

SCOPE OF WORK

REPAIR AND MAINTENANCE – SWIMMING POOL AREA AND INSTALLATION OF WASHROOM ENCLOSURES INSIDE THE CHANCERY

Specifications

I. Objective

To ensure the proper repair, safety enhancement, and functional improvement of the swimming pool area at the Embassy Complex, and to install seven (7) washroom enclosures The scope includes:

1. Repair and Replacement of Damaged Swimming Pool Tiles:

- Removal of existing damaged plastic swimming pool tiles.
- Surface preparation, including cleaning, chipping, and disposal of debris.
- Leveling of cement to align with the height of the tip/edge of the pool.
- Installation of new outdoor-grade rough tiles, suitable for wet areas and slip-resistant.
- Proper grouting, sealing, and curing to ensure durability and waterproofing.
- Final surface inspection to ensure tile alignment, leveling, and aesthetic uniformity.

2. Installation of a Rolling Canopy/Tent with Side Locking Mechanism:

- Supply and installation of a rolling canopy or retractable tent system, designed for outdoor use.
- Canopy material must be durable, UV-resistant, waterproof, and suitable for long-term weather exposure.
- Fabrication and installation of side floor locking/hold mechanisms to secure the canopy in place when extended.
- Installation of support frames, guide rails, and anchoring system ensuring wind resistance and safety.
- Functional testing of rolling mechanisms and locks to ensure smooth operation and stability.

3. Installation of Seven (7) Washroom Enclosures for the Chancery:

- Inspection and assessment of seven washrooms to identify the size and fitting of the glass enclosures.
- Fixing the alignment water pipes, faucets, bidets inside the washrooms.
- Ensuring all installed enclosures meet safety, stability and privacy standards.
- Cleaning and polishing of enclosure surfaces after work.

II. Contract Duration

The total duration of the contract shall be thirty (30) days, commencing upon the official start date indicated in the Notice to Proceed.

Warranty Period

- The Contractor shall provide a minimum 12 (twelve) months warranty from the date of final acceptance.
- During the warranty period, the Contractor shall correct any defects due to poor workmanship, substandard materials, or non-compliance with specifications at no additional cost to the Embassy.
- Warranty repairs must be completed within five (5) working days from receipt of written notice.

III. Areas of Operation

All repair and installation works will be conducted within the swimming pool area and Chancery washrooms inside the Embassy Complex.

IV. Working Hours

Work shall be performed as follows:

- Monday to Friday, 8:00 a.m. to 5:00 p.m.
- Including:
 - One (1) hour lunch break
 - Two (2) 15-minute breaks (morning and afternoon)

V. Contractor's Obligations

The Contractor shall:

1. Deploy skilled and qualified personnel for tiling, cement works, metal fabrication, and canopy/tent installation.
2. Provide and use high-quality, Embassy-approved materials.
3. Ensure timely and quality completion of all tasks.
4. Provide a service vehicle for transporting workers, materials, and tools.
5. Immediately replace absent personnel to avoid project delays.
6. Secure all necessary security clearances and gate passes for personnel and vehicles.
7. Obtain prior written approval from the Embassy for any changes in materials, design, or procedures. Unauthorized modifications may incur financial penalties.

VI. Roles and Responsibilities

The Contractor shall:

1. Conduct a pre-work inspection to assess existing pool tile conditions, canopy installation site, and verify measurements.
2. Safely remove damaged pool tiles and prepare the cement surface for new tile installation.
3. Level the cement to the required height, ensuring structural integrity and proper drainage slope where necessary.
4. Install outdoor rough tiles, including grouting, sealing, and finishing.
5. Supply, fabricate, and install the rolling canopy/tent system, including frames, rails, and locking mechanisms.
6. Installation of washroom enclosures and fixing the alignment of water pipes, faucet and bidets.
7. Test all components to confirm structural stability, weather resistance, and smooth operation.
8. Clean the worksite and dispose of all debris and construction waste.
9. Submit the completed works for inspection and final acceptance by the Embassy.

VII. Terms of Payment

- The Contractor shall be paid within thirty (30) days upon completion of the project, submission of a sales invoice, and all supporting documents, subject to final inspection and acceptance.
- All payments shall be inclusive of applicable taxes and lawful charges.

VIII. Liability Clauses

1. The Embassy reserves the right to terminate the contract and impose financial penalties if workmanship or procedures are found to be substandard.
2. The Embassy may terminate the contract at any time, with or without cause, by issuing written notice to the Contractor.

IX. Confidentiality Clause

All Contractor personnel assigned to the project shall strictly adhere to Embassy confidentiality and security protocols during and after the engagement.

Note:

Bidders must state "Comply" or "Cannot Comply" for each provision in the Terms of Reference/Technical Specifications.

- Statements must be supported by evidence (e.g., manufacturer literature, certifications, test data, etc.).
- Unsupported or contradictory statements may result in rejection of the bid.
- False statements at any stage may be considered fraudulent and may result in disqualification or prosecution.