**Statement of the work**

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1. **Scope of Works**

**1.1 Background**

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that human and orderly migration benefits both migrants and society.

Migrants actively contribute to positive development outcomes in both host and origin countries. To this end, IOM operates Migration Health Assessment Centers (MHACs) in Addis Ababa and in Jijiga and provides migration health-related assistance for immigrants, refugees, and mobile populations.

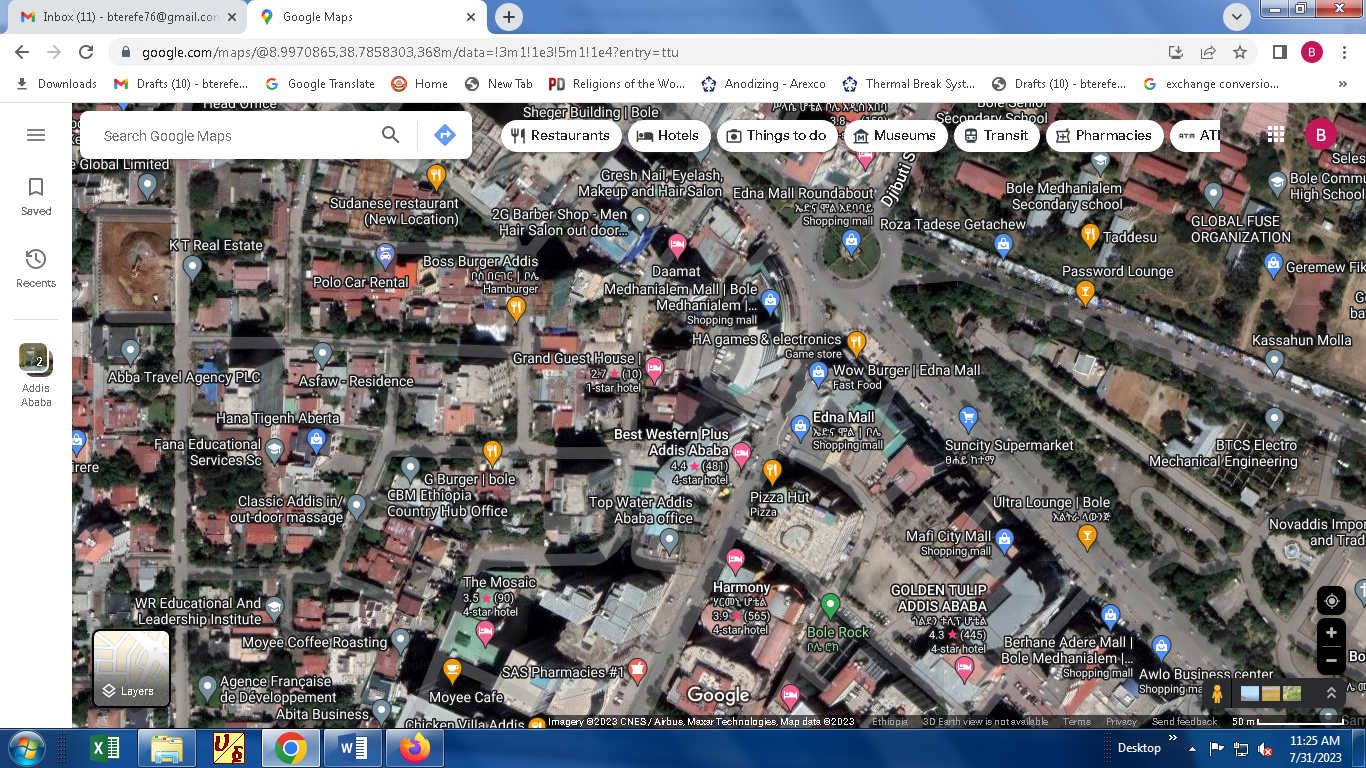
The number of migrants requiring Pre-Migration Health services in Addis Ababa caseload has increased in the last 2 years, requiring additional physical space. Currently, 85 - 120 clients are visiting the MHAC facility in Addis Ababa on a daily basis. In line with the increasing demand for Pre-Migration Health services, IOM has decided to relocate the MHAC to a new and larger building by July 2023.

Therefore, IOM entered into a construction and renovation contract to modify and repurpose an existing hotel building to accommodate the functions of the migration health assessment center (MHAC) and transit center (TC) in two wings of the building.

Accordingly, the Consultant made assessment of the project site and collected the existing condition to develop as-built drawings. Based on the adjusted drawings the Client comments, the Consultant has produced these Architectural Design Report and Drawings for the Clients review and approval.

**1.2 Location**

The location of the project is found at Bole Medhanealem round about, below Edna Mall and Best Western Plus Hotel in front of Moyee Café as shown in the below map.



**1.3 Existing Structure**

The existing Mozaic Hotel building is a Ground + Mezzanine + fourth floors building used for hotel purpose. Currently the building is furnished and functional but ready for the modification works. Most of the building partitions are made of solid wall and some with temporary partitions. The solid walls are plastered and painted. False ceiling is introduced for the internal rooms. Most building floors are covered with ceramic/porcelain. The toilet areas and the entrance lobby floor are covered with ceramic/porcelain. The drive ways are covered with cobble stone pavement and; the compound is fenced with low wall on the front and back sides covered with plantation. The building is intact and the back yard used as vehicular parking and green area. The ground floor restaurant has an extension space to the outside for seating.

**1.4 Climate** **and Weather**

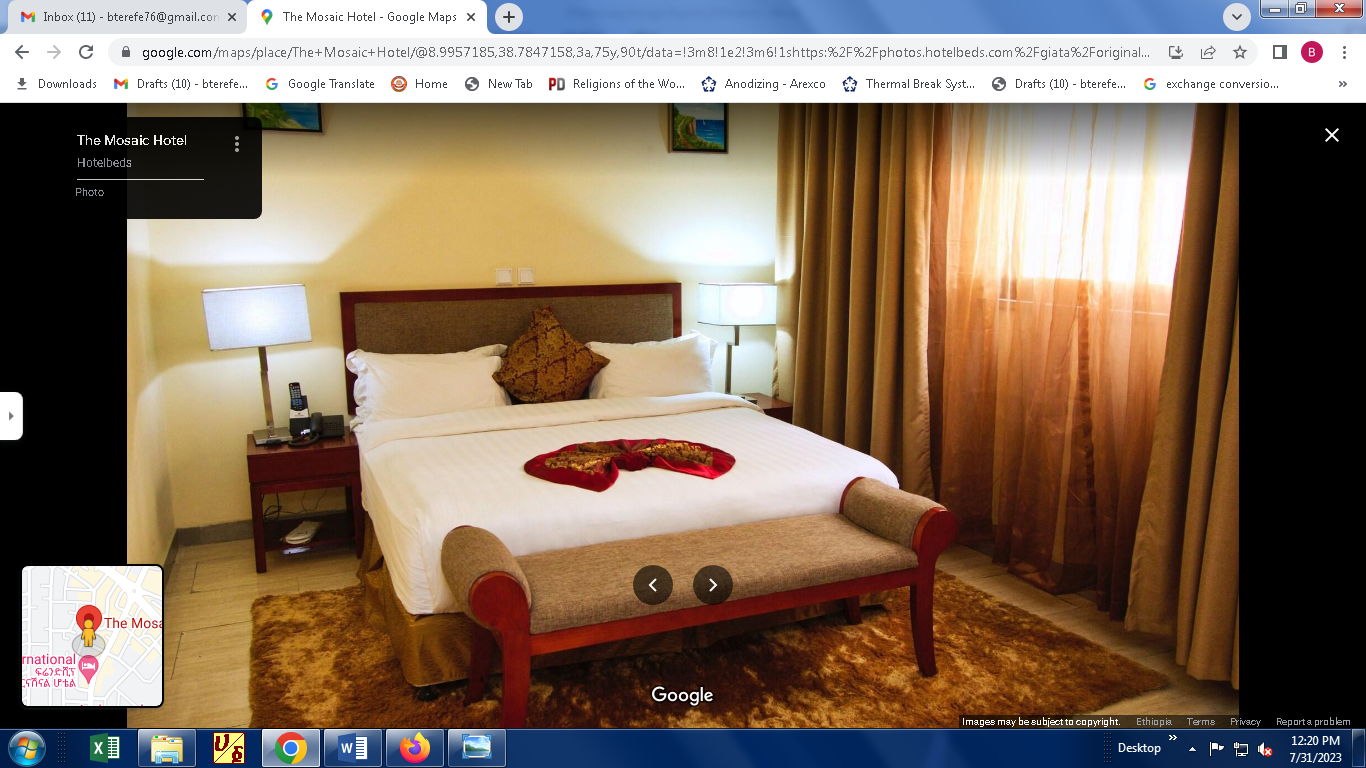
Addis Ababa, Ethiopia is at 8°58'N, 38°47'E, 2324 m; has a humid subtropical mild summer climate that is [mild](http://www.addis-ababa.climatemps.com/temperatures.php) with [dry](http://www.addis-ababa.climatemps.com/precipitation.php) winters, [mild](http://www.addis-ababa.climatemps.com/temperatures.php) rainy summers and moderate seasonality. According to the Hold-ridge life zones system of bioclimatic classification, Addis Ababa is situated in or near the subtropical moist forest biome. The mean temperature is 15.9 degrees Celsius. Average monthly temperatures vary by 3 °C. In the winter time records indicate temperatures by day reach 23.3°C on average falling to 7.3°C overnight. In spring time temperatures climb reaching 24.7°C generally in the afternoon with overnight lows of 10.7°C. During summer average high temperatures are 21°C and average low temperatures are 10°C. come autumn/ fall temperatures decrease achieving average highs of 22°C during the day and lows of 8.3°C generally shortly after sunrise. Total annual [Precipitation](http://www.addis-ababa.climatemps.com/precipitation.php) averages 1089 mm which is equivalent to 1089 Liters/m². On average there are 2439 hours of sunshine per year.

**1.5 Topography Vs access**

The building has two accesses, one from front for pedestrian and vehicular. The other at the back for vehicular and pedestrian. The plot is bounded with three side roads, busy with vehicular traffic and parking. The building equipped with staircases at two ends and elevator.

Front side vehicular access Rear side vehicular access

Front side pedestrian access Bed room view

The main lobby is raised with stairs and a ramp from the ground. And the elevator provided in the main lobby. The building is sited in L- shape defined by the adjacent paved areas from all sides.

1. **Scope of Works**
   1. The detailed scope of works are specified under Section 5: Terms of Reference for construction and renovation of existing hotel building into the migration health assessment and transit center.
   2. The construction works shall be done in accordance with the bill of quantities, technical specifications and detail drawings, and as per the instructions to be given from the assigned supervision engineer.
   3. Since the construction and renovation of works are done by remodeling and repurposing the existing hotel building, the contractor shall take a due care to the building structure, rest of the electrical, sanitary and mechanical systems and all the finishing materials not to be damaged, affected or spoiled by him or his subcontractors (if any).
   4. Construction of all the items listed on the scope of the design work and the construction is as per the final design documentation approved by the client and the client representative.
   5. All materials and works are to be as per the predefined list of specifications/properties. Samples are to be provided to the client’s representative for approval.

**3. Detail Services**

* 1. **Demolishing works**

1. Follow local and IOM safety and security rules and regulations.
2. Properly cart away the debris to an appropriate distance.
3. Following table represents the envisaged list of works.
4. Identify any risk or safety issues or hazardous areas in the existing structure.
5. Provide weekly progress reports to the IOM team regarding progress, compliance, and adherence to contract specifications.
6. Building/renovating the X-ray and Laboratory rooms in coordination with local and regional teams and according to the Ethiopian Ministry of Health, Ethiopian Radiation Protection Authority, and IOM guidelines.
7. The service provider shall be responsible for getting any formal approval for construction/permit on behalf of IOM as may be required by federal or state building or planning agencies.
8. The service provider is responsible for the ongoing review of the construction work and ensuring that the work is being completed as per the drawings and specifications.
9. Service provider must have a chief/leading person capable and responsible for the site review whenever working on site and shall be responsible for quantity and design verification, writing daily reports on the progress of the project, as well as recording and helping to remediate any issues encountered during construction.
10. Regular reports shall be submitted to IOM every week, on a specific date.
11. Prior to the start of the construction, the service provider shall incorporate any changes made to the drawings/bills during the tender period, produce a set of construction drawings, for use during the construction period, and initiate variation order processing when necessary.
12. Any other relevant input can be forwarded to the client and the client’s representative for discussion or approval.
    1. **Construction Renovation & Modification Works**
13. Partitions (Aluminum) specification/properties

* The minimum thickness of aluminum shall be 2mm thick for profiles and 4mm for panels; anodization thickness should be 15-20 micrometers.
* Color – Ivory
* Complete work includes all the necessary ironmongery and best quality cylindrical lock, hinges, rubber sealants, 6mm clear glass with a sticker or Frosted glass (as required), door stopper, and fixing hard wares to make the door/window complete with all approved accessories, locks, hinges, etc.

1. Wall bricks specification/properties

* 250mm thick burnt double-laid brick wall bedded in cement mortar (1:3) and the external side left for plastering.

1. Perimeter fence wall (HCB) specification/properties

* 200mm thick HCB class B wall; both sides left for plastering; bedded in cement mortar (1:3), including coping.

1. Wall HCBs specification/properties (if any)
2. Floor ceramic/porcelain Specification/Properties (if any)

* Color/style – modern
* Size - smaller size for shower rooms and bigger size elsewhere
* Thickness – 9.5mm-10mm
* Surface – non-slippery/slip resistance, scratch resistance, stain proof/easily cleaned.
* Usage – floor rated.
* Material –Ceramic /Porcelain
* Water resistance – waterproof
* Water absorption - ≤ 0.5%

1. Wall ceramic/porcelain Specification/Properties (if any)

* Color/style – modern
* Size - smaller sizes preferable
* Thickness – 6mm -10mm
* Surface – stain resistance, stain proof/easily cleaned.
* Usage – wall
* Material –ceramic (Porcelain if available on market)
* Water resistance – waterproof
* Water absorption - ≤ 0.5%

1. Air Conditioning System

* Capacity 24,000 BTU

1. All complete work according to instructions by the Engineer and heads of units.
2. Unit price shall include all necessary fixing accessories, and all other standard requirements such as mortar beds, all surface pre-cleaning, and cleaning at the end of finished work.

|  |
| --- |
| * 1. **Ground Floor: X-Ray Room (Prioritized)** |
| 1. Two X-ray rooms for two X-ray machines (with reception office, changing rooms, toilets, and control rooms; for 2 chaperons, and 2 radiographers): Double layered brick wall and lead-lined steel doors) |
| 1. Plastic emulsion paint (for all internal walls and ceilings surfaces, excluding oil paint area) |
| 1. Washable oil paint (washable oil paint up to 200cm high on corridors and internal walls, except exposure rooms) |
|  |
| * 1. **External Structures** |
| 1. External sputum collection area (shed structure with a minimum of five HCB partitioned and ventilated booths (H1.5mXW1.2mXL1.2m), washable non-slip flooring, and handwash basin) |
| 1. Two waiting area shed structures (including canopies from the shed structures to the sputum collection area i.e., around the x-room building for protection from rain) |
| 1. Incinerator |
| 1. Garbage collection ventilated shed; with two compartments for general and medical waste |
| 1. Steel fence (between MHAC and TC) |
|  |
| * 1. **Ground Floor: Main Building Entrance** |
| 1. Automatic sliding main door 2. Reception area: Two customer care desks (right side), and Six-Seven Registration Counters (right side); suitable for taking pictures 3. Counselling room partitions (two private and group counseling rooms): Sound-proof separation wall with TC's café, remove and re-install exit door to the right end 4. Phlebotomy Room: Partitions for three phlebotomy rooms and a waiting area with frosted glass, construct a new door to the toilet area, Increase the size of the existing door, remove the existing sink from the toilet 5. Plastic emulsion paint (for all internal walls and ceilings surfaces, excluding oil paint area) 6. Washable oil paint (washable oil paint up to 200cm high on corridors) 7. Frosted partition on the walkway and left side of the staff canteen 8. Partition for a cleaners' storage (To be accessed from the x-room side stair) 9. 2 Rooms for the radiology unit (for six staff) 10. 2 Rooms for Directly Observed TB Treatment (DOT) 11. Partial metal grill on the corridor 12. Plastic emulsion paint (for all internal walls and ceilings surfaces, excluding oil paint area) 13. Washable oil paint (washable oil paint up to 200cm high on corridors) 14. Room No.: 117-121 Doctors' room; with screen curtain 15. Room No.: 101-103 three Nurse rooms 16. Room No. 104: Emergency Room 17. Room No. 105: Cold Room 18. Room No.: 106-107 Vaccination Room; with screen curtain |
| 1. Room No. 108: Pharmacy Storage 2. Room No. 109: Pharmacy 3. Room No. 110: Sample Collection Room; with screen curtain 4. Partial metal grill on the corridor 5. Plastic emulsion paint (for all internal walls and ceilings surfaces, excluding oil paint area) 6. Washable oil paint (washable oil paint up to 200cm high on corridors) 7. Reception counter with TV, movable waiting area chairs 8. Room No.: 221-220-207-206-208; Physicians room; with screen curtain 9. Room No.: 201-203; Nursing room 10. Room No. 204: Vaccination room; with screen curtain 11. Room No. 205: Emergency room 12. Room No. 209: Cold room 13. Partial metal grill on the corridor 14. Plastic emulsion paint (for all internal walls and ceilings surfaces, excluding oil paint area) 15. Washable oil paint (washable oil paint up to 200cm high on corridors) 16. Room No. 318, 317: Physician and nurse room (PDMs) 17. Room No. 301: Medical Storage 18. Room No. 302: DNA Collection room (with CCTV) 19. Room No. 303, 304, 305: Interpreters room (for six staff, 2 in each room; with a workstation) 20. Room No. 307 or 310: Sample collection 21. Room No. 306, 308: Nursing station (for four staff; with workstation) 22. Room No. 309: TC data staff 23. Partial metal grill on the corridor 24. Plastic emulsion paint (for all internal walls and ceilings surfaces, excluding oil paint area) 25. Washable oil paint (washable oil paint up to 200cm high on corridors) 26. Conference Room partition (with sound-proof wall and glazing up to ceiling height adjacent to laboratory office) 27. Lab (with a transparent partitioned separate office - for 5 staff, Bio-safety cabinet room, hand wash basin, widening the door (with biometric access), Epoxy flooring, Bench tops) 28. Room No. 401: CMHO 29. Room No. 402: MHO 30. Room No. 403: Chief Nurse 31. Room No. 404: Admins (2 Medical Admins) 32. Room No. 405: 2 Finance and 1 logistics assistants 33. Room No. 406: 2 lab staffs 34. Room No. 407: Server room/IT 35. Room No. 408: Lab storage 36. Room No. 409: 2 lab staff 37. Room No. 410: TB lab (with internal separation gate and internal hand wash basin) 38. Room No. 411: 2 senior data staff (DPU) 39. Room No. 412, 413: Medical assistant 40. Room No. 414: 2 Call center staff 41. Room No. 415, 416, 417, 418: Emergency health staff 42. Partial metal grill on the corridor 43. Plastic emulsion paint (for all internal walls and ceilings surfaces, excluding oil paint area) 44. Washable oil paint (washable oil paint up to 200cm high on corridors)   **External Structures** |
| 1. UV-resistant fabric, waterproof and fire-retardant fabric shed for children’s playground |
| **All Floors (For Accommodations and offices)** |
| 1. Accommodation rooms: All bathtubs and related plumbing fixtures shall be removed and replaced with a new and standard shower tray and shower head system. All shower heads and related plumbing fixtures in shower boxes shall be removed and replaced with new and standard heavy-duty shower heads and related plumbing fixtures. 2. All electrical fixtures, such as internal sockets and breakers, shall be covered with protection boxes anchored to walls, with the provision of a common mobile phone charging station externally on each floor. 3. Staff café at the first floor shall have epoxy flooring and a hand-wash basin 4. Full metal grill on the corridor 5. Construct glass window (1.5mX1.2m) for office at the existing storage room external wall 6. Plastic emulsion paint (for all internal walls and ceilings surfaces, excluding oil paint area) 7. Washable oil paint (washable oil paint up to 200cm high on corridors) 8. Reconstruct a minimum 2.5m high HCB perimeter fence reinforced with double-layer concertina wire. 9. Jersey barriers 10. Replacement and maintenance of door locks, damaged ceiling panels, and electrical & plumbing fixtures) |

**B. Technical Specification**

**1. Preamble to Schedule of Rates**

1.1 It is a general principle throughout this Specification that the payment for each work item is inclusive of all operations, resources and inputs necessary to complete the work Item. The cost of operations or works not included in the Specifications or the Bill of Quantities, but are all necessary for the completion of the Works, shall be deemed to be included within other items.

1.2 In the Schedule of Rates the Item numbers, headings and item descriptions identify the work covered by the respective items. The exact nature and extent of the work is to be ascertained by reference to the Works description, Specifications and Conditions of Contract. The rates and prices entered in the Schedule of Rates shall be deemed to be the full inclusive value of the work including the following, unless expressly stated otherwise:

(a) The provision, storage, transport, handling, use, distribution, and maintenance of all materials, plant, equipment, machinery and tools including all costs, charges, dues, demurrage or other outlays involved in carriage and importation, including waste and delivery to Site and the Network,

(a) The provision, storage, transport, use, handling, distribution and maintenance of all consumable stores, fuel, water and electricity,

(b) Temporary Works,

(c) Establishment charges including temporary accommodation at individual sites, overheads and profit,

(d) All risks, liabilities, contingencies, insurance and obligations imposed or implied by the Contract,

(e) Attendance and transport for sampling and testing carried out by the Engineer’s Representative, supplying results of tests carried out by the Contractor and providing test certificates,

(f) Awaiting approvals and or consents,

(g) Traveling to, between and from different locations within the Network,

(h) The provision and care of all staff and labor and their payment, accommodation, transport, fares and other requirements including First Aid, welfare and safety requirements,

(i) Setting out, including the location and preservation of survey markers, measurement and supervision,

(j) The opening operation and reinstatement upon completion of all quarries and borrow pits,

(k) The construction and maintenance of the temporary diversion routes as required, the control of traffic, and the provision of temporary road signs as described or otherwise necessary for the safe performance of the Works,

(l) Injury caused to the works under construction, plant, materials and consumable stores by weather,

(m) Co-ordination with other Contractors or Authorities carrying out work either in connection with or adjacent to the works,

(n) The protection of mains, ducts and services,

1.3 Each individual item shall have a rate or price entered against it.

1.4 Unless expressly stated otherwise the Contractor shall allow in his rates and prices for carrying out the works at any location within the Network, for setting up at each Site and for movement between Sites.

1.5 The Contractor shall allow for the items in the Schedule of Rates being used only once, a number of times or not at all and in any quantity during the currency of the Contract

1.6 Where the Schedule of Rates includes separate pay items depending on work quantity, this shall be on the basis of the quantity of each work Item instructed by a single Works Order.

1.7 The final measurement of quantity against each item on a Works Order shall be computed net to two decimal places from the dimensions stated in the Contract unless stated otherwise in the Specifications or stated on the Works Order.

1.8 The measured quantity for each item of work executed by the Contractor in accordance with the Contract shall be measured net and no allowance will be made for waste, bulking, shrinkage, increase or decrease of volume due to compacting or to the provision of working space.

1.9 Where in the Contract a choice of alternatives is permitted, the scheduled description and the rates and prices inserted shall be deemed to cover any of the permitted alternative materials or designs the Contractor may elect to use.

1.10 The Schedule of Rates does not include or infer any pre-estimate of the required work quantities. The Contractor should make his own predictions regarding the amounts, frequencies and distribution of the Works based on the information contained in the Contract, his own experience of patterns of road deterioration, and his pre-tender inspection of the Network. The Contractor is entirely responsible for any inaccuracies in his predictions.

1.11 Except in circumstances as provided for in the Contract, the Contractor will not be entitled to any monthly interim payment or any other payment on account until all the work required by a Works Order is complete. Payment will then normally be claimed in the next monthly statement following certified completion by the Engineer. However, payment for continuous Length-Person activities may be claimed on a regular monthly basis in arrears.

**2. General Requirements**

The Contractor shall engage only those people who have been adequately trained and instructed in their duties. All operators of equipment and vehicles shall be competent and hold all necessary licenses in accordance with current legislation. The Contractor shall employ sufficient numbers of helpers and watchmen who shall guide operators and provide warning of potential conflict with people and other vehicles, as applicable.

The Contractor shall pay due regard to the safety of his workers.

Where appropriate, the Contractor shall pay particular attention to the safety of operators and all persons in the vicinity of fuel transfer / storage operations. A prohibition on smoking must be actively enforced when close to flammable liquids.

All equipment and vehicles shall be in a good and safe working condition. The Contractor must have contingency arrangements in place to attend to personal injuries that may result from accidents occurring within the work site.

**3. Protection of the Environment / Works**

The Contractor shall take all reasonable precautions to preserve the condition of the environment. In particular:

(a) No pollutants shall be allowed to enter any watercourse;

(b) No unauthorized or indiscriminate felling of trees shall be permitted; (c) No open or uncontrolled fires shall be permitted;

(d) The Contractor shall not cause areas of stagnant water to form, on the surface or in open containers;

(e) All spoil or waste materials remaining after the works must be neatly disposed of in approved dump sites;

(f) The Contractor shall ensure that the Works, including the action of individual workers, do not result in any littering. Where such littering does occur the Contractor shall be responsible for the collection and proper disposal of the litter;

(g) The use of herbicides and pesticides shall not be permitted.

(h) Excavations, finished works are to be protected from adverse weather and any work damaged by adverse weather is to be repaired by the Contractor.

**4. Equivalency of Standards and Codes**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Employer’s prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Engineer at least 28 days prior to the date when the Contractor desires the Engineer’s consent. In the event the Engineer determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

**5. Project Sign Boards**

The Contractor shall provide, erect and maintain, Project Sign Boards at all the principle boundaries to construction location. The cost of providing and maintaining the sign boards should be included in the rates tendered for other work items and will not be separately reimbursed.

**6. Work Item Specifications**

The pages that follow provide the work Specifications for each of the term work activity Items. A standard layout sheet is used for the Specifications of each Item. As well as stating the title, reference number and units for measurement, these provide information under the following headings:

(a) **Description** – provides an overview of the repair / work technique and the circumstances when it is normally used.

(b) **Typical Equipment** – where included, provides advice on key items of equipment needed to perform the work. This is for guidance only and the Contractor may select his own resources.

(c) **Materials** – describes and defines the type and quality of main materials which are to be incorporated into the work.

(d) **Work Specifications** – describes the general methodology for performing the work, states any mandatory requirements (e.g. when mechanical compaction must be used), required standards of workmanship quality and any required testing.

(e) **Measurement and Payment** – describes in what units and how the accomplished work is to be measured for the application of unit payment rates. The units of measurement used are those of the International System of Units (SI). No other units may be used for measurements, pricing, detail drawings etc. (Any units not mentioned in the technical documentation must also be expressed in terms of the SI.) Abbreviations used in the specification are to be interpreted as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **mm** | means millimeter | **h** | means hour |
| **m** | means meter | **L.s.** | means Lump sum |
| **mm²** | means square millimeter | **km** | means kilometer |
| **m²** | means square meter | **l** | means liter |
| **m³** | means cubic meter | **%** | means per cent |
| **kg** | means kilogram | **N.d** | means nominal diameter |
| **to** | means tone (1000 kg) | **m/m** | means man-month |
| **pcs** | means pieces | **m/d** | means man-day |
| **ml** | means meter linier |  |  |

**Work Series No.:**

|  |  |
| --- | --- |
| **Item No.:** |  |
| **Name of Item:** |  |
| **Unit of**  **Measurement:** |  |
| **Description:** |  |
| **Equipment:** |  |
| **Materials:** |  |
| **Work**  **Specification:** |  |
| **Measurement and**  **Payment:** |  |

**Work Series No.:**

|  |  |
| --- | --- |
| **Item No.:** |  |
| **Name of Item:** | **Daywork** |
| **Unit of**  **Measurement:** |  |
| **Description:** | **Dayworks** |
| **Equipment:** | as per Bill of Quantities |
| **Materials:** | This Item covers the listing of dayworks items for use in determining payment for work for which no other applicable rate exists in the Schedule of Rates or for which the mode of operation required by the Engineer differs significantly from that specified in the individual items.  The scope of possible works is not limited but may be particularly appropriate in the following examples: |
| **Work**  **Specification:** | No daywork shall be undertaken unless written authorization has been obtained from the Engineer in the form of a Works Order. In the case of emergency work, the Contractor shall act upon the verbal instructions of duly authorized representatives of the Engineer, provided that the  Engineer will confirm such instruction in writing and by formal Works  Order at the earliest, reasonable opportunity.  In respect of ordered dayworks, the Contractor shall deliver each day (or such longer reasonable period as the Engineer may permit) accurate  statements in duplicate which shall include the following details of the resources used in executing the previous day’s work:   Name, designation and hours of Contractor’s personnel,   Identification, type and hours worked of Contractor’s plant and  equipment,   Type and quantities of all materials used. |
| **Measurement and**  **Payment:** | The records described above for personnel, plant / equipment, and materials, shall form the basis for determining payments due for works instructed to be performed under dayworks. The amounts payable will be subject to the following provisions:  **(i)** **Plant and equipment**  The unit of measurement shall be the unit specified for the item of plant or equipment in the Bill of Quantities.  Non-working hours for transport, breakdown, lack of operator or any other reason shall not be measured.  Rates entered by the Contractor in the Dayworks Schedule for each category  and type of plant shall be deemed to include for: all mark-ups: operation, maintenance, repairs, fuel, oil, taxes, duties, drivers wages, insurances overhead, and overtime. Where plant or equipment has to be brought to Site solely for an item of dayworks, the resources used in transporting the equipment to and from its normal base to the work Site may be payable but not the item of transported equipment itself. |

|  |  |
| --- | --- |
| **Item No.:** |  |
| **Name of Item:** | **Daywork** |
|  | **(ii) Personnel**  The unit of measurement shall be the unit specified for the personnel in the Schedule of Rates. The workforce eligible for payments shall be restricted to workers and direct site supervisors such as foreman only. Site office and head office management and support workers shall be excluded. The rates entered by the Contractor in the Dayworks Schedule for each category of worker shall be deemed to include for: wages, overtime, shift work, all statutory payments required to be made by the Engineer, travel time and transport to place of normal reporting, hand tools, accommodation, insurances, overhead, and supervision.  Time spent and resources used in traveling from the place of normal reporting to the Site are normally payable when resources are specifically mobilized for the dayworks task. Otherwise, only the actual time spent working shall be paid for.  **(iii) Materials**  The basic unit of measurement shall be the amounts actually paid for the procurement of materials which are used in the ordered works as evidenced by official invoices and receipts. The Engineer may require that the Contractor seeks his prior consent before purchasing Materials, in which case this will be stated in the Works Order. The tendered additional percentage applied to procurement charges shall be in full and final compensation in respect of the Contractor’s handling costs, insurances, overhead, and all other charges in connection with the procurement, supply and installation/use of the materials. |

**C. Design Documents and Drawings**

**1. List of Drawings Attached**

**Procurement Reference Number:**

|  |  |  |
| --- | --- | --- |
| **List of Drawings Attached** | | |
| **No.** | **Drawing Title** | **Purpose** |
| 1 | Architectural drawings Pages 01 – 15 | Architectural plans sections, details and schedules showing the renovation and remodeling works |
| 2 | 3D views of different areas 13 pages | 3D pictures showing the renovation and remodeling works |
| 3 | Animation Video | To visualize the renovation and remodeling works |
| 4 | Electrical drawings Pages 01 - 08 | Electrical plans and board schedule showing the renovation and remodeling works |

**2. List of Design Documents Available**

**Procurement Reference Number:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Designer** | **Design No** | **Design name** | **Date** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

Drawings are available for inspection from at the following address:

**Person in charge: Tel.: Fax:**

**E-mail:**

Name

In the capacity of . Signed

Duly authorized to sign the Bid for and on behalf of . Dated on [insert day] day of ], 2023

**D. Bill of Quantities or Activity Schedule**

**1. Preamble**

Bidders must price each item in the Bill of Quantities separately and follow the instructions regarding the transfer of various totals in the summary.

The Bill of Quantities must be read with all the other contract documents and the Contractor shall be deemed to have thoroughly acquainted himself with the detailed descriptions of the works to be done and the way in which they are to be carried out. All the works must be executed to the satisfaction of the Engineer.

**(a). Quantity of items**

The quantities set forth against the items in the bill of quantities are an estimate of the quantity of each kind of the work likely to be carried out under the contract and are given to provide a common basis for Bids.

There is no guarantee to the Contractor that it will be required to carry out the quantities of work indicated under any one particular item in the bill of quantities or that the quantities will not differ in magnitude from those stated.

When pricing items, reference should be made to the conditions of contract, the specifications and relevant drawings for directions and descriptions of work and materials involved.

The quantities given in the bill of quantities are provisional and reflect the estimates made at the time of approval to provide a basis for this Bidding Document and Bids. Bidders must consider every aspect of the Bidding Document carefully.

Any comments concerning the quantities must be made in the form of an attachment, following the system of itemization, quoting the codes and brief descriptions, as in the present documents, including the rates and prices.

Except where the technical specifications or the bill of quantities specifically and expressly state otherwise, only permanent works are to be measured. Works will be measured net to the dimensions shown on the drawings or ordered in writing by the Engineer, except where described or prescribed elsewhere in the Contract.

In adjusting extras or variations on the Contract, works will be measured on the same basis as that on which the quantities were prepared. All works not specifically mentioned in the bill of quantities will be taken as included in the prices of various items.

Where, in the opinion of the Engineer, extra works cannot be properly measured or valued, the Contractor may, if so directed by the Engineer, carry out the work at the day work rates shown in the schedule of day work. All completed day work sheets must be signed by the Engineer on or before the end of the week in which the works are executed.

No allowance will be made for loss of materials or volume thereof during transport or compaction.

**(b) Units of measurement**

The units of measurement used in the annexed technical documentation are those of the International System of Units (SI). No other units may be used for measurements, pricing, detail drawings etc. (Any units not mentioned in the technical documentation must also be expressed in terms of the SI.)

Abbreviations used in the bill of quantities are to be interpreted as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **mm** | means millimeter | **h** | means hour |
| **m** | means meter | **L.s.** | means Lump sum |

|  |  |  |  |
| --- | --- | --- | --- |
| **mm²** | means square millimeter | **km** | means kilometer |
| **m²** | means square meter | **l** | means liter |
| **m³** | means cubic meter | **%** | means per cent |
| **kg** | means kilogram | **N.d** | means nominal diameter |
| **to** | means tone (1000 kg) | **m/m** | means man-month |
| **pcs** | means pieces | **m/d** | means man-day |
| **ml** | means meter linear |  |  |

**2. Terms Relating to Payments**

Each item in the bill of quantities for which payment is to be made in a lump sum, and for which no payment schedule is provided, must be paid after the work covered by the lump sum has been completed to the satisfaction of the Engineer.

**3. Pricing**

The prices and rates inserted in the bill of quantities are to be the full inclusive values of the works described under the items, including all costs and expenses which may be required in and for the construction of the works described together with any temporary works and installations which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based. It will be assumed that establishment charges, profit and allowances for all obligations are spread evenly over all the unit rates.

Rates and prices must be entered against each item in the bill of quantities. The rates will cover all tax, duty or other liabilities which are not stated separately in the bill of quantities and the Bid.

**4. Completing the Bill of Quantities**

In the bill of quantities, rates and prices will be entered in the appropriate columns in currency specified in BDS.

**5. Description of Unit Prices**

The Bills of Quantities that follow give the description of the items required. The relevant clauses from the technical specifications are shown.

**(a). Day work schedule**

A day work schedule should be included only if there is a high probability of unforeseen works not covered by the bill of quantities. To facilitate checking by the IOM of the realism of rates quoted by the Bidders, the daywork schedule should normally comprise the following:

(iv) A list of the various classes of labor, materials, and construction plant for which basic daywork rates or prices are given by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis;

(v) The nominal quantities for each item of daywork, to be priced by each Bidder in its Bid. The rate to be entered by the Bidder against each basic daywork item should include the Contractor's profit, overheads, supervision and other charges.

**(b) Provisional sums/Contingencies**

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the overall bill of quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC must state the manner in which they will be used, and under whose authority (usually the Engineer's).

**6. Bill of Quantities or Activity Schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item**  **No.** | **Description of Works** | **Specification**  **Reference** | **Unit** | **Quantity** | **Price in** | **Amount in** |
| **1** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Sub-Total Item No. 1** |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Sub-Total Item No. 2** |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Sub-Total Item No. 3** |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Sub-Total Item No. 4** |  |  |  |  |  |
|  | **Summary** |  |  |  |  |  |
| **1** | **Item No. 1** |  |  |  |  |  |
| **2** | **Item No. 2** |  |  |  |  |  |
| **3** | **Item No. 3** |  |  |  |  |  |
| **4** | **Item No. 4** |  |  |  |  |  |
| **5** | **Daywork (provisional allowance)** |  |  |  |  |  |
| **I** | **Summary Total (1+2+3+4+5)** |  |  |  |  |  |
| **II** | **Add Contingencies** |  |  |  |  |  |
| **III** | **Summary Total** |  |  |  |  |  |
| **IV** | **Taxes** |  |  |  |  |  |
| **V** | **GRAND TOTAL** |  |  |  |  |  |
|  | **DAYWORK SCHEDULE** |  |  |  |  |  |
| **L** | **Labor** |  |  |  |  |  |
| L01 |  |  | day |  |  |  |
| L02 |  |  | day |  |  |  |
| L03 |  |  | day |  |  |  |
| L04 |  |  | day |  |  |  |
| L05 |  |  | day |  |  |  |
|  | **Total Daywork Provisional Sum** |  |  |  |  |  |