

GENERAL REQUIREMENTS

1. GENERAL

1.1 Reference to other Sections

Throughout the Specifications and Bills of Quantities, references are occasionally made to other sections. All such references are intended solely for the convenience of those using the documents, and the absence of a reference in no manner excludes the application of every other section in the Specifications which may, in the opinion of the Engineer, have any bearing upon the point in question, the intention being that the Contract Documents shall be read and applied as a whole.

Document named Description of Works are to be read carefully to understand the scope of the works

1.2 General Scope of works

The Contractor shall furnish, except as otherwise expressly provided in the Contract, all materials, equipment and labour to complete the work in accordance with the terms of this Contract, Conditions of Contract, General Requirements, Specifications, Bill of Quantities and drawings; drawings must not be used for pricing the bills but only to obtain dimensions.

The works are to improve the façade and the roof of the exhibition room of the Kyrenia Wreck in the Kyrenia Castle as described and specified.

Working hours shall be from 08.00 to 17.00 daily. No works shall be carried out during the weekends.

2. CONTRACTOR TO INVESTIGATE

No plea for ignorance of conditions that exist or that may thereafter exist or of conditions or difficulties that may be encountered in the execution of the work under this Contract as a result of non-cognizance of local conditions, laws and regulations and/or failure to make the necessary examinations and investigations shall be accepted as an excuse for any failure or omission on the part of the Contractor to fulfil his contractual obligations and in every detail all the requirements of the said Contract Documents, or shall be accepted as a basis for any claims whatsoever or for extension of time.

The Contractor shall also make all the investigations necessary to thoroughly inform him regarding all facilities for access to the site, characteristics of the site, and he may require for his construction operations. The conditions affecting the supply of labour, water, electricity for temporary lighting and power as well as any local regulations and restrictions and generally any matters which may affect his tender as no claim on the ground of lack of knowledge in any respect will be entertained.

3. SITE CONDITIONS – GENERAL COORDINATION

3.1 General

The Employer does not guarantee the correctness of the designations of any materials described in this Clause and elsewhere nor any interpretations, deductions or conclusions relative to site conditions.

The contractor should be aware of the restrictions that can be faced in approaching the Kyrenia Castle and in accessing the Castle. Therefrom, all investigations must be made before pricing. Access to the castle is restricted and should be considered. Use of space in the castle is also restricted. Working area in the Castle must be delineated with fencing to the direction of the Engineer.

3.2 Climate

Cyprus has a typical Mediterranean climate with a marked seasonal variation characterized by wet winters and very low rainfall during the summer months of June to September. January and February tend to be the coldest month; the hottest months are July and August which display average daily temperature values above the thirties.

3.3 Protection and diversion of existing services

The Contractor shall be responsible for notifying the service authorities and the Engineer of his intention to expose the services and where so required by the service authority shall not commence operations until the service authority is represented on Site.

The Contractor shall excavate, protect until backfill and backfill in a manner so as not to damage the services. As soon as a service is encountered in the excavation whether previously located or discovered during the course of excavation for the Permanent Works the Contractor shall forthwith call the attention of the Engineer and the appropriate service authority thereto. The Contractor shall be responsible for maintaining all such services including natural and artificial watercourses encountered by him in the construction of the Works and shall make good any damage caused directly or indirectly by his activities.

3.4 Special Conditions and Hazards

The Contractor shall observe the following conditions when drawing up his proposal for traffic access to the Sites and Working Sites and such proposals shall be submitted to the Engineer for his approval before implementation.

3.5 Disposal of surplus excavated materials

Surplus excavated material and debris arising from the Works shall be stored in bags on site and carted away at the end of the day to an approved disposal site at the expenses of the Contractor. The Contractor shall indemnify the Employer against any claims arising from unauthorized disposal of such materials.

3.6 Water Control

Without prejudice to other stipulations in the Contract, all constraints related to the presence of or risks caused by water, all additional work which may prove necessary on this account, all damage caused by water, all pumping in all structures not mentioned in the Contract which the Contractor may find he has to build for water control purposes shall be at the expense of the Contractor.

Without prejudice or other stipulations in the Contract, the Contractor shall be responsible for all damage caused to the foundations of the structure or any part of the Works and occasioned by floods, surface water or runoff, or by failure of any part of the diversion or protection works carried out by the Contractor. Any repairs that are necessary will be carried out at his own expense.

Before any works are begun, the Contractor shall submit to the Engineer's approval the methods and arrangements he proposes to apply in order to protect the Works, unless these are imposed by the design incorporated in the Contract. Such Engineer's approval shall not relieve the Contractor of his obligations and responsibilities under this Section.

4. REGULATIONS

The Contractor shall comply with all provisions of the rules, regulations and orders of local authorities, utilities and the Employer applicable to the work under the Contract. The Contractor shall co-operate with the all relevant entities in promptly furnishing any information that may be required by such entities. It shall be the obligation of the Contractor to keep himself informed of these rules, regulations, and orders and the Contractor shall make the requirements of this article a part of any sub- contract he may enter into. The Contractor is to allow in his prices for complying with local regulations with regard to access to and from the site.

5. STANDARDS, CODES AND ABBREVIATIONS

General Standard specifications and codes of the following listed authorities wherever cited herein are referred to by use of the abbreviations shown below. All materials and workmanship shall comply with requirements of applicable codes. The following abbreviations are used in these Specifications:

E.N	European Standards
CYS	Cyprus Standards
B.S.	British Standards
T.S.	Turkish Standards
D.I.N	German Standards [Deutsches Institute fur Normung]
A.C.I	American Concrete Institute
A.N.S.I	American National Standard Institute
A.S.T.M.	American Society for Testing of Materials
I.S.O	International Standard Organization

Where reference is made to a Specification by one of the above mentioned or other Association, it is understood that the latest revision thereof shall apply. In case of conflict, this Specification shall take precedence over the above noted specifications.

6. DRAWINGS AND SPECIFICATIONS

The works are to be built of the materials and to the sizes, dimensions and grades as called for in the Specifications and Contract Drawings and such other Drawings as may be added from time to time by the Engineer during the progress of the work. The only drawings referred to in these Specifications are the drawings provided by the Employer to the Contractor.

Additional working drawings showing details in accordance with which the work is to be constructed will be furnished from time to time by the Contractor and shall then become a part thereof after approval of the Engineer. The Contractor shall be governed by figured dimensions, as given on the Drawings. Where required dimensions are not shown in figures, the Contractor shall obtain such portion of the work to which they refer.

7. SUBMISSION OF WORKING DRAWINGS, "AS BUILT" DRAWINGS BY CONTRACTOR

7.1 WORKING DRAWINGS

For the portions of the work done under this Contract, where detail drawings are to be supplied by the Contractor, Two (2) copies of same plus as many copies as the Contractor may require for his own use with Specifications shall be submitted to the Engineer for review. All drawings shall be in the English

language, and all dimensions shall be in Metric system. Symbols shall be in accordance with approved Standards. All drawings submitted for approval shall conform to ISO paper sizes and recommended to be traced on A1 (840 mm x 594 mm) and/or A3 (297 mm x 420 mm) size paper. Title block and numbering shall be approved by the Engineer.

7.2 Additional Drawings

In addition the Contractor shall prepare and deliver to the Engineer prior to construction for information the drawings for

- performance of the Works as necessary for showing the construction methods,
- detailed drawings of concrete reinforcement and calculation works, as well as bar bending schedules,
- detailed drawings necessary for the performance of each part of the Works in accordance with the Contract.

The Contractor shall be responsible for the behaviour of the permanent works during the various phases of construction. He shall provide all equipment and accessories and all working arrangements necessary to limit stresses on the Works, so that stability of the structures is not threatened and so that stresses and deformation remain within acceptable limits.

7.3 AS BUILT DRAWINGS

After the works have been completed, the Contractor shall furnish to the Engineer a copy of drawings (hard copies) and one digital prepared from conditions as surveyed during construction, showing the Works as constructed together with all other information that may either be required or be useful for the operation and maintenance of the Works in the future, such as alignment, depth and levels of utilities, dimensions and location of structures, size of pipelines and services encountered during excavation.

The “As-Built” Drawings shall be submitted for review and approval of the Engineer periodically for sections completed. In 30 days of the issuance of the substantial completion certificate, the contractor shall submit for the review and approval set of final complete as-built drawings. Once the approval is given the contractor shall submit 2 sets of printed as built drawings and one in DVD/flashdisk.

The amount for preparing the As-Built Drawings as required under this subsection is included in the bills of quantities as a percentage item to the contract amount. If the as-built drawings are not submitted at the time of the final payment, the amount in the bills will be deducted and the Employer shall use this amount to engage an architect to complete the as-built drawings.

8. CONSTRUCTION SAFETY

The contractor is obliged to carry out the works in accordance with the relevant and applicable laws and regulations pertaining to health & safety in the construction sector. The Health & Safety officer of the contractor shall be responsible to implement construction health & safety.

9. PROJECT SIGNBOARD AND PLAQUE

The Contractor shall manufacture one sign/notice board and erect these where directed by the Engineer within the working limits. The sign/notice board shall be 1.20 x 1.50 m. The sign/notice board shall have the indication as instructed by the Engineer. The Contractor shall erect the sign/notice board on suitable

supports in positions within the site as directed by the Engineer. The sign/notice board shall be left in position and maintained during the works and the Defects Liability Period.

10. TEMPORARY FACILITIES

Starting from the site possession date, the Contractor shall have to bear the cost of management of all temporary facilities and/or works.

10.1 CONTRACTOR SITE FACILITIES

The Contractor shall be given a space in the castle that can be used as his site facilities. The following particulars shall apply:

- Storage of materials can be made at a depot located on the east of the courtyard of the castle,
- Use of electricity and water can be obtained from the castle free of charge, but the contractor will have to establish safe connection points as per the electricity rules,
- Contractor's personnel can use the visitors toilet but cleaning and provision of consumables must be made at least three times a day
- Further, the Contractor shall furnish and maintain all apparatus and equipment, such as ladders, ramps, runways, temporary stairs, derricks, hoists, elevators, chutes, etc., as required for the proper execution and progress of the work.

When the site facilities are no longer needed in construction they shall be vacated, cleaned and handed over to the castle administration after 10 days of the substantial completion being issued.

Payment will be made at the final payment certificate.

10.2 Engineer Site/Field office

The engineer's office shall be a prefabricated, modular and a portable one that can be manufactured elsewhere and installed on the site. The surface areas shall be at least 6m².

Furnishing will compose of 1 office desk & chair, 2 visitors chairs; lockable filing cupboard of 1x1 meter. The office should be connected to electricity.

Telephony and internet connectivity are to be provided with a regular smartphone with data connection of at least 2GB.

One water dispenser and its 19lt water bottle.

Safety equipment such as hardhats (5 no), shoes (5 pairs) and vests (10 no)

Maintenance and upkeep of the office includes cleaning, repairs, consumables, toiletries and electricity & internet telephony usage.

After 10 days of the substantial completion being issued, the contractor will remove all from the site and take all the items.

Payment will be made at the final certificate.

11. HEALTH & SAFETY

The Contractor shall prepare a HS Plan prepared by the designated licensed HS officer and elaborate on the health safety risk matrix submitted at the bidding stage. The HS Officer shall supervise all aspects of health & safety on site and shall report monthly on any activity pertaining to health & safety.

Report should be written in good English and should be proof-read before submission. The HS Officer shall sign the report.

Printed and digital formats must be submitted. Upon approval of the report relevant payment shall be made.

12. CONSTRUCTION SCHEDULE

This construction schedule shall show clearly how the works shall be organized by section and the corresponding proposed progress on the main items, structures and sub-trades of the Contract. The Work program shall indicate the area of work, the plot number, the number of construction crews, plant and equipment to be employed, etc. The Engineer may require the Contractor to revise his proposed schedule at any time, as provided for in the General Conditions. The Contractor is advised that he shall not be permitted to work haphazardly throughout the whole area of the Contract but shall be required to complete several items of one section insofar as possible, before permitting that working crew to start working in another work of the next section.

13. WORK TO CONFORM

All work shall conform during its progress and on its completion, truly to the lines, levels and grades shown on the Drawings and shall be built in a thoroughly substantial and workmanlike manner, in accordance with the Drawings and Specifications subject to such modifications and additions as may be deemed necessary by the Engineer during its execution and in no case shall any work in excess of the requirements of the Drawings and Specifications be paid for unless ordered in writing by the Engineer.

14. LAYOUT OF WORK AND SURVEY

14.1 Reference points, lines and levels

The Contractor shall carry out surface surveys and shall establish marks on the surface and he will establish Bench Marks at appropriate locations on the site of the works. The Engineer shall check these surveys and marks. The Contractor shall be responsible for transferring the lines and levels from these points to all points of construction. The Contractor must set the line, levels and grade by means of surveyor's instruments or other approved means. Any work done without accurate line or levels having been established or without the supervision of an Inspector may not be estimated, measured or paid for and, if found to be inaccurate shall be corrected or removed and replaced at the Contractor's cost and expense.

14.2 Record of the Site Conditions before Construction

The Contractor shall perform topographical survey of the site within 28 days after the Commencement Date, prior to his first entry thereon, and record with details the existing layout, levels, site conditions. The survey shall include the condition of existing services and facilities, walls and circulations area, and also shall include photographs where appropriate and spot levels as necessary and written descriptions of the site conditions. The survey will be approved by the Engineer.

14.3 Elevations

The setting out by the Contractor shall include, but shall not be limited to, the preparation of topographical maps including coordinates system and/or axis, the installation of centre line stakes, grade and offset stakes, sight rails and batter boards. The Contractor shall be responsible for the true and proper setting out of the works and for the correctness of the position, levels, dimensions and alignment of all parts of the works and for the provision of all necessary instruments and labour in connection therewith. The checking of the setting out of any lines or levels by the Engineer shall not in any way release the Contractor from his responsibility for the correctness therefore. The Contractor shall carefully protect and preserve all Bench Marks, stakes and other items used in setting out the works.

15. PROTECTION, REPAIR AND MAINTENANCE OF CONSTRUCTION

All newly constructed work shall be carefully protected from injury in any way. No wheeling or walking or placing of heavy loads on it shall be allowed and any portion injured shall be reconstructed by the Contractor at his own expense. During the works all structures shall be protected in a manner approved by the Engineer. Further, the Contractor shall be fully responsible for satisfactory maintenance and repair of the construction and other work undertaken herein, for at least the defects period described in the Contract Conditions.

16. SAFETY MEASURES

16.1 GENERAL

The Contractor shall prepare a Health and Safety Plan as required by the relevant regulations on health and safety. The Contractor shall be responsible for the safety of all workmen and other persons entering the Works and shall, at his own expense (where not otherwise stated) and to the approval of the Engineer, take all measures necessary to ensure their safety. Provision of proper safety and emergency regulation includes fire, gas (if any) and electric shock prevention, stretchers and first aid boxes, together with rescue facilities generally, for each place of working.

Provision of efficient safety helmets for all personnel including the Employer and the Engineer and each of their staff and any authorized visitors to the Site

Provision of good and safe access to any part of the Works shall be ensured.

Notices written in relevant languages shall be erected at points likely to be used by the public and warning the public of the existence of the Works. These notices shall be in addition to any statutory requirements. The Contractor shall ensure that all his employees are fully conversant with the regulations, emergency and rescue procedures.

Personal protective equipment shall be available and used by operatives when appropriate, including: safety helmet, eye protection, ear protection, hand protection, foot protection.

16.2 First Aid

The Contractor shall provide and maintain on the work a completely equipped first-aid kit, as required by Health & Safety requirements, in a clean orderly condition, which shall be readily accessible at all times to all his employees and the Engineer & his staff. The Contractor shall designate certain employees who are properly trained to be in charge of first aid.

At least one such employee shall be available to render first-aid at all times that work is being carried on.

16.3 Transportation of materials and equipment

The Contractor shall take all reasonable precautions to ensure that transportation into the castle is done safely and without impeding the access of visitors to the castle.

16.4 Prevention of noise and disturbance

The Contractor shall in general comply with the recommendations of the applicable regulations. The Contractor shall justify the details and arrangements of all plant before installation to ensure that suitable provisions are provided to reduce noise emission in built-up areas.

The Contractor shall comply with measures required by the Engineer to keep noise and disturbance to the reasonable minimum. The hours of usage of any noisy machinery or plant for the above purpose shall be controlled by the Engineer.

16.5 Fire prevention

The Contractor shall make arrangements and provide sufficient number of fire-fighting equipment to the satisfaction of the Engineer for the protection of the works. The Contractor shall remove all rubbish and surplus material of a flammable nature and take such other steps as the Engineer may require but this shall not relieve the Contractor of any of his obligations under the Contract. Sufficient number and type of fire-fighting equipment shall be provided during the works.

17. RECORD OF CONDITIONS BEFORE DEMOLITION AND/OR CONSTRUCTION

17.1 SURVEY – MONITORING EXISTING CONDITIONS

The Contractor shall perform survey of the site prior to start of any works. The Contractor shall agree the surface topography and ground conditions of the site and the immediate surrounding areas to the extent considered necessary for the works.

The records shall include photographs and spot levels, coordinates/location as necessary and written descriptions of the site conditions.

17.2 DISASSEMBLY - MARKING

All parts or units disassembled, shall be marked, or tagged with piece marks. Marks shall be in accordance with approved demolition and/or erection drawings, clearly legible and so placed as to be readily visible when the part is being removed and/or erected in the field. The location of the match marks shall be clearly indicated on erection drawings. All parts or assembly of parts shall also be so marked as to identify them with this Contract. Photograph and documentation of all details of facades, architectural/historical elements should be done before, during and after the dismantling as instructed by the Engineer. If this task is not performed appropriately, the Engineer may delegate these duties to an external party, and then deduct the costs from amounts payable to the Contractor

18. ELEMENTS FOR RE-USE

The dismantling and/or removal of the existing construction and/or structures elements shall be done with extreme care to avoid destruction/damage and in order to appreciate its exact condition. Existing element such as wood, timber, iron, I-beam, stone, adobe, tiles, marble and/or similar building element can be proposed for re-use if in good condition. If it is established by the Contractor and approved by the Engineer that the element has lost its technical, structural and load-bearing characteristics it shall be removed from the site and shall not be proposed re-use for any rehabilitation works.

Any element acceptable for re-use proposed and/or recommended by the Contractor and/or Engineer, shall be recorded, measured and properly stored in accordance with its nature and corresponding storage requirement. All elements for re-use shall be reconditioned, cleaned, protected, and painted as per specifications before installation. The works for checking, investigating, and storing buildings elements for re-use are included in the present scope of works. The Contractor will be responsible for damages that may occur to any existing building element during dismantling and/or removal; any damages to building elements will be repaired and/or the element replaced at the Contractor's expenses.

19. RESPONSIBILITY FOR MATERIAL

The contractor has to present the list of materials, which will be used during the construction. The Contractor shall be responsible for all material furnished by him and shall replace at his own expense all such material found defective in manufacture or damaged in handling after delivery by the manufacturer. This shall include the furnishing of all material and labour required for the replacement of installed material discovered defective prior to the end of the guarantee period.

23. MATERIALS AND WORKMANSHIP

All materials furnished under this Contract shall be new, of best quality, first-class in every respect and purchased from a known and approved manufacturer/supplier. The material shall be installed, constructed and finished in a workmanlike manner. Materials shall be suitable for the service intended and selected and fabricated in accordance with the best practice. Unless otherwise specified herein, all materials shall conform to the appropriate standard specification requirements.

24. SUBMISSION OF SAMPLES AND DATA

In addition to any specific provision in the Contract for the sampling and testing of materials, the Contractor shall submit to the Engineer, as he may require, samples, drawings, catalogues, cuts, diagrams and other descriptive data for architectural and such other materials as may be designated by the Engineer and which the Contractor proposed to incorporate in the Works.

No materials or goods, of which samples have been submitted, shall be used in the Works, unless and until such samples have been approved in writing by the Engineer. The Engineer may reject any materials and goods which in his opinion, are inferior to the samples thereof previously approved and the Contractor shall promptly remove such materials and goods from the Site, at his own expense.

27 PROTECTION OF FINISHES

The Contractor shall take every care to prevent damage to the works and shall ensure that adequate protection is given to all works from the activities of following trades and any third party. Vulnerable parts of the works particularly liable to damage shall be protected as may be reasonably required by the Engineer and shall be deemed to be insured against damage in accordance with the conditions of contract.

28 CLEANING

The debris accumulated on the working platform and on the roofs shall be removed through dustproof canals, which shall be constructed by the Contractor. The rubbles and other debris shall never be thrown down from the roof and from the working platform. The Contractor shall be sensitive on this subject and shall do the clearing frequently. The Contractor, before leaving the site after the completion of the works, shall clear the site. This clearing shall be done before leaving the storage area also.

