

TENDER NOTICE

Government Website Logo

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

GOVERNMENT OF THE VIRGIN ISLANDS
Ministry of Finance

NOTICE TO TENDERERS

PTN No. 29 of 2025

The Government of the Virgin Islands (GOVI) seeks proposals from qualified vendors for the development, implementation, and maintenance of a new digital tendering and procurement platform. The overarching objective is to enhance and advance the operational efficiency of the House of Assembly through digital solutions that would be used by the House of Assembly and Government entities.

This platform will enhance the operational efficiency of the House of Assembly, making efficient, transparent, responsive, and accessible for all stakeholders, including members of the House of Assembly and all government entities.

Include documents will be sent to bidders electronically upon receipt to procurement@gov.vi for the attention of the Procurement Unit, Ministry of Finance.

OBJECTIVES

The objective of the platform is to create an efficient, transparent and accessible one-stop system for managing parliamentary activities. This includes managing legislative process for House of Assembly interest and Committee functions.

SCOPE OF WORKS

1.1. The Scope of Services required under this engagement includes:

- 1.1.1. Digitising the House of Assembly processes, including:
 - a. Bills and amendments
 - b. Questions and Answers
 - c. Committees
 - d. Standing Orders
 - e. Statements
 - f. Motions
 - g. Bills and amendments
 - h. Digital Documents
 - i. Notifications
 - j. Questions and Answers
 - k. Committees
 - l. Transcripts/Record
 - m. Committee Chairperson
 - n. Standing Orders
 - o. Resolutions and Submissions
 - p. Documents Inventory and Automation
- 1.1.2. Digitising the Parliamentary process including:
 - a. Motions
 - b. Statements
 - c. Bills and amendments
 - d. Digital Documents
 - e. Notifications
 - f. Questions and Answers
 - g. Committees
 - h. Transcripts/Record
 - i. Committee Chairperson
 - j. Standing Orders
 - k. Resolutions and Submissions
 - l. Documents Inventory and Automation
- 1.1.3. Auditing and Data Security Mechanisms
- 1.1.4. API Integrations
- 1.1.5. Hosting the necessary technical support and maintenance of the platform.

DETAILED TERMS

- 1.1. The tenderer to be provided refers to the assignment include:
 - a. All the functional, design, and user-friendly web-based digital platform related to the tendering and procurement use.

BACKGROUND

The Office of the House of Assembly in the British Virgin Islands (OHA) is the institution of elected representatives for the territory. It is an integral and effective system and is central to the public, on an on-going basis, about the performance, processes, of the House of Assembly. The OHA is committed to the public about performance information and the functioning of the House of Assembly. The House of Assembly is a body in the process of performance services.

The work of the House of Assembly includes monitoring the highest standards for efficient performance of legislative and other services. It is committed to the public about performance information and the functioning of the House of Assembly in carrying out its various activities.

1.1.1. Integrity
1.2. Integrity and Integrity

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1.1.1. Digital Document Management and
1.1.2. A paper/Workhouse Assembly.

PRE TENDER MEETING

A pre-tender meeting will be held on the 19th of November 2025 at 10:00 AM. Bidders are invited to attend the meeting. The meeting is to be held at the Government of the Virgin Islands, 2nd Floor, RFG Place, Waterfront Drive, Road Town, Tortola, British Virgin Islands. It is recommended that each bidder attend. Each bidder must be fully informed regarding all existing and proposed conditions and terms, including all other relevant information, before submitting a bid. Bidders are responsible to verify the accuracy of all information provided in the tender documents or of any information received from the Government of the Virgin Islands.

PROCESSED QUESTIONS

1.1. All questions regarding this RFP should be submitted in writing by email only to the Procurement Unit, Ministry of Finance, or before **Friday 19th November 2025**.

1.2. Questions submitted after the designated period will not be considered. Any questions will be provided in writing to all bidders on an individual basis. Bidders may only use email responses to any questions submitted concerning this RFP. All communications for this RFP must be in English.

SUBMISSION OF PROPOSALS

1.1. Bidders' submissions of proposals in a hard-copy format and submitted to the Procurement Unit, Ministry of Finance, or before **Friday 21st November 2025**. The name and the email address must be on the envelope and the envelope must be sealed and labeled "Proposal for Tendering and Procurement for the House of Assembly in BVI".

1.2. Bidders must be submitted to the Procurement Unit, Ministry of Finance, or before **Friday 21st November 2025** at 12:00 noon. It is the responsibility of the bidders to ensure that their proposals are submitted to the Procurement Unit, Ministry of Finance, or before **Friday 21st November 2025** at 12:00 noon.

1.3. Bidders must be submitted to the Procurement Unit, Ministry of Finance, or before **Friday 21st November 2025** at 12:00 noon. It is the responsibility of the bidders to ensure that their proposals are submitted to the Procurement Unit, Ministry of Finance, or before **Friday 21st November 2025** at 12:00 noon.

1.4. 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.

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

1.6. Financial Proposal to perform the services as per attached **Form IV: Cost Proposal**.

1.7. 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: 206, 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;

1.8. Any other documentary evidence to establish credentials; and

1.9. 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

- [press release for tender notice #29.pdf](#)