



# NOTICE TO TENDERERS

PTN No. 11 of 2023

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The Government of the Virgin Islands through the Ministry of Financial Services, Labour and Trade is inviting prospective individuals or entities to submit a proposal in response to this **Request for Proposal (RFP) for Consultancy Services for Digital Transformation** - Government of the Virgin Islands.

## SCOPE OF WORKS

- 1.1. The Government is seeking the services of a competent individual or entity capable of providing effective leadership and coordination for a comprehensive approach to the digital transformation of government services and the wider Territory.
- 1.2. More specifically, the successful applicant will be expected to:
  - 1.2.1. Serve as an advisor to the Government of the Virgin Islands regarding its Digital Transformation strategy;
  - 1.2.2. Provide guidance to the Government of the Virgin Islands on the specific strategies required to achieve a comprehensive digital transformation roadmap;
  - 1.2.3. Conduct training and provide leadership to key stakeholders responsible for implementing the digital transformation strategy;
  - 1.2.4. Participate as a member of the interview and assessment panel for hiring key personnel responsible for delivering the Government's digital transformation programme;
  - 1.2.5. Participate as a member of the assessment body responsible for selecting a business provider to deliver the Government's digital transformation platform;
  - 1.2.6. Collaborate with the Deputy Governor and Permanent Secretary (MFSLT) to monitor and provide strategic feedback on the implementation of the Government's digital transformation plan;
  - 1.2.7. Assist in the successful implementation of Government's digital transformation plan during the period of consultancy;
  - 1.2.8. Conduct a preliminary analysis of the digital transformation systems related to BVI Government's Employment Services, and assist the Deputy Governor's Office in preparing the Terms of Reference for institutional readiness and the methodology for workforce digital transformation;
  - 1.2.9. Perform an institutional analysis for the agreed digital transformation activities, including resource requirements and estimated budgets for each specific activity;
  - 1.2.10. Provide technical support to the Ministry of Financial Services, Labour and Trade, Deputy Governor's Office, the Ministry of Finance, and other relevant government agencies in the rollout of digital transformation;
  - 1.2.11. Develop the requirements for any tender documents related to digital transformation and support the Ministry of Financial Services, Labour and Trade and the Deputy Governor's Office during the evaluation of all tenders;
  - 1.2.12. Conduct a series of discussions and meetings with government agencies and relevant stakeholders; and
  - 1.2.13. Assist with the recruitment process for the Chief Digital Transformation Officer.

## INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- 1) Proof that the company or individual is in good standing with respect to taxes, duties, social security and national health insurance contributions, company registration, or payments due to the Government of the Virgin Islands. Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Inland Revenue.
- 2) Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry.
- 3) Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2023) related to the provision of the required service.
- 4) Foreign companies must submit a valid business license and other statutory and regulatory documents of the company in its country of origin.

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.

## APPLICATION FOR DOCUMENTS

Bid documents will be available from **Tuesday, 18th July, 2023**, on weekdays between 9:00 am to 4:00 pm. Bidding documents will be sent to bidders electronically upon request to [procurement@gov.vg](mailto:procurement@gov.vg) with the subject title **"Consultancy Services for the Digital Transformation – Government of the Virgin Islands"** Bidders are advised that the destination mailbox is not automated to



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send bidders a dated and 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 contract 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.

**Procurement Coordinator**  
**Ministry of Finance**  
**Procurement Unit**  
**Rita Frett Georges Bldg., 2nd Floor**  
**Waterfront Drive, Road Town**  
**Tortola, British Virgin Islands**

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

A virtual Pre-Tender meeting via WebEx is scheduled for Wednesday, 2nd August 2023 at 10:00 am. The access code and password will be provided prior to the meeting. All prospective tenderers are invited to attend.

## SUBMISSION OF TENDERS

**Electronic copies of the Proposal must be received no later than 4:00 p.m. (local time) on Monday 14th August 2023. Late tenders will not be received.** The submission must be a non-editable format and not exceeding 10 MB. The body of the email submission should include the name and address of the applicant and the subject of the email shall be **“Request for Proposals — Consultancy Services for Digital Transformation”**.

**The Chairman**  
**Central Tenders Board**  
**Ministry of Finance**

**Procurement Unit**  
**Rita Frett Georges Bldg., 2nd Floor**  
**Waterfront Drive, Road Town, Tortola**  
**British Virgin Islands**

Tenders will be opened at the Procurement Unit, Ministry of Finance, Rita Frett George Building 2nd Floor, Road Town, Tortola Virgin Island, at 11:00 a.m. on **Tuesday, 15th August 2023**. Tenderers are invited to witness this process via “Webex”. Tenderers will be provided with the access code and password prior to the opening.

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

**Ministry of Finance**  
**Procurement Unit**  
**Rita Frett Georges Bldg., 2nd Floor**  
**Waterfront Drive, Road Town**  
**Tortola, British Virgin Islands**