commission
Version	1.0
Tender Reference	HOAMCAT/2020/006
Classification	Confidential

DEFINITIONS

In this RFP, unless the context otherwise requires:

Commission means the House of Assembly Management Commission.

Employer means the House of Assembly Management Commission acting in its capacity as employer of eligible staff.

Provider means the successful Respondent appointed to provide the services described in this RFP.

Respondent means any firm or entity submitting a proposal in response to this RFP.

RFP means this Request for Proposals and any written addenda issued by the Commission.

Service means the Catering Service for Meetings of House of Assembly Commission to be provided under the resulting contract.

Sessions means any type of meetings held by the Commission that requires catering services.



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1. INTRODUCTION

The House of Assembly Management Commission (the "Commission") is responsible for the administration, staffing, governance support, and financial management of the House of Assembly ("HOA") and for ensuring that the Legislature is appropriately resourced to discharge its constitutional and democratic functions effectively. The Commission supports the Speaker, Members of the House of Assembly, Committees, and parliamentary administration in the orderly conduct of legislative business and the efficient operation of Parliament.

In carrying out its mandate, the Commission must ensure that Members and participants involved in parliamentary proceedings are supported by the administrative and operational services necessary for the effective conduct of legislative business. This includes the provision of ancillary services that contribute to the efficient operation of parliamentary activities, meetings, and official proceedings.

The Services are intended to support the Commission in providing catering services to Members during sittings of the HOA, internal meetings of the Commission, and Committee meetings (collectively referred to as "Sessions"), at the Chambers of the House of Assembly Commission, the Office of the House of Assembly Management Commission (Richard Stout Building), or any other location where Sessions may be held from time to time.

The Commission therefore invites sealed proposals from qualified, competent, and resourceful caterers for inclusion on the House of Assembly Management Commission Caterers Roster (HOAMCCR) to provide food and beverage services on a contractual retainer basis.

The successful service provider will be expected to deliver consistent, high-quality catering services in support of parliamentary proceedings and related meetings, and to demonstrate the capacity, experience, and operational flexibility necessary to meet the Commission's requirements as outlined in this Request for Proposal.

2. OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to support the Commission by establishing the House of Assembly Management Commission Caterers Roster (HOAMCCR) and entering into framework agreements with qualified catering service providers for the provision of catering services in accordance with the prescribed fee structure and service options outlined below:

- Providing Breakfast only options for 10 to 15 persons at a maximum rate of \$70 per Session;



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- Providing Afternoon Snack only options for 10 to 15 persons at a maximum rate of \$75 per Session;

- Providing Breakfast and Lunch options for 10 to 15 persons at a maximum rate of \$185 per Session;

- Providing Breakfast, Lunch and Afternoon Snack options for 10 to 15 persons at a maximum rate of \$250 per Session;

- Providing Lunch only options for 10 to 15 persons at a maximum rate of \$125 per Session; or

- Providing Lunch and Afternoon Snack options for 10 to 15 persons at a maximum rate of \$170 per Session;

The above rates should include mobilization, setup, rental of equipment, server and labour cost.

The proposed engagement shall be for a contractual term of **two (2) years**, subject to satisfactory performance and any renewal provisions determined by the Commission.

3. SCOPE OF SERVICES

The successful service provider is expected to deliver food and beverage services for parliamentary Sessions and related meetings in accordance with the Commission's operational requirements, service standards, and prescribed fee structure.

3.1 Call-Down Arrangements

Upon a call-down from the HOAMCCR during the effective period, a contract will be formed with the selected caterer for the relevant Sessions. The caterer shall include providing table cloths, linens, serving utensils for each food item, dishware, plates and cups at a standard more fully defined in the client requirements (Appendix B), and

3.2 Service Provider Responsibilities

Caterers will be required to supply the meals for breakfast, lunch, and afternoon snack, at a time to be agreed with the Client in the executed contract. The caterer shall include providing table cloths, linens, serving utensils for each food item, dishware, plates and cups at a standard more fully defined in the client requirements (Appendix B), and



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- The caterer shall consider in its setup, the separation of utensils and foods for Members who may be allergic to certain food groups or those that may require a special diet. The Client shall confirm any allergy or special diet requirement.

3.3 Set-Up Requirements

- The caterer shall be required to be professional, punctual and responsible in its setup of each meal, in accordance with the requirements of the contract. There should never be a case where Members have to wait on the provision of meals due to the caterer being late.

- Each food item must be clearly labelled to indicate the contents of each dish. Interview preparation and coordination.

- The caterer shall provide at least one competent staff member to be present during the Session at a time to be agreed with the Client in the contract. The staff member will be responsible for assisting and serving Members during meals, collecting and clearing used utensils, silverware, plates and cups, and keeping the servers clean and engaged; and

- The caterer shall remove all unused food, containers, utensils, silverware, plates, cups, tablecloths, and all of its belongings at the end of catering services at a time to be agreed with the Client.

4. SERVICE LEVELS AND RESPONSIVENESS

The successful service provider shall maintain an account management and service delivery framework capable of responding efficiently to both scheduled and urgent catering requirements in support of parliamentary proceedings.

Indicative service standards are as follows:

- Routine Session requests confirmation within one (1) business day and delivery at the scheduled time.

- Priority requests: confirmation within two to three (2-3) hours and delivery within the agreed timeframe.

- Urgent after-day requests: same day acknowledgement and expedited delivery where feasible;

- Set-up requirements: full set-up and service readiness at least thirty (30) minutes prior to the agreed timeframe.

- Amendments to orders: reasonable accommodation of changes up to twenty-four (24) hours before the scheduled Session, subject to availability.



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- Clean-up and collection: completion within two to three (2-3) hours after the conclusion of the Session, where applicable;

- Menu submissions for setting: service providers shall submit menu options for the Commission's (Clerk's) review and approval within the timeframe specified, to ensure suitability and dietary compliance; and

- Cancellations and schedule changes: service providers shall be notified as soon as reasonably practicable of any cancellation, postponement, or rescheduling of a Session. In the event of short notice cancellations, the Commission reserves the right to amend or cancel orders, subject to any agreed terms relating to costs already incurred or preparation already undertaken.

5. PARLIAMENTARY NEUTRALITY, CONFIDENTIALITY AND INDEPENDENCE

All services must remain strictly non-partisan, balanced, accurate, and respectful of parliamentary privilege.

No services may support any political party, election campaign, partisan objective, or personal political interest.

The service provider shall maintain strict confidentiality over all non-public information received or created during the course of the engagement, including matters relating to Members, Committees, parliamentary business, internal administration, and unannounced proceedings.

6. OWNERSHIP OF DOCUMENTS

All documents and information provided by the Commission or submitted by a respondent in response to this RFP shall remain the property of the Commission. Proposals and any accompanying materials submitted will not be returned.

7. PROPOSAL REQUIREMENTS

Proposers should read the instructions carefully before completing the required tender documentation.



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7A. Eligibility and Minimum Experience Requirements

Proposals are invited from qualified, competent, and legally authorised catering service providers with the capacity and experience to deliver the services described in this Request for Proposal.

To be considered responsive, proposers shall meet the following minimum eligibility and experience requirements:

7A.1 Legal Status and Good Standing

Proposers shall:

- be in good standing with all relevant regulatory and tax authorities;
- possess a valid and current trade licence in a category that authorises the tenderer to perform the services;
- possess a valid and current Food Handlers Certificate issued by the Department of Environmental Health to ensure that the caterer is medically fit and certified; and
- be eligible to contract.

Where a proposal is submitted by joint venture, the lead entity shall be clearly identified and all participating parties shall disclose their respective roles and responsibilities.

7A.2 Minimum Relevant Experience

Proposers shall demonstrate a minimum of three (3) years' relevant professional experience in one or more of the following areas:

- Catering Services for Corporate or Institutional Events
- High-Volume Meal Preparation and Delivery
- Event-Based Catering Logistics
- Food Safety and Hygiene Compliance
- Dietary and Special Meal Accommodation
- On-Time Delivery and Service Reliability

7A.3 Demonstrated Delivery Capacity

Proposers shall demonstrate the operational capacity to deliver services over the proposed two (2) year term, including:

- appropriately qualified personnel



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- access to specialist resources as required;

- completion of the Form 1: General Information provided in Appendix A;

- completion of the Form 2: Basic Equipment and Resources Checklist provided in Appendix B; and

- completion in the Form 3: List of Experience provided in Appendix C. The tenderer must demonstrate that it is resourceful and has the capabilities to provide the Services in a professional manner.

7A. References and Past Performance

Proposers shall provide at least two (2) client references for comparable assignments completed within the last five (5) years, including client name, scope of services, dates, and contact details.

The Commission reserves the right to verify references and consider documented past performance in its evaluation.

7A.5 Conflict of Interest

Proposers shall disclose any actual, potential, or perceived conflict of interest that could affect in relation to this procurement or the performance of the contract.

Failure to disclose a material conflict may result in disqualification or termination of contract.

7A.6 Commission's Right to Seek Clarification

The Commission reserves the right to request additional information, supporting documentation or clarification in order to verify a proposer's eligibility, experience, capacity, or compliance with these requirements.

8. GENERAL SPECIFICATIONS

The House of Assembly Management Commission is the legislative body responsible for making laws and governing the Territory. As a caterer, it is essential to understand the significance of services to be provided to this institution. The successful tenderer (the "Provider") should be guided by the following principles of professional conduct and hospitality in providing the Services.

8.1 Provider should approach their duties with utmost respect and professionalism.



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- Always use appropriate titles when addressing Members. Refer to them as "Honourable" followed by their last name;

- Arrive in good time to complete the setup process before scheduled Sessions. Punctuality reflects respect for the HOAMCCR proceedings; and

- Dress professionally as neat and clean attire demonstrates our commitment to excellence.

8.2 Provider should understand the dietary preferences and restrictions of HOAMCCR Members.

- Gather information about allergies, dietary restrictions, and preferences in advance and ensure that meals are tailored accordingly; and

- Offer a diverse menu that caters to different tastes, dietary needs, and allergy and medical requirements. Include vegetarian, vegan, and gluten-free options, for example. If there are known dietary restrictions, in such cases, the Client will provide information on any specific dietary requirements.

8.3 Provider should be aware that the quality of food and its presentation significantly impact the overall experience to Members. It should therefore seek to use fresh ingredients and avoid pre-packaged foods, paying special attention to presentation. The provider should also maintain impeccable hygiene standards during food preparation and service.

8.4 Providers often have access to sensitive information and therefore must maintain confidentiality. Avoid eavesdropping on private conversations among HOAMCCR Members, and all data related to the dietary preferences or health conditions should be protected and secured. Providers will be required to execute a Non-Disclosure Agreement with the Client.

8.5 Catering for the HOAMCCR requires flexibility. In case of emergencies (e.g., extended Sessions), providers should be adaptable and ensure Members are well-fed.

9. EVALUATION

In the assessment of the tenderer's response to the Client's requirements, consideration will be given to the capacity of the tenderer to perform the services, experience, possession of the basic equipment required, and feedback on the quality of services provided to past clients.



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10. PROCUREMENT FRAMEWORK

This procurement shall be conducted in accordance with applicable Virgin Islands law, procurement principles, and any House of Assembly Management Commission policies.

11. CLARIFICATIONS AND COMMUNICATION

All communications regarding this RFP shall be directed only to the contact below. No verbal communications shall be binding. Queries must be submitted in writing no later than **Friday, 2nd October 2020**, and responses shall be issued by written addendum only.

Client

Office of the House of Assembly Management Commission
Richard Stout Building
Road Town, Tortola
Virgin Islands

Email: head@gov.vg
Tel: (284) 465-6900

The Commission may request clarifications from any Respondent and may issue written addenda where necessary.

12. SUBMISSION INSTRUCTIONS

Interested parties are requested to submit proposals no later than **Friday, 16th October 2020 at 10:00 am** local time. Late submissions shall be rejected.

Submissions may be delivered physically to the Office of the House of Assembly located in the Richard Stout Building or submitted electronically via email on or before the submission deadline.

Proposals must be submitted electronically in non-editable PDF format and clearly labelled **"RFP – Catering Service – House of Assembly Management Commission"**.

The submission must clearly identify the Respondent's name and include all documents required under this RFP.



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The Commission is not bound to accept the lowest or any proposal.

13. ASSESSMENT OF SUBMISSIONS

A virtual pre tender meeting is scheduled for **Monday, 13th July, 2026 at 10:00 am** local time. All prospective bidders will be notified of the access code and password prior to the meeting. All prospective bidders are invited to attend. The purpose of the meeting is to give bidders an opportunity to ask questions and get clarity on the tender document and the requirements under the Services.

14. OTHER CONDITIONS

14.1 The Commission is under no obligation to accept any proposal that is not submitted in accordance with the requirements of this Request for Proposals. Nothing in this RFP shall be construed as creating any legal obligation, contractual relationship, or liability on the part of the Commission with respect to any proponent. By submitting a proposal, proponents acknowledge and accept that participation in this process does not confer any right, entitlement, or expectation of engagement or inclusion on the House of Assembly Management Commission Caterers Roster (HOMCCR).

14.2 Proponents shall bear all costs associated with the preparation and submission of their proposals. The Commission shall not be responsible or liable for any such costs, regardless of the outcome of this procurement process.

14.3 Participation by any party in this RFP, pursuant to the invitation by the Commission, shall be considered to be an acceptance of all the terms and conditions of this invitation by such party, and no claims or disputes raised by it during or after the award process shall be entertained by the Commission.

14.4 Proposals must be submitted in accordance with Section 12 of this Request for Proposals. The Commission shall not be responsible for the loss, non-receipt, or delay in receipt of any proposal submission.



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15. RIGHTS RESERVED

The Commission reserves the right to accept or reject any proposal, seek clarification, negotiate with preferred proponents, cancel and resuse this RFP, award in whole or in part, or make no award.

The Commission reserves the right to invite revised responses from the Applicants by the issue of an addendum, before the tender deadline, without liability or any obligation for such invitation and without assigning any reason. This RFP does not give rise to any rights and is not an offer or an invitation to offer.

APPENDIX A FORM 1: GENERAL INFORMATION

Item	Tenderer's Information
Provide the Name of the Tenderer or the Registered Name if it is a company	
Trade License Category	
Trade License Number	
If company, Country and Year of Constitution	
Food Handler's Permit Number	
Certificate of Good Standing (N4, Social Security, Internal Revenue)	
Tenderer's Authorized Representative (Name, address, telephone number, email address)	

APPENDIX B FORM 2: BASIC EQUIPMENT AND RESOURCES CHECKLIST

Tools, Supplies, and Resources	Tender owns or has access to (check as appropriate)	
	Yes	No
1. Chaffing Dishes to keep food warm during service		
2. Insulated Food Carriers and Beverage Dispensers		
3. Disposable Serving Trays		
4. Catering and To-go containers		
5. Serving Utensils such as Tong, Spoons, and Ladles		
6. Coffee and Tea tin		



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7. Silverware (knife, fork, spoon)		
8. Non-disposable Plates of varying sizes (main course, dessert), cups and bowls (for fruits, soup, etc.)		
9. Table Cloth		
10. Provision of at least one competent person to be present during the vendors		

APPENDIX C FORM 3: LIST OF EXPERIENCE

No.	Client Name, Address, Representative, Email address, and Telephone Number	Description of Services	Start Date	End Date

Additional Documents or Media

- [catering service for meetings of hoa extended 1\).pdf](#)