

TENDER NOTICE

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CATERING SERVICE FOR MEETINGS OF HOUSE OF ASSEMBLY COMMISSION, VIRGIN ISLANDS

Release Date: 3 July, 2026



**REQUEST FOR PROPOSALS
(RFP)**

**CATERING SERVICE FOR
MEETINGS OF**

HOUSE OF ASSEMBLY

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, 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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Additional Documents or Media

- [catering_service_for_meetings_of_hoa_commission_vi.pdf](#)