



PUBLIC TENDER NOTICE

No 2 of 2026

The Financial Services Commission (the "Commission") invites tenders for the provision of Cleaning Services for:

- approximately 6,100 square feet of office space on the 2nd and 3rd floors of the Water's Edge Building located at Wickhams Cay II, together with required upkeep of surrounding shared/common spaces; and
- approximately 900 square feet of space on the second floor of Clarence Thomas Building, located at Pasea Estate, utilised by the Commission as an after-school childcare centre;

together the "Premises".

SCOPE OF WORK

The services involve the provision of routine, scheduled and ad hoc janitorial and cleaning services (the "Services") at the Premises.

The Service Provider must have a uniform and ensure that the staff wear the uniform while providing the Services. The Service Provider and its staff are expected to promptly report any issue likely to affect the performance of the Services and to maintain a cleaning log or checklist.

The Services must be performed generally Monday to Friday between the hours of 5:00 p.m. and 7:00 p.m., excluding public holidays. Ad-hoc services (including weekends) may be required.

TENDERERS' MINIMUM REQUIREMENTS

Tenderers must be suitably qualified and experienced providers of commercial cleaning and janitorial services.

The proposal must demonstrate:

- Proven experience providing commercial cleaning services;
- Adequately trained personnel and appropriate supervision;
- Strong operational capability and quality control procedures;
- Compliance with occupational health and safety requirements;
- Financial stability; and
- Sufficient resources to provide the Services

Tenderers must provide, among other requirements set out in the RFP:

- A completed Vendor Due Diligence Questionnaire;
- A detailed company profile and statement of capability;
- Details of similar projects completed within the last five (5) years;
- A bank reference letter;
- At least two (2) written references;
- Technical and Financial Proposals; and
- Any other supporting documentation required under the RFP.

RFP DOCUMENTS

Interested domestic parties may request the RFP document by email from:
procurefsc@bvifsc.vg

The RFP will provide details of the services required and other relevant information for submission of a proposal.

SUBMISSION OF PROPOSALS

Proposals must be submitted in electronic format to:
procurefsc@bvifsc.vg

with the subject: "Tenders for the provision of Cleaning Services"

Proposals must be addressed to the attention of the Commission Representative and marked "Tenders for the provision of Cleaning Services".

All proposals must be submitted no later than: 2 September 2026

Late submissions will not be accepted.

ENQUIRIES

Enquiries and requests for clarification should be made in writing via email to the Commission Representative at: procurefsc@bvifsc.vg

The reference on all communications should be:
"Tenders for the provision of Cleaning Services"

Commission Representative: Khalid Lewis

Telephone: +1 (284) 852 4760

Email: procurefsc@bvifsc.vg

OTHER CONDITIONS

Nothing in this Tender Notice nor any communication made by the Commission or its representatives, agents, employees or advisers shall constitute an offer of a contract or a binding contract between the Commission and any applicant, nor shall it be taken as constituting any representation that rights or licences will be granted in accordance with the Notice.

The Commission reserves the right at any time during the process to change any aspect of the RFP, or to issue an amended RFP. Applicants acknowledge that the Commission reserves the right to organise the Services independently without officially appointing any third party or may suspend or cancel the tender process without assigning any reasons and without prejudice to its right to re-tender at any time in the future. In such case, no person shall have any claim arising out of such action.

Each Applicant is responsible for all costs, expenses and liabilities incurred by it in the preparation of its Proposal and any responses to requests for further information by the Commission. The Commission will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Participation by any party in this tender process shall be considered to be an acceptance of all the terms and conditions of this invitation by such party, including those outlined further in the RFP document.

The Commission shall not be responsible for the loss, non-receipt or delay in the receipt of any Proposal submission.

For additional information, an email request should be submitted to:
procurefsc@bvifsc.vg