REQUEST FOR PROPOSALS (RFP)
BROADCASTING SERVICES FOR HOUSE OF ASSEMBLY COMMISSION, VIRGIN ISLANDS

The House of Assembly Management Commission would like to formally extend a Request for Proposal (RFP) for a qualified, professional and experienced radio station to provide radio-broadcasting services to ensure live coverage of the House of Assembly Sittings.

The **Scope of Work r**equired under this assignment include:

1. Broadcast all House of Assembly Sittings and any other approved committee meetings, conferences, events live through one or more radio stations, whether directly or through broadcasting partnerships, to achieve the widest practicable coverage throughout the Territory of the Virgin Islands;
2. Provide reliable radio coverage across Tortola, Virgin Gorda, Anegada, Jost Van Dyke and the other inhabited islands of the Territory. Proposals must identify the areas covered, any gaps in reception and the arrangements proposed to address those gaps;
3. Supplement radio coverage with a freely accessible live online audio stream and make the broad cast feed available for transmission through the House of Assembly's official platforms;
4. Ensure clear, high-quality audio and continuous transmission throughout each Sitting, with backup arrangements to minimise interruptions and restore service promptly;
5. Facilitate simultaneous broadcasting by additional radio stations or media outlets authorised by the House of Assembly Management Commission to extend public access; and
6. Provide monitoring and reporting on broadcast performance, including transmission interruptions, geographical coverage and available audience reach data, clearly identifying how audience figures are measured or estimated.

ELIGIBILITY CRITERIA

Interested radio stations must:

1. Have proven experience in broadcasting public, legislative events or comparable live events;
2. Demonstrate capacity to achieve wide coverage across the Virgin Islands;
3. Possess technical capacity to ensure high-quality transmission.

SUBMISSION INSTRUCTIONS

1. Interested parties must submit:

a. Technical Proposal detailing broadcasting capabilities and experience;
b. Financial Proposal indicating costs per session or per hour of broadcast;
c. Proof of compliance with local broadcasting regulations;
d. A valid Trade Licence;
e. Proof that company/individual is in good standing with respect to taxes, social security and national health insurance contributions, company registration, or payments due to the Government of the Virgin Islands. These Certificate of Good Standings are **mandatory** and can be obtained from the Director of Social Security Board and National Health Insurance, the Commissioner of Inland Revenue; and
f. A Certificate of Good Standing from Commercial Registry, if registered as a company.

2. Interested parties are requested to have the submission made no later than **Friday, 20th November, 2025 at 10:00 a.m. (Submission Deadline).**

3. Interested parties are encouraged to have submissions returned physically at the Office of the House of Assembly Management Commission located in the Richard Stout Building or via email, prior to the submission deadline.

Please note that the House of Assembly Management Commission shall not be responsible for any cost incurred by vendors in the preparation of Proposals.

PLEASE ADDRESS PHYSICAL PROPOSAL TO:

Clerk
Office of the House of Assembly Management Commission
Richard Stout Building
Road Town, Tortola
Virgin Islands

Email: hoa@gov.vg
Tel: (284) 468-6900

EVALUATION OF PROPOSALS

Selection of the most suitable candidate shall be based upon the overall quality of the submission made to include:

1. An Estimate/Financial Proposal;
2. Technical Proposal demonstrating experience and competence;
3. Qualification/Proof of regulatory compliance; and
4. Validity of company (Trade Licence/Good Standings).

The House of Assembly Management Commission's established evaluation criteria are broken down as follows:

Criteria	Max Points Available	Total Points Awarded
Financial	**40**	
Demonstrated experience and competence of radio station to perform assignment	**20**	
Qualifications of the radio station to undertake this assignment (Proof of regulatory compliance)	**20**	
Valid Trade Licence	**10**	
Certificates of Good Standing	**10**	
	100	

1.1.1. Financial proposal **(40 points)**
1.1.2. Demonstrated experience and competence of the radio station to perform assignment **(20 points)**
1.1.3. Qualifications of the radio station to undertake this assignment (Proof of regulatory compliance) **(20 points)**

1.1.4. Validity of radio station:
    1.1.4.1. Valid Trade Licence **(10 points)**
    1.1.4.2. Certificates of Good Standing **(10 points)**

The financial proposal shall be evaluated based on the most competitive submission. The candidate with the lowest cost shall be awarded the maximum points available, and the remaining candidates shall be scored in proportion to the lowest bid received (i.e., Financial score = 40 x (lowest bid / bid being evaluated). Prices shall be compared on the same service and pricing basis (per Sitting or per hour) to ensure a like-for-like evaluation.

It should be noted that, the candidate achieving the highest overall score shall be considered for recommendation to the House of Assembly Management Commission for the award of an agreement to proceed with the respective assignment. Should you have any further questions, queries or concerns prior to submission; please feel free to contact the Clerk at the information above.

Thank you in advance for your consideration and participation in this process; and thank you for your continued support towards keeping the people of this Territory informed.