



St. Kitts and Nevis Football Association Project Management -Request for Proposal

TERMS

Project
Management/
Project Manager

Quantity Surveyor

Preparation of
Tender documents

Launch of Tender

Evaluation criteria

DEFINITION

Company/person responsible for the planning and coordination/management of the actions required as part of the scope of work and main contact person of the Saint Kitts and Nevis Football Association.

This company / person will also be responsible for all the required steps in preparation of the Terms of Reference and Launch of the Tender process; such as but not limited to work of a Quantity Surveyor, who will prepare the bill of quantities document.

Company/person responsible for providing the estimate costs, quantities and project timelines from conception through completion while ensuring that the project meets all legal and quality requirements.

This company/person is expected to prepare the bill of quantities document.

Preparation of all documents and support documentation prepared by a quantity surveyor (or other relevant professionals) to invite bids from contractors.

These documents provide detailed information about the project and the requirements for contractors to submit their proposals in a timely manner.

Public procurement process offering all interested contractors equal opportunity to submit a proposal by disclosing the construction scope of work, indicating the materials to be used, and the project's estimated cost as well as set the deadline for bids to be returned.

The format of this tender process shall be a public one for a duration of time to be determined and agreed with the Saint Kitts and Nevis Football Association.

Based on the formulation of specific criteria and points assignment system established in the Terms of Reference of the Tender, these will be used to evaluate and compare the

bids received. The evaluation criteria will provide bidders with an understanding as to what factors will be considered during the selection process such as price , quality experience and compliance with requirements.

Recommendation

Bids submitted by companies will be reviewed by the project manager or project management company. After the review is completed, a report and assessment of the offers based on the evaluation criteria will be provided to the Saint Kitts and Nevis Football Association.

A detailed recommendation on the best bid shall be facilitated to the client, for a final decision to be made.