Date: 20th November 2026

INVITATION TO TENDER FOR AUDIT SERVICES

TENDER REF. NUMBER: HOAMC/AUD/2026/09

The House of Assembly Management Commission ("HoAMC" or the "Commission") is inviting tenders for the Audit of the Commission's financial statements for the period from commencement (30 January 2026) to 31 December 2026 and for the years ending 31 December 2027 and 2028.

BACKGROUND

The House of Assembly Management Commission ("**HoAMC**" or the "**Commission**") is a body corporate established by section 4 of the House of Assembly (Management) Act, 2025 (No. 20 of 2025) (the "**Act**"). The Act received assent on 26 January 2026, was gazetted on 29 January 2026 and came into force on 30 January 2026, on which date the Commission commenced operations. The Commission is outside the jurisdiction of the Executive, the public service and the Public Service Commission. The functions of the Commission are stated under Section 11 of the Act.

The Commission is responsible for the administration and management of the House of Assembly, including its budgetary, financial and operational matters, the provision of staff and administrative support to the House, its committees and its Members, and the security and maintenance of the House of Assembly precincts. It is governed by a seven-member Board chaired by the Speaker, with the Clerk of the House of Assembly as secretary to the Board. Before commencement, the House of Assembly's administration, including its accounting, was provided through the Government's central accounting system. The Commission's financial year runs from 1 January to 31 December and, as a newly established entity, its first reporting period has no comparative period. Transitional arrangements, including staff transition under section 32 of the Act, will be reflected in the financial statements.

Under section 27 of the Act, the Commission keeps its accounts in accordance with international accounting standards, and its accounts shall be audited by the Auditor General or any other auditor appointed by the Auditor General for that purpose. The audited accounts are reported to the Board and laid before the House of Assembly by the Premier.

For more information about the House of Assembly and the Commission, please refer to the House of Assembly website at https://hoa.gov.vg.

Scope of Work:

1. **Financial Statement Audits:** Conduct audit of the Commission's Financial Statements in accordance with the International Standards on Auditing (ISA).
2. **Audit Opinion:** Formulate an opinion on whether the Commission's financial statements present a fair view, in all material respects, of the financial position, performance and cash flows in compliance with the IFRS for SMEs Accounting Standard.
3. **Evaluation of Financial Systems and Controls:** Report to the Board of the Commission through a Management Letter on any weaknesses of the Commission's financial records, and internal control systems, with subsequent discussions and recommendations to management as necessary.

Audit Timeline:

The Commission anticipates the following timeline for the provision of information and completion of the audit:

- **Period from commencement (30 January 2026) to 31 December 2026:** the trial balance and supporting detail will be provided to the auditor by 31 March 2027, with the audit to be completed by 31 July 2027.
- **Years ending 31 December 2027 and 2028:** the audit is to be completed within six months of the year end, being by 30 June 2028 and 30 June 2029 respectively.

Fees Quotation Format:

Particulars	Amount
Audit Fee	
Commencement (30 January 2026) to 31 December 2026	$
Year ended 31 December 2027	$
Year ended 31 December 2028	$
Out-of-pocket expenses	$
Other Costs (If any)	$
Total	**$**

Questions

Any questions relating to this RFP should be sent to the Commission no later than 29th December 2026 at 11:59pm and shall be addressed to:

The Clerk
House of Assembly Management Commission
Richard C. Stout Building
P.O. Box 2390
Road Town, Tortola
VG1110
British Virgin Islands
Email: ryan.geluk@bdo.vg

The Commission reserves the right to accept or reject any or all proposals without assigning any reasons and is not obliged to correspond with the Tenderers in this regard. Further, the Commission reserves the right to change and/or cancel the tender process without assigning any reasons and without prejudice to its right to re-tender at any time in the future and in such case no bidder/intending bidder shall have any claim arising out of such action. Any appointment of the successful Tenderer is subject to the Auditor General's appointment of that Tenderer under section 27(3) of the Act.

All costs and expenses incurred by Tenderers in connection with the preparation and submission of their proposals, including any clarifications, presentations or meetings requested by the Commission, shall be borne solely by the Tenderer. The Commission shall not be responsible or liable for any such costs, regardless of the conduct or outcome of the tender process, including where the tender process is changed or cancelled.

Submission of Proposal

Electronic copies of the proposal must be received no later than 5th January 2027 at 12:00pm. Tenders will not be accepted after this time. The submission must be in a non-editable format. The body of the email submission should include the name and address of the applicant and the **subject of the email shall be "Request for Proposal HOAMC/AUD/2026/09 – Financial Audit Services, House of Assembly Management Commission**", and addressed to:

The Clerk
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Tenders will not be accepted after the submission cutoff time.