

VIRGIN ISLANDS SHIPPING REGISTRY

Request for Proposals (RFP) for ISO 9001:2015 Audit and Certification

Introduction and Project Overview

The Virgin Islands Shipping Registry (VISR) is a department of the Premiers Office of the Government of the Virgin Islands. The VISR has implemented a quality management system in alignment with the requirements of ISO 9001:2015.

As such, the VISR department would like to consider suitable Accredited Management Systems Certification bodies for its Audit and Certification of the Management System.

VISR Declaration

Nothing in this RFP shall be construed to create any legal obligation on the part of VISR or any respondents. VISR reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. In no event shall VISR be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from VISR for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the sole property of VISR. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

This RFP is being emailed to prospective respondents and will be posted on the Government of Virgin Islands website <https://bvi.gov.vg/departments/visr> VISR encourages qualified individuals and firms to apply.

Submission Information

All proposals must be received by 4:30 pm on December 15, 2020 at the following email address. vishipping@gov.vg with copy to jsamuel@gov.vg and addressed to the following:

Mr. John Samuel,
Director of Shipping
Virgin Islands Shipping Registry
R G Hodge Plaza,
Road Town
Tortola
British Virgin Islands

Mandatory Regulations

Selected Certification Body will be required to comply with all applicable BVI laws. All respondents will be required to certify that they are not on any list of debarred contractors of any Government of any state and are not in default on any obligations due to the Government of the Virgin Islands including, but not limited to, payment of taxes, fines, penalties, or other monies due.

Project Deliverables

The VISR department has identified the following deliverables for the selected Certification Body, the following must include but not limited to:

1. Submission of an official Quotation which includes the total cost for – Initial Audit, 1st Surveillance Audit and 2nd Surveillance Audit.
2. Submit a detailed Audit Plan at least 2 weeks before the audit
3. Conduct a Stage 1 document review audit against the ISO 9001:2015 minimum requirements
4. Conduct a Stage 2 Audit based on the minimum implementation required for ISO 9001:2015
5. NOTE: Conduct stage 1 and stage 2 audit simultaneously.
6. Provide a detailed Audit report identifying ISO 9001:2015 traceability to any non-conformances or OFI's identified throughout the audit.

Evaluation Criteria

The following evaluation method will used to analyze submitted quotations:

1. Responsiveness – The duration of time from the Certification Body, Quotation, Proposals, answering questions etc.
2. Price – Total price will be considered and matched against standard market/ industry rates. Additional costs including miscellaneous fees will also be assessed.
3. Audit Sequence – The sequence or method of Audit will also be considered as this directly has an impact on overall cost and time.
4. Recognition – Accreditation from a member of the IAF is preferred, please send confirmation of Accredited Certification with a scope which includes ISO 9001:2015.
5. Availability – Please identify your nearest or estimated deadline for processing and having an Auditor conduct the audit. Preferred time is on or before January 31st 2020.
6. Operating Territories – Please identify the operating regions/ countries or offices. This should be confirmed and listed on the Accredited Certificate.

VISR reserves the right to negotiate with the selected Certification Body on technical details, topics, deliverables, scheduling, and budget issues. VISR shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the project.

This RFP will be governed by the following schedule:

Proposals Due Date	December 15, 2020 by 4:30 pm
Notification of Award	December 19, 2020
Execution of Contract	January 27, 2021
Completion of Work	January 29, 2021

Incomplete proposals and proposals received after the deadline (December 15th 2020) will not be considered.