

BRITISH VIRGIN ISLANDS AIRPORTS AUTHORITY TENDER NOTICE

INSURANCE FOR FLEET OF VEHICLES

The British Virgin Islands Airports Authority Limited invites tenders for the insurance of its fleet of vehicles situated across all three Airports, namely the:

- Terrance B. Lettsome International Airport, Beef Island, British Virgin Islands
- Auguste George Airport, Anegada, British Virgin Islands
- Taddy Bay Airport, Virgin Gorda, British Virgin Islands

Background Information:

The BVI Airports Authority (BVIAA / Authority) is a Statutory Body of the Government of the Virgin Islands that was incorporated on 15th day of August 2005 to oversee the effective and efficient operation of all airports in the Territory.

It falls under the portfolio and directive of the Minister of Communications and Works through an appointed Board of Directors who are elected based on a commitment to the programs and purposes of the Authority. The Board establishes the broad guidelines of philosophy and institutional purpose and names the Managing Director to execute those guidelines.

The Authority manages the Territory's three (3) Airports, referenced earlier, providing essential services to both commercial and general aviation users.

It is desirous of having its fleet of vehicles, including its fire tenders, insured for the **2024/2025 calendar year. Period of Insurance 1st November 2024 through 31st October 2025.**

Terms of Reference:

The Authority is seeking proposals from **qualified Insurance Companies for comprehensive insurance of its Fleet of Vehicles** situated across all three Airports.

The purpose of the insurance is to satisfy legal requirements as well as to provide financial protection for the Authority in the event of theft, fire, or accident which causes damage or injury to its drivers (employees), another person, vehicle, property, or animals.

2. SCOPE OF SERVICES

The selected Company will be expected to insure **all vehicles** including its fire tenders situated across all three (3) Airports.

Instructions to Tenderers:

Interested Tenderers may contact the Director of Administration, Ms. Diana Maduro at dimaduro@bviala.com for a copy of the Schedule of Vehicles.

Tenderers are required to furnish the information listed hereunder:

- 1) Valid Insurance License issued pursuant to the Insurance Act 2008.
- 2) Certificate of Good Standing from Commercial Registry (if Company)
- 3) Certificate of Good Standing in respect of Income Tax, including Pay As You Earn (PAYE) from the Commissioner of Inland Revenue (Payroll Taxes Act No. 18 of 2004, Income Tax Ordinance CAP. 206)
- 4) Certificate of Good Standing in respect of Social Security from the Director of the Social Security Board (Social Security Act Ordinance, CAP. 266)
- 5) Certificate of Good Standing in respect of National Health Insurance (Social Security (Amendment) Act 2014)
- 6) Valid Trade License
- 7) Independently audited financial statements for the last two (2) financial years.
- 8) A resumé of comparable clients over the past five years.
- 9) Details of claims handling procedures.
- 10) A non-refundable fee of US\$500.00.

Failure, on the part of the Tenderers to enclose with each respective tender, any, or all, of the supporting documentation indicated above, may render the tender non-responsive on the date of opening of the bids.

Companies requiring clarification on the Tender Document may do so via email to: dimaduro@bviala.com by **Friday 20th September 2024**. The subject line must indicate **Tender for Vehicle Insurance**. The Authority will respond, in writing, to any request for clarification which is received by Friday 20th September by **Tuesday 24th September 2024**. A description of all enquiries raised together with the respective responses will be shared with all prospective Tenderers.

Please note that the BVI Airports Authority does not bind itself to accept the lowest or any other tender and will not defray any cost incurred by the Tenderer.

Submission of Tenders:

Tenders should be submitted in duplicate. The original should be placed in a sealed envelope marked “Original”, and the copy placed in another sealed envelope marked “Copy”. Both envelopes should then be placed in an outer envelope marked “Tender for Insurance, BVIAA Fleet of Vehicles” and addressed to the:

Corporate Administrator, Board of Directors
The BVI Airports Authority Limited
Terrance B. Lettsome International Airport
Beef Island VG1120
British Virgin Islands

The bearer must deposit all tenders in the “Tender Box” located in the Administration Building situated at the base of the Control Tower, Beef Island, British Virgin Islands no later than **2:00pm Tuesday 15th October 2024**. Tenders will not be received after the Tender Box is closed.

Tender documents, once submitted, will remain the property of the BVI Airports Authority.

Tenders will be opened publicly at the Administration Building, BVI Airports Authority Limited, Beef Island, British Virgin Islands at **2:30pm on Tuesday 15th October 2024**. Tenderers are invited to attend.