

TENDER NOTICE

Tel: (284)468-2730

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HOUSE OF ASSEMBLY MANAGEMENT COMMISSION REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS

Release Date: 14 October, 2026



For Additional Information Contact:

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REQUEST FOR PROPOSALS (RFP)
CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS
OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

8. GENERAL SPECIFICATIONS

The House of Assembly is the legislative body responsible for making laws for the Territory, and the House of Assembly Management Commission is responsible for its administration. As a chauffeur, it is essential to understand the importance of the Services to be provided to Former Members of this institution. The successful tenderer (the "Provider") should be guided by the following principles of professional conduct in providing the Services:

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

- Always use appropriate titles when addressing Former Members and Members, as advised by the Commission;
- Arrive in good time for each Assignment. Punctuality reflects respect for the Former Members and the events they attend; and
- Dress professionally, as neat and clean attire demonstrates our commitment to excellence.

8.2 Provider should understand the mobility needs of Eligible Former Members.

- Offer patient, courteous and appropriate assistance when entering and exiting the vehicle and at the point of pick up and drop off; and
- Handle any mobility aids with care and ensure that they are safely stored during transport.

8.3 Provider should be aware that the conduct of the Commission Vehicle and the manner of driving significantly impact the overall experience of Eligible Former Members. It should therefore keep the vehicle clean and comfortable, report any maintenance need to the Commission promptly, and drive in a safe and smooth manner at all times.

8.4 Provider may have access to sensitive information and therefore must maintain confidentiality. Avoid disclosing private conversations of Former Members, and all information relating to their health, mobility, residence and recoveries should be protected and secured. Providers will be required to execute a Non-Disclosure Agreement with the Commission.

8.5 Chauffeur services for Former Members require flexibility. Availability of assignments or extended events, Providers should be adaptable and ensure that Eligible Former Members are safely transported.

9. EVALUATION

In consideration of the tenders response to the Commission's requirements, consideration will be given to the capacity of the tenders to perform the Services, experience, driver qualifications, and feedback on their quality of services provided to past clients.

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Proposals will be evaluated according to the following criteria:

Item	Evaluation Criteria	Points
1	Stage 1 - Compliance (personality) valid Police Record Certificate and driver license of the appropriate class for each driver, clear driving record, Certificate of Good Standing (PNC, Social Security, Unemployment, etc.) for all fully completed, at least two (2) references, conflict of interest disclosure. Proposals that do not pass Stage 1 will not be considered further.	20
2	Stage 2 - Technical	70
1.	Chauffeur or professional passenger driving experience of the named driver(s) who will perform the Services.	10
2.	Comparable assignments completed within the last three (3) years, including transport of elderly passengers or persons with limited mobility, dignitaries or officials, and dedicated or contract driving engagements.	25
3.	References and past performance, verified by the Commission (personality, reliability, professional conduct and passenger care).	15
4.	Capacity and service plan ability to meet the service needs in Section 4, availability for early morning, evening and weekend Assignments, drive alternate and substitute arrangements, and confidentiality measures.	10
5.	Stage 3 - Financial	30
1.	Financial proposal (cost price for the two (2) year term per Form 4), scored as (lowest cost price = 1 point being indicated) = 30.	30
Total		100

Proposals will be assessed in accordance with the criteria in **Form 5: Detailed Assessment Criteria** provided in Appendix 5.

Proposals that pass Stage 1 will be scored under Stage 2. Only proposals achieving a minimum Stage 2 technical score of fifty (50) out of seventy (70) points will proceed to Stage 3. The contract will be recommended for award to the proposal achieving the highest combined Stage 2 and Stage 3 score, subject to Section 14.

Where a proposal is submitted by a company, experience will be assessed by reference to the named driver(s) who will perform the Services, including any substitute driver proposed under Section 4.

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.

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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 **Wednesday, 24th October 2024**, and responses shall be issued by written advertisement only.

Mrs. Berhanda Smith-Henley
Clerk
Office of the House of Assembly Management Commission
Richard Street Building
Road Town, Tortola VG110
Virgin Islands
Email: hoadmg@vgi.gov.vg
Tel: (284) 462-6900

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, 11th November 2024 at 10:00 a.m. local time**. Late submissions shall be rejected. It is the responsibility of the Respondent to ensure that its proposal is received by the Clerk before the submission deadline.

Submissions may be delivered physically to the Office of the House of Assembly located in the Richard Street Building or submitted electronically via email to hoadmg@vgi.gov.vg on or before the submission deadline.

Proposals submitted electronically must be in non-editable PDF format and clearly labelled:

"RFP - Chauffeur Services for Eligible Former Members - House of Assembly Management Commission"

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

Submissions will be opened on **Wednesday, 14th November 2024 at 10:30 a.m. local time**. Tenderers who wish to witness the opening process may request the virtual meeting access code and password from the Clerk at hoadmg@vgi.gov.vg with the subject "RFP for Chauffeur Services for Former Members of the House of Assembly", by **11:00 a.m. on Monday, 18th November 2024**.

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

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13. OTHER CONDITIONS

13.1 The Commission is under no obligation to accept any proposal that is not submitted in accordance with the requirements of this Request for Proposal. 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 proposal. By submitting a proposal, respondents acknowledge and accept that participation in this process does not confer any right, entitlement, or expectation of engagement or award of a contract.

13.2 Proposals shall bear all costs associated with the presentation and submission of their proposal. The Commission shall not be responsible or liable for any such costs, regardless of the outcome of submission of this procurement process.

13.3 Participation by any party in this RFP pursuant to the invitation by the Commission, that is 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.

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

14. RIGHTS RESERVED

The Commission reserves the right to accept or reject any proposal, seek clarifications, negotiate with respondents, cancel and issue this RFP issued without notice in past or future without assigning any reason and without prejudice to its right to re-tender at any time in the future.

The Commission reserves the right to invite revised proposals 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.

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APPENDIX A FORM 1: GENERAL INFORMATION

Item	Tenderer's Information
1. Name of the Tenderer or the Registered Name if it is a company	Tenderer's name
2. Tenderer's address	Tenderer's address
3. If individual, country and date of birth	Country, country and date of birth
4. Company, country and year of establishment	Company, country and year of establishment
5. Tenderer's contact details	Tenderer's contact details
6. Tenderer's contact details	Tenderer's contact details
7. Police Record Certificate (date of issue)	Police Record Certificate (date of issue)
8. Number of years of driving experience	Number of years of driving experience
9. Certificates of Good Standing (PNC, Social Security, etc.)	Certificates of Good Standing (PNC, Social Security, etc.)
10. Tenderer's Authorized Representative (Name, address, telephone number, email address)	Tenderer's Authorized Representative (Name, address, telephone number, email address)

APPENDIX B FORM 2: DRIVER QUALIFICATIONS AND RESOURCES CHECKLIST

Qualifications and Resources	Tenderer meets requirement (check in appropriate)	
	Yes	No
1. Valid driver's license		
2. Valid Police Record Certificate		
3. Experience assisting elderly passengers or persons with limited mobility		
4. Familiarity with roads and destinations in Tortola and the other islands		
5. Mobile telephone for communication with the Commission and passengers		
6. Availability for early morning, evening and weekend Assignments		
7. Approved/authorized driver available during driving assignments (companies only)		
8. Ability to carry out basic pre-trip vehicle checks and maintain a vehicle log book		

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APPENDIX C FORM 3: STATEMENT OF EXPERIENCE ON SIMILAR ASSIGNMENTS

No.	Client Name, Address, Representative, Email address and Telephone Number	Description of Services	Start Date	End Date
1				
2				
3				
4				
5				
6				
7				
8				

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APPENDIX D FORM 4: FORM OF PROPOSAL

The Clerk
Office of the House of Assembly Management Commission
Richard Street Building
Road Town, Tortola VG110
Virgin Islands

Dear Mrs. Smith-Henley:

REQUEST FOR PROPOSALS - TENDER REFERENCE HOA/MCH/2024/07
Chauffeur Services for Former Members of the House of Assembly, Virgin Islands

1. Based upon the Proposal Requirements and the Scope of Services, the undersigned proposes to provide the Services as indicated in our tender submission, and in accordance with the Tender Documents, for the sum of (USD) (sum in words and figures) payable by the House of Assembly Management Commission, for the two (2) year contract term, at the rates set out in our financial proposal.

2. We agree that the proper law of the Contract shall be the Law of the Virgin Islands.

3. We agree that these tender documents shall constitute the sole binding documentation applicable to this tender and to the contract.

4. We agree that all information supplied by the Commission to the Tenderer will be treated in confidence and not disclosed to third parties except insofar as this is necessary for the purpose of administering the tender. All information supplied by the Tenderer to the Commission will similarly be treated in confidence, except that references may be sought from banks, visiting or past clients, or other relevant authorities by the Tenderer.

5. We accept full responsibility for the accuracy of all prices provided in this tender and agree that these prices include full provision for any increase in the costs for whatever reason over the period of time from submission of tender to completion of the contract and settlement of the final account.

6. We accept that any and all omissions or errors in pricing are our responsibility and agree that should any error in arithmetic be discovered in the financial proposal submitted by us during consideration of this offer, these errors will be corrected by giving us an opportunity of either confirming our offer or amending it to correct such errors.

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7. If this offer is accepted, and subject to and in accordance with paragraphs 2 to 6 above and the terms and conditions contained or referred to in the documents listed in paragraph 1, we undertake to provide the required Services in accordance with the contract.

Name of Tenderer	
Signature	
Name and Title of Signatory	
Telephone / Email	
Date	

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APPENDIX E FORM 5: DETAILED ASSESSMENT CRITERIA

Item	Requirement	Marking Guide
1	Stage 1 - Compliance of documents listed in Sections 1A and 1A.1, references (PNC and Social Security) and conflict of interest disclosure (SACs)	Pass - all requirements met and evidenced (fail - any requirement not met, proposal not scored further)
2	Driver experience: Years of chauffeur or professional passenger driving experience of the named driver(s) (minimum Form 1, Form 3 and driver profile)	10 marks - 10 years or more 15 marks - 5 years or more but less than 10 years 10 marks - 1 year or more but less than 5 years 5 marks - less than 1 year or not evidenced
3	Comparable assignments: Assignments listed in Form 3 within the last three (3) years that are similar in scope to the Services (including in limited mobility passengers, dignitaries or officials, dedicated or contract driving)	10 marks - 4 or more comparable assignments, including at least 1 involving elderly or limited mobility passengers 15 marks - 3 comparable assignments 10 marks - 2 comparable assignments 5 marks - 1 comparable assignment 0 marks - no comparable assignment evidenced
4	References and past performance: Verified by the Commission against punctuality, reliability, professional conduct and passenger care	15 marks - 2 or more references, all strongly positive in every detail 10 marks - 2 references, positive overall with minor reservations 5 marks - references obtained but mixed 0 marks - references negative or cannot be verified
5	Capacity and service plan: How the Respondent will meet the Section 4 service needs, including drive alternate and substitute arrangements, and confidentiality	10 marks - clear, specific plan addressing all scenarios 15 marks - adequate, most elements with adequate detail 10 marks - general statement with limited detail 0 marks - not addressed
6	Stage 3 (financial) (minimum 50 to proceed)	30 marks
7	Financial proposal: Total price for the two (2) year term per Form 4	Score - lowest cost price - price being evaluated = 10. All financial errors are treated in accordance with paragraph 6 of Form 4.
Total		100 marks

Additional Documents or Media

- [chauffeur services for eligible former members of hoa.pdf](#)