

REQUEST FOR PROPOSALS

Public Tender Notice No. 2 of 2023

Human Resource Audit

December 2023

BRITISH VIRGIN ISLANDS TOURIST BOARD & FILM COMMISSION

PO Box 134

Road Town, Tortola, British Virgin Islands

Tel: 284-494-3134

**REQUEST FOR PROPOSALS: Human Resource Audit
FOR THE BVI TOURIST BOARD & FILM COMMISSION**

I. GENERAL INVITATION

I.1 Purpose of the Request for Proposal

1. The British Virgin Islands Tourist Board (hereafter abbreviated as (“Tourist Board”) was established under Act. Chapter 280. Ordinance 1969. The British Virgin Islands Tourist Board was established as a Statutory Body to develop and promote the British Virgin Islands tourism product and market the British Virgin Islands.
2. The Tourist Board consists of 49 full-time staff members, 4 part-time staff members and 4 members on contract. The Tourist Board is seeking a qualified consulting firm to conduct a Human Resources Audit to recognise strengths and identify any needs for improvement in the human resources function. Areas to review consist of the Board’s current human resources policies, procedures, documentation and systems to identify needs for improvement and enhancement of the HR function and assess compliance with rules and regulations.
3. Sections of Review Include:
 - Hiring and Onboarding
 - Benefits
 - Compensation
 - Performance evaluation process
 - Termination process and exit interviews
 - Job descriptions
 - Form review
 - Personnel file review
4. Consulting Firms/Individuals with demonstrated qualified, professional, experienced and resourceful in these areas, and with an interest in making their services available to the Tourist Board, are invited to respond to this RFP.
5. The Tourist Board therefore invites consulting firms/individuals to respond to this Request for Proposals (RFP) and submit proposals for the consultancy services which is envisioned to commence in **February 2024**. The request for proposals should be submitted in a non-editable digital format to the **Human Resources Director via the email address: hraudit@bvitourism.com**.

6. 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 "Contractor") awarded a Professional Services Contract shall perform all tasks and functions associated with the Services as required in this RFP. The Tourist Board intends to award a contract based on their qualifications and specialized experience as a result of this RFP.
7. The work contemplated is professional. It is understood that the Contractor 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 Contractor 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 Contractor to execute a statement of confidentiality.
8. The Contractor shall be financially solvent and each of its members if a joint venture, its employees, agents or subcontractors of any tier shall be competent to perform the services required under this RFP document.

I.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 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 Respondents on additional posting of information related to this RFP.

II. DEFINITIONS

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

III. SCOPE OF THE CONSULTANCY SERVICES

1. The Tourist Board is therefore seeking the services of a qualified, professional, experienced, and resourceful firm capable of providing the Services. More specifically, the Contractor will conduct an in-depth audit of the Tourist Board’s human resource planning, recruitment, and management process, and identify key challenges, lessons learned, and recommendations to strengthen the management, practices, and processes of recruiting qualified employees.

Compliance

1. Review and Assess compliance with Virgin Islands employment labour laws and regulations.
2. Evaluate the effectiveness of the Tourist Board’s policies and procedures in ensuring compliance.

Human Resource Planning

1. Verification of the Human Resource Planning, forecasting, estimation and proper deployment of staff in various departments to ensure the Board activities and operations are conducted efficiently and economically.

2. Verification of the staff deployed in the various departments and branches of the Tourist Board are adequately qualified and trained for their job roles.
3. Verification of the job roles issued to Heads of departments to ensure proper and clear allocation of job responsibilities without ambiguity and overlapping.

Recruitment and Selection

1. Verification of the Tourist Board's policy with regard to recruitment and selection of new employees.
2. Documentation and adequate checks (background, medical, etc.) with regard to new recruitment.

Compensation and Benefits

1. Verification of the compensation and benefits to employees as per the Tourist Board's Policy.
2. Calculation of arrears, allowances and perquisites paid to employees as per their eligibility.
3. Documentation of evidence supporting the allowances is held on record (bills, declarations, rent receipts, premium copies, etc.)

Training and Development

1. Training and Development is as per Plan.
2. Process for assessing the organization's immediate and future training needs and individual development needs.
3. Procedure for identification and nomination of staff for the training and development programmes.
4. Process of evaluation of the effectiveness of the training and development programmes.
5. Orientation programmes and training for new recruits.
6. Verification of the code of conduct and business ethics policies for employees and their implementation.

Performance Management and Evaluation

1. Verification of the current performance management is aligned with the organisational goals and industry best practices.
2. Verification of the current procedure and format of performance appraisal. Comment on its adequacy, applicability, job functionality, etc.
3. Does the performance appraisal include a written plan to improve the employee's knowledge and skills?
4. Verification of the performance-linked bonus.
5. Verification of the policy adopted for promotions and its implementation.

Exit Policy

1. Verification of the process of terminations, redundancy and exit policy and its implementation adherence to Exit Policy.

Staff Rotation and Transfer

1. Is there a policy in place for the rotation of staff in sensitive areas of the Tourist Board's operations?
2. Transfer of employees is as per policy laid down by the Tourist Board.
3. Is there a frequent transfer of employees affecting the continuity of the Tourist Board operations?

Staff Safety and Security

1. Workplace accidents, injuries and illnesses are reported and investigated.
2. Insurance cover for employees meeting untimely deaths in the course of duty.
3. Indemnity policy: Insurance cover for employees covering losses occurring due to work-related operations.

Staff Benefits Pertaining to Loans & Advances

1. Staff loan sanctions are as per the Staff Loan Policy in force. Any loans sanctioned with deviations from the policy are to be reported along with requisite sanctions from the appropriate authority.

Staff Sanctions

1. Staff Leave Policy and Leave Sanctions.
2. Reimbursements sanctioned. (bills/sanctioning authority).

Recordkeeping and other Documentation

1. Personnel files are updated and filed in an organised manner.
2. Documents regarding employees are kept for their required duration.
3. All appropriate labour notices and circulars are displayed in an easily visible location.
4. Minutes Book of the Personnel Committee.
5. Any Other records maintained by the Department.

Staff Accountability

1. Staff Accountability is implemented as per the Tourist Board's approved policy.
2. Minutes of the meetings are recorded.

Others

1. System Check – Verification of the Salary Module and Leave Module.
2. Verification of any legal issues related to employees.
3. Verification of the salary account scrutiny.
4. Verification of the Bio-metric attendance.
5. Adherence to applicable VI labour laws and policies

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

Deliverables

1. Prepare an inception report defining the scope of the audit, data collection approach and method, and a detailed work plan.
2. Review and analyse the recruitment process and develop a recruitment metric to measure the effectiveness of recruitment-related actions that will include, but be not limited to, the following analytics:
 - a. Time to fill and the time between the recruitment stages,
 - b. Number of applicants for a given position at different stages (longlisting, shortlisting, and interview) with their demographic profiles (i.e., age and gender),
 - c. Number of competent candidates, including their previous experience working within the tourism sector.
3. Review and benchmark guidelines and processes against international best practices or established models for similar HR recruitment exercises in other countries within similar contexts and
4. Provide quantitative, qualitative, and substantive analyses based on the information and analytics from the recruitment metric and from the benchmarking exercise.
5. The Contractor should submit a report at the end of the assessment, as per the Scope stipulated above.
6. Before releasing their audit findings, the selected Firm should validate the findings of the audit as well as the recommendations to the Tourist Board. The Tourist Board will monitor and conduct oversight of the professional contract and provide regular feedback to the selected Contractor.

7. The Tourist Board shall also reserve the right to have access to the audit firm records in case a Quality Control Review of their working paper is required.
8. The Tourist Board will review the draft report and provide feedback within 5 working days.
9. The key deliverables for the assignment include:
 1. Inception report.
 2. Recruitment metric/analytics.
 3. Quantitative, qualitative, and substantive analyses based on the information and analytics from the recruitment metric and from the benchmarking exercise.
 4. Audit trail containing paper, electronic files, and other such records/documentation that show how each recruitment case was processed from beginning to end.
 5. Stakeholders meeting/exit meeting to discuss and confirm the analytical and audit findings.
 6. Final report which includes the analyses of the recruitment metric/analytics, benchmarking analysis, audit findings, observations, lessons learned, recommendations, and the management response.

IV. GENERAL INFORMATION AND GUIDELINES

IV.1 Communication Between the Tourist Board and Respondents

1. PRE-TENDER MEETING

A virtual Pre-Tender meeting will be held via the Microsoft Teams Conference platform on Tuesday, 9 January 2024 at 1:00 pm (local time). Interested tenderers should request the access code and password from the HR Assistant at hraudit@bvitourism.com no later than Noon (local time) Monday, 8 January 2024. The pretender meeting is not mandatory; however, it is recommended that each Tenderer attend. Each Tenderer must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully assess the associated cost shall not relieve any Tenderer from responsibility to properly evaluate the difficulty or cost of successfully performing the Service.

2. SUBMISSION OF QUESTIONS OR REQUEST FOR CLARIFICATIONS

1. Respondents must communicate only with the Human Resources Director of the Tourist Board regarding this RFP. All questions or requests for clarification must be submitted to the following e-mail address: hraudit@bvitourism.com. The subject line of the email must clearly indicate that the contents are "Questions and Requests for Clarification" about the RFP and must refer to "Request for Proposal (RFP) for the **Human Resources Audit, Public Tender Notice 2 of 2023.**"

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 Tuesday, 23 January 2024** 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 HR Department 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 HR Director at hraudit@bvitourism.com.

3. DEADLINE AND PROCEDURES FOR SUBMITTING PROPOSALS

1. To be assured of consideration, proposal responses must be received by the Tourist Board no later than **4:00 pm local time on Thursday, 7 February 2024**. The proposal will be opened on **Friday, 8 February 2024 at 10:00 a.m. local time**.
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 and not exceeding 10 MB should be sent to the HR Director (Ms. Arlene Thomas) at the email address: hraudit@bvitourism.com. The filename and the email subject must bear the Applicant's name and "RFP for HR Audit."
4. Tenderers are also invited to witness the opening process via online access by requesting the access code and a password will be provided prior to 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.

V. PREPARING PROPOSALS: REQUIRED INFORMATION

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

V.1 FORMAT OF PROPOSALS

Format: Electronic via HR Director at hraudit@bvitourism.com.

V.2 PROPOSAL DOCUMENT INSTRUCTIONS

The submitted written proposal must utilize the following format and content detail. 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 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 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 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.

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 the HR Audit for the Tourist Board; capacity to perform satisfying the scope of 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 HR Audit. 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 services that distinguish their firm.

D. PROFESSIONAL QUALIFICATIONS & EXPERIENCE

The Respondent must provide a summary of individuals who will be dedicated to the 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 Services as proposed for the primary agreement.
2. Key personnel areas of expertise and areas for prime responsibility for various aspects of the 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 Services as described in this RFP.

E. SECTION 1 – VENDOR INFORMATION

1. Experience with providing information technology strategic plans and services of 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 scope performed for communities/municipalities similar in size to the Tourist Board.
4. Sample reports from similar projects including the cost-benefit analysis and business plans.
5. 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.
6. A fully completed copy of the Summary Sheet (EXHIBIT D) is included with this RFP.

F. SECTION 2 - STAFF QUALIFICATIONS AND EXPERIENCE

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

G. SECTION 3 - PROJECT 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 develop the HR Audit 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

1. Provide a budget for the proposed project based on the Scope of Work requirements for the Tourist Board and any additional costs. This information shall be followed by a budget narrative which shall describe and justify the proposed budget, and include an estimate of staff allocations, estimated hours, rates per assigned staff and an estimate of total billable hours. Also, identify any assumptions you have built into your costs.
2. The cost proposal must provide a guarantee that no additional fees beyond those proposed will be charged to the Tourist Board without the Tourist Board's prior written consent. The Tourist Board cannot accept contract clauses that include payment terms within 30 days of the invoice issuance. The Tourist Board cannot accept contract clauses where the Tourist Board would be required to pay any late fees, interest charges or penalties.

I. SECTION 5 - COST PROPOSAL/ COMPENSATION OF SCHEDULE

1. The Respondent must provide pricing information in the format and content outlined in Exhibit 1 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 – non-responsive. For the purpose of comparing costs among Respondents, Respondent must not deviate from the cost table outlined in Exhibit 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.

VI. EVALUATING PROPOSALS

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

VII. 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 work required and approach to this project with considerable weight being given to experience in the areas required and the history of the proposer. 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.
2. 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.
3. 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 the opportunity to clarify their proposals to ensure thorough and mutual understanding. The presentations can either be done remotely or at the Tourist Board.
4. 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.
5. The competitive selection evaluation criteria are as follows:

VIII. EVALUATION CRITERIA PORTION

A. UNDERSTANDING OF THE OBJECTIVES IN THE RFP AND THE PROPOSED APPROACH AND METHOD TO DEVELOPING THE HR AUDIT [EVALUATION POINTS: 25].

1. Ability to provide the Services described in the RFP, including capacity to perform the Scope of Services described in Section III (Scope of 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 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 Tourist Board will consider the degree to which Respondent adheres to the Compensation Table in Exhibit 1.
2. 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.
3. The evaluation committee will select the capable Respondent for further negotiation pursuant to this Request for Proposal.

ADDITIONAL DETAILS OF THE RFP PROCESS

IX. 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 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 Human Resources Director or
2. Responses to questions and requests for clarification raised at the Pre-Tender Meeting.

X. 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.

XI. 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.

XII. 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, is liable to the Tourist Board for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the Tourist Board sustains because the person violates this section.

XIII. AIDING AND ABETTING

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

XIV. 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

BVI Tourist Board & Film Commission

PO Bo 134
Road Town, Tortola
British Virgin Islands

REQUEST FOR PROPOSALS

Consultancy Services for HR Audit

Dear Ms. Thomas:

1. Based upon the Submission Requirements and the Scope of Services, the undersigned proposes to provide the 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. The undersigned proposes to complete the assignment in _____ months and in accordance with the attached Schedule.

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 Employer to the Tenderer will be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations to submit the tender. All information supplied by the Tenderer to the Employer will similarly be 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 services as 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 constitution	
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 certified true copy of the constitutional documents of the tenderer; e.g., business Licence, Company Registration, etc.
- Please provide 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 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

COMPENSATION TABLE DIRECT EXPENSES

1. Fees (Remuneration):

Name of Experts	Job Title	Est Hours	Rate	Total
Total Fees				

2. Miscellaneous

Item	Description, number etc.	Total
Printing and Binding		
Communications		
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 OF AGREEMENT

This **AGREEMENT** is made the day of, 2024 BETWEEN the **BVI TOURIST BOARD & FILM COMMISSION, PO Box 134**, Road Town, Tortola, British Virgin Islands (hereinafter called the “Employer”) of the One Part and _____ (hereinafter called the “Consultant”) of the other part, both collectively referred to herein as the Parties as the context requires.

WHEREAS:

1. The Employer is desirous that the Consultant perform **an HR AUDIT** (hereinafter referred to the “Services”); and,
2. The Employer has accepted the Consultant’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 Employer hereby engages the Consultant, and the Consultant 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. Consultant’s Cost Proposal for the Services
 - d. Payment Schedule
 - e. Conditions of Contract
3. In consideration of the payments to be made by Employer to the Consultant as herein described the Consultant covenants with the Employer to perform the Services in accordance with this Agreement.
4. This Agreement sets out the entire contract between the Employer and the Consultant and it supersedes any previous Agreement written or unwritten between the Employer and the Consultant.
5. Nothing in this Agreement shall relieve the Consultant 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:

<Consultant>

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, 2024 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, 2024 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