Bid No. BVIHSA/001/2026/INS The British Virgin Islands Health Services Authority (hereinafter referred to as the "BVIHSA") invites bids via an Open Tendering process from licensed insurance companies, brokers and agents for the provision of insurance coverage and brokerage services

SCOPE OF WORKS

BVIHSA invites bids for the provision of insurance coverage and brokerage services for the hospital and community health clinics operated by the BVIHSA throughout the Territory, namely:

- Dr. D. Orlando Smith Hospital and Peebles Hospital, Road Town, Tortola;
- Parking Lot (Dr. D. Orlando Smith Hospital), Road Town, Tortola;
- Parking Lot (Peebles Hospital), Road Town, Tortola;
- East End (Nurse Iris Penn) Health Clinic, Tortola;
- Long Look (Rosalind Penn) Health Clinic, Tortola;
- Cappoon's Bay (Nurse Theresa Smith Blyden) Health Clinic, Tortola;
- Nurse Iris O'Neal Medical Centre, Virgin Gorda;
- Valley (Iris O'Neal) Health Clinic, Virgin Gorda;
- North Sound Health Clinic, Virgin Gorda;
- Jost Van Dyke Health Clinic, Jost Van Dyke; and
- Anegada (Nurse Romalia Smith) Health Clinic, The Settlement, Anegada, (hereinafter collectively referred to as "the Premises").

The insurance being sought includes: i) Property Damage; ii) Business Equipment, fixtures, fittings, plant, machinery and all other contents of the Premises held by the BVIHSA or held in trust; iii) Stock materials in trade; iv) Any other property not otherwise included (signs, fences, awnings etc.); v) Generators and oxygen housing and cylinders at all locations; vi) General or Public Liability; vii) Employer's Liability; viii) Business Interruption / Business Continuity; ix) Cyber Liability; and x) Loss of money or cash on premises or in transit and as otherwise set out in the tender documents.
The coverage plan should provide cost for a period of **three (3) years** commencing on **[1st January 2027]** and should include 100% coverage throughout the term.

INSTRUCTIONS TO TENDERERS

Tenderers are required to furnish the following:

1. The Form of Bid.
2. Financial Proposal.
3. Valid insurance licence issued by the Financial Services Commission under the Insurance Act 2008.
4. Evidence of the insurance company's rating, with a minimum current rating by A.M. Best & Co. of B++ or better.
5. Copy of the Register of Directors and/or Partners.
6. Proof of good standing with taxes, Social Security, NHI and company registration, from the relevant authorities.
7. Three (3) business references from institutions served within the last five (5) years, at least one of which must be from a healthcare institution.
8. Any other materials as specified in the Request for Proposals.

APPLICATION FOR BID DOCUMENTS

Tender documents are available and will be sent electronically upon request. Requests for documents should be sent to **tenders@bvihsa.vg** with the subject line "Insurance Coverage and Brokerage Services for the BVIHSA." Tenderers should note that the destination mailbox does not automatically acknowledge receipt; if no confirmation is received within two (2) business days, tenderers should assume the email was not received. The BVIHSA is not responsible for the non-receipt of documents submitted by tenderers.

SUBMISSION OF TENDERS

Interested tenderers should submit one (1) original, three (3) copies and one (1) flash drive containing the tenderer's documents. The original tender and flash drive should be placed in a sealed envelope marked "ORIGINAL" and the copies in a separate sealed envelope marked "COPIES". Both envelopes should then be placed in an outer envelope marked **"Bids for Insurance Coverage and Brokerage Services for the BVIHSA – DO NOT OPEN BEFORE 12:00 PM ON FRIDAY 20TH NOVEMBER 2026"** and deposited in the Bid Box at the Office of the Chief Executive Officer, Peebles Hospital Annex, Road Town, Tortola **no later than 12:00 PM on Friday 20th November 2026**, addressed to:

The Chief Executive Officer
British Virgin Islands Health Services Authority
Peebles Hospital Annex
Road Town, Tortola
British Virgin Islands

Tenders will not be received after the Bid Box is closed. Tenders will be opened at **10:00 AM on Monday 23rd November 2026** at the Office of the Chief Executive Officer.

The BVIHSA is not obligated to accept the lowest or any bid and will not be held liable for any costs incurred by any tenderer.

For additional information, please contact
tenders@bvihsa.vg or telephone **852 -7653**.