Recovery and Development Agency
Quick Contracting
Invitation to Tender

PART B TECHICAL PROPOSAL TEMPLATE FOR RETURN

FOR

THE REPAIRS TO THE A. O. SHIRLEY RECREATION GROUND PAVILION

AT

THE A.O. SHIRLEY RECREATION GROUND, ROAD TOWN, TORTOLA

Introduction

This document gives a template to help you produce the **Part B Technical Proposal** to the Invitation to Tender. **Three copies** of your Part B Technical Proposal are required and no financial information should be included.

You are not obliged to use this template however it has been produced to help you provide all of the information required and present it in a clear manner. Please refer to **Booklet 1 - Invitation to Tender, Notices and Instructions** for the full requirements of your tender return. Please note that there is additional information required to be inserted into this template and using the tables provided below alone does not provide sufficient information for a complete tender return.

Executive Summary ITT Booklet 1 para 5.2

a. The Project Requirement/Scope of Work
b. The Contract deliverables
c. The Agency priorities, including Contract completion date.
d. The Contractor's liabilities/obligations.
e. The Agency's requirement to carry out concurrent activity throughout the whole Contract.
f. Specific areas of concern.
g. Perceived constraints
h. Risks to the project delivery by providing a Risk Register highlighting critical risks
i. Areas of potential delay.
j. The Tenderer shall provide a pen picture of their Company particularly with regard to previous experience in the type of work detailed in the Specification. The information given should relate to the Company itself and not the Trading Division, Group or Holding Company of which the Company is a part. However, details of the Company's relationships within the overall organisation, of which it is a part, should also be made clear. The Tenderers shall include details of similar work carried out for the RDA and any work carried out in a similar environment.
k. The Tenderer shall include a statement confirming their understanding and agreement that they will provide all the necessary resources required to meet the timely and satisfactory completion of the Contract.

Method Statements of Work. ITT Booklet 1 para 5.2.2

Please provide Method Statements of Work for the major activities to be undertaken during the project

Procurement Strategy. ITT Booklet 1 para 5.2.3

The Tenderer shall provide a procurement strategy with details of the components of the works to be self-performed, components of the works to be sub-contracted and details of the Sub-contractors and consultants they propose to use to carry out the Contract.

Component Of Work	Self-Performed Or Sub-Contracted?	Name & Address Of Proposed Sub-contractors Chain Member

Work Programme ITT Booklet 1 para 5.2.4

The Tenderer shall produce and submit a work programme in common formats such as Microsoft Excel, Microsoft Project or similar format.

The programme must provide sufficient detail of the Activities to ensure a comprehensive assessment of the programme can be made and should:

- *Define the critical path.*
- *Allow for mobilisation, public holidays, likely extreme weather conditions, etc.*
- *Make use of concurrent activities across all Contract phases; design, procure and construct.*
- *Allow for the delivery of material and highlight those long lead items that could affect the critical path.*
- *Allow for all testing and commissioning.*
- *Allow for the Handover, completion of any snag list(s).*

Resources ITT Booklet 1 para 5.2.5

The Tenderer shall identify and list the dedicated resources such as equipment, plant and vehicles that will be made available for the Contract, in order to complete the tasks identified in the Work Programme, detailing those which are owned by the Tenderer, and those which are rented or leased, etc.

Equipment & Resources	Task to be used in from programme	Owned or rented?

Contractor Personnel. ITT Booklet 1 para 5.2.6

The *Tenderer shall submit a written statement with supporting details that all management personnel to be employed in the execution of the Contract have the appropriate expertise, qualifications and experience.*

Management Personnel

Name	Job on Project	Experience & Qualifications

The Tenderer shall provide details of the overall workforce structure by trade and numbers to be employed specifically for the Contract.

Trades People

Trade	Number of people employed

Sub-Contractors and Consultants. ITT Booklet 1 para 5.2.7

The Tenderer shall provide details of the Sub-contractors and consultants they propose to use to carry out the Contract,

Health, Safety and Environment. ITT Booklet 1 para 5.2.8

The Tenderer shall provide a list of the significant health and safety risks that are expected to be encountered on site with the measures proposed to mitigate these risks.

An example Health and Safety risk assessment form is provided below:

H&S Risk Assessment Guidelines:

Probability			Severity			Risk Rating (P x S)	
Score	Category	Examples	Score	Category	Examples		
5	Frequent	Expected to occur during task/activity 9/10	5	Catastrophic	Fatality, Multiple Major Incidents; Property Damage >$1M, Structural collapse; Government intervention	1 to 4	Risk is tolerable, no further action required
4	Probable	Likely to occur during task/activity 1/10	4	Critical	Permanent impairment, Long term injury / illness; Property Damage>$250K to $1M; Media intervention	5 to 9	Stop and consider controls before proceeding. Can controls be improved?
3	Occasional	May occur during the task/activity 1/100	3	Major	Lost / Restricted Work; Property Damage >$10K to $250K; Owner Intervention		
2	Remote	Unlikely to occur during task/activity 1/1,000	2	Moderate	Medical Treatment; Property Damage>$1K to $10K; Community or local attention	10 to 25	Risk is unacceptable
1	Improbable	Highly unlikely to occur, but possible during task/activity 1/10,000	1	Minor	First Aid; Property Damage </=$1K USD; Individual complaint		

Site Activity	Potential Safety / Health Hazards	Before Controls			Summary of Control Measures	After Controls		
	Identify each safety or health hazard	Probability	Severity	P x S	Identify any engineering and administrative controls any specific PPE that will be required.	Probability	Severity	P x S
All Work Activities *(Example risk assessment)*	*Slips, Trips and Falls.*	*4*	*4*	*16*	• *Use designated walkways and routes.* • *Wear appropriate safety footwear – with good grip, ankle support, toe and mid sole protection, etc.* • *Ensure there is sufficient light for the tasks being undertaken.* • *Look where you are going.* • *Avoid and remedy trip and slip hazards such as trailing power cords and spillages.* • *Hold the handrail when using stairs.* • *Avoid stepping on debris, loose sheets, temporary hole covers or manhole covers.* • *Do not undertake tasks whilst walking; e.g. note taking / talking on mobile phone.*	*2*	*2*	*4*
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Quality Assurance (QA) ITT Booklet 1 para 5.2.9

The Tenderer shall provide details of the on-site staff responsible for quality control on site and how they will ensure good quality work is completed.

Name	Job on Project	Actions to ensure good quality work

Risk Management ITT Booklet 1 para 5.2.10

Tenderers shall provide a Risk Register listing all perceived contractor risks that might occur during the design, manufacture and installation phases of the project, and associated time and impacts.

An example Project risk assessment form is provided below:

Description of Project Risk	Impact on Project	Mitigation Actions
Insufficient resources to complete project	Delays to starting and completing project, missing of deadlines, late opening of building.	• Plan project to understand the resources required • Subcontract and agree use of resources and people before bidding on project

Conflict of Interest

Tenderers to submit a clear statement detailing if they have any linkage, whether as a subsidiary company, sub-contractor, etc, on any RDA, GOVI and UKG Contracts.

Corrupt and Fraudulent Practices

[Notes to Bidders: This Section shall not be modified.]

It is the Virgin Islands Recovery and Development Agency (RDA)'s policy to require that bidders, suppliers (including suppliers of consulting services), and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the RDA:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

(ii) **"fraudulent practice" means a misrepresentation** or omission of facts in order to influence a procurement process or the execution of a contract;

(iii) "collusive practices" means a scheme or an arrangement between two or more bidders, with or without the knowledge of the RDA, designed to establish bid prices at artificial, non-competitive levels; and

(iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process or affect the execution of a contract.

(b) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question;

(c) will normally cancel the portion of the Financing allocated to a contract if it determines at any time that representatives of the RDA or of a beneficiary of the Financing is engaged in corrupt, fraudulent, collusive, or coercive practices during the procurement or the execution of that contract;

(d) will sanction a body corporate or individual, including declaring the body corporate or individual ineligible, either indefinitely or for a stated period of time, to be awarded a RDA-financed contract if it at any time determines that the body corporate or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a RDA-financed contract; and

(e) will have the right to require that a provision be included in bidding documents and in contracts financed by the RDA requiring bidders, suppliers and contractors to permit auditors appointed by the RDA to inspect their accounts and records and other documents relating to the bid submission and contract performance as well as to have them audited by auditors appointed by the RDA.