



ST. VINCENT AND THE GRENADINES FOOTBALL FEDERATION (SVGFF)

# INVITATION TO TENDER

CONSULTANCY SERVICES FOR THE DESIGN AND SUPERVISION OF THE  
PEMBROKE MINI STADIUM DEVELOPMENT



## **SVG Football Federation (SVGFF)**

President:	Otashie Spring
General Secretary:	Peter Edward
Address:	Higginson Street Kingstown, St. Vincent and the Grenadines



## 1. BACKGROUND

The St. Vincent and the Grenadines Football Federation (SVGFF) intends to develop the Pembroke Mini Stadium into a high-performance sporting facility. This project is a critical component of the national sports infrastructure, designed to meet international standards for match play, broadcasting, and player development. SVGFF requires a multidisciplinary consulting team to lead design, procurement support, and construction supervision.

## 2. OBJECTIVE

The objective of this consultancy is to provide comprehensive Architectural, Engineering, and Quantity Surveying services for the development of the Pembroke Mini Stadium. The goal is to deliver a facility that meets **FIFA Quality PRO** standards and provides broadcast-grade infrastructure for national and international events.



### **3. SCOPE OF SERVICES**

#### **Phase I: Design & pre-construction**

- The Consultant shall provide all technical services necessary to prepare tender-ready documents, including:
- 1,000-Lux Lighting System: Photometric studies, structural design for 25–35m poles (wind-load compliant), and electrical load calculations.
- Technical Center: Full architectural and MEP design for a split-level building housing 4 dressing rooms, match officials' rooms, media/press suites, medical rooms, and administrative offices.
- FIFA Quality PRO Turf: Engineering of the sub-base, drainage systems, and specification of the turf system (shock pad/infill) to meet FIFA standards.
- Retaining Structures: Geotechnical investigation and structural design of a retaining wall with integrated bleacher-style seating and hydrostatic drainage.
- Site Infrastructure: Design of internal access roads, parking, perimeter fencing, and stormwater management systems.
- Quantity Surveying: Preparation of detailed Bills of Quantities (BoQs) and a pre-tender estimate.
- Procurement Support: Preparation of the Invitation to Bid (ITB) and a formal Bid Evaluation Report.

## **Phase II: Supervision Services**

During the construction phase, the Consultant shall act as the Project Manager/Lead Supervisor:

- **Technical Inspection:** Conduct regular on-site inspections to ensure compliance with drawings and specifications.
- **Financial Management:** Review contractor invoices, certify works completed, and issue
- **Payment Certificates.**
- **Quality Control:** Oversight of the FIFA Certification process for the turf and commissioning of the 1,000-lux lighting and electronic scoreboard.
- **Reporting:** Facilitate progress meetings and submit monthly progress reports, including ESHS (Environmental, Social, Health, and Safety) performance.



## 4. KEY DELIVERABLES

1. **Inception & Geotechnical Report:** Summary of site conditions and initial design approach.
2. **Preliminary Design & Cost Estimate:** 30% design stage for stakeholder approval.
3. **Final Design & Tender Documents:** Full technical drawings, BoQs, and ITB (Due 8 weeks after contract signing).
4. **Bid Evaluation Report:** (Due 2 weeks after receipt of bids).
5. **Monthly Progress & Payment Certificates:** Ongoing throughout construction.
6. **Final Completion Report:** Inclusive of FIFA Certification and as-built drawings.

## 5. CONSULTANT TEAM REQUIREMENTS

The Consulting Firm must provide a team with the following minimum expertise:

- **Lead Architect/Project Manager:** (Master's + 5 yrs or Bachelor's + 10 yrs).
- **Structural & Civil Engineer:** Experience in high-mast lighting and retaining structures.
- **Quantity Surveyor:** Experience in large-scale civil/sports infrastructure.
- **MEP Engineer:** Expertise in high-capacity electrical systems and industrial plumbing.

- **Specialist Consultant:** Experience with FIFA-standard turf installations.

## 6. DURATION

The total duration of the assignment is expected to be determined, covering both the design phase and the construction period.

## 7. EVALUATION CRITERIA (For SVGFF Use)

- Technical Competence (40%): Experience in sports-specific infrastructure and FIFA standards.
- Proposed Methodology (30%): Clarity on how the design and supervision will be managed.
- Key Personnel (20%): Qualifications and previous track record of the team.
- Financial Proposal (10%): Total fee for professional services.

## 8. SUBMISSION OF BIDS

Tenders must be submitted in a sealed envelope clearly marked:

“Tender for Consultancy Services: Pembroke Mini Stadium Development”

Bids must be lodged no later than **2:00 p.m. on Friday, July 15<sup>th</sup>, 2026**, addressed to:

**The President & General Secretary**

The SVG Football Federation Building  
Corner of Grenville and Higgenson Street,  
Kingstown, St. Vincent and the Grenadines

## **9. TENDER OPENING**

A private tender opening will be held at 2:30 p.m. on the submission deadline at the SVGFF Conference Room. Late submissions will be rejected without exception.

For further information, please contact: The SVGFF Tel: (784) 456-1092 |

Email: [svgfootball@gmail.com](mailto:svgfootball@gmail.com)



VINCY PREMIER LEAGUE