Recovery and Development Agency

Invitation to Tender

BOOKLET 1

NOTICES AND INSTRUCTIONS

FOR

REPAIRS TO THE ANEGADA ADMINISTRATION BUILDING

THE SETTLEMENT

ANEGADA

Recovery and Development Agency

Director of Procurement Recovery and Development Agency Ritter House Wickham's Cay II Road Town, Tortola, VG 1110 British Virgin Islands	**Invitation to Tender No.** **RDA/ITT/2020/008/NCB** Submission Deadline: **28 Oct 2020** By **1000 hours (10:00am)**

NOTICES AND INSTRUCTIONS

FOR

REPAIRS TO THE ANEGADA ADMINISTRATION BUILDING

THE SETTLEMENT

ANEGADA

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. The procurement process being used for this activity is National Competitive Bidding (NCB).

1. **NOTICE TO TENDERS**

1.1. Tenders are invited in accordance with the following Notices and Instructions for the provision of services detailed in the accompanying documents. The issue of an Invitation to Tender (ITT) is not to be construed as a commitment by the Authority to place an order as a result of the tendering exercise or at any later stage. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of the tenderer. The RDA also reserves the right to undertake an iterative tendering process following receipt of the tender responses. **Any clarification required in connection with this Invitation to Tender (ITT) must be sought in writing only from the Procurement Team of the RDA as follows:**

Director of Procurement
Recovery and Development Agency
Ritter House
Wickham's Cay II,
Road Town, Tortola, VG 1110
British Virgin Islands
Email: procurement@bvirecovery.vg

Subject: RDA/ITT/2020/008/NCB – Repair to the Anegada Administration Building, The Settlement, Anegada

2. INVITATION TO TENDER

2.1. The Board of the Recovery and Development Agency ('the Authority') invites you to tender using the National Competitive Bidding (NCB) process and upon the basis of Booklet 2 - Conditions of Contract, for the works on a lump sum basis as described in the following documents:

2.1.1. Booklet 1: Invitation to Tender, Notices and Instructions.

2.1.2. Booklet 2: Conditions of Contract.

2.1.3. Booklet 3: Requirements Document.

2.1.4. Booklet 4: Data Pack (Site layout, car park details, placement of container).

2.1.5. Booklet 5: Submission Document (Commercial & Technical).

3. SUBMISSION OF TENDERS

3.1. Tenders are to be delivered in a sealed envelope (hardcopy and **with an electronic copy included on a flash drive**), **to the tender box** at the addresses shown above, for receipt no later than the date and time stated above. The envelope bearing the label will not be opened until the date printed on it. Any request for an extension of the period for tendering must be received by the Procurement Officer, at least 5 working days before the due date for return. However, no undertaking can be given that an extension will be granted.

3.2. Tenderers Proposals are to be submitted in **two parts** as follows:

3.2.1. **Part A**. Part A is to comprise your Commercial (Financial) Proposal, which should include full details of the items requested in this Booklet and Booklet 5 and is to include an original signed version of the Tender Certificate. These documents are to be returned, by the time and date shown above, in a sealed envelope bearing the relevant ITT label and marked **'PRICED COPY'**. A template is provided in Microsoft Excel and must be used. **N.B. the non-submission of the Form of Tender or submission of an unsigned Form of Tender will automatically disqualify your tender submission.**

3.2.2. **Part B**. Part B is to comprise your Technical Proposal, which should include full details of the items requested in this Booklet. **Three hardcopies of the Technical Proposal are required**. These documents are to be returned, by the time and date shown above, in a **separate sealed envelope** bearing the relevant ITT label and marked **'UNPRICED COPY'**. A template is provided in Microsoft Word format and it is optional to use this format.

3.3. The Authority cannot undertake to give consideration to any tender submitted in a different manner or to any tender not received on time. **Part B must not contain any financial information whatsoever**.

3.4. **Adherence to the Tender Procedure.** The Tenderer should comply fully with these Notices and Instructions as **any non-compliance** with them during the tender process **may result in withdrawal of the Invitation to Tender**. The decision of the Authority in this matter is final.

3.5. **Alternative Conditions.** Tenders are to comply with the notices and instructions set out in this form and the conditions of the accompanying ITT documents. Offers made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone.

3.6. Communication During the Tender Period/Tender Queries

3.6.1. During the Tender Period, contractual and technical queries must be referred in writing to the address given not less than 10 days before the Tender Return Date.

3.6.2. Any request for an extension of the period for tendering must be received by the Procurement Officer at least 5 working days before the due date for return. However, no undertaking can be given that an extension will be granted.

3.7. Delivery of Tenders

3.7.1. <u>It is your responsibility, as Tenderer, to make sure that your Tender arrives at the address shown by the time specified for return of Tenders. Emailed or telephone Tenders will not be accepted.</u>

3.7.2. The envelope must not display your name or address on the outside, however your full contact details should be provided within each envelope.

3.8. **Language.** Tenders and all related correspondence must be in English. Similarly, all Contract related correspondence, including designs, drawings, management information, invoices etc. must be submitted in English.

3.9. **Law.** Any contract resulting from this tender shall be deemed to be subject to the Law of the British Virgin Islands – where ambiguity exists then English law should be used.

3.10. **Tender Submission Matrix.** Additionally, the Authority requires completion of the Submission Matrix at Annex A to Booklet 1 - Notices and Instructions. This will also provide reference to the exact part of your tender on the Requirements of Response details that are required.

4. COMMERCIAL (FINANCIAL) PROPOSAL

4.1. The commercial proposal will represent 60% of the total combined score of the evaluation. This submission must address, as a minimum, the following subjects **in the order set out below, with each subject clearly sectioned and indexed. One copy is required.**

4.1.1. **Compliance Statement.** Tenderers shall state that their offer is made in accordance with the requirements of the ITT and that they will comply in all respects with the Conditions of Contract – Booklet 2. Offers made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such Conditions alone.

4.1.2. **Payment of Sub-Contractors.**

4.1.2.1. The Contractor shall pay his sub-contractors and suppliers within 30 days of receipt of a valid claim. Previously some Tenderers have chosen to interpret this as meaning that sub-contractors and suppliers must be paid within 30 days from the date of validation of the sub-contractor's or supplier's claim and in some cases as 30 working days. Neither of these interpretations is acceptable. Sub-contractors and suppliers must be paid within 30 days from the date of receipt from the sub-contractor or supplier of an acceptable claim, no matter how long the validation process takes. Tenderers should make clear in their submission that they understand and accept this interpretation.

4.1.3. **Insurance.**

4.1.3.1. Tenderers shall provide full details of all insurance cover proposed, with details of individual policy costs along with details of any exclusion of such policies. Tenderers are to provide, as a minimum, cover details for;

4.1.3.1.1. Employee Liability.

4.1.3.1.2. Contractor "All Risk".

4.1.3.1.3. Public Liability.

4.1.3.1.4. Professional Indemnity.

4.1.4. **Price.**

4.1.4.1. The maximum budget available for this project is $220,000. Any submissions that exceed this price may not be considered for award of contract.

4.1.4.2. The Pricing Document (Booklet 5) is to include for all the requirements of the Contract Documents, therefore the Contractor should allow for everything to implement and execute this Contract. In addition, Tenderer's shall provide details of overhead and profit incorporated within their price (as a percentage figure).

4.1.4.3. Tenderers shall provide a detailed and priced Bill of Quantities and relevant Schedule of Rates for plant, materials and consumables to be utilized in the Contract. Tenderers should be aware that they are required to supply **a full and detailed Bill of Quantities**, which confirms the Fixed and Firm prices provided.

4.1.4.4. The Tenderer is to provide firm prices in accordance with the Pricing Document, Booklet 5. The expression "**Fixed and Firm Price**" shall be taken to mean an agreed price, stated in US Dollars and be exclusive of all taxes, which is not subject to variation.

4.1.4.5. All prices and rates must be stated in US Dollars and be exclusive of all taxes.

4.1.4.6. The Pricing Document (Booklet 5) is to be duly completed and is to include the **signed** Form of Tender / Tender Certificate. The Form of Tender is to be submitted with the **Commercial Proposal (Part A) only**.

4.1.4.7. The Authority will only pay on completion of pre-determined Milestones during the performance of the Contract. Milestones must be objectively ascertainable events that can be readily defined and assessed by the Project Manager at the appropriate time as having been completed. A milestone payment schedule payment must be provided.

4.1.5. **Tender Period.** Provide confirmation that the Tenderers offer will remain open for a period of 90 days from the due date.

4.1.6. **Maintenance / Defects Liability Period.** The Tenderer shall provide a clear statement demonstrating their understanding and acceptance of the 6 months Maintenance / Defects Liability Period from the date of handover to the Client.

4.1.7. **Statutory Compliance and Performance.** The Tenderer must submit copies of the following documents:

4.1.7.1. **Legally Registered:**

4.1.7.1.1. Copy of Valid Trade Licence (current year)

4.1.7.1.2. Copy of Valid Certificate of Incorporation - if applicable

4.1.7.1.3. Copy of Valid Certificate of Tax Registration - not applicable

4.1.7.2. **Financial Good Standing:**

4.1.7.2.1. Financial statements signed off by a certified Accountant spanning the past three (3) years as pertains to the business.

4.1.7.2.2. Certificate of Good Standing – **Social Security Board** (for BVI registered companies).

4.1.7.2.3. Certificate of Good Standing – **Inland Revenue Department** (for BVI registered companies).

4.1.7.2.4. Certificate of Good Standing – **National Health Insurance** (for BVI registered companies).

4.1.7.3. **Performance:**

4.1.7.3.1. Performance Evaluation on previously completed Government / RDA contract - not applicable.

4.1.7.4. **Tender Security.** <u>A Tender Securing Declaration is required to be completed.</u> The Form of Tender-Securing Declaration template is included in the Terms and Conditions of Contract included in Booklet 2.

5. TECHNICAL PROPOSAL

5.1. The Technical Proposal will represent 40% of the total score of the evaluation and shall include binding proposals, which shall constitute the "Tenderer's Proposal" in any subsequent contract. **Three copies** are required. The Tenderer's technical proposal must not include any financial information but must cover the subjects detailed below in the order that they appear:

5.1.1. **Method of Works.** Within the method of works submission, the Tenderer should include an Executive Summary and a Statement of Works. The Executive Summary should include:

5.1.1.1. A company background summary.

5.1.1.2. Key timings for delivery

5.1.1.3. Any significant risks to the completion of the project.

5.1.1.4. Any long lead items or procurement concerns that the Authority should be aware of.

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.

5.1.2. **Procurement Strategy.**

5.1.2.1. Procurement, by definition, is the acquisition of the materials, supplies, services, etc. that a company requires in order to successfully complete the Works.

5.1.2.2. In these terms, a procurement strategy would refer to the planned approach of cost-effectively purchasing a company's required supplies, taking into consideration several elements and factors such as the timeline for procurement, the funding and budget, the projected risks and opportunities, among others.

5.1.2.3. The Tenderer shall provide a procurement strategy, covering the following:

5.1.2.3.1. Self-performed works.

5.1.2.3.2. Works performed by others.

5.1.2.3.3. International partners and suppliers.

5.1.2.3.4. Logistic chain for the major material groups.

5.1.2.3.5. Proposed method of movement to site.

5.1.2.3.6. Sources of the major elements and methods of transportation.

5.1.2.3.7. Risks associated with the procurement strategy.

5.1.2.3.8. Proposals to mitigate the foreseen risks.

5.1.2.3.9. Potential requests for Agency assistance.

5.1.2.4. The Tenderer is invited to submit options for method of transport e.g. surface or sea detailing the positive/negative effect on programme.

5.1.3. **Work Programme.**

5.1.3.1. The Tenderer shall produce and submit a work programme in common formats such as Microsoft Excel, Microsoft Project or similar format, a Gantt chart is the preferred work programme type.

5.1.3.2. The Tenderers work programme shall:

5.1.3.2.1. Provide sufficient detail of the Activities to ensure a comprehensive assessment of the programme can be made.

5.1.3.2.2. Define the critical path.

5.1.3.2.3. Allow for mobilisation, public holidays, likely extreme weather conditions, etc.

5.1.3.2.4. Make use of concurrent activities across all Contract phases; design, procure and construct.

5.1.3.2.5. Allow for the delivery of material and highlight those long lead items that could affect the critical path.

5.1.3.2.6. Allow for all testing and commissioning.

5.1.3.2.7. Allow for handover - pre-Board of Officers, snagging, Board of Officers and H&S File.

5.1.4. **Resources.**

5.1.4.1. 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 task detailing those which are owned/hired/leased etc and where the resources will be obtained from.

5.1.5. **Contractor Personnel.**

5.1.5.1. The Tenderer shall submit details of the overall team structure including an organizational chart.

5.1.5.2. The Tenderer shall provide details (to include contact details, CV, competence and experience) of the staff who will be involved directly in the Contract. Details of the following shall be submitted:

5.1.5.2.1. Quantity Surveyor or person carrying out that function.

5.1.5.2.2. Project Manager responsible for the delivery of the proposed Contract.

5.1.5.2.3. Site Agent across the trade disciplines who will be directly responsible for site activities.

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

5.1.6. **Health, Safety and Environment.**

5.1.6.1. The Tenderer shall submit an Outline Construction Phase Health & Safety Plan specific to the Contract, to include:

5.1.6.1.1. Health & Safety Risk assessments of non-generic activities deemed to be high risk.

5.1.6.1.2. Details of Site Safety Rules.

5.1.6.1.3. Details of emergency procedures.

5.1.6.1.4. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.

5.1.6.1.5. Details of the monitoring procedures to ensure compliance with the Tenderer's policy and procedures.

5.1.7. **Quality Assurance (QA) – Not Applicable**

5.1.7.1. The Tenderer shall submit:

5.1.7.1.1. Details of the on-site staff responsible for the implementation, management and control of the proposed QA management system and procedures.

5.1.7.1.2. Outline details of the testing/QA regimes to be adopted during the design, procurement and construction phases.

5.1.8. **Risk Management**

5.1.8.1. The Tenderer shall detail:

5.1.8.1.1. Specific areas of concern.

5.1.8.1.2. Perceived constraints.

5.1.8.1.3. Risks to the project delivery by providing a Risk Register – sufficiently detailed to demonstrate an understanding of the key project risks and the proposed mitigation measures.

5.1.8.1.4. Areas of potential delay.

5.1.9. **Mobilisation**

5.1.9.1. The Tenderer shall submit an outline plan for mobilisation to the location of the site if not already established there. To include:

5.1.9.1.1. Facilities to be sited.

5.1.9.1.2. An estimate of time in days for this activity.

5.1.9.1.3. Any procurement that needs to take place before mobilisation.

5.1.9.1.4. Any specific constraints or dependencies necessary for mobilisation to be successful.

5.1.9.1.5. Security of the site and construction equipment.

6. ALTERATION OF ENTRIES

6.1. Once a price or other entry has been inserted, it should not be altered or erased. Any necessary corrections are to be made by striking through the unwanted entry and inserting the correct one adjacent to it. **All such corrections are to be initialled by the Tenderer**.

7. EXPENSES/LOSSES

7.1. No tendering expenses or losses will be reimbursed by the RDA. This includes expenses incurred by the Tenderer in attending site visits and meetings in connection with the Tender.

8. FRAUD AND ETHICAL BEHAVIOUR

8.1. The Tenderer should make clear in their submission that they understand and accept that fraudulent activity is not acceptable to any extent. They should confirm their commitment to ethical business behaviour and give full details of their proposals for the detection and deterrence of fraudulent activity, and the proposed action if fraud is suspected or discovered. The tenderer shall comply with the RDA policy on fraud and ethical behaviour

8.2. 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.

9. SAFEGUARDING

9.1. The Tenderer should make clear in their submission that they understand and will comply with the RDA safeguarding policy which is available on the RDA website.

10. CONFIDENTIALITY OF TENDERS

10.1. The Tenderer is to note the following:

10.1.1. You are required to keep your tender confidential and not divulge to anyone, even approximately, what your tender price is or will be, before the decision on Contract award is made known by the Authority. The sole exception to this is information you may have to give to your insurance company, or broker, in order to compile your Tender, but you must stress to them that this information is given in strict confidence.

10.1.2. You must not obtain or try to obtain any information in connection with anyone else's Tender or proposed tender before the timescales set herein.

10.1.3. You must not make any arrangements with anyone else about whether or not they should tender, or about their or your tender prices or terms and conditions. You may however, obtain any necessary sub-contractor quotations. Please confirm your understanding of, and compliance with this, in your Tender.

11. DOCUMENTS

11.1. Any documents issued to Tenderers remain the property of the Authority. **Such information must not be seen by unauthorised persons and must be used only for the purpose of tendering**. These provisions apply equally to drawings etc., the property rights of which vest in a third party. Drawings etc. should be retained pending notification of the result of tendering, when those held by unsuccessful Tenderers should be returned to the Authority.

11.2. Only the current editions/versions of the Contract Documents named in this ITT shall apply in connection with the Contract.

11.3. The Tenderer is not to alter or amend any of the Contract Documents.

12. BIDDERS CONFERENCE AND SITE VISIT

12.1. The Tenderer will be able, during the time allowed for completion and return of Tender, to spend time on Site to familiarise themselves with the Site and to assess the task described in the ITT. For these purposes, the Tenderer can be represented at a Bidder's Conference, which will include a Site Visit. It is proposed to hold a **Bidders Conference and Site Visit**, this will be held at the **Anegada Administration Building, The Settlement, Anegada at 10:00AM on 2-Oct-2020.**

12.2. The Tenderer may send a **maximum of 1** representative to the Bidder's Conference and adhere to physical distancing protocols.

12.3. It should be noted that this event cannot be repeated for any individual Tenderer.

12.4. Subsequent visits may be made to the site however, respective Tenderer's are encouraged to notify the Landlord prior to such visits. Any questions arising from such visits shall be in writing to the Procurement Officer.

13. INTERVIEWS

13.1. The Authority may wish to interview Tenderers as part of the evaluation process. Tenderers will normally be given a minimum of 48 hours' notice of any requirement to attend for interview if appropriate. It will be the Tenderer's responsibility to make any necessary arrangements and to meet all costs related to this interview. The Authority will not be responsible for any arrangements or costs to any extent.

14. ACCEPTANCE

14.1. The Board of the Recovery and Development Agency does not bind themselves to accept the lowest or any tender; and may refuse to consider any Tender which is incomplete or qualified in any way.

14.2. **Acceptance of Portion of Tender.** The Authority reserves the right, unless the tenderer expressly stipulates to the contrary in their tender proposal, to accept such portion thereof as the Authority may decide. The Authority is not bound to accept the lowest priced tender.

14.3. **Pricing Document (Booklet 5).** The Rates and Prices contained in both Booklet 5: Pricing Document, Bill of Quantities and Schedule of Rates will be used to value any changes to the Contract Sum. In the Tender Evaluation process the Authority will review the Bill of Quantities and Schedule of Rates, however liability for any miscalculation of prices and distances lies with the Tenderers.

15. DEBRIEFING TENDERERS

15.1. The Tenderer should note that it is the Authority's policy to debrief unsuccessful Tenderers. The purpose of the debrief is to let an unsuccessful Tenderer know why an offer was rejected. A

debrief will only take place after the award of Contract, and when requested by an unsuccessful Tenderer. A debrief will normally be given within one month from the date of request, or from the award of Contract, whichever is later.

16. TENDER EVALUATION METHODOLOGY AND INDICATIVE ASSESSMENT CRITERIA

16.1. The purpose of providing Tenderers with the following information is to be as informative as possible on the methodology and factors applied by the Authority in evaluating tenders. Separate and independent assessments will be carried out on the commercial and technical proposals submitted. The overall assessment will take account of the outcome of these independent assessments.

16.1.1. **Technical Evaluation.**

16.1.1.1. The technical evaluation will take account of the completeness and acceptability of the information submitted in response to the ITT. Emphasis will be placed on ensuring that the Tenderer's proposals fully comply with the technical requirements set out in the Specification issued in the ITT. The evaluation will also involve a comparison of the competence and quality of the proposals with those of other tenders received.

16.1.1.2. Tenderers will be required to obtain a minimum of 50% of the available marks, failing which, their tenders may be rejected.

16.1.1.3. The weighting percentage afforded to each of the Technical evaluation criteria is tabulated below:

Evaluation Criteria Section	Maximum Marks Available
Methods of Work	50
Procurement Strategy	25
Work Programme	10
Resources	10
Contractors Personnel	10
Health and Safety Requirements	10
Risk Register	10
Mobilisation	10
Total	**135**

16.1.2. **Commercial Evaluation.** The commercial evaluation will take account of compliance with:

16.1.2.1. Notices and Instructions detailed in this Booklet.

16.1.2.2. Terms and Conditions of Contract included in Booklet 2.

16.1.2.3. The Tender Price(s) and its breakdown. The Tender price will be considered in combination with the technical proposals to determine the tender which is considered to offer the best value for money for the Authority.

16.1.2.4. The Authority's decision in this matter will be final.

17. AWARD DATE OF CONTRACT

17.1. For your guidance the expected award date of this Contract is estimated to be **November 2020**, although no guarantee of this can be given at this stage.

ANNEXES

A. Submission Matrix.
B. Technical Evaluation Scoring Matrix

Annex A - Submission Matrix

This Submission Checklist is an essential part of the Tenderers bid and must be completed. Any associated responses should take account of the full text provided in the Booklet 1 - Notices and Instructions referenced paragraphs.

2. It will greatly assist the evaluation of bids by ensuring that all relevant information is easily identified.

3. In the column headed 'Submitted' - Tenderers are to indicate YES / NO to show compliance, or non-compliance with the relevant section of Booklet 1.

4. In the column headed Tenderers Submission – Relevant Section / Paragraph' Tenderers are to enter details of the Sections or Paragraphs of their bids where required information is shown in full. If a Tenderer is non-compliant in a particular section (or in only one or two elements) of that section, he/she must explain this in detail.

5. Tenderers are also requested to highlight any additional requirements that they have submitted in their proposal for consideration by the Authority.

ITT No: RDA/ITT/2020/008/NCB
SUBMISSION CHECKLIST – NOTICES AND INSTRUCTIONS TO TENDERERS

ITT Relevant Bklt 1 Para	Detailed Requirement	Submitted YES / NO	Remarks
COMMERCIAL (FINANCIAL) PROPOSAL			
4.1.1	**Statement of Compliance**. Tenderer's statement of compliance against requirements of ITT Booklet 1 - Notices and Instructions, and Booklet 2 – Conditions of Contract.		
4.1.2	**Payment of Sub-Contractors.** Tenderer's confirmation that they comply with the Payment of Sub-Contractors requirements of the ITT.		
4.1.3	**Insurance.** Tenderer's provision of information demonstrating that the Tenderer complies with the ITT Insurance Requirements.		
4.1.4	**Price.** Tenderer's statement of their understanding that the price provided allows for everything to implement and execute the contract. It shall include a price measured quantities of work and percentage for overhead and profit.		
4.1.4.5	**Bill of Quantities.** Confirmation that a full and detailed Bill of Quantities has been submitted.		
4.1.4.6	**Milestone Payment Schedule.** Tenderer to provide details of their proposed Milestone Payment Schedule.		

ITT Relevant Bklt 1 Para	Detailed Requirement	Submitted YES / NO	Remarks
4.1.5	**Offer Period.** The Tenderer to provide confirmation that the offer will remain open for a period of 90 days from the due date.		
4.1.6	**Maintenance / Defect Liability Period.** The Tenderer's statement demonstrating their understanding and acceptance of the maintenance / defects liability period.		
4.1.7	**Statutory Compliance & Performance.** The Tenderer must submit copies of the following documents:		
4.1.7.1	**Legally Registered:**		
4.1.7.1.1	Copy of Valid Trade Licence (current year)		
4.1.7.1.2	Copy of Valid Certificate of Incorporation - if applicable		
4.1.7.1.3	Copy of Valid Certificate of Tax Registration - if applicable		
4.1.7.2	**Financial Good Standing:**		
4.1.7.2.1	Financial statements signed off by a certified Accountant spanning the past three (3) years as pertains to the business.		
4.1.7.2.2	Certificate of Good Standing – (Social Security Board) – for BVI registered companies.		
4.1.7.2.3	Certificate of Good Standing – Inland Revenue Department – for BVI registered companies		
4.1.7.2.4	Certificate of Good Standing – National Health Insurance – for BVI registered companies.		
4.1.7.3	**Performance:**		
4.1.7.3.1	Project Portfolio up to 5 years – current/previous completed projects		
4.1.7.3.2	Performance Evaluation on previously completed Government / RDA contract - if applicable		
4.1.7.3.3	CVs (Curriculum Vitae) for all professional, technical and supervisory staff (the definition of the type of staffing is provided at the applicable section).		

ITT Relevant Bklt 1 Para	Detailed Requirement	Submitted YES / NO	Remarks
4.1.7.4	**Tender Security.** The Form of Tender-Securing Declaration template is included in the Terms and Conditions of Contract included in Booklet 2 and is required to be completed.		
TECHNICAL PROPOSAL			
5.1.1	**Method of Work.** The Tenderer shall outline his construction methodology/process and provide method statements of work for the major elements of the project.		
5.1.2	**Procurement Strategy.** Provide detailed procurement strategy including tasks to be sub-contracted, supply chain for major material groups, potential risks and proposed mitigation methods etc.		
5.1.3	**Work Programme.** Tenderer to provide a detailed programme (in MS Project of Excel), Provide sufficient detail of the Activities to ensure a comprehensive assessment of the programme can be made and define the critical path and make allowances for mobilisation, testing etc.		
5.1.4	**Resources.** 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 task, detailing those which are owned, hired, leased etc		
5.1.5	**Contractors Personnel.** Tenderer to provide statement confirming that all professional personnel employed in the execution of the contract have appropriate expertise, qualifications and experience. Tenderer to provide details of the overall teams.		
5.1.6	**Health, Safety and Environmental.** The Tenderer shall provide a list of the significant health and safety risks that are expected to be encountered on site with the measures to be employed to mitigate these risks.		

ITT Relevant Bklt 1 Para	Detailed Requirement	Submitted YES / NO	Remarks
5.1.7	**Quality Assurance (QA).** 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.		
5.1.8	**Risk Management** Tenderer to submit a Risk Register listing all perceived risks that might occur during the project.		
5.1.9	**Mobilisation** The Tenderer shall submit an outline plan for mobilisation to the location of the site if not already established there.		
FRAUD AND ETHICAL BEHAVIOUR & SAFEGUARING			
8.1	The Tenderer should make clear in their submission that they understand and accept that fraudulent activity is not acceptable to any extent. They should confirm their commitment to ethical business behaviour and give full details of their proposals for the detection and deterrence of fraudulent activity, and the proposed action if fraud is suspected or discovered.		
8.2	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.		
9.1	The Tender should make clear in their submission that they understand and will comply with the RDA safeguarding policy.		
10.1	The Tenderer shall confirm understanding of, and compliance with maintaining confidentiality of his / her Tender.		