

REQUEST FOR PROPOSALS
Public Tender Notice No. 2 of 2025

PENSION SERVICES

April 2025

BRITISH VIRGIN ISLANDS TOURIST BOARD & FILM COMMISSION
PO Box 134
Road Town, Tortola, British Virgin Islands
Tel: 284-494-3134

**REQUEST FOR PROPOSALS: PENSION SERVICES
FOR THE BVI TOURIST BOARD & FILM COMMISSION**

1. GENERAL INVITATION

1.1 Purpose of the Request for Proposal

1. The British Virgin Islands Tourist Board & Film Commission (hereafter abbreviated as “Tourist Board”) was established as a Statutory Body to develop and promote the British Virgin Islands tourism products and market the British Virgin Islands.
2. The Tourist Board is inviting qualified firms to submit proposals for the administration and management of an Employee Savings and Retirement Pension Plan for its employees. The selected firm will be responsible for providing comprehensive pension services, ensuring compliance with applicable regulations, and enhancing the long-term financial security of plan participants.
3. Qualified, professional, experienced, and well-resourced firms interested in providing pension services to the Tourist Board are invited to respond to this Request for Proposals (RFP).
4. The Tourist Board, therefore, invites firms/individuals to respond to this RFP and submit proposals for the pension services, which are envisioned to commence in **June 2025**. The request for proposals should be submitted in a non-editable digital format to the **Director of Tourism via the email address: pensionrfp@bvitourism.com**.
5. There is no expressed or implied obligation for the Tourist Board to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The selected Respondent(s) (hereinafter “Applicant”) awarded a Professional Pension Services Contract shall perform all tasks and functions associated with the Pension Services as required in this RFP. The Tourist Board intends to award a contract based on their qualifications and specialised experience as a result of this RFP.

6. The work contemplated is professional. It is understood that the Provider acting as an individual, partnership, corporation, or other legal entity is of professional status, licensed for all applicable professional discipline(s) requiring licensing and will be governed by professional ethics in its relationship to the Board. It is also understood that all reports, information, or data prepared or assembled by the Applicant under a contract awarded pursuant to this RFP are confidential and will not be made available to any individual or organization, except the Board, without prior written approval from the Tourist Board. Any contract resulting from this document will require the Provider to execute a statement of confidentiality.
7. The Applicant shall be financially solvent, and each of its members, its employees, agents, or subcontractors of any tier shall be competent to perform the pension services required under this RFP document.

1.2 Access to this RFP

1. All materials related to the RFP will be available via media outlets in the British Virgin Islands.
2. Respondents will be responsible for checking media outlets for Clarifications and/or Addenda, if any. Failure to obtain Clarifications and/or Addenda shall not relieve the Respondent from being bound by any additional terms and conditions in the Clarifications and/or Addenda, or from considering additional information contained therein in preparing your response. Note that there may be multiple Clarifications and/or Addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest award(s) made under the solicitation.
3. The Tourist Board accepts no responsibility for the timely delivery of materials or for alerting Applicants to additional posting of information related to this RFP.

2. DEFINITIONS

1. **“Addendum”** means a revision of the Request For Proposal Documents issued by the Chair before the due date for submitting proposals.
2. **“Agreement” or “Contract”** means a binding written agreement for the solicited Work and/or Pension Services required by the Tourist Board, including purchase orders, containing terms and obligations governing the relationship between the Tourist Board and the Applicant.
3. **“Provider”** means the Proposer or Respondent that receives an award of Contract or Agreement for Pension Services from the Tourist Board as a result of this Solicitation.
4. **“Proposal”** means the documents timely remitted by the Proposer or Respondent in response to this Solicitation.
5. **“Tenderer” or “Respondent”** means all Firms, Organisations, or other entities submitting a response to this Request for Proposal.
6. **“Scope of Pension Services” or “Scope of Work”** means Section III of this Solicitation, which details the work to be performed by the Firm or organisation.
7. **“Solicitation”** means this Request for Proposal document and all associated addenda and attachments.
8. **“Tourist Board”** means the BVI Tourist Board & Film Commission.
9. **“VI”** means Virgin Islands.
10. **“Work” or “Professional Pension Services”** means the provision of professional pension services provided or to be provided by the Applicant in fulfilling its obligations to the Tourist Board, as more specifically detailed in the Scope of Pension Services.

3. SCOPE OF PENSION SERVICES

- 3.1** The Tourist Board is, therefore, seeking the services of a qualified, professional, experienced, and resourceful firm capable of providing Pension Services. More specifically, the Provider will be responsible for:
- a. Amending, implementing, and managing a pension plan tailored to the Tourist Board’s needs.
 - b. Ensuring compliance with all local and international pension regulations.
 - c. Providing investment advisory pension services and fund management.
 - d. Administering contributions, distributions, and record-keeping.
 - e. Conducting regular performance assessments and reporting to the Tourist Board.
 - f. The Firm agrees to perform the following duties and pension services in addition to those otherwise enumerated in this Agreement:
 - g. To prepare and provide all documentation required for the approval and implementation of the BVI Tourist Board Employee Savings and Retirement Plan.

- h. To provide a pension service to the Organisation of the Tourist Board and to assist in the implementation and ongoing maintenance of the Tourist Board Employee Savings and Retirement Plan.
- i. To monitor and facilitate the administrative functions of the Tourist Board Employee Savings and Retirement Plan.
- j. To monitor the provision of record-keeping pension services by ensuring:
 - (a) the establishment of individual participant accounts as described in the Plan Rules
 - (b) the posting of contributions to individual participants' accounts
 - (c) the calculation and processing of transfer and termination amounts payable for each request submitted
 - (d) the determination of the value of individual accounts at each valuation date
 - (e) the provision of periodic individual member statements
 - (f) the provision of monthly financial statements
- k. To provide a selection of underlying investment options approved by the Trustees to form part of the core list of investment options as may be varied from time to time.
- l. To monitor and facilitate the investment of the individual members' and the Board's monthly pension contributions.
- m. To provide a comprehensive financial advisory and educational support service to the Tourist Board and the individual members of the Tourist Board Employee Savings and Retirement Plan.
- n. To provide each savings and retirement plan member with a Plan Handbook, detailing the member's rights, duties, and responsibilities in terms of the Tourist Board Employee Savings and Retirement Plan.
- o. To provide each savings and retirement plan member with a monthly statement.
- p. To provide the Tourist Board with a comprehensive pension plan statement on a monthly basis.
- q. To assist the Tourist Board with the amendment of the Tourist Board Employee Savings and Retirement Plan Rules.
- r. To perform such other pension services as may be agreed in writing from time to time between the parties hereto.

3.2 Kindly note the above scope is only indicative and not exhaustive.

4. ELIGIBILITY CRITERIA

Proposals will be considered from firms that meet the following criteria:

- Demonstrated experience in pension plan administration and management.
- Strong financial standing and fiduciary responsibility.
- Knowledge of local and international pension regulations.
- Availability of robust technology for record-keeping and reporting.
- Ability to provide participant education and advisory pension services.
- Ability to facilitate formal approval plan granted from Inland Revenue, Government of the Virgin Islands re: tax exemption.
- Approval by the Government of the Virgin Islands, BVI Financial Services Commission and other approved regulatory/licensing body to provide pension services, included but not limited to a valid certificate of good standing.

GENERAL INFORMATION AND GUIDELINES

5. Communication Between the Tourist Board and Respondents

5.1 SUBMISSION OF QUESTIONS OR REQUESTS FOR CLARIFICATIONS

1. Respondents must communicate only with the Director of Tourism of the Tourist Board regarding this RFP. All questions or requests for clarification must be submitted to the following e-mail address: pensionrfp@bvitourism.com. The subject line of the email must indicate that the contents are “Questions and Requests for Clarification” about the RFP and must refer to “Request for Proposal (RFP) for **PENSION SERVICES, Public Tender Notice 2 of 2025.**”
2. The specification number must appear in the subject line of the e-mail. No telephone calls will be accepted.
3. All questions and requests for clarifications must be submitted no later than **4:00 pm, local time, on 18 April 2025** or no response will be provided. A Respondent that deviates from any of these requirements is subject to immediate disqualification from this RFP process.
4. Questions submitted after the designated period will not be considered. Any response made by the **Director of Tourism** will be provided in writing to all Tenderers via an addendum. It is the responsibility of each Tenderer to obtain a copy of any addendum issued for this procurement. No Tenderer may rely on any verbal response to any question submitted concerning this RFP. All Tenderers and representatives of any Tenderer are strictly prohibited from contacting any other Tourist Board employees or any third-party representatives of the Tourist Board on any matter having to do with this RFP. All communications by any Tenderer concerning this RFP must be made to the **Director of Tourism via the email address: pensionrfp@bvitourism.com.**

5.2. **DEADLINE AND PROCEDURES FOR SUBMITTING PROPOSALS**

1. To be assured of consideration, the Tourist Board must receive proposal responses no later than **4:00 pm local time on 2 May 2025**. The proposal will be opened at **4:00 pm local time on 2 May 2025**.
2. The Tourist Board will not accept responses delivered after the established deadline stated above. If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.
3. Electronic submissions of proposals in a non-editable format not exceeding 10 MB should be sent to the Director of Tourism at the email address: . The filename and the email subject must bear the Applicant's name and "RFP for PENSION SERVICES.
4. Tenderers are also invited to witness the opening process via online access by requesting the access code, and a password will be provided before the opening of bids.
5. The Tourist Board is within its rights to consider a proposal non-responsive and disqualify a prospective Respondent if it does not follow this format or if the proposal fails to include all the requirements of this RFP.
6. The Tourist Board does not bind itself to accept the lowest or any other tender and will not defray any cost incurred by the Tenderer.

6. **PREPARING PROPOSALS: REQUIRED INFORMATION**

Each Proposal response must contain all the following documents and must conform to the following requirements.

6.1 **FORMAT OF PROPOSALS**

Format: Electronic via **Director of Tourism via the email address:**
pensionrfp@bvitourism.com.

6.2 **PROPOSAL DOCUMENT INSTRUCTIONS**

The submitted written proposal must utilize the following format and content details. Proposals shall be prepared so that responses are specifically identified in the same order as the requested information identified below. Failure to comply with the instructions of this RFP may be cause for rejection of the noncompliant proposal.

A. COVER LETTER (MANDATORY)

The Respondent must submit a cover letter signed by an authorized representative of the entity committing the Respondent to provide the Pension Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process.

The cover letter must:

1. Indicate the number of years the company has been in business and provide an overview of the experience and background of the company and its key personnel committed to providing Pension Services.
2. Identify the legal name of the company, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited liability company or partnership, etc.), and the names of its principals or partners and the Tourist Board to do business in British Virgin Islands.
3. Indicate the name, telephone number(s) and e-mail address of the principal contact for this submittal, oral presentation, or negotiations.
4. Ability to provide formal approval has been granted from Inland Revenue, Government of the Virgin Islands, and BVI Financial Services Commission for certain aspects of the pension plan, such as a valid trade licence, certificate of good standing and tax exemption, etc.

B. EXECUTIVE SUMMARY

The Respondent must provide an executive summary which explains its understanding of the Tourist Board's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss the Respondent's strategy and methodology for successfully conducting and providing pension services for the Tourist Board, capacity to perform satisfying the scope of pension services in the RFP and any additional factors for the Tourist Board's consideration.

C. COMPANY PROFILE INFORMATION

The Respondent must provide a brief history and description of their firm's business organization and its performance experience in pension services. Within the profile, the Respondent is required to include the location of offices and the number of people available for the project work and elaborate on the specific expertise and pension services that distinguish their firm.

D. PROFESSIONAL QUALIFICATIONS & EXPERIENCE

The Respondent must provide a summary of individuals who will be dedicated to the Pension Services. For each key person identified, the Respondent must provide the following information:

1. Summary of the key personnel who will be dedicated to the Pension Services as proposed for the primary agreement.
2. Key personnel areas of expertise and areas for prime responsibility for various aspects of the Pension Services.
3. Resumes or corporate personnel profiles with experience for each of the key personnel, including a description of their roles and responsibilities on recent projects of similar type, scope, and magnitude relating to the Scope of Pension Services as described in this RFP.

E. SECTION 1 – VENDOR INFORMATION

1. Experience with providing information technology strategic plans and pension services of a similar type, size, and scope for comparably sized government agencies.
2. Size (national and regional/local) and financial condition of the firm.
3. Short descriptions of three (3) recent projects of similar pension services performed for communities/municipalities similar in size to the Tourist Board.
4. Include a list of three (3) references, including names of people, with telephone and email addresses, that the Tourist Board may contact to ascertain the quality of your performance.

F. SECTION 2 - STAFF QUALIFICATIONS AND EXPERIENCE

1. Identify key staff who would be assigned to the pension services.
2. Provide information on the experience of the key staff, including the background and experience of each person relevant to this project.
3. Indicate how the quality of work will be assured over the term of the engagement.

G. SECTION 3 – PENSION SERVICES APPROACH AND METHODOLOGY

State in your own words your understanding of the objectives of the Tourist Board and how you will accomplish them.

1. Describe the method proposed to provide pension services for the Tourist Board and include a detailed project plan and timeline.
2. Discuss the rationale for the proposed approach.
3. Indicate how you will complete the scope of work within the time specified and with the same team members.

H. SECTION 4 - COST PROPOSAL/ COMPENSATION OF SCHEDULE

1. The Respondent must provide pricing information in the format for the Respondent's Proposal to be considered responsive to this section and to facilitate equitable cost comparisons.
2. Proposals that fail to include cost proposal information will be rejected as incomplete and deemed non-responsive. For the purpose of comparing costs among Respondents, the Respondent must not deviate from the cost table outlined in Form 1.
3. The Tourist Board reserves the right to negotiate a final fixed price, terms, and conditions with the selected Respondent(s). The Tourist Board is not responsible for the cost of airfare, hotel accommodation and travel allowances.

6.3. EVALUATING PROPOSALS

An Evaluation Committee, which will include representatives from the Tourist Board and its Pension Trustees, will review and evaluate the Proposals, as described below. The Proposal evaluation process is organized into two phases:

6.4. PROCEDURES AND CRITERIA

1. The selection of a proposal will not be based solely on a monetary evaluation. There will also be an evaluation of each proposer's understanding of the pension plan required and approach to this project, with considerable weight being given to experience in the areas required and the history of the proposer.
2. Additionally, an independent checking of references may be used to assist in selecting the finalist(s). Finalists will make a presentation of their proposal to the Tourist Board. Contract negotiations will take place with the finalist.
3. Award will be made to the Firm offering the most advantageous proposal after consideration of all evaluation criteria outlined in this RFP. The Tourist Board shall not be obligated to accept the lowest price proposal but will make an award in the best interest of the Tourist Board after all factors have been evaluated.
4. Proposals will be evaluated based on:
 - i. Experience and qualifications of the firm.
 - ii. Cost-effectiveness and transparency of pricing.
 - iii. Compliance with regulatory requirements.
 - iv. Quality of investment management and fiduciary practices.
 - v. Technology and reporting capabilities.
 - vi. Client references and past performance.
5. Firms selected as finalists will be required to make a presentation of their proposal to the Tourist Board during the RFP evaluation period. This presentation will provide Firms with the opportunity to clarify their proposals to ensure thorough and mutual understanding. The presentations can either be done remotely or at the Tourist Board.
6. A Notification of Intent to Award will be sent to any Firm selected. The award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Firms unless an agreement is reached. If contract negotiations cannot be concluded successfully, the Tourist Board may negotiate a contract with the next highest-scoring Firm or withdraw the RFP.
7. The competitive selection evaluation criteria are as follows:

7. EVALUATION CRITERIA PORTION

A. UNDERSTANDING OF THE OBJECTIVES IN THE RFP AND THE PROPOSED APPROACH AND METHOD TO PROVIDE PENSION SERVICES:[EVALUATION POINTS: 25].

1. Ability to provide the Pension Services described in the RFP, including the capacity to perform the Scope of Pension Services described in Section III (Scope of Pension Services) of this RFP.

B. QUALITY, COMPREHENSIVENESS AND ADEQUACY OF THE PROPOSED APPROACH, STRATEGY, AND METHODOLOGY FOR IMPLEMENTING ENGAGEMENTS: [EVALUATION POINTS: 30]

The Evaluation Committee will review each Proposal response for the Respondent's understanding of the objectives of the Pension Services. Each Respondent will be evaluated on their overall strategy, methodology and approach to implementing engagements.

C. PERSONNEL ASSIGNED TO THE PROJECT AND THEIR EXPERIENCE WITH AT LEAST 3 SIMILAR PROJECTS: [EVALUATION POINTS: 20]

1. Professional Qualifications and Specialized Experience of Respondent and its Team on projects of similar scope and magnitude.
2. Professional Qualifications and Specialized Experience of Respondent's Key Personnel (and Team Members).
3. Recent experience with projects of this size and scope for an agency of similar size. Reference information will be taken into consideration.

D. COST PROPOSAL/COMPENSATION TABLE: [EVALUATION POINTS: 25]

1. The Evaluation Committee will carefully evaluate all proposals received by calculating the evaluation points to rank and select a limited number of Respondents to present additional details via an on-site evaluation.
2. The evaluation committee will select the capable Respondent for further negotiation pursuant to this Request for Proposal.

ADDITIONAL DETAILS OF THE RFP PROCESS

8. ADDENDA

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent (electronically or by mail) to all of the prospective Respondents. A copy of the addenda associated with this RFP specification number will also be sent to the media in the British Virgin Islands. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent should acknowledge receipt.

An addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent to the Director of Tourism.

9. TOURIST BOARD'S RIGHTS TO REJECT PROPOSALS

The Tourist Board reserves the right to reject any and all Proposals that do not conform to the requirements outlined in this RFP or that do not contain at least the information required by this RFP.

10. NO LIABILITY FOR COSTS

The Tourist Board is not responsible for costs or damages incurred by Respondents in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, oral presentations, or negotiations.

11. FALSE STATEMENTS

Any person who knowingly makes a false statement of material fact to the Tourist Board in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, or proposal, the Tourist Board has the right to reject the Request for Proposal.

12. AIDING AND ABETTING

Any person who aids, abets, incites, compels, or coerces the doing of any prohibited act shall be liable to the Tourist Board for the same penalties for the violation.

13. DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, Respondents shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP.

The Tourist Board makes no representation, warranty, assurance, guarantee, or endorsement to the Respondent concerning the RFP, whether with regard to its accuracy, completeness or otherwise, and the Tourist Board shall have no liability towards the Respondent or any other party in connection therewith.

FORM I – FORM OF PROPOSAL

Director of Tourism
BVI Tourist Board & Film Commission
PO Bo 134
Road Town, Tortola VG1110
British Virgin Islands

REQUEST FOR PROPOSALS

BVI TOURIST BOARD & FILM COMMISSION PENSION SERVICES

Dear Mr. McCoy:

1. Based upon the Submission Requirements and the Scope of Pension Services, the undersigned proposes to provide the Pension Services as indicated in our tender submission and in accordance with the Tender Documents for the sum of (US\$) (sum in words and figures).

payable by the BVI Tourist Board & Film Commission.

2. Term of Contract

3. We agree that the proper law of the Contract shall be the Laws of the Virgin Islands.

4. We agree that these tender documents shall comprise the sole binding documentation applicable to this tender or the contract.

5. We agree that all information supplied by the Tourist Board to the Tenderer will be treated in confidence and not disclosed to third parties except as far as this is necessary to obtain sureties or quotations to submit to the Tender. All information supplied by the Tenderer to the Tourist Board will be similarly treated in confidence, except that references may be sought from banks, existing or past clients, or other referees submitted by the Tenderer.

6. 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.

7. We accept that any and all omissions or errors in pricing are our responsibility and agree that should any arithmetic errors 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.

8. 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 required pension services in accordance with the contract.

Signed.....

Name in
Block Capitals.....

In the Capacity of

Duly authorised to Sign Tenders for and on behalf of

Name.....

Address.....

.....

Telephone No.....Email Address

FORM II – GENERAL INFORMATION

Item	Tender's Information
Tenderer's name or registered name in the case of a firm:	
Tenderer's country of origin	
Tenderer's year of constitution	
Tenderer's address or registered address (in the case of a firm) in the country of the constitution	
Tenderer's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	

Note:

- Please provide a true certified copy of the constitutional documents of the tenderer, e.g., business Licence, Company Registration, etc.
- Please provide a board resolution/power of attorney in favour of the authorised representative authorizing him/her to submit the Proposal.

FORM III – STATEMENT OF EXPERIENCE ON SIMILAR ASSIGNMENTS

Item No.	Client Name, Address, Representative and	Description of Pension Services	Location	Value	Start/End dates	Notable Successes

FORM IV – COST PROPOSAL QUESTIONNAIRE

This questionnaire should be completed and submitted with the Proposal. Completion of this questionnaire will form your Financial Proposal, which will be the ONLY price that will be evaluated.

Component	Unit	Rate	Total
1 Direct Professional Fees ¹			
2 Reimbursable Expenses ²			
Total Expenses			

***The charge-out rates for personnel that will be assigned to this consultancy are as follows:
(List all personnel with corresponding charge-out rates that apply.)**

¹ Include a breakdown for arriving at the Direct Professional Fees

¹ Include a breakdown for arriving at Reimbursable Expenses

2. Miscellaneous

Item	Description, number, etc.	Total
Other Miscellaneous Expenses (to be specified)		
Miscellaneous Total		

3. Contingencies

(utilization only after prior approval in writing by the Tourist Board)	(Contingency)
Total Amount of Financial Proposal	

FORM V: FORM OF AGREEMENT

This **AGREEMENT** is made the day of, 2025 BETWEEN the **BVI TOURIST BOARD & FILM COMMISSION, PO Box 134**, Road Town, Tortola, British Virgin Islands (hereinafter called the “Tourist Board”) of the One Part and _____ (hereinafter called the “Firm”) of the other part, both collectively referred to herein as the Parties as the context requires.

WHEREAS:

1. The Tourist Board is desirous that the Firm provide **PENSION SERVICES** (hereinafter referred to as the “Services”); and,
2. The Tourist Board has accepted the Firm’s cost proposal for the provision of the Services in the sum of _____ (hereinafter called “the Contract Price”).

NOW, THEREFORE, IT IS AGREED as follows:

1. The Tourist Board hereby engages the Firm, and the Firm hereby accepts the engagement to execute and complete the Services in accordance with all other conditions and clauses of this Agreement.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a. The Letter of Acceptance
 - b. Form of Proposal
 - c. Firm’s Cost Proposal for the Services
 - d. Payment Schedule
 - e. Conditions of Contract
3. In consideration of the payments to be made by the Tourist Board to the Firm as herein described, the Firm covenants with the Tourist Board to perform the Services in accordance with this Agreement.
4. This Agreement sets out the entire contract between the Tourist Board and the Firm, and it supersedes any previous Agreement, written or unwritten, between the Tourist Board and the Firm.
5. Nothing in this Agreement shall relieve the Firm from complying with the Laws of the Virgin Islands.
6. The parties hereto warrant and covenant that they have the requisite authority and power to enter into this agreement for the purpose of creating a legally binding and enforceable contract between the parties.

IN WITNESS WHEREOF the parties hereto have caused the Agreement to be executed the day, month and year first written.

SIGNED by **Clive McCoy, Director of Tourism**, for and on behalf of the British Virgin Islands Tourist Board & Film Commission.

Clive McCoy

In the presence of:

Signature of Witness
Name of Witness: _____
Address of Witness: _____

SIGNED by _____ acting for and on behalf of _____ to execute this Agreement.

In the presence of:

<Firm>

Signature of Witness
Name of Witness: _____
Address of Witness: _____

NOTARY CERTIFICATION

I **HEREBY CERTIFY** that the above-named **Clive McCoy** appeared before me on the day of, 2025 and being known/identified to me acknowledged the above signature to be his and that he had freely and voluntarily executed this instrument for and on behalf of the **BVI Tourist Board & Film Commission** and understood its contents.

.....

Notary Public

I **HEREBY CERTIFY** that the above-named _____ appeared before me on the day of, 2025 and being known/identified to me, acknowledged the above signature to be his and that he had freely and voluntarily executed this instrument for and on behalf of and understood its contents.

.....

Notary Public

End of Section