

## **REQUEST FOR EXPRESSION OF INTEREST**

**Subject:** **ENGAGEMENT OF A CONSULTANT TO CONDUCT COMPREHENSIVE PHYSICAL SECURITY ASSESSMENT AUDIT FOR BVI SOCIAL SECURITY BOARD**

**Date of this EOI:** April 9, 2021  
**Closing date of this EOI:** May 10, 2021  
**Reference Number:** SSB ref. EOI2021/0001  
**Address EOI for the attention of:** Mrs. Jeanette Scatliffe Boynes  
**Contact No.:** (284) 852-7821  
**E-mail address:** [eoisecurity@vissb.vg](mailto:eoisecurity@vissb.vg)

The BVI Social Security Board (the "SSB") will be engaging a consultant to conduct a comprehensive physical security assessment audit for all SSB offices located in the British Virgin Islands. In this regard, the SSB is requesting an Expression of Interest ("EOI") from qualified individuals or firms.

### **1) OBJECTIVE:**

The objective is to identify and contract a qualified consultant to carry out a comprehensive physical security assessment of the SSB's:

- a) Main Office in the Joshua Smith Building – Road Town, Tortola
- b) Secondary Office in the ROMASCO Building – Road Town, Tortola; and
- c) Satellite Office in the Rose Building – The Valley, Virgin Gorda

The qualified consultant would be required to identify and highlight gaps in the security system and provide recommendations and a detailed roadmap and indicative costs in the order of priority on how the organization will attain the desired or proposed level of security.

### **2) REQUIREMENTS AND INSTRUCTIONS:**

#### **A. Content**

Respondents seeking consideration must submit a completed Expression of Interest Form to the address given below no later than May 10, 2021, at 4:00 p.m. local time.

#### **B. Submission and Deadline**

Three (3) hard copies of your completed form are due no later than May 10, 2021.

**Send or deliver your response to:**

Jeanette Scatliffe Boynes  
Acting Director  
BVI Social Security Board  
P.O. Box 698  
Road Town, Tortola VG1110  
British Virgin Islands

**C. Questions**

Respondents may request clarification to the intent of the EOI by submitting written questions by e-mail (see address above) to Jeanette Scatliffe Boynes, postmarked no later than April 23, 2021.

All questions received by the April 23, 2021, due date and responses thereto will be sent by April 30, 2021.

**3) DEADLINE:**

**Completed responses must be submitted no later than May 10, 2021.**

Please note that during this evaluation process, SSB staff will not answer any questions related to the EOI until after the May 10, 2021 deadline.

**4) EOI ATTACHMENT(S)**

The Request for Proposal will be sent to the individuals or firms who respond to this EOI. Interested parties should forward their Expression of Interest by e-mail to the attention of Mrs. Jeanette Scatliffe Boynes [jboynes@vissb.vg](mailto:jboynes@vissb.vg). Additionally, please complete the attached form.