

Recovery and Development Agency Quick Contracting Invitation to Tender



PART B TECHNICAL PROPOSAL TEMPLATE FOR RETURN

FOR

**THE CONSTRUCTION OF A CAR PARK FACILITY AND
AUXILIARY WORKS AT THE JEFFREY A. CAINES ARENA**

VIRGIN GORDA

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 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.

Method of Works. ITT Booklet 1 para 5.1.1

*Please provide the **Executive Summary and Detailed Statement of Work** for the major activities to be undertaken during the project*

The Executive Summary should include:

- a. A company background summary.
- b. Key timings for delivery
- c. Any significant risks to the completion of the project.
- d. Any long lead items or procurement concerns that the RDA should be aware of.

The Detailed Statement of Works should include:

The Statement of Works should provide details of how the Tenderer will complete the components of Booklet 3. The submission should provide enough detail to demonstrate an understanding of the works required and methods for tackling key areas

Procurement Strategy. ITT Booklet 1 para 5.1.2

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.

The Tenderer shall also provide of the Logistic Chain, Method of Movement Use and a Listing of Similar Projects executed.

Component of Work	Self-Performed or Sub-Contracted?	Name & Address of Proposed Sub-contractors Chain Member

Work Programme ITT Booklet 1 para 5.1.3

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 5.1.4

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 5.1.5

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

N.B. Include CVs (Curriculum Vitae) for all professional, technical and supervisory staff (the definition of the type of staffing is provided at the applicable section).

Mobilisation ITT Booklet 1 para 5.1.9

Tenderers to outline plan for mobilisation to the location of the site if not already established there. To include: Facilities to be sited and an estimate of time in days for this activity.

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.

Form of Tender-Securing Declaration

Date: *[insert date (as day, month and year)]*
Tender No.: *[insert number of tender process]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering in any contract with the Recipient for the period of time of 12 months starting on *[insert date]*, if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn our Tender during the period of tender validity specified in the Instructions to Tender document; or
- (b) having been notified of the acceptance of our tender by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITT.

We understand this Tender-Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Tender-Securing Declaration]*

Name: *[insert complete name of person signing the tender-Securing Declaration]*

Duly authorised to sign the tender for and on behalf of: *[insert complete name of Tenderer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal *(where appropriate)*

[Note: In case of a Joint Venture, the Tender-Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender.]