



INVITATION TO TENDER FOR FINANCIAL AUDIT SERVICES

REF#: AS001

The BVI Airports Authority (the Authority) requests proposals from audit firms registered with the Financial Services Commission as Approved Auditors within the British Virgin Islands, to perform the financial audits for the following periods ended December 31, 2018, December 31, 2019, December 31, 2020, December 31, 2021, December 31, 2022 and December 31, 2023.

The following will encompass the expectations for the successful Auditors:-

- i. Perform the audit with the objective of expressing an opinion about whether the BVI Airports Authority's financial statements are fairly presented, in all material respects in accordance with International Financial Reporting Standards (IFRS).
- ii. Plan to complete audits by June 30, 2025.
- iii. Issue a Management Letter to the Board on internal control deficiencies discovered during the audit.

TENDER ELIGIBILITY

- I. Tenderers will be required to provide proof that the company or individual is in good standing with respect to taxes, duties, Social Security and National Health Insurance contributions, Company Registration, or payments due to the Government of the Virgin Islands. Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Inland Revenue;
- II. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry.

A Special Certificate is required from the Company Registry at the Financial Services Commission, indicating that all fees due are paid and that the company is in good standing. This certificate should be dated no later than six (6) months prior to the date of the tender opening.

- III. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024).

TENDER PRICES

- I. The Tenderer accepts that any and all omissions or errors in his pricing are his responsibility.
- II. The Tenderer accepts full responsibility for the accuracy of all prices provided in his tender and agrees that these prices include full provision for any increase in his costs for whatsoever reason over the period of time from his submission of tender to completion of the project and settlement of the final account.
- III. The Tenderer's prices shall take account of all provisions for the services, including, but not necessarily limited to, all costs fees and currency exchange rates, etc.

CURRENCIES OF TENDER AND PAYMENT

- I. The Tender Price and any subsequent payments shall be entirely in US Dollars.

REQUEST FOR CLARIFICATION

- I. Tenderers requiring clarification may notify the Authority in writing at rfp@bviala.com no later than June 22, 2024.
- II. The Authority will respond in writing to any request for clarification received. Written copies of the response, including a description of the inquiry but without identifying its source, will be sent to all Tenderers.

SUBMISSION OF TENDERS

- I. Tenders must be received by the Authority at rfp@bviala.com no later than **12:00 noon on July 8, 2024**. The subject line must state **"TENDER FOR FINANCIAL AUDIT SERVICES"**.
- II. The Authority may, at his discretion, extend the deadline for submission of tenders by issuing an amendment in which case all rights and obligations of the Authority and the Tenderer previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

LATE TENDERS

- I. Late Tenders are not permitted. Any tender received by the Authority after the deadline for Submission of Tender shall be deemed never to have been received.

TENDER OPENING

- I. The Authority will open the Tenders in the presence of any of the Tenderer's representatives who choose to attend, on **July 8, 2024 at 2:00 pm**. Tenderers are invited to witness this process via a virtual platform and will be provided with credentials including the access code and password prior to the opening.
- II. At the Tender opening, the Authority will announce the Tenderer's names and the Tender prices.

PROCESS TO BE CONFIDENTIAL

- I. After the public opening of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of contract, shall not be disclosed to Tenderers, or other persons not officially concerned with such process until the award of the Contract to the successful Tenderer has been announced.
- II. Any effort by a Tenderer to influence the Authority in the process of examination, clarification, evaluation and comparison of tenders, and in decisions concerning the award of contract, may result in rejection of their Tender.

AUTHORITY'S RIGHT TO ACCEPT OR REJECT ANY OR ALL TENDERS

- I. The Authority reserves the right to accept or reject any or all tenders without giving any reason for such rejection, and has the right to reject any non-complying tender that fails to meet any requirement, term or condition set forth in the Tender Documents, as well as relevant laws, rules, and regulations.
- II. Any one of the following circumstances, which are not exhaustive, may result in the rejection of the affected tender, or disqualification of concerned Tenderers, and/or other administrative sanction whenever appropriate:
 - False or misleading statements or evidence of fraud;
 - Failure to furnish signatures or seals when required;

- Collusion among Tenderers for the purpose of fixing Tender Prices or negating competition;
- Giving or offering of any illegal compensation to officers, employees and or, agents of BVI Airports Authority connected with the project;
- Failure to furnish any information required to be included in the Tender; and
- A Tenderer having an unfair competitive advantage or a conflict of interest to the requirements of the Tender or the works to be performed under a contract resulting from this Tender.

III. The Authority does not bind itself to accept the lowest or any tenders and is not obliged to give any reasons for its selection.