

Recovery and Development Agency Quick Contracting Invitation to Tender



PART B TECHICAL PROPOSAL TEMPLATE FOR RETURN

FOR

**RENOVATION WORKS AT THE ROAD TOWN POLICE STATION
– PHASE II**

AT

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.

Company Profile. ITT Booklet 1 para 5.1.1

The bidder is to provide an executive summary of the company that will be bidding for the works. This is to include the following information:

- *Areas of work and specialisms*
- *Types of common clients*
- *Years of operation*

ITT Booklet 5

ITT No.: RDA/ITT/2021/010/NCB

Dated: 23-Dec-2021

Project Code: 181.07

Project Name: Renovation Works at the RTPS-Phase-II

Previous Experience. ITT Booklet 1 para 5.1.2

Provide examples of similar projects that the company has worked on in the last 5 years.

Key Personnel ITT Booklet 1 para 5.1.3

Provide a CV of the key 4 people that will be involved in this. It is recommended that this includes the following personnel:

- *Project Manager*
- *Mechanical / Electrical Lead*
- *Civils Lead / Foreman*
- *Quantity Surveyor*

Resources Available ITT Booklet 1 para 5.1.4

The following information should be provided so that the authority can be assured of the resources available for the delivery of this project:

- *Company organisation diagram showing key positions and people.*
- *The company should provide a statement indicating the number of employees directly employed within the company.*
- *The company should provide a list of the partner organisations that are available to support this project.*
- *The company should provide a list of the relevant equipment under direct ownership of the company.*
- *The company should list any activities that it will expect to have to be contracted out and list the likely supplier that will perform those activities.*

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

Management Personnel

Name	Job on Project	Experience & Qualifications

Trades People

Trade	Number of people employed

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Health and Safety Policy. ITT Booklet 1 para 5.1.5

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		

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Site Activity	Potential Safety / Health Hazards	Before Controls			Summary of Control Measures	After Controls		
		Probability	Severity	P x S		Probability	Severity	P x S
	Identify each safety or health hazard				Identify any engineering and administrative controls any specific PPE that will be required.			
All Work Activities (Example risk assessment)	Slips, Trips and Falls.	4	4	16	<ul style="list-style-type: none"> 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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Sample Method of Works ITT Booklet 1 para 5.1.6

The company should provide a Method of Works which should include details of how the Tenderer will complete all the components of this project in accordance with the Requirements.

Name	Job on Project	Actions to ensure good quality work

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.