

# **Recovery and Development Agency Quick Contracting Invitation to Tender**



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**BOOKLET 3**

**REQUIREMENTS DOCUMENT**

**FOR**

**RUBBERIZED SPORTS FLOORING WORKS**

**AT**

**VG SPORTS COMPLEX SITE,  
COPPER MINE ROAD, VIRGIN GORDA**

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# Scope of Works

## VG Sports Complex – Rubberized Sports Flooring Works

Reference: ITT/0016

Date: 19-Mar-2019

**Recovery and Development Agency**

**Head of Procurement**

Recovery and Development Agency  
Ritter House  
Wickham's Cay II  
Road Town, Tortola, VG 1110  
British Virgin Islands

**Invitation to Tender No. ITT/0016**

Submission Deadline: **18<sup>th</sup> April 2019**  
By **1600 hours (4:00pm)**

**REQUIREMENTS**

**FOR**

**RUBBERIZED SPORTS FLOORING WORKS**

**AT**

**VG SPORTS COMPLEX SITE, COPPER MINE ROAD, VIRGIN GORDA**

The contents of this Invitation to Tender must not be disclosed to unauthorised persons and must be used only for the purposes of tendering. Please read these documents carefully before tendering.

Email: [procurement@bvirecovery.com](mailto:procurement@bvirecovery.com)

Website: [www.bvirecovery.vg](http://www.bvirecovery.vg)

Third Floor, Ritter House,  
Wickham's Cay II, Tortola VG1110, Virgin Islands

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## 1. Introduction

The Virgin Gorda Sports Complex was opened in 2015. It is a steel framed building semi-enclosed, most of the clip sports matting is missing. The intention is to install a rubberized sports surface to this facility.

## 2. Location

The Virgin Gorda Sports Complex is located off the Copper Mine Road.



*Figure 1. The Virgin Gorda Sports Complex*

## 3. The Scope of Works

This Scope of Works is to reinstate the Virgin Gorda Sports Complex, focusing on the rehabilitations of the basketball sports flooring.



*Figure 2. Existing Concrete Slab to receive Rubberized Sports flooring.*

## 4. Specific Scope of works

To clean, repair and prepare slab and design supply and Install recommended flooring and line painting for basketball and volleyball, flooring type to be chosen from the options provided by contractor / specialist.

### 4.1 Mobilisation and Site Occupation.

The successful Tenderer herein after referred to as 'Contractor' will occupy the site for the duration of the works. They will prevent access to the site whilst work is occurring, to reduce public exposure to the works. The contractor is responsible for conducting the following:

- a) Establishing a Site Office (only if required).
- b) Site security / fencing access control.
- c) Implementing a Site Register for H&S, and visiting personnel as required.
- d) Any lifting plans as required.
- e) The contractor should aim to minimise the environmental impact on the site during the works.

### 4.2 Sports Flooring System.

The specialist contractor will need to carry out the necessary preparation works of the existing concrete slab to carry out the installation of the sports flooring system.

### 4.3 Handover.

The following information must be provided as part of the handover pack:

- a) A brief description of the work carried out.
- b) Photographic evidence.
- c) An incident log if there are any incidents on-site.
- d) Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed.

- e) As built drawings & specifications
- f) Warranty agreements
- g) Maintenance and cleaning instructions

## 5. Format for Returns

**Contractors will be assessed based on the level of detail in their Bill of Quantity, the price they submit, how quickly they can mobilise to commence works.** Contractors are requested to provide the following information as part of their submission:

1. **Overall price.** A lump-sum firm and fixed price for the completion of the works described above.
2. **Bill of Quantities**, detailing the costs and breakdown in detail of:
  - a. Mobilisation (Preliminaries);
  - b. Insurances (if required);
  - c. Labour;
  - d. Materials & Equipment;
  - e. Overheads and Profit.
3. **Method statement.** This should include details of:
  - a. Details of any works that are planned to be carried out;
  - b. Health and safety plan to for the operatives and the office staff.
4. **Duration of the Programme Works.** Each programme should include details of:
  - a. How soon works could start from contract signature;
  - b. Individual activities to be conducted and how long they will take;
  - c. A completion date.

## 6. Queries and Responses

Any questions are welcomed, and responses are to be made directly to the Recovery and Development Agency's Procurement Team who can be contacted using the following details:

Attention: **Head of Procurement**  
 E-mail: [Procurement@bvirecovery.vg](mailto:Procurement@bvirecovery.vg)  
 Telephone: +1 (284) 393 8003  
 Address: Recovery and Development Agency  
 Ritter House  
 Wickham's Cay II  
 Tortola, VG1110  
 British Virgin Islands