

Tender Document

Request for Proposal for

Supplemental Medical Insurance for
British Virgin Islands Ports Authority

Employer: *British Virgin Islands Ports Authority*
Project: *Supplemental Medical Insurance*
RFP No.: *BVIPA/RFP2026-01*
Issued on: *February 16th, 2026*

NEWS RELEASE

SUPPLEMENTAL MEDICAL INSURANCE **FOR** **BRITISH VIRGIN ISLANDS PORTS AUTHORITY**

INVITATION FOR BIDS

RFP No. BVIPA/RFP2026-01

The British Virgin Islands Ports Authority is seeking the services of suitable, locally based companies to provide Supplemental Medical Insurance coverage for its employees and retirees for a period of two (2) years.

SCOPE OF WORKS

This insurance coverage is required to take effect on **May 1st, 2026, for a consecutive period of two (2) years** and should include the following for both employees and retirees:

1. Major “Medical” Insurance
2. Worldwide 24 hours a day coverage
3. Maximum lifetime Benefits
4. Maximum Out-of-Pocket
5. Conversion Privileges
6. Preferred Provider network
7. Optional life Insurance
8. Hospital Room and Board
9. Maternity
10. Mental/Nervous “Health Conditions”
11. AIDS related illnesses
12. Eye Care (Vision)
13. Alcoholism and Substance Abuse Rehabilitation
14. Air Ambulance
15. Lab/X-Ray
16. Dental and Oral Care
17. Cosmetic Surgery (accidents)
18. Out-patient Services
19. Term Life Insurance
20. Hospitalization
21. Accidents
22. Prescription Drugs

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

- i. Certificates of Good Standing in respect to Social Security and Taxes, including Payroll Taxes and Property Taxes from¹:
 - a) the Director of Social Security Board,
 - b) the Commissioner of Inland Revenue,
 - c) the Director of National Health Insurance
- ii. A Certificate of Good Standing from the Commercial Registry (if the company is a registered company).
- iii. A valid Trade License for the specific type of service detailed in the tender document. (valid for 2026), (If partnership or sole proprietorship).
- iv. Independently audited financial statements for the last two (2) years.
- v. Details of claims handlings procedures; and
- vi. Estimated premiums for specific listed coverage and applicable deductibles per coverage.

Failure on the part of the tenderer 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 **March 16th, 2026**, on weekdays between the hours of 9:00 a.m. to 4:00 p.m. Bidding documents will be sent to bidders electronically upon request to yglasco@bviports.org with the subject title **BVI Ports Authority Supplemental Medical Insurance**. Bidders are advised that the destination mailbox is NOT automated to send bidders a dated and time-stamped acknowledgement of receipt and delivery of their message. Therefore, bidders should not assume that their email has been safely received. It is the bidder's responsibility to follow up with the Human Resources Department using the contact information below if an acknowledgement of receipt is not received within two (2) working days of submitting their email. Under no circumstances will the Human Resources Department be responsible for non-receipt of documents submitted by bidders.

¹ The date of issue on the above-mentioned certificates and trade license should be no later than one month prior to date of submission.

ADDRESS FOR CORRESPONDENCE ONLY

The Managing Director,
Supplemental Medical Insurance
British Virgin Islands Ports Authority
Port Purcell
2 Purcell Road
British Virgin Islands

Tel: (284) 494-3435 Ext. 2366

Email: yglasco@bviports.org

A virtual pre-tender meeting is scheduled for **Friday March 13th, 2026 at 10:00am**. All prospective tenderers who have indicated interest will be provided with the access code and password before the meeting.

SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original, one (1) copy for each proposal being submitted, and one (1) flash drive containing all of the bidder's documents. The original should be placed in a sealed envelope along with the flash drive and marked "**ORIGINAL**" and the copy placed in another sealed envelope and marked "**COPY**". Both envelopes should then be placed in an outer envelope and marked "**Tender for Supplemental Medical Insurance, British Virgin Islands Ports Authority**" and addressed to:

The Managing Director,
Supplemental Medical Insurance
British Virgin Islands Ports Authority
Port Purcell
2 Purcell Road
British Virgin Islands

All tenders must be deposited in the Tender Box at the British Virgin Islands Ports Authority, Port Purcell, 2 Purell Road, Tortola, British Virgin Islands, by the bearer not later than **10:00 a.m.** local time on March 27th, 2026. **Tenders will not be received after the Tender Box is closed.**

Tenders will be opened in the Conference Room, 1st Floor DeCastro Building, Sir Oliver Georges Plaza, Main Street, Tortola, British Virgin Islands, at **11:00 a.m. local time on 31 March, 2026**. Tenderers are invited to witness this process in person.

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

REQUEST FOR PROPOSAL

Contents

1. INSTRUCTIONS TO TENDERERS.....	7
1.1. DESCRIPTION OF WORKS	7
1.2. ELIGIBILITY AND QUALIFICATION REQUIREMENTS	7
1.3. COST OF TENDERING	7
1.4. CONTENT OF TENDER DOCUMENTS	7
1.5. CLARIFICATION OF TENDER DOCUMENTS	7
1.6. LANGUAGE OF TENDER	8
1.7. AMENDMENT OF TENDER DOCUMENTS.....	8
1.8. ALTERATIONS TO TENDER DOCUMENTS.....	8
1.9. DOCUMENTS COMPRISING THE TENDER	8
1.10. TENDER PRICES	9
1.11. CURRENCIES OF TENDER AND PAYMENT	9
1.12. TENDER VALIDITY PERIOD.....	9
1.13. TENDER SECURITY	9
1.14. VARIANT SOLUTIONS	9
1.15. FORMAT AND SIGNING OF TENDERS.....	10
1.16. SEALING AND MARKING OF TENDERS.....	10
1.17. SUBMISSION OF TENDERS	11
1.18. LATE TENDERS.....	11
1.19. MODIFICATION AND WITHDRAWAL OF TENDERS.....	11
1.20. TENDER OPENING	11
1.21. PROCESS TO BE CONFIDENTIAL.....	12
1.22. CLARIFICATION OF TENDERS	12
1.23. DETERMINATION OF RESPONSIVENESS	13
1.24. CORRECTION OF ERRORS	13
1.25. EVALUATION AND COMPARISON OF TENDERS	14
1.26. AWARD CRITERIA.....	14
1.27. EMPLOYER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL TENDERS	14
1.28. NOTIFICATION OF AWARD.....	15
1.29. SIGNING OF AGREEMENT.....	15
1.30. PERFORMANCE SECURITY	15
2. SUBMISSION REQUIREMENTS	17
2.2. DELIVERY	17
2.3. FINANCIAL PROPOSAL	17
2.4. EVALUATION CRITERIA	18
3. SCOPE OF SERVICES.....	19
3.1. AIM OF THE PROJECT	19
3.2. BACKGROUND	19
3.3. COMMUNICATION SYSTEM	19
APPENDIX 1 – FORM OF TENDER	22
APPENDIX 2 – APPRAISAL OF ADMINISTRATION COMPLEX.....	24
APPENDIX 3 – CONSTRUCTION BUDGET AND SCHEDULE	ERROR! BOOKMARK NOT DEFINED.

1. INSTRUCTIONS TO TENDERERS

1.1. Description of Works

1.1.1. The British Virgin Islands Ports Authority (BVIPA) is seeking the services of a suitable locally based insurance company for the provision of comprehensive supplemental medical insurance for the British Virgin Islands Ports Authority's employees. The insurance being sought is supplemental insurance for employees (including retirees).

1.2. Eligibility and Qualification Requirements

1.2.1. This Request for Proposal is open to any qualified and suitable insurance company operating in the British Virgin Islands.

1.2.2. The Tenderer shall submit with their tender all necessary evidence to establish that they have met the qualifying criteria.

1.3. Cost of Tendering

1.3.1. The Tenderer shall bear all costs associated with the preparation and submission of their tender. The Employer will not accept responsibility or liability for these costs whatsoever, regardless of the outcome of the tendering process.

1.4. Content of Tender Documents

1.4.1. The documents issued for the purpose of this tender are detailed in the Invitation to Tender letter.

1.4.2. The Tenderer shall carefully examine all documents. Failure to comply with the requirements of tender submission will be at the Tenderer's own risk.

1.4.3. Tenders which are not substantially responsive to the requirements of the tender documents and/or fail to meet the technical specifications will be rejected.

1.5. Clarification of Tender Documents

1.5.1. Tenderers requiring clarification of the tender documents may notify the Employer by email at the addresses indicated in the Invitation to Tender (see Clause 1.16.2) no later than seven (7) days before the tender submission date.

1.5.2. The Employer will respond by email to any request for clarification received in accordance with 1.5.1, no later than four (4) days before the deadline for tender submission.

1.5.3. Written copies of the response, including a description of the inquiry but without identifying its source, will be sent to all Tenderers.

1.6. Language of Tender

1.6.1. The official language for this tender is English. Supporting documents and printed materials provided by the Tenderer may be in a language other than English, provided they include a suitable translation of relevant sections into English and are certified by a Notary Public.

1.7. Amendment of Tender Documents

1.7.1. At any time prior to the deadline for submission of tenders, the Employer may, for any reason, whether at his own initiative or in response to a request for clarification by a prospective Tenderer, modify the tender documents by the issue of an Addendum.

1.7.2. Any Addendum will be sent by email to all prospective Tenderers and will be binding upon them. Prospective Tenderers shall promptly acknowledge receipt thereof to the Employer.

1.7.3. To afford Tenderers reasonable time in which to take any Addendum into account in preparing their tenders, the Employer may, at his discretion, extend the deadline for the submission of tenders.

1.8. Alterations to Tender Documents

1.8.1. Tenderers may not alter any of the documents. Any modification, which a Tenderer may think is necessary, should be detailed and forwarded to the Employer no later than fourteen (14) days before the deadline for the submission of tenders. The Employer does not undertake to accept modifications.

1.9. Documents Comprising the Tender

1.9.1. Tenders shall be submitted in strict compliance with all the requirements as set out in the Invitation to Tender.

1.9.2. The Tender to be prepared by the Tenderer shall comprise the following:

- i. **The Form of Tender; (The “Form of Tender” must be appropriately filled out and signed by the person who is authorized to sign on behalf of the company. The amount should be stated in both words and figures. This form should not be altered. If the form is not correctly filled out, the tender will be non-responsive.**

- ii. Financial Proposal for the provision in accordance with **Section 2.3**;
- iii. License to operate as an insurance company or agent in the British Virgin Islands;
- iv. Any other materials required to be completed and submitted in accordance with the Instructions to Tenderers embodied in these Tender Documents;
- v. Tenderers are not required to provide a tender security.

1.10. Tender Prices

1.10.1. The Tenderer is required to submit a tender price. The tenderer should note that the cost of preparing the tender document is the tenderer's responsibility.

1.10.2. The Tenderer acknowledges that all pricing omissions or errors are his responsibility.

1.10.3. The Tenderer accepts full responsibility for the accuracy of all prices provided in his tender and agrees that these prices include full provision for any increase in his costs for whatsoever reason over the period of time from his submission of tender to completion of the project and settlement of the final account.

1.11. Currencies of Tender and Payment

1.11.1. The sums provided by the bidder shall be in United States Dollars only.

1.12. Tender Validity Period

1.12.1. Tenders shall remain valid and open for acceptance for a period of 120 days after the date of tender opening prescribed in Clause 1.20.

1.12.2. In exceptional circumstances, prior to expiry of the tender validity period, an extension may be requested to the tender validity period. The request and response thereto shall be by writing or email.

1.13. Tender Security

1.13.1. The Tenderer is not required to provide a Tender Security.

1.14. Variant Solutions

1.14.1. Tenderers shall submit a tender which complies fully with the requirements of the tender documents.

1.14.2. Tenderers are not allowed to offer unsolicited variant solutions to the requirements of the tender documents.

1.15. Format and Signing of Tenders

1.15.1. The Tenderer shall prepare one original and one copy of the documents comprising the Tender, as described in Clause 1.9 of these Instructions to Tenderers, and place these documents in clearly marked envelopes marked "ORIGINAL" and "COPY" as appropriate. In the event of any discrepancy between them, the original shall prevail.

1.15.2. The original and copy of each Tender shall be typed or written in indelible ink and shall be signed by a person/persons authorised to bind the Tender to the Contract. Proof of authorisation shall be furnished in the form of a written Power of Attorney, which shall accompany the Tender.

1.15.3. The completed Tender shall be without alterations or interlineations or erasures, except those to accord with instructions from the Employer, or as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person or persons signing the Tender.

1.15.4. One Tender may be submitted for each item by each Tenderer except alternative offers submitted pursuant to Sub-Clause 1.14.2.

1.16. Sealing and Marking of Tenders

1.16.1. The Tenderer should submit **one (1) original, one (1) copy for each tender, and one (1) flash drive containing the bidder's documents** for each Tender. The original should be placed in a sealed envelope and marked "**Original**" and the copy placed in another sealed envelope and marked "**Copy**". Both envelopes should be placed in an outer envelope.

1.16.2. The inner and outer envelopes shall:

a) Be addressed and hand delivered to:

The Managing Director,
Supplemental Medical Insurance
British Virgin Islands Ports Authority
Port Purcell
2 Purcell Road
British Virgin Islands

b) Bear the following identification:

i. **“RFP for Supplemental Medical Insurance, BVI Ports Authority**

ii. The words **“DO NOT OPEN BEFORE 11:00 a.m. on March 31st, 2026.**

The inner envelopes only shall indicate the names and address of the Tenderer to enable the Tender to be returned unopened in case it is declared late or otherwise unacceptable.

1.16.3. If the outer envelope is not sealed and marked as instructed above, the Employer will assume no responsibility for misplacement or premature opening of the Tender, which if opened prematurely for this cause may be rejected by the Employer and returned to the Tenderer.

1.17. Submission of Tenders

1.17.1. Tenders must be received by the Employer at the address specified in Clause 1.16.2 no later than **10:00 a.m. on March 27th, 2026.**

1.17.2. When submitting a Tender, the Tenderer may request that a representative of the Human Resources Department, British Virgin Islands Ports Authority, sign a Certificate of Submittal.

1.17.3. The Employer may, at his discretion, extend the deadline for submission of tenders by issuing an amendment in accordance with Clause 1.7, in which case all rights and obligations of the Employer and the Tenderer previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

1.18. Late Tenders

1.18.1. Late Tenders are not permitted. Any tender received by the Employer after the deadline for Submission of Tender in accordance with Clause 1.17 shall be deemed never to have been received and will be returned unopened to the Tenderer.

1.19. Modification and Withdrawal of Tenders

1.19.1.A Tenderer may modify or withdraw his tender after Tender Submission, provided that the modification notice or withdrawal is received in writing by the Employer prior to the prescribed deadline for Submission of Tenders.

1.19.2. The Tenderer's modification or notice of withdrawal shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause 1.16 for the submission of tenders, with the inner envelopes marked "MODIFICATION" or "WITHDRAWAL" as appropriate.

1.19.3. No tender may be modified subsequent to the deadline for submission of tenders.

1.20. Tender Opening

1.20.1. The Employer will open the Tenders, in the presence of any of the Tenderer's representatives who choose to attend, at **11:00 a.m.** on March 31st, 2026 at the **BVI Ports Authority, Port Purcell, 2 Purcell Road, , Tortola**. Tenderer representatives who are present shall sign a register evidencing their attendance. Representatives must present a valid government-issued photo ID.

1.20.2. At the Tender opening, the Employer will announce the Tenderer's names, the Tender price being proposed, and such other details as the Employer may consider appropriate.

1.20.3. The Employer shall prepare for his own records minutes of the Tender opening, including the information disclosed to those present in accordance with Sub-Clause 1.20.3.

1.21. Process to be Confidential

1.21.1. After the public opening of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of contract, shall not be disclosed to Tenderers, or other persons not officially concerned with such process until the award of the Contract to the successful Tenderer has been announced.

1.21.2. Any effort by a Tenderer to influence the Employer in the process of examination, clarification, evaluation and comparison of tenders, and in decisions concerning the award of contract, may result in rejection of the Tenderer's Tender.

1.22. Clarification of Tenders

1.22.1. To assist in the examination, evaluation and comparison of Tenders the Employer may ask Tenderers individually for clarification of their tenders, including breakdowns of unit rates.

1.22.2. The request for clarification and the response shall be in writing or by facsimile.

1.22.3. No change in price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer during the evaluation of the Tender in accordance with Clause 1.24.

1.23. Determination of Responsiveness

1.23.1. Prior to the detailed evaluation of tenders, the Employer will determine whether each tender is substantially responsive to the requirements of the tender documents.

1.23.2. For the purpose of this Clause, a substantially responsive Tender is one which conforms to all the terms, conditions and specifications of the Tender Documents without material deviation or reservation. A material deviation or reservation affects, in any substantial way, the scope, quality or performance of the Works, or which limits in any substantial way, the Employer's rights or the Tenderer's obligations under the Contract, the rectification of which would affect unfairly the competitive position of other Tenderers presenting substantially responsive tenders.

1.23.3. If a Tender is not substantially responsive to the requirements of the Tender Documents, it will be rejected by the Employer. It may not subsequently be made responsive by the Tenderer correcting or withdrawing the non-conforming deviation or reservation.

1.24. Correction of Errors

1.24.1. Tenders determined to be substantially responsive will be checked by the Employer for arithmetic errors in computation and summation. The Employer will correct errors as follows:

- a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and,
- b) Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate and the quantity, the unit rate quoted will govern, unless in the opinion of the Employer there is a an obviously gross misplacement of the decimal point in the unit rate, in which event the total amount as quoted will govern and the unit rate will be corrected.

1.24.2. The amount stated in the Form of Tender will be adjusted by the Employer in accordance with the above procedure for correction of errors and, with the concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount of Tender, his Tender will be rejected.

1.25. Evaluation and Comparison of Tenders

1.25.1. The Employer will evaluate and compare only tenders considered to be substantially responsive to the requirements of the Tender Documents, in accordance with Clause 1.23.

1.25.2. The Employer reserves the right to accept or reject any variation, deviation or alternative offer. Variations, deviations, alternative offers and factors which are in excess of the requirements of the Tender Documents or otherwise result in the accrual of unsolicited benefits to the Employer shall not be taken into account in tender evaluation.

1.26. Award Criteria

1.26.1. Subject to Clause 1.27, the Employer will award the Contract to the Tenderer whose Tender has been determined to be substantially responsive to the Tender Documents, and who has offered coverage in all required areas, and the lowest responsive bid in pursuant to Clause 1.25, provided further that the Tenderer has, in the opinion of the evaluating committee, clearly demonstrated the capability and resources to carry out the Contract effectively.

1.27. Employer's Right to Accept or Reject Any or All Tenders

1.27.1. Notwithstanding Clause 1.26, the Employer reserves the right to accept or reject any or all tenders without giving any reason for such rejection and has the right to reject any non-complying tender that fails to meet any requirement, term or condition set forth in the Tender Documents, as well as relevant laws, rules, and regulations.

1.27.2. Anyone of the following circumstances, which are not exhaustive, may result in the rejection of the affected tender, or disqualification of concerned Tenderers, and/or other administrative sanctions whenever appropriate:

- a) False or misleading statements or evidence of fraud;
- b) Failure to furnish signatures or seals when required;

- c) Collusion to indicate attempt to connive among Tenderers, for the purpose of fixing Tender Prices or negating competition;
- d) Giving or offering of any illegal compensation to officers, employees and or, agents of BVI Government connected with the project; and,
- e) Failure to furnish any information required to be included in the Tender.

1.27.3. The Employer does not bind itself to accept any tenders and is not obliged to give any reasons for its selection.

1.28. Notification of Award

1.28.1. Prior to the expiration of the period of Tender Validity prescribed by the Employer, the Employer will notify the successful Tenderer in writing via email and/or personal delivery that his Tender has been accepted. This letter (hereinafter called "Letter of Acceptance") shall name the sum which the Employer will pay to the Contractor in consideration of the execution, completion and maintenance of the Services by the Contractor as prescribed by the Contract (hereinafter called "the Contract Price").

1.28.2. The Notification of Award will constitute the agreement to enter into a formal Contract.

1.29. Signing of Agreement

1.29.1. At the same time that the Employer notifies the successful Tenderer that his Tender has been accepted, the Employer will send to the Tenderer the Form of Agreement provided in the Tender Document, incorporating all agreements between the parties.

1.29.2. Within two (2) days of receipt of the Form of Agreement, the successful Tenderer shall sign the Form and return it to the Employer.

1.30. Performance Security

1.30.1. A Performance Security is not required for this tender.

End of Section

PROPOSAL AND EVALUATION

2. Submission Requirements

2.1.1. The tender must include responses to the questions and requests for information (RFI) detailed in Clause 2.2. The information provided will be used to evaluate the tender. All questions and RFI's should be fully answered or addressed, and specific details should be provided where requested. The completed tender questionnaire in conjunction with other requested information will provide the basis of tender analysis and award. On award of contract, the answers to these questions will form part of the agreement, and any changes must be agreed with the British Virgin Islands Ports Authority.

2.2. Delivery

2.2.1. The following information concerning the delivery of the facility is intended to provide confidence in the Tenderer's organization, experience, and general ability to deliver the facilities required under this proposal:

- i. Contact details of the key members of the organization that are to be involved with this tender. The information should include, but not be limited to contact names, titles, addresses, telephone number(s), and email address.

2.3. Financial Proposal

2.3.1 The tenderer shall provide a comprehensive **Supplemental Medical Insurance** package for eligible employees of the British Virgin Islands Ports Authority, including coverage for approved dependents where applicable. Details of the eligible employee categories and coverage groups are provided in the relevant appendices.

2.3.2 The policy shall provide benefits with limits of not less than the following, per insured person and per policy year, unless otherwise specified:

I. Dental Care Benefit	100%
II. Vision Care Benefit	100 %
III. Life	\$15,000.00

2.3.2 Coverage must apply to medical expenses arising from illness, injury, or emergency treatment and shall operate as **supplemental coverage**, payable in excess of any primary medical insurance or statutory health benefits available to the insured employees.

2.3.4 The tenderer is required to submit **one (1) quotation** only, inclusive of all applicable premiums, fees, and charges.

2.3.5 For clarity, the tenderer is required to provide insurance cost estimates for a **two-year period**, commencing **1 May 2026** and ending **30 April 2028**.

2.4. Evaluation Criteria

2.4.1. The competitive bidding process, which is supervised by the Finance and Procurement Sub-committee, will be utilized to ensure that the procurement process is transparent and that tenders are evaluated fairly to ascertain the highest evaluated bid per lot that is most technically and economically sound.

End of Section

3. SCOPE OF SERVICES

3.1. Aim of the Project

3.1.1. The aim of this Request for Proposal is to provide Supplemental Medical Insurance coverage for BVI Ports Authority employees and retiree's

3.2. Background

3.2.1. [Background of scope here]

3.3. Communication System

3.3.1 English shall be the language used for all written and verbal communication as it relates to this proposal.

4. ROLES AND RESPONSIBILITIES

4.1. Introduction

4.1.1. This section describes the roles and responsibilities of the participants in the contract.

4.2. Roles and Responsibilities

4.2.1 The Board of Directors will have direct oversight of the process, inclusive of engaging the necessary resources and agencies to assist in the process to ensure a fair evaluation and ultimate decision in the award.

- i. Finance and Procurement Sub-committee – overall responsibility for procurement process and recommendation for the award of contract.
- ii. Human Resources Department – responsibility RFP preparation, advertising of tender, lending resource assistance during the process and direct supervision of the execution of the contract upon award.

4.3. Communication

4.3.1. Prior to award of the contract, all communication with the Employer should be through the Managing Director, at the following contact details:

The Managing Director,
Supplemental Medical Insurance
British Virgin Islands Ports Authority
Port Purcell
2 Purcell Road
British Virgin Islands

Tel: (284) 494-3435 Ext. 2502/ 2522
Email: dfahie@bviports.org

4.3.2. After award of the contract, all communications with the Employer will generally be with the Human Resources Manager at the following contact details:

Human Resources Manager
British Virgin Islands Ports Authority
Port Purcell
2 Purcell Road
British Virgin Islands

Tel: (284) 852-2502 / 2522

Email: [email here]

4.4. Documentation

4.4.1. All documents will be controlled and safeguarded in an effective manner.

4.4.2. The Contractor shall be required to maintain correct versions of all documentation issued under this contract and to make his staff aware of any changes.

To: The Managing Director
Supplemental Medical Insurance
British Virgin Islands Ports Authority
British Virgin Islands Ports Authority
Port Purcell
2 Purcell Road

TENDER

SUPPLEMENTAL MEDICAL INSURANCE

Dear Managing Director, BVIPA:

1. Based upon the Instructions to Tenderers and the Description of Services, the undersigned proposes to provide a Supplemental Medical Insurance as indicated in our tender submission, at the specified rates and prices, and in accordance with the Tender Documents for the sum of (US\$) (sum in words and figures)

_____ (in words)

_____ (in figures)

payable by the British Virgin Islands Ports Authority.

2. We agree that the proper law of the Contract shall be the Laws of the Virgin Islands.
3. We agree that these tender documents shall comprise the sole binding documentation applicable to this tender or to the contract.
4. We agree that all information supplied by the Employer to the Tenderer will be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations for the purpose of submitting the tender. All information supplied by the Tenderer to the Employer will similarly be treated in confidence, except that references may be sought from banks, existing or past clients, or other referees submitted by the Tenderer.

5. We accept full responsibility for the accuracy of all prices provided in this tender and agree that these prices include full provision for any increases in the costs for whatsoever reason over the period of time from submission of tender to completion of the project and settlement of the final account.

6. We accept that any and all omissions or errors in pricing are our responsibility and agree that should any errors in arithmetic be discovered in the Cost Proposal submitted by us during consideration of this offer, these errors will be corrected by giving us an opportunity of either confirming our offer or amending it to correct such errors.

7. If this offer is accepted and subject to and in accordance with paragraphs 2, 3, 4, 5, 6, and 7 above and the terms and conditions contained or referred to in the documents listed in paragraph 1, we undertake to provide the specified Performance Security, and provide the required services as in accordance with the contract.

Signed
Name in BLOCK CAPITALS
In the capacity of
Duly authorized to sign tenders for and on behalf of:	
Name of Company
Address
.....	
Telephone No.	Facsimile No.

Appendix 2 – [any other appendix]