



NOTICE TO TENDERERS

PTN No. 21 of 2022

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The Government of the Virgin Islands acting through the Attorney General's Chambers is inviting qualified, professional, experienced, and resourceful individuals to submit proposals for the provision of law revision services and training in legislative drafting to the Government of the Virgin Islands.

SCOPE OF SERVICES

Duties of the contract will be carried out under the direction and supervision of the Chief Parliamentary Counsel and would include:

LAW REVISION

- a. to provide legislative drafting services on technical pieces of legislation and legal opinions on the request of the Chief Parliamentary Counsel,
- b. receive, review, interpret and establish a full understanding of changes to be made to laws and regulations with reference to matters assigned specifically to the consultant that have already been approved by the House of Assembly or Cabinet as the case may be,
- b. review and research such changes under paragraph (b), with a view to identifying any potential conflicts with other legislation in effect in the Virgin Islands and develop recommendations for addressing such potential conflicts identified by way of approved/published omissions, consolidations, alterations, divisions, additions, shortening/simplifications, corrections, adoptions and/or amendments,
- c. determine how such amendments/changes are to be incorporated within the existing laws/regulations, in a manner that is clear, error free and in accordance with professional legal drafting standards,
- d. to update the principal laws/regulations with details contained within approved amendments through their incorporation into such legislation,

- e. to further review/analyze draft revised principal laws/regulations, prior to final submission to Cabinet, ensuring revised laws/regulations are clear, error-free, do not conflict with other legislation and successfully address the required change,
- f. to apply professional initiative to recommend further adjustments to principal laws/regulations being reviewed, in order to ensure greater clarity, accuracy and professional legal drafting - in accordance with the scope provided within the Law Revision Act, 2014,
- g. to submit recommended updated principal Laws and Regulations to the Attorney General through the Chief Parliamentary Counsel,
- h. when specifically assigned, drafting of legislation and to assist the process through the House of Assembly to publication in the Official Gazette and on the website (laws.gov.vg).

ANNUAL CONSOLIDATED INDEX OF LAWS

- a. to establish a Consolidated Index of the Laws of the Virgin Islands,
- b. to proactively ensure that information on all changes to laws and regulations of the Virgin Islands are recorded,
- c. upon confirmation of the nature of the update of the relevant laws/regulations (a revision, repeal etc.), to decide to remove or update the relevant legislation from the index,
- d. to enable publication of the revised consolidated index of Laws on-line on an annual or sooner basis.

LEGAL POLICY ADVICE, RESEARCH & DEVELOPMENT

- a. to recommend the introduction of new Government legal research/ review and appropriate legal frameworks required in implementing such policies,

- b. to undertake detailed research into policy suitability and quality, in terms of potential gaps in approaches being proposed, approaches adopted elsewhere or international best practice, potential policy conflict and policy content,
- c. to consult with senior public officers and members of the private sector, in relation to policy research and review,
- d. to recommend policy improvements and frameworks to enhance policy suitability, quality and compliance,
- e. to communicate revised policies to relevant stakeholders, assisting with implementation as appropriate.

INSTRUCTIONS TO TENDERERS

Tenderers participating in the procurement process must provide the following:

- 1.1.1. Form of Proposal as per attached Form I; (do not alter this form),
- 1.1.2. Company profile and statement of capability,
- 1.1.3. Curriculum Vitae for all key members of the firm that are expected to deliver the services,
- 1.1.4. General information on the bidder as per attached Form II: General Information,
- 1.1.5. 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 firm has participated in as per attached Form III: Statement of Experience on Similar Assignments,
- 1.1.6. Proposed methodology for implementing the Services including a Schedule with timelines for completion of tasks and submission of the deliverables,



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- 1.1.7. Financial Proposal to perform the services including hourly charge-out rates for personnel that are proposed to be assigned to deliver these services as per attached Form IV: Cost Proposal Questionnaire,
- 1.1.8. Firms are required to submit a valid business licence for the specific type of work detailed in the RFP or equivalency as proof of authorisation to operate a business in the area of the required expertise in its jurisdiction of operation; and
- 1.1.9. Any other documentary evidence to establish credentials.

APPLICATION FOR DOCUMENTS

Bid documents will be available from **Wednesday, 6 July, 2022, on weekdays between 9:00 am to 4:00 pm.** Bidding documents will be sent to bidders electronically upon request to procuremetn@gov.vg with the subject title **"RFP for Law Revision Services and Training in Legislative Drafting for BVI"**. Bidders are advised that the destination mailbox is NOT automated to send bidders a dated a time acknowledgement of receipt and delivery of their message. Therefore, bidders should not assume that their email has been safely received and it is the responsibility of the bidder to follow up with the Procurement Coordinator using the contact information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will GOVI or the Procurement Unit, Ministry of Finance, will be responsible for non-receipt of documents by bidder.

ADDRESS FOR CORRESPONDENCE ONLY

Procurement Coordinator
Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive, Road Town
Tortola, British Virgin Islands

Tel: (284)468-4243 /5921
Email: Procurement@gov.vg

A virtual pre-tender meeting via WebEx is scheduled for **22nd July 2022 at 10:00 am.** Interested bidders should request the access code and password from the Procurement Coordinator at procurement@gov.vg no later than **12:00 noon (local time) 21 July 2022.** The pretender meeting is not mandatory; however, it is recommended that each Bidder attend.

SUBMISSION OF TENDERS

Electronic submissions of proposals in a non-editable format and not exceeding 10 MB should be sent to the Procurement Coordinator (Mrs. Ishma Rhymer) at email address procurement@gov.vg. The filename and the email subject must bear the Applicant's name and **"RFP for Law Revision Services and Training in Legislative Drafting for BVI"**.

Proposals must be submitted to the Procurement Coordinator no later than **22 August 2022 at 12:00 noon (local time).** It is the responsibility of the bidder to ensure that bid is received by the Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation. Proposals will be opened on **23 August 2022 at 11:00 am.** Bidders who wish to witness the opening process may request the WebEx access code and password by **12:00 noon on 22 August 2022.**

The Government of the Virgin Islands does not bind itself to accept the lowest or any other tender and will not defray any cost incurred by the Tenderer.

**Ministry of Finance
Procurement Unit
RFG Place, 2nd Floor
Waterfront Drive, Road Town
Tortola**