



**United Nations Development Programme**  
**Community-Oriented Policing Services**  
**(COPS)**

# **Scope of Work**

For the Construction of

**6 Police Information Desks (PIDs)**

Project Code:

Project Name:

Construction of 6 Police Information Desks (PIDs)

Project Location:

6 Police Districts (PD# 5,8,9,11,12,15) Kaul Afghanistan

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**SCOPE OF WORK****A. General Description:**

While many Afghans look to the Afghan National Police (ANP) as the main provider of security and enforcer of law, the ANP continues to face challenges in becoming a community oriented police service. The Ministry of Interior Affairs (MoIA) of Afghanistan aims to transform the ANP from a paramilitary force into a professional institution capable of 'Winning the loyalty of the people of Afghanistan' and highlights community policing as a critical methodology to adequately refocus police priorities to demanded community police services.

Accordingly this project focuses on supporting the ANP to (1) increase the trust and cooperation between communities and the police through an enhanced Police-e-Mardumi (PeM) methodology, including piloting new approaches to allow the ANP to capture the voices of the community, together with (2) the establishment of an enabling environment, allowing police personal working in police districts to deliver improved community oriented policing services meeting the demands and needs of the communities which they serve. The project will initially focus on the Provincial Headquarters and Police Districts in Kabul.

**B. Project Objectives:**

The project aims to support the ANP to become a police service capable of addressing the safety and security concerns of the communities which they are serving.

The objective of the project will be realized by (a) the community oriented policing being used as the way to transform police community relations; and (b) establishing an enabling environment, through infrastructure and administrative capacity building support to ensure the ANP have the means to implement Community Oriented Policing. The project will focus on supporting activities of District Police Stations in Kabul, as the primary providers of direct policing services to the public. To maximize national ownership and ensure sustainability, the project will support increasing the leadership capacity of the Kabul Provincial Police Headquarters.

**C. Description of Services:**

The UNDP, LOTFA plan to construct new Police Information Centers/Desk (PIDs) in Police Districts (PDs) located in PD # 5,8,9,11,12 and 15 of Kabul city, Kabul Afghanistan. The areas recommended for construction work under this scope of work. The construction works consists: Site Preparation, Excavation and Backfilling of foundation, Leveling and compaction 98%, Laying boulder stone in foundation and rooms, PCC M:250, Form work/Shuttering, Water supply and Waste water/sewer systems, Brick masonry work 140Kg/sqm, RCC M:200, Doors and windows installation with all accessories, heating, ventilations and air conditioning (HVAC), Electrical and IT systems, Suspended ceiling, painting interior and exterior surfaces, provision and installation of furniture, Sign board installation, Site cleaning and Formal inauguration.

The works shall be performed as per scope of work, specifications, and general contract conditions. This project requires an experienced registered contractor to design and execute the job. The Contractor shall provide all labor, material tools, equipment, supervision services, and other related items required to complete the

project as per the scope of work, specifications, and Timetable. Contractors are advised to visit the site, verify the existing site conditions to develop their proposal. SITE VISITING DATE: --/--/ 2021, 10:00 a.m. Local times

**D. General Technical Description of Project:**

The project is consist of **6 PIDs** to be construct in 6 PDs (5,8,9,11,12,15) the overall area to cover by the construction of each PID structure will be 17.15\*12.65 M = 217 sqm, the type of structure will be one story building - frame structure, the structure includes reception, men and women toilets, kitchen, hall for visitors and responsive desks rooms.

**E. Project major activities:**

- Mobilization and preparation.
- Excavation for foundation and backfilling of foundation.
- Leveling and Compaction 90% of foundation and floor.
- Laying boulder stones in foundation and floors.
- PCC work, with M:150
- Form Work/Shuttering work
- RCC work, with M:250
- Water supply and waste water/sewer/plumbing systems
- Brick masonry work 140Kg/sqm
- Floor work, installation of Terrazzo tiles and Skirting
- Doors and windows installation with all accessories
- Heating, ventilations and air conditioning (HVAC)
- Electrical and IT systems
- Suspended ceiling
- Painting interior and exterior surfaces
- PCC Side Walk around the PID structure
- Provision and installation of furniture
- Solar System
- Internet System
- Installation of project Sign Board
- Project Demobilization and Close out

**F. Activities Description**

**1. Mobilization**

The contractor should prepare and provide all the project work starting material, tools and equipment as well as technical persons required for the project.

**2. Excavation:**

The excavation for foundation should be based on the technical drawing, foundation of columns should be excavated to the exact lengths, widths and depths as shown in the technical drawings to minimize backfilling, the excavation should be regular,

during excavation measurement line should be use, foundation bed should be leveled, the contractor easily can use Water Pipe Level if no access for Level machine, the foundation needs to excavate widely about 20cm because whenever during form work the space should be wider than the actual foundation dimension, the excavated suitable soil shall be placed in proper place, and after casting of foundation it shall be used as back filling materials.

### **3. Compacted Ground under the RCC foundation:**

Compacted ground should be compact according to drawing, compacted ground surface shall be well leveled.

### **4. Boulder stone in foundation**

Boulder stone as per relevant drawing and specification, the size of the stone should not be more than 7Cm in diameter.

### **5. Plain Cement Concrete (PCC), M:150**

In plain cement concrete coarse aggregate should be hard durable and free from impurities, dust and any other organic material, fine aggregate should contain sharp, angular grain, cement should be fresh Portland cement, mixing should be done by hand mixing or machine mixing, laying and compaction should be done before setting of concrete i.e. within 30 min, curing should be done for minimum 14 days and mark of PCC should be use M: 150 (1:2:4).

### **6. Form Work/Shuttering Work**

It should be adequately strong to withstand an extensive variety of dead and live loads, for instances, self-weight of wet concrete loads of workers, and any other loads during and after casting of concrete, it should be inflexibly built and efficiently propped and supported to hold its shape without undue deflection, the joint in the formwork should be tight enough to prevent leakage of cement grout, the surface of formwork should be plain and smooth and set properly to the desired line and level, the material of the formwork should not bend or get perverted in presence of sun, rain or water at the time of concreting, the formworks shall be well braced and supported, and should be checked by field engineer as it is tied, flat and no hole or space between two adjacent planks.

### **7. Reinforced Cement Concrete (RCC), M:250**

The concrete shall be cast with consideration of the design drawing and details, concrete Mark shall be having a minimum compressive strength of M-250, with a mixing ratio of (1:1:2). Cement shall be fresh port land. Sand, Gravel and water shall be clear of organic and other unnecessary materials which are affecting the strength of the concrete, the concrete shall be well mixed with a concrete mixer machine and after pouring of the concrete the vibrator machine shall be used, at least minimum of

21 days curing is required, the clear cover shall be consider in each member of the structure based on the drawing, reinforcement steel bars should be according to the drawing, and the 60 Gr rebar shall be use, the rebar shall be clear of rust, oil and other organic covers, the rebar shall be placed as shown in drawing details, the reinforcement application shall be done in presence of the responsible site engineer, and after getting his permission the concrete shall be poured.

#### PORTLAND CEMENT

Portland cement shall conform to ASTM C 150 Type II, low-alkali Type V, low-alkali

#### AGGREGATES

Aggregates shall consist of clean, hard, uncoated particles meeting the requirements of ASTM C 33, including deleterious materials, abrasion loss and soundness requirements of ASTM C 33, and other requirements specified herein. Aggregate not having a satisfactory demonstrable service record shall have a durability factor of 50 or more when subjected to freezing and thawing in concrete in accordance with ASTM C 666/C 666M.

#### FINE AGGREGATE

Fine aggregate shall consist of natural sand, manufactured sand, or a combination of the two, and shall be composed of clean, hard, durable particles. Aggregate used for paving compass calibration hardstands shall be free of materials having magnetic properties. All fine aggregate shall be composed of clean, hard, durable particles meeting the requirements of ASTM C 33 and the requirements herein. The amount of deleterious material in the fine aggregate shall not exceed the limits in ASTM C 33.

### **8. Water Supply and Waste Water/Sewer/plumbing System**

Provision of material, fittings and installation should be based on the drawing and technical specification.

- Install pipes, joints & fittings, in accordance with recognized industry practices which will achieve permanently leak-proof piping systems, capable of performing each indicated service without piping failure.
- Install each run with minimum joints and couplings, but with adequate and accessible unions for disassembly and maintenance/replacement of valves and equipment. Align piping accurately at connections, within 2 mm (1/16") misalignment tolerance.
- Locate piping runs except as otherwise indicated, vertically and horizontally (pitched to drain) and avoid diagonal runs wherever possible. Orient horizontal runs parallel with walls and column lines.
- Install plumbing fixtures and accessories as indicated, in accordance with manufacturer's written instructions, applicable codes and regulations, and in accordance with recognized industry practices to ensure that installation complies with requirements and serves intended function.
- Fasten plumbing fixtures securely to supports on building structure. Secure water supplies behind or within wall construction to provide rapid installation.
- Provide a stop valve in an accessible location in the water connection to each fixture.

- Seal (caulk) all fixtures to walls and floors using G.E. silicone sealant. Match sealant color to fixture color.
- Clean fixtures, trim, and strainers using manufacturers recommended cleaning methods and materials.
- Upon completion of installation of plumbing fixtures and trim, and after fixtures are water pressurized, test fixture to demonstrate compliance with requirements. Where possible correct malfunctioning units, retest to demonstrate compliance, otherwise remove and replace with new equipment and retest at no cost to Owner.
- Apply the proper joint sealant and silicone for all joints around all the finished fixtures and accessories as required to provide sealed installations.

## **9. Brick Masonry Work, M: 140Kg/sqm**

Bricks shall be hand molded or machine molded and made from suitable soils, the bricks shall have smooth rectangular faces with sharp corners, bricks shall have uniform deep cherry red and copper color, the bricks shall not absorb the water more than one sixth of the weight of the brick, the brick should be free from flaws, cracks and lumps of any kind, the brick shall be of first class (140 Kg/sqm), regular in shape, size and colour, the brickwork shall be kept wet or cured for at least 10 days, the mortar is designated in specified proportion of cement and sand (M:300 or 1:4), only fresh mortar within half hour for cement mortar, the time of adding water shall be used.

## **10. Tile Work**

Best quality terrazzo tiles for floor and skirting should be use, or the provision and installation shall be based on the drawing and technical specification,

- Lay tiles from the centerline of each space outward to obtain border tile of equal width and larger dimension.
- Lay tiles in grid pattern. Align joints if adjoining tiles on floor and walls are the same size. Joints shall be uniform in width.
- Set tile firmly on the mortar bed Strings or pegs may be used to space tiles that have no spacers. Bring all surfaces to a true plane at the proper position or elevation. Thoroughly beat-in all tiles while the mortar bed is still plastic.
- Make adjustment of tile before initial set of the mortar takes place.
- Terminate work neatly at obstructions, edges, and corners without disturbing the pattern or joint alignment.
- Grouting: before grouting, wet the joints between tiles if tiles have become dry, force a maximum amount of grout into the joints, and fill all gaps and skips. The finished grout shall be uniform in color, smooth, and without voids, pinholes or low spots.
- Cleaning: Upon completion of installation, clean all tile surfaces so they are free of foreign matter and leave finished installation clean and free of cracked, chipped, broken, non-bonded, or otherwise defective tile work.

## **11. Doors and Windows Installation**

Provide and Install PVC doors and windows for the PID building, toilets, kitchen and responsive rooms including locks, handle, and Miskito screen (outside doors and windows).

- The publications listed below form a part of this specification to the extent referenced.
- The publications are referred to within the text by the basic designation only.
- Submit for each window and door type attesting that identical or larger windows have been tested and meet the requirements specified herein for conformance to AAMA 101 or ASTM D 4099 and the specified minimum Condensation Resistance Factor (CRF).
- Product made of PVC-7000, Turkish standard (or equivalent).
- After completion installation of door clean very well.

## **12. Electrical and IT System**

Electrical, Internet cables and ports work shall be based on the drawing and technical specification, prior submission of each item/tool as a sample for approval is mandatory.

## **13. False suspended Ceiling**

False suspended ceiling shall be based on the drawing and technical specification, prior submission for approval of sample is needed. The false ceiling comprises of Gyp-Board, Armstrong or equivalent USG & POP. The POP & Gyp board false ceiling is to be in different shapes such as Vaults, Coffers, cove's and Plain in unison with Armstrong Ceiling. The technical assistance and guidance is to be taken from manufacturers and work has to be done according to the manufacturer specifications and manuals. A sample of each finish shall be got approved before proceeding for bulk production. GI framing shall be erected as per recommendation of the manufacturer specification and approval of the Engineer. The work shall be executed through the contractor recommended by the manufacturer. False ceiling work shall be carried out in accordance with the actual site conditions at different / split-levels. Any sagging, unlevelled stretch of work shall be redone / replaced and made good, at no extra charge, to the satisfaction of responsible Engineer. No compensation shall be paid on account of provision / coverage of openings for lighting fixtures, air – conditioning ducts and the likes as detailed in drawings and / or directed. Measurements shall be taken on plan area of the completed work or as specified. Deductions for openings, wherever applicable, shall be implied upon as per LS. Specification.

## **14. Painting interior and exterior surfaces**

Where SAA (Society of American Archivists) Standard Specifications describe and define the standards required for specific materials, the materials used in the works shall conform to all applicable requirements of the relevant standard specification.

- Use only premium quality lines from approved manufacturers.
- Use only unadulterated paint except as per manufacturer directions. Do not combine paints from different manufacturers. On clear timber finishes use only combinations of putty, stain and sealer recommended by the Manufacturer of the topcoats. Use only the type and quantity of thinners recommended by the paint manufacturer.
- Provide finish coats, which are compatible with prime and undercoat paints used. Provide barrier coats over incompatible primers or remove and reprise as required.



- Do not apply paints when surrounding temperatures and the paint manufacturer exceeds humidity conditions beyond that recommended.
- Do not store or mix paint in areas or on surfaces liable to damage.
- All painted surfaces are to present a clean and even appearance with no evidence of poor workmanship. Finished paint surfaces shall be free from sags, wrinkles, drips and other defects or imperfections.
- Do not paint over dirt, dust, scale, grease, moisture or conditions detrimental to the formation of a durable and acceptable finish.
- Apply paint and related material with an undercoat plus two coats of selected finish color or with the number of coats specified in accordance with the manufacturer's recommendations. Allow each coat to harden for the drying time (or time between coats) recommended by the manufacturer.
- Finish - Ensure each coat of paint is uniform in color, gloss, thickness and texture and free of runs, sags, blisters, or other discontinuities.
- Wet Paint Warning - Place notices and do not remove until paint is dry.

### **15.Solar System Provision and Installation**

The Police Information Center needs to have alternative or backup electricity system, the original source of electricity shall be regular provided electricity by Brishna dept (Government), sometime especially during winter season the overall load of electricity becoming increase, so on this case the PID should have back up power to use for their activities, the PID structure will have two type of electricity.

- Original Source of electricity which is providing by Brishna Dept and this source provide electricity for overall Kabul based PDs and residents, the PID shall to use for ACs, Boilers, Lighting, Computers, Copiers, internet and everything that the PID needs, PID will receive monthly base bill of charge to pay for Brishan, each PD needs to put amount for this purpose in their annual ordinary budgeting.
- Alternative Electricity (Solar System), this option will use whenever the original electricity will be off or shut down, the solar system is inexpensive without any charges, but this option has some limitation, PID personal should be very familiar and careful for the operation and maintenance of the Solar system, this system only will provide electricity for Lighting, Computers, Copiers and internet, the PID responsible person should be very careful during operation of the electricity, in the design of Solar System, the total number of lighting, computers, copier and internet system are considered and based on the those factors the solar system designed for each PID structure, the heavy consumers like ACs or Boilers were not considered, total 7KW solar panels (20 pieces of 345Watt) for production of required electricity considered, the system will have 20 solar panels (345Watt), one hybrid 3-5KW inverter and 8 Batteries (24KWH) the batteries should place as in metallic frame structure like cupboard, the frame structure will have two shelves 4 batteries will put in first shelf and 4 batteries will put in the second shelf.
- Supply and installation of 20 PV modules, mono/polycrystalline, 345W per module, type Astonergy CHSM6612P, Germany product or equivalent with wiring cable, with steel supporting structure.
- Supply and installation of 8 Batteries, type DG 12-260, RITAR, Valve Regulated lead acid, 12 V, 260 Ah maintenance free, minimum lifetime 7 years, together with all cables, installation and fitting material and accessories, fixed on fabricated barrery racks.

- Supply and installation of solar hybrid inverter, type OTI-Solar SP5000 Hand plus Series, Max PV 5000, Surge power 10Kva, 48 VDC batteries, PV MPPT Voltage 120-450 Vdc or equivalent with all required accessories and activities.

## **16. Provision and Installation of Internet System**

The police information center (PID) will have full system of internet such as supply and installation of cabling/networking, ports, internet provider system, internet receiver (disk), router and all related material/tools and activities in addition to that fees or payment for 3 months will consider to supply internet during 3 months, and after 3 months internet provision or supply belongs to PID to provide for their daily use. Computers, copier and scanner will connect with the internet system. The remaining period beyond the three months the provision of such services relates to MoIA.

## **17. Provision and installation of furniture**

Furniture shall be based on the drawing and technical specification, prior sample for approval is mandatory, the contractor shall be providing as per drawing/BoQ specification from local market.

## **18. Installation of project Sign Board**

Provision and installation of sign board's text, color, size and logos shall be based on the UNDP approval.

## **19. Back Filling**

After the installation of RCC foundations, the remaining space shall be back filled with the excavated soil, and shall be well compacted, a handy compactor or equivalent tool must be used for compaction purpose, soil shall be compacted at each 20 cm thick layer to reach a maximum density of 90% percentage.

## **G. Deliverable during the Construction**

Before and during the implementation of the project, the Subcontractor shall deliver to UNDP the following:

- QA/QC Plan
- Weekly Progress Report with Photographs.
- Updates to the Work Schedule
- As Built Drawings, technical specification Completion Photographs and Warranties
- Final Report.
- Request for Final Acceptance.

## **H. Coordination**

The Subcontractor shall attend a "Pre-implementation" meeting with UNDP to discuss the start date and other needed issues.

During construction the Contractor shall have in his possession on site a copy of the Sow and the drawings and specifications.

## **I. Special Instructions**

In order to complete every single activity on specified time, work plan should be followed.

- All skilled and unskilled labor must be from local area, Afghan and having NID cards (Tazkera).
- After completion the project all rubbish, waste and extra materials of the project site should be taken to a safe and suitable place.
- Deep attention should be taken to the quality, quantity and time period of the project.

## **J. Condition of Contract**

### **General**

This is a firm fixed price turnkey job for the entire work and amount quoted shall include all work described in attached drawing, scope of work and general condition of contract. The lump sum price quoted shall be fixed and nothing extra will be entertained on any account.

Contractor's staff is subject to such restriction for entry and exit as are required by the PD's security requirement. Contractor's staff will be subject to security cleared as required by the UNDP.

Contractor shall restore all surfaces disturbed by construction to match with existing finish.

Any deviation from the original contract/scope of work shall be informed to UNDP before work begins. No additional work or changes will be carried out without a contract modification.

### **Responsibilities of Contractor,**

Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and plant and equipment etc., required for completion of the work in all respects and as per the scope of the work. All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained.

The contractor shall employ and provide one full time engineer to supervise the project and has experienced of carrying out such type of work. Contractor shall not proceed with next activity until previous activity will be checked and approved by UNDP. Contractor shall mention all inspection dates in the schedule chart.

Contractor should keep the site clean and accessible to PD employee all time. The duration of the project shall not exceed **Five months (150)** working days.

1. Specifications Work under this contract shall be carried out strictly in accordance

with specifications attached and will meet US and Local codes.

2. Execution of Work the Contractors are advised to review the material specifications and scope of work. The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work. On award of the work, Contractor shall submit all items below via email:
3. Bar chart within 4 days for approval by the Contracting Officer Representative (UNDP). All dates and time schedule agreed upon should be strictly adhered to. Contractor shall notify the (UNDP). In advance regarding anticipated problems through the project.
4. Proposed start date.
5. Weekly schedule/activity plan for the duration of the project prior to the start date. For dismantling/blocking or making connection to any existing services or any shutdown, contractor shall inform the (UNDP). at least three working days in advance and proceed with the work only after the permission from the (UNDP).
6. Materials All materials used on this work shall be new and conforming to the contract specifications as per International and local codes.  
Materials shall conform to the latest International Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalog for preapproval.
7. All materials used on the project shall be approved by the Contracting Officer Representative (UNDP) before use. Any changes/substitutes on material shall be approved by (UNDP) before proceeding.

### **Delivery and Storage of Materials and Equipment**

All materials shall be stored in a proper manner protected from natural elements so as to avoid contamination and deterioration.

The Subcontractor shall be responsible for all materials transport, storage, and providing any necessary security containers, and fencing and protection from the weather. At the end of the project, the Contractor shall remove all debris created by construction activities. The subcontractor is responsible to control all theft and unauthorized use of materials and equipment on site.

### **Site Clearance and Cleanup**

The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from PD premises, maintaining a neat site condition on completion of project, Contractor shall remove all surplus materials and leave the site in a broom clean condition.

### **Workmanship**

Workers working on the site shall be skilled in their job and have related job experience.

**Working Hours**

Working hours shall be 8:00 A.M. to 5:00P.M Saturday to Thursday. No work shall be done holidays without prior approval of the Contracting Officer.

**Security Clearance**

The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name, and date of delivery) to the (UNDP). at least 24 hours in advance for material deliveries. Contractor shall give workers names at least 3 days in advance to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.

**Safety and Health**

The Government/UNDP assumes no responsibility for injuries or damages suffered by Contractor

Contractor is responsible and shall continue management and implementation of a safety and health program throughout construction.

The Contracting Officer and the Post Occupational Safety and Health Officer [OSHO] reserve the right to suspend work when and where Contractor's safety and health program is considered to be operating in an inadequate or non-complying manner. Contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site as well as first aid kit. Work will be stopped in case the proper protection equipment is not found with the workers and the lapse of time shall be at the Contractor's expense. Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants or equipment. Contractor will use all safety gadgets e.g. hard hats, cotton gloves and goggles as required on site to avoid the accident. Any equipment or work considered dangerous shall be immediately discontinued.

**CLEANING:**

Remove all surplus materials and debris from a job site at the completion of each day worked. Remove all of our splatters from unfinished surfaces. Leave storage areas in a clean and finished condition, once completion of works, the contractor must clean the site and repair any damage caused during the work.

**WARRANTY**

The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contract further guarantees that if, during a period of one year from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his own cost.

**FINAL INSPECTION AND ACCEPTANCE**

Contractor shall request from the UNDP Engineer for a final inspection for the project. Contractor attendee must be able to speak on behalf of the company and able to obligate the company. The final inspection shall be attended by the UNDP Engineer, Project Engineer, and Contractor. At this time a comparison of the Statement of Work (SOW) to the completed project shall take place. Any discrepancies will be added to a Punch List for the contractor to complete. The contractor shall have five (7) days to correct and fix the punch list items for final inspection.

**FINAL DOCUMENTS**

Upon completion of the project, the Contractor shall provide the UNDP Engineer, with a complete set of paper as-built drawings, test reports, approved shop drawings and any other pertinent information regarding the operation and maintenance of the facility.

**Annexes**