



# PUBLIC TENDER NOTICE

Specification No. 002 of 2025

The Telecommunications Regulatory Commission of the Virgin Islands (**Commission**) located at 27 Fishlock Road, 3rd Floor LM Business Centre, Road Town, Tortola, British Virgin Islands, invites qualified legal professionals and firms to tender for the provision of legal services:

## SCOPE OF WORK:

Delivery of expert counsel and support, ensuring adherence to telecommunications legislation and related laws, while providing both strategic and operational legal advice to the Commission.

Key areas of expertise must include corporate governance, regulatory, compliance and competition law, employment law, litigation services, mergers and acquisitions, financial services, and general legal advice.

## INSTRUCTIONS TO TENDERERS:

Tenderers are required to furnish to the Commission the following:

- i) Completed Invitation to Tender (ITT) Preparation Form;
- ii) Trade Licence (valid for 2025) (if Partnership or Sole Proprietorship);
- iii) Certificate of Incorporation (if applicable), and other relevant corporate documents;
- iv) Certificates of Good Standing in respect from Inland Revenue, Social Security and National Health Insurance (or their equivalent, if an international tenderer); and
- v) Any other documentation as listed in the ITT.

**NOTE:** The date of issue indicated on the above-mentioned certificates should be no earlier than one month before the submission date.

**Failure on the part of the Tenderers to enclose the supporting documentation as indicated above may result in the tender not being considered.**

## MINIMUM REQUIREMENTS FOR TENDERERS:

- i) A firm must have the resources, infrastructure, and coverage to execute the proposed engagement.
- ii) A firm must have safeguards against any threats to independence and objectivity and have safeguards to overcome any threats.
- iii) A firm must be able to commence the engagement no later than 1st November 2025.

## REQUEST FOR ITT DOCUMENT:

The ITT is available in a digital format only, upon request. Please email all requests to: [procurement@trc.vg](mailto:procurement@trc.vg).

## SUBMISSION OF TENDERS:

Interested firms **MUST** submit tenders via email to [procurement@trc.vg](mailto:procurement@trc.vg) with the subject ***“Invitation to Tender (ITT) for Legal Services Specification No. 002 of 2025”*** no later than 4:00 p.m. on 2nd October, 2025.

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

For additional information, please contact Mr. Guy L. Malone, Chief Executive Officer via email at [procurement@trc.vg](mailto:procurement@trc.vg).