PUBLIC TENDER NOTICE

Specification No. 003 of 2025

The Telecommunications Regulatory Commission of the Virgin Islands (**Commission**) located at 27 Fishlock Road, 3rd Floor LM Business Centre, Road Town, Tortola, British Virgin Islands, invites qualified human resources professionals and firms to tender for the provision of human resources audit services:

SCOPE OF WORK:

A comprehensive audit of the Commission's human resource planning, recruitment, and management processes to identify key challenges and recommend improvements.

This includes assessing compensation and benefits, staff efficiency, training and development, performance management, and succession planning, with a focus on aligning human resources practices with performance, efficiency, and long-term organisational sustainability.

INSTRUCTIONS TO TENDERERS:

Tenderers are required to furnish to the Commission the following:

i) Completed Invitation to Tender (**ITT**) Preparation Form;

ii) Trade Licence (valid for 2025) (if Partnership or Sole Proprietorship);

iii) Certificate of Incorporation (if applicable), and other relevant corporate documents;

iv) Certificates of Good Standing in respect from Inland Revenue, Social Security and National Health Insurance (or their equivalent, if an international tenderer); and

v) Any other documentation as listed in the ITT.

NOTE: The date of issue indicated on the above-mentioned certificates should be no earlier than one month before the submission date.

Failure on the part of the Tenderers to enclose the supporting documentation as indicated above may result in the tender not being considered.

MINIMUM REQUIREMENTS FOR TENDERERS:

i) A firm must have the resources, infrastructure, and coverage to execute the proposed engagement.

ii) A firm must have safeguards against any threats to independence and objectivity and have safeguards to overcome any threats.

iii) A firm must be able to commence the engagement no later than 1st January 2026.

REQUEST FOR ITT DOCUMENT:

The ITT is available in a digital format only, upon request. Please email all requests to: procurement@trc.vg.

SUBMISSION OF TENDERS:

Interested firms MUST submit tenders via email to procurement@trc.vg with the subject "***Invitation to Tender (ITT) for Human Resources Audit Services Specification No. 003 of 2025***" no later than 4:00 p.m. on 13th November, 2025.

The Commission does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.

For additional information, please contact Mr. Guy L. Malone, Chief Executive Officer via email at procurement@trc.vg.