



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-TUR-RFQ(KF)-2021/022	Date: 23 June 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for “**Altındağ Service Centre Renovation and Repair Works**” within the scope of “*Employment and Skills Development Project*” as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: General Terms and Conditions

Annex 5: Renovation Drawings

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Murat Ozerden

Name: Murat OZERDEN

Title: Procurement Administrator

Date: **June 23, 2021**

Approved by:

Sukhrob Khojimatov

Name: Sukhrob Khojimatov

Title: Deputy Resident Representative

Date: **June 23, 2021**

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>7 July 2021, 17:00 hrs. (GMT+3, Local time-Turkey)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: tr.procurement@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF (in addition to PDF, Bill of Quantities shall also be submitted in EXCEL (XLS) format) ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 35 MB and no more than five email ▪ Mandatory subject of email: UNDP-TUR-RFQ(KF)-2021/022 Altındağ Service Centre Renovation and Repair Works ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or</p>

	<p>invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay beyond 90 days after given access to the Site: 0,50%</p> <p>Max. number of days of delay is 20, after which UNDP reserves the right to terminate the contract</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in United States Dollars (USD).</p>
Joint Venture, Consortium	<p>Not allowed.</p>

or Association	
Only one Bid	<p>The Bidder shall submit only one Bid.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance's General Communiqués. The Contractor to be selected shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.</p> <p>UNDP will provide the contractor a VAT exemption certificate covering the subject procurement.</p>
Language of quotation	English
Previous Experience	<p>Minimum three years of experience in the Construction Field.</p> <p>In order to be considered qualified, the Bidder must have successfully completed, as the prime contractor, minimum one civil works contract of similar nature (i.e. construction or renovation of any kind of building) at minimum contract amount of USD 70,000 over the last three years counting back from the bid submission deadline.</p> <p>Bidders shall substantiate the claimed experiences by presenting copies of Satisfactory Work Completion Certificates from Clients demonstrating nature and value of the civil work successfully completed.</p>

	<p>Work Completion Certificate shall include following information at minimum:</p> <p>–Project name & Country of Assignment</p> <p>–Client & Reference Contact Details</p> <p>–Contract Value (in USD equivalent*)</p> <p>–Period (dates) of activity and status</p> <p>–Types of activities undertaken</p> <p>*Bidder shall convert the currency quoted in the Satisfactory Work Completion Certificates into USD, in accordance with the prevailing UN operational rate of exchange on the contract signature date. UN operational rates of exchange are available at the following website: https://treasury.un.org/operationalrates/OperationalRates.php#E</p> <p>UNDP reserves the right to request submission of originals of all proof documents (such as contracts, invoices, acceptance reports etc.) as well as further information/documentation from both the bidder and its clients.</p>
Bid security	Not required.
Performance Security	<p>The successful bidder will be asked to provide a performance security of 10% of the contract price at the signing of the contract. This security must be provided no later than 15 days after the bidder receives the award letter by the UNDP. If the selected bidder fails to provide such a security within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.</p> <p>The Performance Security must be issued by an accredited bank, in the format included in Appendix I to UNDP General Conditions of Contract for Civil Works and must be valid up to twenty-eight days after issuance of the Certificate of Final Completion. The Performance Security will only be released upon the issuance of Certificate of Final Completion in accordance with the Clause 10 of the UNDP General Conditions of Contract for Civil Works.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Trade Registry Gazette showing the establishment and shareholder structure of the company; <input checked="" type="checkbox"/> Valid Chamber of Commerce Registration Certificate (Original documents may be requested by UNDP and shall be presented when requested) <input checked="" type="checkbox"/> Copy of Signature Circular/Power of Attorney (Original documents may be requested by UNDP and shall be presented when requested) <input checked="" type="checkbox"/> Work Completion certificate(s) demonstrating previous experience <input checked="" type="checkbox"/> CV and Diploma of proposed Key personnel <input checked="" type="checkbox"/> Signed and Stamped copy of ANNEX 4- General Terms and Conditions for Contracts
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<p>The contract is based on unit price, and the final price of the Contract will be determined on the basis of actual quantities of work and materials utilized in the complete and satisfactory performance of the Works as certified by the Engineer and the unit prices contained in the Contractor's financial proposal. Such unit prices are fixed and are not subject to any variation whatsoever. Unless the technical specifications or the Bill of Quantities specifically and expressly state otherwise, only permanent works are to be measured and paid for by UNDP.</p> <p>The Contractor shall submit the invoice (reflecting the work performed and materials utilized as accepted by UNDP through the "Final Report"). UNDP shall effect payment of the invoices after receipt of the certificate of payment issued by the Engineer, approving the amount contained in the report and the invoice. The Engineer may make corrections to that amount, in which case UNDP may effect payment for the corrected amount. The Engineer may also withhold invoices if the work is not performed at any time in accordance with the terms of the Contract or if the necessary insurance policies or performance security are not valid and/or in order. The Engineer shall process the invoice submitted by the Contractor within 15 days of their receipt.</p> <p>Invoice will be paid within thirty (30) days of the date of their receipt and acceptance by UNDP.</p> <p>No advance payment will be made to the Contractor.</p> <p>Currency of Payment:</p> <p>If the Contractor is registered and operating in Turkey, the payment shall be realized in Turkish Liras (TRY). Contract price will be converted from United States Dollar (USD) to Turkish Liras (TRY) by the UN operational rate of exchange valid on the date of money transfer. Otherwise, the payments shall be affected in United States Dollar.</p> <p>Please refer to https://treasury.un.org/operationalrates/OperationalRates.php for UN Exchange Rate information</p>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Works by the Engineer, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: tr.procurement@undp.org</p> <p>Attn: Mr. Murat OZERDEN, Procurement Administrator</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract

Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract, UNDP Turkey CO reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract for Works
Time for completion	90 days starting from the date on which the Contractor will be given Access to the Site and receive a notice from the Engineer to commence the Works.
Expected date for contract award.	July 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.</p>
Site Visit	<p>Bidders are encouraged to visit the site and familiarize themselves with the existing conditions of the building prior to submitting their offer. UNDP shall not make any arrangements for a site visit. For bidders who would like to be informed about the location of the site, or visit the site at their own expense, the address is given below:</p> <p>İşkur Altındağ Hizmet Merkezi Altındağ Cd. No 47, Türkiye İş Kurumu Ankara İl Md. Altındağ Şb. Md., 06110 Altındağ/Ankara</p> <p>It is the bidders' responsibility to consider Covid-19 related risks in the case they visit the locations of the sites mentioned above. UNDP is not responsible for any Covid-19 related events and health issues that may arise during and after the site visits.</p>
Covid 19 Specific Measures	<p>The Offerors shall review all local regulations, as well as that of UN and UNDP concerning the measures they must take during performance of the contract in the context of COVID-19, before they submit their bids and factor relevant costs, if any, to their bids.</p> <p>The Contractor shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties.</p> <p>As per "Clause 12- Indemnification" of UNDP General Terms and Conditions for Contracts* , the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and</p>

	<p>employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP.</p> <p>With respect to above indemnification clause of UNDP General Terms and Conditions, UNDP shall not be held accountable for any Covid 19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.=.</p>
Contingency and variations	<p>The contingency allowance to manage variations for the unforeseen and unknown additional components of Works within the overall general scope is maximum 15% of the contract price. However, it shall only be accessed by the Contractor upon the approval by the Engineer, who will obtain prior approval from UNDP as the Employer.</p> <p>The project engineer (employer's representative) may use this contingency with no additional procurement process to manage variations with the approval of UNDP. Any variation that utilizes the contingency but is not covered by rates in the BOQ or schedule of rates shall be subject to a value for money analysis by the Engineer and UNDP.</p> <p>The contingency allowance shall not be used to compensate the Contractor for its fault to include required items in the Bill of Quantities as per Schedule of Requirements/Technical Specifications or unreasonably low unit prices of one or more of the items included in the submitted Bill of Quantities.</p>
Insurance of work	For all risks stipulated by Clause 21 of UNDP General Conditions of Contract for Civil Works for the 110 % of the total estimated price of the Contract.
Liability Insurance	Minimum amount of liability insurance (Clause 23 of UNDP General Conditions of Contract for Civil Works) is 15% of the total estimated price of the Contract.

ANNEX 1: SCHEDULE OF REQUIREMENTS

1. GENERAL

1.1. INTRODUCTION AND BACKGROUND

UNDP Turkey has repositioned to contribute through four areas: 1) Inclusive and Democratic Governance (IDG); 2) Inclusive and Sustainable Growth (ISG); and 3) Climate Change and Environment (CCE); and 4) Syria Crisis and Resilience Response. In addition to these areas, UNDP Turkey is emphasizing the role of Strategic Partnerships that cut across the entire country programme regionally as well as globally.

UNDP supports the Government of Turkey through its Syria Crisis Response and Resilience Programme in Turkey to strengthen the resilience of refugees, host community members, local municipalities, and relevant national institutions to cope with and recover from the impact. UNDP's resilience response strategy is to invest in existing national and local systems to ensure they can adequately serve both host and refugee communities. As part of this programme, UNDP will implement the **Altındağ Service Centre Renovation and Repair Works**.

1.2. DEFINITION AND SCOPE OF THE CONTRACT

1.2.1. Definition

This contract comprises; **Altındağ Service Centre Renovation and Repair Works**.

1.2.2. Scope of Works

Scope of works basically includes renovation and repair works of the existing İşkur Altındağ Service Building on the exterior and interior, together with electrical and mechanical works.

Bidders' attention is drawn to the fact that building is currently serving public, and the services shall remain uninterrupted during renovation and repair works. For this reason, works shall be carried out floor by floor of which sequence is to be determined prior to commencement of works. Contractor shall take all necessary measures to ensure uninterrupted provision of services on other floors in terms of infrastructure connections (water, electricity, data, sewage etc.) and safety of the personnel and the public and arrange works accordingly.

Contractor shall be responsible for gathering the furniture and equipment into one or several rooms to create sufficient work space. Contractor shall take all measures to avoid any damages to any furniture, equipment, devices, or any other property of the building or the personnel during repair and renovation works. In line with this, Contractor shall also take all necessary measures to avoid any theft or break-in to the building.

1.3. SPECIFICATIONS AND STANDARDS

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 related to a particular country or region, other authoritative international standards that ensure substantially equal or higher quality than the specified standards and codes should be acceptable subject to the Engineer'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 7 days prior to the date when the Contractor desires 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.

During the implementation and management of all issues of the Works; the standards, specifications and principles shall be adhered to in the management, design, construction, testing and acceptance and commissioning of all works.

1.3.1. Standards

The Contractor shall comply with the last updated editions of the following standards, in the order of precedence as listed, in the design, implementation, testing, acceptance and operation of all works within the scope of the tender. In circumstances for which there is no description in the following standards, it shall be permitted to use the last updated editions of other national and international standards on condition that the Engineer accepts.

- a. Turkish Standards (TS),
- b. European Norm (EN),
- c. International Standards Organization (ISO),

1.3.2. Legislation

The Contractor shall execute and complete the Works in strict accordance with applicable legislation of **Turkey**.

1.3.3. Specifications

The Contractor shall execute and complete the Works in strict accordance with the last updated editions of;

- Republic of Turkey Ministry of Environment and Urbanization “Construction Works, Civil, Mechanical Works and Electrical Works General Technical Specifications”¹
- Republic of Turkey General Directorate of Highways “Highways Technical Specifications”
- Union of Chambers of Turkish Engineers and Architects, Chamber of Landscape Architects Publication; Technical Specifications for Landscape Works

1.4. SITE

¹Applicable communiques:

- “Communique related to Construction Works, Civil, Mechanical Works and Electrical Works General Technical Specifications” issued by Ministry of Public Works and Settlement, published in Official Gazette of Republic of Turkey no: 29459, dated 28 August 2015(complementary version) available at <http://www.resmigazete.gov.tr/eskiler/2007/06/20070630M1-1.htm>
- “Communique related to making amendmends on communique related to Construction Works, Civil, Mechanical Works and Electrical Works General Technical Specifications” issued by Ministry of Public Works and Settlement, published in Official Gazette of Republic of Turkey no: 27853, dated 21 February 2011 available at: <http://www.resmigazete.gov.tr/main.aspx?home=http://www.resmigazete.gov.tr/eskiler/2011/02/20110221.htm&main=http://www.resmigazete.gov.tr/eskiler/2011/02/20110221.htm>
- “Communique related to making amendmends on communique related to Construction Works, Civil, Mechanical Works and Electrical Works General Technical Specifications” issued by Ministry of Environment and Urbanisation, published in Official Gazette of Republic of Turkey no: 30352, dated 06 March 2018 available at: http://sgb.csb.gov.tr/mevzuat/dosyalar/r_20180306093845756_03c559f6-993f-40e1-9009-6701e836970d.pdf

Please refer to provisions stipulated in Clauses 11, 32, 33, 37, 39, 41 and Sub-Clauses 6.2, 34.2 of the General Conditions of Contract

Contractor shall take all necessary measures to avoid any hinderance of works to the operationality of the building which provides public service.

1.4.1. Arrangement of the Site

Levels of the site and the building shall not be changed without the permission of the Engineer and no infrastructure, structure or tree shall be removed or permanent structure shall be built without the Engineer's prior approval.

The Contractor shall construct temporary parking areas, loading and unloading areas, open storage areas, approach and internal roads, temporary facilities, as applicable to facilitate its methodology and order of construction of the Works, as appropriate.

1.4.2. Site Requirements

Provision of all the necessary utility requirements on site, such as electricity, water, gas, etc. during the execution of the works shall be under the responsibility of the Contractor.

Application to the relevant authorities for subscription to provide utility connections shall also be under the responsibility of the Contractor. All costs of the consumptions on site shall be covered by the Contractor. Any temporary fencing used by the contractor to protect the works shall be appropriate for the task to keep the public from danger, protect the workers and the properties within the building.

The Contractor shall erect such fencing as soon as he is given possession of the relevant portion of the Site. The Contractor shall regularly inspect and maintain all such fencing, any defects being made good without delay.

Temporary site fencing shall remain in position until the Works are sufficiently completed to enable that portion of the Site to be brought into use without danger to the public.

1.4.3. Site Temporary Buildings

The Contractor shall provide offices, dining halls and accommodation places for his own personnel, Subcontractors and furnish and maintain these places, as necessary.

1.4.4. Temporary Water Supply

The Contractor shall supply and distribute water both for the personnel and for the Works. All of the piping, storage and similar main and intermediate systems shall be established in accordance with drawings and specifications. In the event that the municipal water supply is not available in sufficient amounts or pressure, additional supplies shall be provided by the Contractor.

It is the responsibility of the Contractor to provide all necessary back-up, maintenance and repair works for the uninterrupted supply of water sufficient for construction of the Works.

1.4.5. Temporary Electricity Supply

Provision of all the necessary utility requirements on site, such as electricity and gas, etc. during the execution of the works shall be under the responsibility of the Contractor.

The Contractor shall be required to make all necessary arrangements with relevant local authorities and/or owners/occupiers of the properties in order to obtain the supply of necessary utilities and cover the expenses for supplying and consuming these services, where necessary.

The Contractor shall provide connection to the site from a suitable point.

The Contractor is obliged to take all precautions for the safety of employees and third parties both in the supply and distribution of the energy. It is the responsibility of the Contractor to provide all necessary back-up, maintenance and repair works for the uninterrupted performance of the temporary electrical supply.

The Contractor shall take necessary measures related to the unexpected cuts off of these services.

1.4.5.1. Temporary Sanitary Installation, Cleaning

The Contractor shall clean the site when necessary and in such a way as to preserve it in a hygienic state and shall comply with the relevant laws and instructions of the Engineer.

The Contractor shall establish temporary sanitary facility in the site in order to meet the requirements for the working personnel. For this purpose, the Contractor shall supply flushed W.C. in suitable places on the site. Domestic water connections of facilities shall be protected against frost. Sewerage drains shall be connected to the sewerage network as much as possible. In the event that this is not possible, connection shall be made to cesspools built in accordance with national specifications. Cesspools shall be drained at suitable intervals.

1.4.5.2. Employer's Equipment and Free-issue material

There is no Employer's Equipment available for the use of the Contractor in the execution of the Works.

Free-issue materials are not available on behalf of the Employer.

1.4.5.3. Temporary Project Sign Board

The Contractor shall, at his own cost, supply, erect and maintain 1 signboard (size 1.5 m x 2 m) of which location and content must be determined by the Engineer. The design of the sign board itself also requires the prior approval of the Engineer and the Employer.

1.4.5.4. Plant and Temporary Works

The property of all structures, materials, vehicles, tools, and equipment supplied and established by the Contractor for the performance of the Work belongs to the Contractor.

Temporary facilities shall be removed within the time and method to be decided by the Engineer after Substantial Completion and their places shall be cleared and reinstated. Fences, billboards, etc. that have been removed temporarily shall be reinstated.

1.4.5.5. Protection of Existing Structures and Utilities

The Contractor shall assume full responsibility for the protection of all buildings, structures, and roads existing in the area of the construction site, public or private, whether or not they are shown on the drawings. Any damage resulting from the Contractor's operations shall be repaired at Contractor's own expense.

The Contractor shall take all necessary precautions to avoid causing any unwarranted damage to roads, lands, properties, trees, and other features and, during the Contract, shall deal promptly with any complaints by owners, occupiers, or public.

Where any portion of the Works is close to, across, or under any existing apparatus of Statutory Undertakers, the Municipality or other parties, the Contractor shall temporarily support and work round, under or adjacent to all apparatus in a manner designed to avoid damage, leakage, or danger, and to ensure uninterrupted operation. Should any leakage's or damage be discovered, the Contractor shall at once notify the Employer and the Statutory Undertaker, Municipality or owner concerned, as appropriate and the Contractor shall afford every facility for the repair or replacement of the apparatus affected.

Building interiors shall be adequately protected during the course of the works to ensure that they remain water-tight.

The Contractor shall adequately safeguard the buildings affected by the works against damage and theft.

All electrical installations shall comply with the relevant national regulations and shall be safe for the Contractor and members of the public. All Works shall be illuminated when daylight deems to be insufficient.

Before commencement of works nearby the existing structures, preconstruction photos shall be taken and recorded.

1.5. CONTRACTOR'S KEY PERSONNEL

The Contractor shall employ following key personnel with qualifications listed below on site in line with Programme of Work.

Project Manager/Construction Manager: Minimum 5 years of experience in renovation and/or repair works of buildings and university degree (B.Sc. as a minimum) in Civil Engineering or Architecture. Project Manager/Construction Manager shall be present on site on a full-time basis for the period starting from the date on which the Contractor will be given Access to the Site and receive a notice from the Engineer to commence the Works and ending on the date of substantial completion of Works stated in the Certificate of Substantial Completion.

Electrical Engineer: Minimum 3 years of experience in renovation and/or construction of any kind of structure, and university degree (B.Sc. as a minimum) in Electrical Engineering.

Mechanical Engineer: Minimum 3 years of experience in renovation and/or construction of any kind of structure, and university degree (B.Sc. as a minimum) in Mechanical Engineering.

1.6. MATERIALS

1.6.1. Conditions for Materials and Equipment

Materials and equipment within the scope of the Work shall comply with the conditions stated in this Schedule of Requirement and Specific Technical Specifications provided in work item definitions. Materials and equipment proposed to be used by the Contractor and which have not been specified shall only be incorporated in the Works after their equivalence with the Technical Specifications has been verified and approved by the Engineer. Any material or equipment proposed by the Contractor for substitution from that specified shall be subject to prior approval of the Engineer.

1.6.2. Storage Facilities

The Contractor shall establish open and closed storage places in suitable and sufficient extent at his own expense for the storage of materials and equipment in the site. The Contractor is obliged to take all necessary protective precautions against damage, contamination inclement weather and theft.

1.6.3. Terms of Transportation

All of the materials and equipment shall be packaged in such a way to facilitate transporting in and out of the storage and to the Site and to be protected against damage.

Materials and equipment shall be loaded on vehicles conforming with international transportation rules. During transportation, all necessary additional precautions shall be taken, and adequate transportation insurance shall be provided at the sole responsibility and cost of the Contractor.

1.7. SETTING - OUT

All necessary application, measurement and instrumentation processes and equipment necessary for construction of the Works and for preservation of the environment in the vicinity of the Works are the responsibility of the Contractor at his own expense.

1.7.1. Application Works

The Contractor shall prepare application drawings showing the setting out of the structures on the site and based on the reference points and levels given in the Drawings and submit to the Engineer for approval. The accuracy of the setting out shall be the sole responsibility of the Contractor.

For application and measurement processes; the Contractor shall:

- Employ qualified and experienced surveyors.
- Use modern type and high-precision topography devices suitable for the works.

1.8. ACCOMODATION FOR THE ENGINEER

Before commencing the Contract, the Contractor shall supply and erect on the site an office of a minimum 10 m2 room for the exclusive use of the Engineer at a location to be agreed with the Engineer. This office shall be provided for the total construction period.

The washroom shall be provided with a washbasin, hot and cold-water supplies and a flush operated WC connected to the existing sewer. The Contractor shall be responsible for the security of the Engineer's office and all equipment therein until the office is finally closed.

The Contractor shall maintain, light, heat/cooling and clean the office for the duration of the contract. The Contractor shall be responsible for the insurance of the office for the duration of the contract. The Contractor shall insure the office and the contents provided by him, against fire, burglary and other risks ordinarily insured against during the period of the Contract. The electricity, water supply, and maintenance costs of this office shall be met by the Contractor(s) until substantial completion of the Works.

Material	Quantity
Desk	1
Chair	1
Guest Chair	2

The electricity, water supply, and maintenance costs of this office shall be met by the Contractor(s) until substantial completion of the Works.

The Contractor shall ensure that all equipment is kept in good condition and shall repair or replace, as directed by the Engineer, any equipment that becomes unserviceable.

1.9. COORDINATION

The Contractor is responsible for ensuring all coordination necessary for the execution of the works in accordance with the quality, cost and timing objectives foreseen by the Employer at the beginning of the work.

The Contractor shall prepare a Critical Path Method (CPM) work schedule, inspect the schedules according to the project timeframe, check the integrity of the schedules between infrastructure, superstructure constructions, electrical and mechanical works, combine the schedules and submit to the Engineer for approval.

The Contractor shall be responsible for ensuring administrative and technical coordination with the Employer, the Engineer and other parties who might directly affect the works along with the following parties who might have indirect effect:

- a. Relevant official institutions and organizations,
- b. Other authorized persons, institutions, and organizations

1.10. OBTAINING OF RELEVANT APPROVALS AND CERTIFICATES

The Contractor shall obtain all relevant approvals, permits, and certificates from local Authorities regarding construction and operation of the building and plants, as applicable.

Permits, license and approval costs within scope of works which are required by the Turkish laws/regulations as determined by the relevant authorities shall be borne by the Contractor.

1.11. AS-BUILT DRAWINGS AND OPERATION & MAINTENANCE MANUALS

This part of the Specifications covers the "As-built Drawings" to be prepared by the Contractor including Operation and Maintenance Manuals of the Plant incorporated in the Permanent Works, as applicable. Three complete draft sets of prints of Drawings showing all Works exactly as made shall be submitted to the Engineer for approval within one month following the substantial completion of the Works on site.

The Contractor shall record all information necessary for preparing as-built drawings during the execution of the Works on the Sites. Neatly marked-up drawings and other documents covering the Permanent Works as completed shall be available to the Engineer at any time during construction.

Marked-up drawings shall be kept up to date and submitted to the Engineer for approval, as the Works are completed.

The Contractor shall submit complete sets of instructions and manuals to Engineer for approval describing the installed Plant in order to facilitate operation and maintenance, together with the "As-built Drawings". The documents shall include but not be limited to:

- Layout drawings
- Schematic cabling diagrams (if any cabling is made)
- Specific operation instructions (if any equipment/device is installed)
- Specific maintenance instructions
- Detailed record of all types of tests

All materials, as-built drawings, final finish schedules and plans, and all warranties, guarantees and certifications that are within Contractor's responsibility shall be submitted to the Engineer before final payments are made.

All information in these manuals shall apply specifically to the Plant and equipment being supplied, and they shall be free from irrelevant matters such as might be contained in the manufacturer's general literature.

The as-built documentation shall include all architectural and engineering disciplines including architectural/structural, electrical, and mechanical drawings, and operation and maintenance manuals. Final version of as-built drawings in two hard copies and one electronic (in Auto CAD and Microsoft Word, Excel, etc as appropriate) copy of each document shall be provided together with the notice for substantial completion incorporating Engineers' comments and all the modifications/revisions effected during construction. Operation and maintenance manuals shall be provided in Turkish.

All material except drawings shall be A4 size. Drawings shall be on international A size sheets, and drawings shall be marked as "AS-BUILT".

In addition to the above drawings, Contractor shall also prepare and submit detail/plan/section drawings as might be requested by the Engineer for measurement and verification of the completed amount of any work item.

1.12. IMPLEMENTING PARTNER AND FINAL BENEFICIARY

The Contractor shall establish coordination with implementing partner of the project, namely the **İŞKUR (Turkish Employment Agency)**. If deemed necessary by Employer, the representatives of implementing partner and final beneficiary may participate meetings, tests on completion, acceptance and inspection of materials and equipment etc. Representatives of the implementing partner and final beneficiary have right to access to site to monitor the progress of work, compliancy of the work to the requirements of the contract. The Contractor shall ensure their access to site at any time requested by them. However, they have no legal authority in terms of contract terms and conditions.

2. PROJECT CONTROL DOCUMENTS

2.1. PROJECT MANAGEMENT

2.1.1. Project Management Obligation

The Contractor shall be responsible for effectively managing his efforts in carrying out the requirements of this Contract.

The Contractor shall be responsible for the management, performance, monitoring and coordination of the whole project in order to fulfil all requirements of the Contract and those given in this Schedule of Requirements.

The Contractor's management obligations shall include the efficient planning of work to be performed in cooperation with the Engineer and Employer along with their appointed representatives to ensure project progress visibility.

2.1.2. General Requirements

The Contractor shall establish a project organization in accordance with requirements included herein, having the necessary resources, qualification, and experience to fulfil all the Contractor's obligations.

The Contractor shall unambiguously define the tasks, responsibilities, and authorities of each individual role within the organization, at least at the management level.

The project organization shall have clear and well-defined command lines and channels for reporting, within and outside the project organization.

The Contractor shall describe which parts of the Contractor's organization are used for staffing the project, and how the project organization aligns with the Contractor's main organization.

The Contractor shall describe the support functions, which are available for the project organization in the Contractor's main organization and how such resources are put to the disposal of the project.

The Contractor shall describe the organizational interfaces towards any sub-contractor and supplier that shall be in or outside the project organization. Such interfaces shall provide a clear reference between the project management level within the Contractor's and the sub-contractor's/Supplier's organizations.

The Contractor shall appoint key staff members, and these shall to the highest possible extent remain unchanged by the Contractor for the entire project.

Any later changes in such appointments shall be informed to and approved by the Engineer and shall be agreed by the Contractor in order for the Engineer to assess the reasons and likely impact of such change.

The Contractor shall, unless this is not within the power of the Contractor, ensure that existing staff remains until suitable and acceptable replacements have been found.

2.1.3. Programme of Work

The programme of work shall comprise following as minimum:

- The proposed location of office on the site, stations (steel/concrete structures), warehouses, accommodation, etc. (sketches to be attached as required).
- A brief outline for completing the works in accordance with the required method of construction and stated time of completion.

- A critical milestone bar chart (schedule of execution) representing the construction programme and detailing relevant activities, dates, allocation of labour and plant resources, etc.
- If the tenderer plans to subcontract part of the works, he must provide the following details:
 - Details of work to be subcontracted,

2.1.4. Project Manager Responsibilities

The Contractor shall define a project management team and shall appoint a Project Manager in charge of the entire project.

The Contractor shall allocate the necessary competence and authority to the Project Manager, entitling the Project Manager to make decisions related to all aspects of the day-to-day management of the project.

Any restriction in the Project Manager's rights in this respect shall be clearly identified and described. Such restriction shall not impose management difficulties upon the project.

All official communication between the Engineer/ the Employer and the Contractor shall be conducted through the Contractor's Project Manager.

2.1.5. Engineer's Involvement

For the execution of this project, the Engineer reserves the right to be assisted by other agencies for technical, operational, and contractual matters.

The Contractor shall establish close coordination with the Engineer for the development of all planning activities related to the project, and shall forward relevant plans, procedures etc. for review and approval, prior to putting such plans or procedures into force.

Engineer's duties and responsibilities are defined within the UNDP General Conditions of Contract for Civil Works.

2.1.6. Project Plans

The Contractor shall prepare the following Project plans, which shall be reviewed and approved by the Engineer:

- a) Quality Control and Quality Assurance Plan
- b) Safety Management Plan

In coordination with the Engineer, the Contractor shall also unambiguously define which information is required from the Engineer and when during development and testing.

In addition, the Contractor shall prepare method statements for each activity. Any site activity (excavation, filling etc.) can be started after the approval of the method statements by the Engineer.

2.1.7. Reporting and Reports

The Contractor shall ensure that the Engineer and the Employer are kept informed about the status of all areas within the project, and as a whole to ensure that the Engineer can maintain a complete and detailed knowledge of the project.

The Contractor shall provide progress reports to the Engineer describing, but not limited to, achievements, problems, risks and containing updated schedules, WBS, cost/schedule control reports, status of contract variation proposals, and other data which are required for the efficient management of the project.

The Contractor shall agree with the Employer regarding dates for the submission of monthly Progress Reports. Unless agreed otherwise, these reports shall be submitted no later than 7 calendar days after the completion of each month.

Such reports shall provide information on the status of the Contract, and/or on any matters that could interfere with the timely achievement of any aspect of the Contract and the steps proposed by the Contractor to remedy such matters. The progress report will have minimum the following contents:

- Project progress

- Project management overview. Describes major results achieved, problems that have occurred, and corrective action that has been taken or is planned for solving the problems.
- Technical status: Identifies detailed status, including requirements definition status, design and development progress, problems encountered, corrective actions taken, and a summary of outstanding and approved change items during the period.
- Quality follow-up: Describes activities of the quality assurance program.
- Project Schedules: Shows activities completed (e.g., milestones and deliveries), status of ongoing activities, schedule changes (if any). This section also identifies the outlook for the next three months with an assessment of the major activity completion dates.
- Action item status: Describes outstanding action items and action items that have been closed during the reporting period.
- Risk assessment: Presents the current critical paths, critical activities, and technical risk, including assessment, impact, and containment plans.

In addition to the above, Contractor shall prepare and submit an Observations and Findings Report to the Engineer within 10 days after commencement of works. This report must provide details of the works that are, in the opinion of the Contractor, required to ensure full and safe functioning of the building. This report can in no way be considered as a base for any variation or additional work. With this respect, Bidders' attention is also drawn to Article 20, paragraph (b) of UNDP General Conditions of Contract for Civil Works.

2.1.8. Meetings

2.1.8.1. Progress Meetings

Progress meetings will be held at the times indicated on the schedule (at least monthly, unless agreed otherwise), and will take place at location, which shall be proposed by the Contractor and approved by the Engineer.

The following persons shall be present at progress meetings:

- The Contractor's representative (i.e. the project manager)
- The representatives of the Employer, the Engineer, and the Implementing Partner.
- Any other persons whom the above representatives consider should be present in an assistant/consulting capacity.

The major items to be addressed in the progress meetings are those identified for the progress reports and any other items, which are deemed necessary by the Engineer, the Implementing Partner, or the Contractor.

The Contractor shall prepare an agenda and forward it to the Engineer no later than 1 week prior to each meeting for review and approval.

The Contractor shall prepare and produce the minutes of the meetings. Draft minutes will be ready at the end of meetings and reviews. Minutes signed by the Engineer and the Contractor shall be attached to the contract file and shall become binding for both parties. All of these proceedings pertaining to progress meetings shall be conducted by the Contractor under the supervision of the Engineer.

2.1.8.2. Weekly Site Meetings

Site Meetings will be convened by the Contractor as mutually agreed between the Contractor and the Engineer, during the project to allow discussion on specific aspects of the execution, orientation, future arrangement, and coordination of the works and also for briefing. Site meetings may be held to formalize important technical discussions, generally prior to the Progress Meetings and record information and recommendations arising from these discussions.

Site meetings will be held at locations to be mutually agreed between the Contractor and the Engineer. The Contractor shall provide site meetings with the papers documenting the technical items for discussion and recommendations.

The agenda of site meetings shall be determined by the Engineer and the Contractor together. In addition to the Engineer, the Employer, and the Contractor, site meetings can also be attended by supply companies, manufacturer companies, subcontractors and other institutions and organizations related to the works as necessary.

Meeting minutes shall be recorded by the Contractor, kept carefully and these shall be distributed as minutes of site meetings to the Employer and the Engineer, participants and other persons, institutions and organizations to be found necessary by the Engineer. Minutes signed by the Engineer and the Contractor shall be attached to the contract file and shall become binding for both parties. Minutes shall be forwarded to the Employer for consideration at the next Progress Meeting. All of these proceedings pertaining to site meetings shall be conducted by the Contractor under the supervision of the Engineer.

The Contractor is also responsible for organizing additional meetings upon the instruction of the Employer or the Engineer.

2.1.9. Sub- Contractor Involvement

Except for cases where subcontracting is not allowed, it is the responsibility of the Contractor that all sub-contractors perform their part of the work in accordance with the rules laid down in the contract between the Employer and the Contractor.

This implies that the sub-contractors are subject to the same Project Management procedures and must follow the same standards as applied by the Contractor.

As part of the approval procedure for Sub-Contractors involved by the Contractor within the Project, the Contractor shall provide to the Engineer specified documents for each Sub-Contractor (means Sub-Contractor and Sub-Designer) as stated below.

- Registration for chamber of commerce
- Trade registry gazette
- Criminal records of the responsible people of the Sub-contractor
- Delivery statement of previous project accomplished by the sub-contractor.
- Authorized signatures list
- Relevant quality certificates
- No bankruptcy statement given by the commercial record authorities.
- A summary of the status of Sub-contractor with monthly progress payments needs for hand over to keep overview.

Obtaining approval of the Engineer for subcontractor(s) is a pre-condition of payment for works conducted by Sub-contractors.

The Engineer shall have the right to disapprove a proposed sub-contractor in case of objective evidence that the sub-contractor cannot comply with requirements within this contract, that be related to the delivery or the Project Management and Quality Assurance.

The Contractor shall keep a list of all sub-contractors and suppliers, which are used or are planned to be used within the project and shall forward such list to the Engineer every time it is updated.

The list shall include a precise identification of which parts or components the sub-contractor or supplier in question shall deliver to the Contractor.

The Contractor shall be fully responsible for the work performed by any sub-contractor as for the work performed by the Contractor himself.

2.2. SPECIFIC ON-SITE ACTIVITIES

2.2.1. Management and Planning

The Contractor shall have the full responsibility for the construction, installation and setting up the Works.

The planning of the construction, installation and setting up of the Works shall be developed in close cooperation with the Engineer.

The Contractor shall be responsible for the maintenance and operation of the system during its installation and setting up.

2.2.2. Installation Plan

At each site where installation is going to take place, the Contractor shall prepare an installation plan comprising:

- The Engineer`s activities
- Sub-contractors involved
- Tasks to be performed and who is responsible for each task
- Timing of the tasks
- Documentation of installation (e.g. instructions, specifications and drawings)
- and other information important for the final installation.

The installation plan shall be approved by the Engineer in due time before the final installation.

2.2.3. Installation

The Contractor shall, in due time before installation, submit instructions and specifications with detailed information concerning:

- façade
- interior
- finishes
- installation
- cabling, routing, grounding, power, communication
- other topics important for the installation of the Works.

The installation shall take into consideration local legislation, rules and procedures to (i.e.) cabling, power connection and working conditions.

The Contractor shall produce, procure, and supply all necessary equipment, tools, etc. consumable as well as non-consumable needed for the installation and setting-up.

2.2.4. Setting up

Setting up covers the activities after the physical installation to adjust and tailor system parameters, fine tuning, etc. to make the system 100% operational.

The Contractor shall specify which procedures will be used to set up the Works.

2.3. SAFETY

The Contractor is responsible for taking all necessary precautions in respect of Works, materials, machinery, equipment and current facilities, persons on site and neighbouring environment. All expenses including indemnities that might arise are the responsibility of the Contractor.

In addition to the below articles, since the building shall be providing public service during the works, Contractor shall make all necessary arrangements and take all precautions to ensure safety of the public and the personnel (staff) and take into consideration this situation in his/her duties and obligations under this contract.

Contractor`s method statement for works shall include a separate section specifically devoted to this concern clearly explaining the methods, arrangements, measures to be employed in this respect.

2.3.1. Safety of the Construction Site and Periphery

2.3.1.1. Safety Fence

Contractor shall determine the extent of site boundary fencing necessary to protect the site, works, materials, equipment, and facilities against unauthorized access and for safety of the public, to control entries-exits and prevent the entrance of unauthorized persons.

There shall be sufficient number of security officers provided by the Contractor at entrance-exit gates and locations where deemed necessary. There shall be adequate night lighting for ensuring supervision of security officers throughout the fence.

2.3.1.2. Fire Protection

The Contractor is responsible for taking necessary precautions for the protection of Works, Temporary Works and any kind of property and person during performance. All of the precautions, including raising the awareness of personnel, and the proceedings to be implemented in the event of a fire shall be determined working closely with the Fire Department.

During the Work, additional specific precautions that might be needed in the following cases shall be taken and implemented:

- Storage of materials that might easily inflame,
- Collection, storage and disposing of inflammable wastes,
- Operations performed with electric-arc welding and oxy-acetylene cutting machines,

In case a fire breaks out, the Contractor shall supply and get ready the following equipment:

- Dry chemical powder type fire extinguishers that can be installed to walls, carried manually with nitrogen pressurized in certain places
- Special extinguishing systems in sections where Fire Department cannot enter or access easily

2.3.1.3. Warning Marks, Lighting

All of the open excavations, material piles, structures, facilities, and equipment that might create hazard shall be surrounded by barricades with appropriate marks with the aim of protecting the employees and other people.

In the same manner, the roads and passages blocked due to Works shall be protected by barricades.

This kind of areas shall be marked with warning plates placed in appropriate distances and attract the attention of people. All of the barricades, obstacles and marks shall be illuminated from dusk to sunrise.

2.3.2. Safety at Work

It is the responsibility of the Contractor to take necessary precautions to prevent accidents that might cause damage to persons, materials, equipment and facilities during the work.

The Contractor shall assign a Safety Team under the leadership of an experienced Safety Manager for any kind of work on safety at work. The primary duties of this team shall include but not limited to:

- Training the employees in respect of actions and practices that shall cause accidents or damage, taking precautions in the site that shall at least meet the requirement of "TS 8983 General Safety Precautions that Should be Taken in Structures During Construction", Monitoring whether precautions and warning are obeyed or not,
- Taking additional precautions, warning orally, and giving punishment in the event that faults are detected.
- Stepping in and performing what should be done in the event of a harmful event.

The Contractor shall carry out the works in accordance with the Turkish Health and Safety regulations.

2.3.2.1. First Aid

Shall be arranged in accordance with the applicable Turkish Health and Safety Regulations.

2.3.2.2. Hazardous Substances

When the following are encountered, Works shall be ceased in the section where the event occurs:

- Buried known or unknown toxic substances,
- Unnaturally coloured ground water or soil,
- Asbestos,
- Volatile organic compounds measured with photo ionization detector,
- Chemical substances or oil products or other similar circumstances that are spilt and spread on the site.

Cleaning of the area in such a way not to damage employees and removal of the hazardous substance shall be performed by an expert team trained and equipped for this kind of works.

2.4. QUALITY CONTROL AND QUALITY ASSURANCE

2.4.1. Quality Responsibility

All of the Works shall be performed according to the most appropriate engineering practices and standards in respect of construction, material, equipment and workmanship.

It is the responsibility of the Contractor to control the quality of the work and to take samples and carry out necessary tests in respect of achieving conformity with specifications and approved materials at his own expense. A Quality Control and Quality Assurance Manager to be assigned by the Contractor shall be responsible for all phases of quality control and sustain an efficient communication with the Engineer.

2.4.2. Material Quality and Equivalent Materials

All of the materials and equipment supplied to be used permanently within the scope of the works shall comply with current standards and specifications. The products of other Manufacturers instead of determined materials and equipment shall be accepted on condition that their equivalency is approved by the Engineer. In such events, the Contractor shall submit to the Engineer all of the evidence of the equivalency of the new product.

2.4.3. Quality Control and Quality Assurance Plan

After signature of the Contract, the Contractor shall submit to the Engineer a detailed Quality Control and Quality Assurance Plan within 14 days for approval. The plan shall cover quality control and assurance of all phases of works on the site.

The plan shall include at least the following items and shall be supported by additional information that might be needed by the Engineer.

The Plan shall cover the quality assurance of all aspects of the Works, and contain, as a minimum, the following items:

- Organization chart for quality control and quality assurance
- List of Contractor's staff to be engaged in quality control and materials testing together with details of their relevant experience
- List of facilities which will be inspected and tested by the Contractor at stages during implementation of the Works as part of his quality control, together with inspection procedures and test types
- Certificates of materials
- Specifications of equipment and work
- Tests
- Relevant certificates on supplied materials
- Detailed checklist for all installations. The checklist shall be for the Contractor's own use, documenting the Contractor's own quality control of the installation.

The Plan may be supplemented with additional items from time to time as requested by the Engineer.

The approved Quality Plan shall be followed throughout the performance of the Contract unless the Engineer issues specific instructions for certain works. Any approval of the Engineer shall not relieve the Contractor of his obligation to ensure that the Works comply with the requirements of the Contract.

Quality assurance records, test certificates, reports and daily records of on-site testing and inspection shall be kept on site during the works, and the results shall be certified by the responsible member of the Contractor's staff.

Quality Control and Assurance Plan shall enter into force after the approval of the Engineer.

2.4.4. Tests Samples, Materials and Equipment

The Contractor shall supply all of the samples including storage, packaging and transportation related to quality control and tests. The materials represented by these samples shall not be manufactured without the approval of the Engineer, brought to work place, or used in any work.

Approved material and equipment samples to be used on the site shall be kept carefully until they are permitted to be disposed by the Engineer.

2.4.5. Test Laboratory Services

Quality Control tests shall be done in the laboratory to be established by the Contractor as applicable. For the tests that cannot be done in such a manner, an independent laboratory that is approved by the Engineer shall be employed at the expense of the Contractor.

The Contractor shall ensure that both his own laboratory and the independent test laboratory perform the desired material inspection, sample receiving and test processes as fast as practically possible and conclude them.

Test results shall be immediately submitted to Engineer. In the event of detection of disorders or deficiencies that might affect the Work, the Contractor shall take any kind of corrective precaution that might be instructed by the Engineer immediately. In case of a safety concern, Contractor shall immediately initiate any measures he/she might consider suitable and inform the Engineer in writing of the nature and method of such measures. In case such measures are rejected by the Engineer, Contractor shall suspend any such activities and conduct reinstatement works.

2.4.6. Examinations and Manufacturer's Tests

The Contractor is responsible for ensuring that quality control and all relevant examinations and tests are carried out duly without taking into account whether they are on Site or in any other place and also for taking corrective precautions when necessary.

The Engineer can audit the work carried out in the Manufacturer Company's facilities and also the tests related to these works. The Contractor shall inform the Engineer on time so that this can be done as desired.

The manufactured items and materials that are delivered to the Site shall be examined by the Contractor on their arrival and any kind of fault shall be informed to the Engineer. The products with important faults shall be returned to the Manufacturer Company to be amended or replaced.

Examinations and tests carried out by the Engineer or on his behalf do not release the Contractor of his obligations related to quality control.

2.4.7. Construction Site Records and Tests Certificates

Quality Control records, test certificates, reports, daily construction site tests and examination records shall be kept on forms approved by the Engineer as part of Quality Control Plan.

All of the test certificates and examination records shall be subdivided into their relevant departments and kept and recorded. The processes shall be under the responsibility of qualified personnel of the Contractor and moreover the Contractor shall establish a comprehensive archive and library related to quality control.

The Contractor shall prepare details lists including tests, approvals, orders, and delivery information related to quality control and other materials and products depending on approval. These lists shall be submitted to Engineer as they are updated, save once in a month under any circumstance.

Test results shall be delivered to Engineer at the end of the test in respect of determining the necessary precautions, if any. Test certificates, on the other hand, shall be submitted to the Engineer

- When the tests of the Production Plant and Manufacturer Company are completed or not later than 7 days before the date on which products should be used in the Work under any circumstance,
- Within 7 days following the completion of the test for those conducted during or upon completion of the continuous work.

3. ENVIRONMENTAL MANAGEMENT

The Contractor shall comply with the provisions of the applicable Turkish legislation on environment protection that may affect the Project (the "Environmental Requirements"). In particular this shall include compliance with the following regulations (latest version of the below mentioned laws will be in placed):

Environment Law (no. 2872, date: 09.08.1983, published in the 11.08.1983 dated and 18132 y numbered Official Gazette, amended on 26.04.2006 no 5491),

Worker Health and Work Safety Act (published in the 11.01.1974 dated and 14765 numbered Official Gazette),

The Regulation for the Assessment and Control Air Pollution 2009

The regulation for the assessment and management of environmental noise (2008),

Water Pollution Control Regulation 2004

Solid Waste Control Regulation (published in the 14.03.1991 dated and 20814 numbered Official Gazette),

Hazardous Waste Control Regulation 2005

Cultural and Natural Assets Protection Law and relevant regulations

Waste Oil Control Regulation (21.01.2004 dated and 25353 numbered Official Gazette.)

Excavation Soil, Construction and Debris Waste Control Regulation (18.03.2004 dated and 25406 numbered Official Gazette)

Soil Pollution Control Regulation (31.05.2005 dated and 28831 numbered Official Gazette.)

The Contractor shall take all measures and precautions to avoid any nuisance or disturbance arising from the execution of Project Activities. This shall, wherever possible, be achieved by suppression of the nuisance at source rather than abatement of the nuisance once generated. The Contractor will also be required to compensate for any damage, loss, spoilage, or disturbance of the properties and health of the project affected people during construction. In conformance with the Contract Specifications of which these Environmental Provisions are a part, the Employer reserves the right to withhold payments and/or stop construction in the event of serious or repeated violations of the conditions stipulated herein.

The Contractor shall, at his own expense, obtain, retain in force and renew as necessary all Consents provided for by the Environmental Requirements of the Government of Turkey that are required to enable it to meet its obligations in designing and constructing the Project.

3.1. Noise

1.The Works will be constructed in an inhabited, built up area. The Contractor shall ensure that the Works do not become a source of noise pollution and complaint.

2.The Contractor is responsible to ensure that noise levels comply with Turkish law.

3.2. Tidiness of Site

- 1.The Contractor shall be responsible for the proper upkeep and maintenance of the Site and the Works and shall remove from the Site rubbish and other waste as it accumulates.
- 2.Materials and equipment shall be positioned, stored and stacked in an orderly manner.
- 3.Clean and reinstate any areas affected by work as directed by the Engineer.
- 4.Clean up at the end of each working day.
- 5.Disposal of the chemicals and the chemical containers should be carried out according to the Municipal regulations.
- 6.All paint spots, plaster droppings etc. are to be removed; windows are to be washed down with soap (not detergent), water-rinsed and wiped down.

3.3. Emergency arrangements

- 1.The Contractor shall at his own expense maintain arrangements whereby he can quickly call out labour outside normal working hours to carry out any work needed for an emergency associated with the Works. The Engineer shall be provided at all times with a list of addresses and telephone numbers of the Contractor's staff who are currently responsible for organising emergency work.
- 2.The Contractor shall acquaint himself and his employees with any relevant local arrangements that are in existence for dealing with emergencies.

3.4. Hygiene, Safety and First Aid

- Before any person is engaged in an activity involving a possible contact with drinking water, it will be informed of the need for personal hygiene and the dangers of contamination, will complete a medical questionnaire supplied by the Contractor and, if necessary will be tested to show that it is not carrying any diseases by water. The Contractor shall inform the Engineer of any person who has been certified by a doctor as suffering from a disease associated with bowel loosening and no person will be engaged in this activity until the Contractor's medical consultant is not satisfied that the person's employment is secure.
 - When there is doubt about the suitability of a person to be engaged in work, that person will have to support a medical examination to certify that it has no associated disease of any communicable disease via water.
 - If the Works are intended to provide drinking water to the public, then care should be taken to avoid contamination of the Works. For this reason, any worker who contaminates any location or its vicinity will be removed from work and will not be hired later without permission of the Engineer.
 - The Contractor will provide sufficient chemical toilets at each location type of work, the appropriate type, and maintain the facility in a sanitary condition at all times. Chemical toilets type building will be adequate so that it cannot result in any unhygienic contamination of the area of use. At the end of that part of the Works, sanitary facilities will be removed, and the area restored to their original condition.
- The Contractor shall provide and maintain First Aid equipment on site with an Employee nominated and trained in its use.

4. PARTICULAR TECHNICAL SPECIFICATIONS

Unless otherwise stated in particular technical specifications, the Contractor shall execute and complete the Works in strict accordance with the last updated editions of;

- Republic of Turkey Ministry of Environment and Urbanization "Construction Works, Civil, Mechanical Works and Electrical Works General Technical Specifications"
- Republic of Turkey General Directorate of Highways "Highways Technical Specifications"
- Union of Chambers of Turkish Engineers and Architects, Chamber of Landscape Architects Publication; Technical Specifications for Landscape Works

4.1. PARTICULAR TECHNICAL SPECIFICATIONS FOR RENOVATION AND REPAIR WORKS

All goods and materials used in the Works shall comply with international standards (EN, BS or ISO) or those of the appropriate national standards where no other standard is given, for both manufacturing and testing. Where no comment is made against an item, the Contractor shall assume that these standards are to be complied with.

All goods and materials to be provided by the Contractor and incorporated in the Works shall be new, unused, and of the most recent or current design and specification, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

The Contractor shall submit to the Engineer a list of his proposed suppliers and sources of materials required for the execution of the Works. Samples shall also be submitted at the request of the Engineer, as practically applicable. The Contractor shall obtain written approval of the Engineer prior to use of the materials.

The materials subsequently supplied shall conform to the quality of samples which have been inspected by the Engineer.

Names of additional suppliers and sources may be submitted by the Contractor during the execution of the Contract, but no source of supply shall be changed without Engineer's approval.

Materials and components shall be stored in such a manner as to preserve their quality and condition to the standards required by the Contract.

Materials and components shall be handled in such a manner as to avoid any damage or contamination, and in accordance with all applicable recommendations of the manufacturers.

Unless otherwise described in the Contract, the use, installation, application or fixing of materials and components shall be in accordance with all applicable recommendations of the manufacturers. Where appropriate, the Contractor shall make use of any technical advisory services offered by manufacturers.

4.2. WORK ITEM DESCRIPTIONS FOR RENOVATION AND REPAIR WORKS

Please be informed that whenever Turkish version of the specifications is given, it is for reference purpose only. In case of an inconsistency between Turkish and English versions, English version shall prevail.

Item no	Item	Unit
EXT.01	Thermal sheathing with 5cm thick boards	m ²
Description/ Specifications	<p>Item covers thermal sheathing with 5cm thick rockwool boards with a density of minimum 120 kg/m³.</p> <p>Boards shall be fixed to the walls with the application of special adhesive as 4kg per square meter. Once the boards are placed on the façade, then steel-spiked anchors shall be fixed. Then the first layer of thermal insulation plaster shall be applied with a consumption of 3kg per square meters. Plaster mesh shall be placed on this first layer of insulation plaster with an overlap distance of at least 10cm at each direction and the second layer of thermal plaster shall be applied with a consumption of 2kg per square meter. Thermal sheathing shall conform with TS EN ISO 13500 as a system.</p> <p>Unit price includes all material and wastes, workmanship, tools, and equipment necessary to carry out the works, all transportations, loading, and unloading, including overhead and profit of the Contractor.</p>	

	Measurement: Application area shall be measured in square meters (m2) on drawings.	
Related official pose/item number, book	15.340.1003 5 cm kalınlıkta taşıyıcı levhalar (min. 120 kg/m ³ yoğunlukta) ile dış duvarlarda dıştan ısı yalıtımı ve üzerine ısı yalıtım sıvası yapılması (Mantolama) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
EXT.02	Working scaffold for facades (for heights 0.00-51.50)	m ²
Description/ Specifications	<p>For building within the scope of contract full-height fixed scaffolding shall be provided in accordance with the Contract Documents and as specified herein. On special cases mobile scaffolding may be allowed for buildings of no more than 2 storey height by the approval of the Engineer. The Work of this Section includes, but is not necessarily limited to the following:</p> <ul style="list-style-type: none"> A. Erecting scaffolding to provide proper access to all work areas on all facades of buildings where works are specified. B. Taking all protective measures to protect scaffolding, work performed on it and persons from weather and damage. C. Maintenance and storage of scaffolding through the duration of works. D. Removal of scaffolding upon completion of works by the approval of the Engineer. <p><u>Scaffolding must be minimum load class 4.</u></p> <p>SUBMITTALS</p> <p>Time Schedule: A time-schedule for the scaffolding sequence throughout working period shall be submitted to indicate the periods and amounts of use on individual buildings.</p> <p>Shop drawings: provide schematic drawings showing the layout of scaffolding, indicating position of levels on facades of buildings.</p> <p>Product Data: Submit scaffolding fabricators specifications, installation instructions and general recommendations for applications. Include certification or other data substantiating that materials comply with specified requirements.</p> <p>Samples: Submit a sample of each element and all necessary accessories of scaffolding for the approval of the Engineer.</p> <p>Legal permits necessary to erect scaffolding shall be obtained to comply with Governing Laws and presented for the approval of the Engineer</p> <p>Mock-ups: Install scaffolding to an agreed part of a façade of the building as a mock-up. Do not forward installation without the approval of the Engineer. Approved Work shall be considered as part of completed works.</p> <p>Accepted mock-ups will represent minimum standards scaffolding. Subsequent scaffolding work that does not meet standards of accepted mock-ups will be rejected.</p> <p>PRODUCTS</p> <p>Materials</p> <ul style="list-style-type: none"> A. Galvanised coated steel scaffolding including all elements and accessories. 	

B. Translucent jute sheeting

C. Water resistant tarp

Job Conditions

All necessary permits to install scaffolding shall be obtained by the Contractor.

The ground and base for scaffolding work and the conditions under which the work is to be installed shall be inspected and the Engineer shall be notified of conditions detrimental to the proper installation of scaffolding. Installation shall not start until unsatisfactory conditions have been corrected.

EXECUTION

Inspection

Prior to works, inspect areas in which work will be performed. The deficiencies on ground and base shall be relieved as necessary to set the scaffolding level and stable by reviewing the existing conditions together with the Engineer.

Preparation and Protection

- A. Take all necessary precautions to avoid differential settlement and excess movement of scaffolding during repairs.
- B. If required, install tarpaulin covers over the work area allowing working freely underneath. Provide temporary rainwater disposal that does not during works.
- C. Access to the interior of buildings via the scaffolding shall be DEFINITELY avoided; possible entry points shall be blocked
- D. At the end of each working day, all scaffolding, ladders, etc, shall be secured or rendered inaccessible as far as possible, in order to minimise the risk of theft or vandalism.
- E. On all independent units of scaffolding at ground floor level provide secure aluminium hoarding on box steel frame with an operating entrance door complete with secure locks. Scaffolding shall be set so as NOT TO block the residents' access to the buildings at all times. On shop fronts arrange scaffolding and hoarding so as NOT TO obstruct the operation of shop activities.
- F. Safety: Protect all persons, whether or not involved in the work of this Section, from harm caused by or resulting from work of this Section.
- G. Protection of Building: Protect building elements and finishes from damage or deterioration caused by work of this Section. Repair damage to materials or finishes to satisfaction of Engineer at no additional cost to Employer.
- H. Remove protections after completion of work.

INSTALLATION

- A. Provide and perform installation of Scaffolding system of galvanised coated steel elements work in a systematic manner and use such methods as required to complete the Work in accordance with the requirements of governing regulations
- B. Provide all vertical, horizontal bars, internal and external diagonal bracings, vertical and horizontal connections, boards, ladders, handrails, console elements, sockets, footings and wheels shall be provided as required for the

	<p>safe execution of the Works.</p> <p>C. All scaffolding should be free from defects and conform to standards. Scaffolding shall be free-standing, no putlogs or other members shall be inserted or fixed into the original fabric without prior approval of the Engineer. Putlog-ends to be protected by plastic caps when in close proximity with the structure.</p> <p>D. Fix and maintain Scaffolding throughout the duration of works.</p> <p>E. For all buildings within the scope of works, full-height fixed scaffolding shall be provided. All scaffolding shall be firmly fixed and level. Mobile scaffolding shall have locking wheels and lateral support footing to provide extra stability.</p> <p>F. Scaffold boards shall be provided for every 2.5 m height, all boards shall be securely restrained. The levels shall be arranged for best access to the working area. The levels serving the ongoing works shall be fully boarded until the works at that level are complete. Handrails shall be provided at all levels and ladders.</p> <p>G. Ladders shall be provided to each level of scaffolding. Easy access to all areas and levels of work will be provided.</p> <p>H. The scaffolding should not be more than 30 cm away from the work surface.</p> <p>I. All scaffolding shall be covered by translucent jute sheeting and by water resistant tarp when required to protect from rain and wind. Scaffolding need not be airtight unless required for specific works.</p> <p>J. Scaffolding should NOT be removed from any location without approval of the Engineer.</p> <p>Measurement:</p> <p>Height and width of full height scaffolding will be measured as follows:</p> <p>Height: from ground where the scaffolding rests, up to the eaves level of building.</p> <p>Width: the full width of the individual building to be worked on.</p> <p>Area will be calculated in square meters (m²) by multiplying dimensions above as per architectural view and section drawings.</p>	
Related official pose/item number, book	15.185.1011 Ön yapımlı bileşenlerden oluşan tam güvenli, dış cephe iş iskelesi yapılması. (0,00-51,50 m arası) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
EXT.03	Silicone based grain / textured coating	m ²
Description/ Specifications	The surfaces to be painted will be corrected with sandpaper or mosaic rubbing stone, burrs and excessive grainy parts will be eliminated. After 0.150 kg / m ² primer is applied to the surface, 0.600 kg for the first layer and 0.500 kg for the second layer, silicone-based grainy / textured paint in the desired colour will be applied.	

	Measurement: Area of the surface shall be measured in square meters (m2). All openings shall be deducted.	
Related official pose/item number, book	15.540.1305 Brüt beton, sıvalı veya eski boyalı yüzeylere, astar uygulanarak silikon esaslı grenli/tekstürlü kaplama yapılması (dış cephe) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
EXT.04	Window sill with coloured marble plates (3cm thickness)	m ²
Description/ Specifications	Existing surface will be cleaned and wetted. A base will be made with 400kg cement dose mortar and the coloured marble plates (excluding honed or polished) will be laid according to the shape in the project drawings. Thickness of the marble shall be 3cm and plates shall be supplied as monolithic with slope and dropper. Width of the plates shall be 30, 40 or 50cm etc. with varying lengths as per drawings. All surfaces shall be cleaned and wiped upon completion. Unit price includes all material and wastes, workmanship, tools, and equipment necessary to carry out the works, all transportations, loading, and unloading, including overhead and profit of the Contractor. Measurement: Area covered with plates shall be measured in square meters (m2) on drawings.	
Related official pose/item number, book	15.410.1404 3 cm kalınlığında renkli mermer levha ile dış denizlik yapılması (3cmx30-40-50 cmxserbest boy) (honlu ve cilalı hariç her türlü yüzey işlemleri) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
INT.01	Dismantling of all kinds of wood, door frames, door wings, windows and joinery	m ²
Description/ Specifications	Item covers dismantling of all kinds of wood, door frames, door wings, windows and joinery, stacking the material at a location to be shown by the Engineer and protection of those until they are disposed. Contractor shall pay due care to avoid any damage to the excluded parts and the removed parts. Any damage given to any part of the existing element shall be repaired and reinstated by the Contractor at his/her own cost. Measurement: Removal area shall be measured in square meters (m2).	
Related official pose/item number, book	18.195/A Her türlü ahşap, kapı kasası, kapı kanadı pencere ve camekan sökülmesi (Ministry of Environment and Urbanization)	
Item no	Item	Unit
INT.02	Removal of wall coverings (wood paneling and similar)	m ²

Description/ Specifications	<p>Item covers removal of wall coverings (wood paneling and similar), stacking the material at a location to be shown by the Engineer and protection of those until they are disposed. Contractor shall pay due care to avoid any damage to the excluded parts and the removed parts. Any damage given to any part of the existing element shall be repaired and reinstated by the Contractor at his/her own cost.</p> <p><u>Measurement:</u> Removal area shall be measured in square meters (m2).</p>	
Related official pose/item number, book	18.198/19/A Ahşap lambiri vb. duvar kaplaması sökülmesi (Ministry of Environment and Urbanization)	

Item no	Item	Unit
INT.03	Plaster primer (finishing) (in repair works)	m ²
Description/ Specifications	<p>After the surfaces to be repaired are thoroughly washed and cleaned, they will be smoothed with the prepared plaster mortar using a steel trowel, sanded when necessary and cleaned from dust.</p> <p><u>Measurement:</u> Area of the surface shall be measured in square meters (m2). All openings shall be deducted.</p>	
Related official pose/item number, book	15.280.1004 Alçı astar (perdah) yapılması (Tamirat işlerinde) (Ministry of Environment and Urbanization)	

Item no	Item	Unit
INT.04	3 mm thick satin plaster coating on thin plaster, gypsum plastered surfaces and similar	m ²
Description/ Specifications	<p>After the surfaces to be repaired are thoroughly washed and cleaned, satin plaster shall be applied to the surface using a steel trowel until a smooth surface is obtained. Surface shall be sanded when necessary and cleaned from dust.</p> <p><u>Measurement:</u> Area of the surface shall be measured in square meters (m2). All openings shall be deducted.</p>	
Related official pose/item number, book	27.528/3/A İnce sıva, alçı sıvalı vb. yüzeyler üzerine 3 mm kalınlığında saten alçı kaplama yapılması (Ministry of Environment and Urbanization)	

Item no	Item	Unit
INT.05	Perforated (acoustic) suspended ceiling with plasterboard (60x120x9.5 mm)	m ²

Description/ Specifications	<p>Furnace painted metal profiles will be suspended at the desired spacing and elevation with specially adjusted galvanized steel hanger sets, perforated gypsum suspended ceiling panels covered with glass fiber on one side will be fixed on or below these profiles with auxiliary mounting elements.</p> <p>Places for electrical fixtures and installation will be opened, and laths will be made with the desired color and material in these opening and where the ceiling and walls meet.</p> <p><u>Measurement:</u> Area of the suspended ceiling shall be measured in square meters (m2).</p>
Related official pose/item number, book	48.535.1004 Alçı levha ile delikli (akustik) asma tavan yapılması (60x120x9,5 mm) (Ministry of Environment and Urbanization)

Item no	Item	Unit
INT.06	Painting of painted iron manufactures with two layers oil paint	m ²
Description/ Specifications	<p>The surface of the iron manufacturing will be cleaned and sanded, (0.100 kg) first and (0.100 kg) second coat of oil paint will be applied.</p> <p><u>Measurement:</u> Painted area shall be measured in square meters (m2).</p>	
Related official pose/item number, book	77.150.1002 Boyalı demir imalatın iki kat yağlı boya ile boyanması (PTT))	

Item no	Item	Unit
INT.07	Working scaffold for ceilings (for heights 0.00-21.50)	m ³
Description/ Specifications	<p>Please refer to item <i>EXT.02 Working scaffold for facades (for heights 0.00-51.50)</i> except this scaffold shall be used for interior ceiling works.</p> <p><u>Measurement:</u> Volume of the scaffolding shall be measured in cubic meters (m3).</p>	
Related official pose/item number, book	15.185.1012 Ön yapımlı bileşenlerden oluşan tam güvenli, tavanlar için iş iskelesi yapılması. (0,00-21,50 m arası) (Ministry of Environment and Urbanization)	

Item no	Item	Unit
INT.08	Two layers of synthetic paint on wooden surfaces	m ²
Description/ Specifications	<p>On the surfaces to be painted, knots, if any, will be burned, damaged paint will be scraped off, cleaned with sandpaper and a brush and removed from dust. 0.230 kg of synthetic paint paste will be applied on 0.125 kg synthetic-based wood protective primer, after it dries, the roughness will be removed again with fine sandpaper and 0.120 kg of synthetic primer paint</p>	

	will be applied. After the surface has dried, 0.220 kg of two layers of synthetic paint will be applied in the desired color. <u>Measurement:</u> Painted area shall be measured in square meters (m2).
Related official pose/item number, book	15.540.1002 Ahşap yüzeylere iki kat sentetik boya yapılması (Ministry of Environment and Urbanization)

Item no	Item	Unit
INT.09	Two layers of water-based matte paint by applying a primer on existing painted surfaces	m ²
Description/ Specifications	<p>Old painted surfaces will be cleaned by wire brush, sandpaper or mechanically and the necessary plaster repair will be done and sanded.</p> <p>0.150 kg of water-based primer will be applied, on top of that, 0.100 kg 1st layer in the desired color; 0.100 kg 2nd layer water-based matte paint will be applied.</p> <p><u>Measurement:</u> Painted area shall be measured in square meters (m2).</p>	
Related official pose/item number, book	15.540.1205 Eski boyalı yüzeylere astar uygulanarak iki kat su bazlı mat boya yapılması (iç cephe) (Ministry of Environment and Urbanization)	

4.3. PARTICULAR TECHNICAL SPECIFICATIONS FOR MECHANICAL AND ELECTRICAL WORKS

The contractor shall be responsible from the materials and the installations until the substantial completion of the work. The contractor is also responsible from installing all the systems present at the building and other structures in an operative condition free of any deficiency and immediately repairing any failures free of cost for defect liability period, except for the usage faults. If the required repair works cannot be completed within one month, the parts that have not been repaired within this period shall be repaired by the Employer on behalf of the contractor and shall be deducted from the Performance Guarantee of the Contractor.

Prior to commencement of any electrical or mechanical works on site, Contractor shall prepare and submit to Engineer shop drawings showing all related applications and installations which might be in the form of riser diagrams, plans, sections, and similar.

Eye examination

All materials to be used for mechanical installations shall be subject to eye examination by the Engineer to verify that the materials are not broken, rusted, cracked, old, or defective in any regard.

Functioning examination

All materials to be used for mechanical installations shall be subject to functioning examination through tests without any cost impact to the Employer.

Warranty period

All materials to be used for mechanical installations shall have two (2) years of commercial warranty from the manufacturers starting from substantial completion of works.

4.4. ITEM DESCRIPTIONS FOR MECHANICAL WORKS

Item no	Item	Unit
MEC.01	Prismatic Modular Stainless Steel Water Tank (12,5 m³)	pcs
Description/ Specifications	<p>The entire tank will be made of AISI 304 stainless steel. All interior and exterior materials, tension rods, bolts, legs, manhole, vent, and connection mouths will be made of stainless material.</p> <p>Fixtures on the tank will be made of stainless or brass material. Strength calculations and projects of the warehouse will be prepared and submitted to the Engineer.</p> <p>All parts of the warehouse must be produced by cold forming or bending method under factory conditions. Tank can be assembled with bolts by using silicone and epdm rubber gaskets without requiring any welding process in production and on site.</p> <p>At the base of the warehouse, there will be a PVC or polyethylene diaphragm that will cut the contact with the base material. Tank will have the Turkish Standards Conformity Certificate.</p> <p>Armatures made of stainless or chromed brass material on the tank, stainless tank foot, level float, inlet-outlet ball valves, ball blowdown valve, air relief vent apparatus, tank overflow opening and pipe, level indicator, valves and drain cock, top and bottom Manhole maintenance cover, warehouse climbing ladder are included in the price.</p> <p><u>Measurement:</u></p> <p>Complete water tank shall be considered as one complete piece.</p>	
Related official pose/item number, book	25.150.1208 12,5 m ³ Prizmatik Modüler Paslanmaz Çelik Su Deposu (Ministry of Environment and Urbanization)	

Item no	Item	Unit
MEC.02	Centrifugal Line Shaft Hydrophore with two pumps (Flow-m³ / h: 10-30 Pressure-mSS: 30-60)	pcs
Description/ Specifications	<p>In the specified capacity and types; Hydrophore (water booster) system; silt trap, check valve, ball on/off valves, automatic pressure switch (equal to the number of pumps) what can be adjusted lower and upper limits to required pressure, manometer showing water pressure, float water level switch with thermal protection against overload or electrode level control and safe against waterless operation electrical panel with onboard switches and indicators.</p> <p>Centrifugal pump: Appropriate certified to TSE, with line or horizontal shafts which have different number of levels according to capacity, provided water resistance of coupled motor with a mechanic seal by directly to the pump with connection flanges or by a special coupler, 3000 d/d single-phase or three-phase pump motor starting single or collective according to water request.</p> <p>Pressure Tank: produced by St.37-2 appropriate to TS-EN ISO 11124, with changeable atmosphere-closed membrane with sufficient volume and number of balance tanks,</p>	

	<p>Supply and handover in operating status of appropriate certified to TSE full-automatic hydrophore system, with line or horizontal shafts Pump and motor should be fixed on the same frame or connected with a connection hose, preventive measures should be taken against to corrosion, all pipes, collectors, and cable connections shall be made.</p> <p><u>Measurement:</u> Number of hydrophores (composed of two pumps) shall be measured in pieces (pcs).</p>
Related official pose/item number, book	25.160.1203 Debi-m ³ /h: 10-30 Basınç-mSS: 30-60, İki Pompalı Düşey Milli Santrifüj Pompalı Hidrofor (Ministry of Environment and Urbanization)

Item no	Item	Unit
MEC.03	80 Ø mm (3"), Collector pipe, galvanized	m
Description/ Specifications	<p>Item covers supply and installation of 80 Ø mm (3"), galvanized collector pipe.</p> <p><u>Measurement:</u> Length of pipe shall be measured in meters (m).</p>	
Related official pose/item number, book	25.170.1102 80Ø mm (3"), Kollektör borusu galvanizli (Ministry of Environment and Urbanization)	

Item no	Item	Unit
MEC.04	Removal of Redundant Sanitary Systems	kg
Description/ Specifications	<p>Existing sanitary appliances will be inspected in situ, the actual condition and use of such items shall be checked before starting any work, the Contractor shall establish the location and state of any remaining utility, contact, and notify the authorities for the removal of the utilities and settle a schedule with them.</p> <p>The redundant sanitary units shall be so identified, documented, and removed from the building by the approval of the Engineer. All the fixings shall be removed. Extensive care shall be given to avoid damage to the substrate on which such items are anchored. All removed material will be disposed of with the approval of the Engineer.</p> <p><u>Measurement:</u> Removals will be measured in kilograms (kg) as weighed on site.</p>	
Related official pose/item number, book	48.690.1003 Kalorifer Kazanı/Yakıt Tankı Kondens Deposu Boyler Hidrofor gibi Teesisat Malzemelerinin Kaynakla Sökülmesi (Ministry of National Defense)	

Item no	Item	Unit
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MEC.05	65 Ø mm flanged, Collector mouth: With galvanized sleeves	pcs
Description/ Specifications	<p>Item covers supply and installation of 65Ø mm flanged, collector mouth with galvanized sleeves.</p> <p><u>Measurement:</u> Number of collector mouths shall be measured in pieces (pcs).</p>	
Related official pose/item number, book	25.170.1207 65 Ø mm flanşlı, Kollektör ağzı: Galvanizli manşonlarla (Ministry of Environment and Urbanization)	
Item no	Item	Unit
MEC.06	Welded black pipe 3/4"	m
Description/ Specifications	<p>Item covers supply and installation of welded steel pipes (screw type) in accordance with TS EN 10255+A1 (material Fe.33), 305/2011/EU Construction Equipment Regulation, and 97/23/EC Pressure Equipment Regulation, including all workmanship, connections and fitting necessary for the installation. Painting of the pipes are not included.</p> <p><u>Measurement:</u> Length of installed pipes shall be measured in meters (m) through approved drawings.</p>	
Related official pose/item number, book	25.300.1102/A Dikişli siyah boru 3/4" (Bina içinde vidalı, %30 eklenmiş) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
MEC.07	Disassembly, Welded black pipe 2"	m
Description/ Specifications	<p>Item covers disassembly and removal of 2" welded black pipes within the building and stacking them on site.</p> <p><u>Measurement:</u> Length of disassembled pipes shall be measured in meters (m).</p>	
Related official pose/item number, book	201-109/DMntj Demontaj, Dikişli siyah boru 2" (Montaj malzemesi bedeli hariç) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
MEC.08	Seamed galvanized pipe (2")	m
Description/ Specifications	<p>Item covers supply and installation of seamed galvanized pipes in accordance with TS EN 10255+A1 (material Fe.33), 305/2011/EU Construction Equipment Regulation, and 97/23/EC Pressure Equipment Regulation, including all workmanship, connections and fitting necessary for the installation. Painting of the pipes are not included.</p>	

	<u>Measurement:</u> Length of installed pipes shall be measured in meters (m) through approved drawings.	
Related official pose/item number, book	25.300.1406/B Dikişli galvanizli boru (2") (Bina içinde kaynaklı, %25 eklenmiş) (Ministry of Environment and Urbanization)	

Item no	Item	Unit
MEC.09	Ball valve 50 Ø mm, PN16	pcs
Description/ Specifications	Supply and installation of hand operated for on/off, pig iron or stainless steel ball valves operated by a ball in water with brass sharp element, with screws or flanges, in water, ventilation and steam installations appropriate to 97/23/AT Pressure Equipment Regulation. Valves shall be PN16 pressure class and shall conform with TS EN 3148. <u>Measurement:</u> Number of installed valves shall be measured in pieces (pcs).	
Related official pose/item number, book	25.320.2202 50 Ø mm, PN 16, Gövdesi sfero döküm, küresi dolu paslanmaz çelik, teflon contalı, tam geçişli, wafer bağlantılı, KÜRESEL VANALAR (TS 3148) (Ministry of Environment and Urbanization)	

Item no	Item	Unit
MEC.10	Automatic air venting device, for steam, with screw, PN-16 20Ø mm (3/4")	pcs
Description/ Specifications	This work item covers the procurement and installation of a stainless steel float or thermostat air discharge device of suitable capacity, made of bronze, cast iron brass or steel, according to operating pressure and temperature, used to remove air and gases accumulated in liquid-filled containers or pipes. <u>Measurement:</u> Number of installed venting devices shall be measured in pieces (pcs).	
Related official pose/item number, book	25.340.1102 20 Ø mm (3/4"), Otomatik hava atma cihazı, buhar için, vidalı, PN-16 (Ministry of Environment and Urbanization)	

Item no	Item	Unit
MEC.11	Dishwashing machine (Fully automatic, 500 plates/hour capacity)	pcs
Description/ Specifications	The dishwashing machine will be capable of washing 500 plates or 200 self-service trays in nominal (maximum theoretical) manner with 40 50x50 cm washing baskets (cassettes) in each period (hour), it will operate at a pressure of 2-4 bar. The whole body and the boiler will be made of AISI 304 quality 18 \ 8 CrNi stainless steel.	

	<p>The dishwashing machine shall be automatic and thermostatically controlled and will have at least 2 different programs.</p> <p>Pump motor power will be at least 450 Watt.</p> <p>The dishwasher will be supplied with at least 1500 Watt stainless steel tank heater and at least 4500 Watt stainless steel boiler heater.</p> <p>The electrical panel that enables the automatic operation of the machine, which can be connected to a 220 volt or 380 volt, 50 Hz network line, will be mounted on the machine.</p> <p>The machine will have a strainer, suction filter and overflow drainage systems and a check valve at the mains water inlet. The washing water will be 50 °C and the rinsing water will be 85 °C. The machine must have a safety cover switch. A plate basket made of plastic resistant to heat and detergent, a cutlery basket and a glass basket will be provided with the dishwasher. Dishwasher shall be delivered in operating condition with its user manuals and a warranty of 2 years.</p> <p>Measurement:</p> <p>Number of dishwasher as complete shall be measured as one piece.</p>
Related official pose/item number, book	25.615.1100 500 Tabak/Saat'lik tam otomatik bulaşık yıkama makinası (Ministry of Environment and Urbanization)

Item no	Item	Unit
MEC.12	Wall-mounted Inverter split air conditioner (Qcool: 24.000 Btu/h)	pcs
Description/ Specifications	<p>1 TECHNICAL DESCRIPTION</p> <p>1.1 Air conditioners will have 24 hour real time "On / Off Time Adjustment" feature.</p> <p>1.2. Air conditioners will be heat pumped.</p> <p>1.3. The air conditioners to be offered must be able to work with R-410A or R-32 fluid.</p> <p>1.4. Ducted type air conditioners should be wired, while the controls of other air conditioners should be wireless remote controlled.</p> <p>1.5. All air conditioners will have an Automatic Fault Warning System.</p> <p>1.6. Air conditioners must be able to operate smoothly up to -10 ° C outdoor conditions in Cooling Operation and -10 ° C outdoor conditions in Heating Operation. It will be explained how trouble-free operation is ensured under these conditions.</p> <p>1.7. Air conditioners are provided with 220 (±% 9-10) V AC voltage and 50 Hz. It will be able to work with (± 5%) frequency feeding energy.</p> <p>1.9. All air conditioners will be DC Inverter type and will meet the required capacity by automatically changing the compressor speed according to the required capacity.</p> <p>1.10. Air conditioners will be air cooled.</p> <p>1.11. There will be an Automatic Defrosting (Defrosting) operation in the devices and it will be explained in detail how these works are.</p> <p>1.12. The air filter will be washable type.</p> <p>1.13. It will be ensured that the filter is easy to install and remove from the cabinet.</p> <p>1.14. Compressor type and model will be specified. Compressors of all air conditioners will be DC Inverter Scroll or DC Rotary type.</p> <p>1.15. Compressors will be fed with thermal magnetic delayed fuses.</p> <p>1.16. Fans will be statically and dynamically balanced.</p>	

	<p>1.17. The direction of the fins in the blowing mouths of wall-mounted air conditioners to the right and left will be manual or automatic, and the up-down direction will be automatic.</p> <p>1.18. All air conditioners will be in the form of an indoor unit - an outdoor unit.</p> <p>1.19. In order to prevent short circuit in air conditioners, the indoor and outdoor units will also have a grounding device.</p> <p>1.20. The devices will have a dehumidification function.</p> <p>1.21. Evaporation and condensation in the devices will be controlled by temperature measuring sensors, evaporation and condensation temperatures will be controlled by fan and compressor speeds.</p> <p>1.22. In case the power is restored after the power is cut, the air conditioners must be R Start (automatic restart according to the values set before the power failure) in order for the air conditioners to be reactivated without any intervention.</p> <p>1.23. Outdoor unit coils of all air conditioners will be protected against acids and corrosion that will occur in the outside air.</p> <p>1.24. Gas and liquid line connections in the devices will be with valves.</p> <p>1.25. Capacities are tolerant of +/- 5% depending on the capacity differences that may be in air conditioner brands.</p> <p>1.26. Cassette type air conditioners will be four-way blowing type.</p> <p>1.27. In cassette type air conditioners, there will be a drainage pump and a minimum pressure of 600 mm SS.</p> <p>1.28. The direction of the fins in the blowing outlets of the Wall-Floor-ceiling / Ceiling type air conditioners will be manual or automatic, and the up-down direction will be automatic. The direction of the fins in the blowing mouths of the hall type air conditioners to the right and left will be automatic, and the up-down direction will be manual.</p> <p>1.29. Devices will be delivered in working condition, including transportation, assembly, wiring and labor.</p> <p>ASSEMBLY</p> <p>2.1. It is Contractor's responsibility to place the condensers on the base, to do all kinds of construction works (closing holes opened, repairing suspended ceilings, etc.) that occur during assembly. No additional payment will be made for these works.</p> <p>2.2. When necessary, an iron platform base will be made to place the outdoor unit (condenser).</p> <p>2.3. It is Contractor's responsibility to bring the energy required for the devices from the main panel to the assembly site by cable.</p> <p>2.4. All kinds of tools, equipment etc. required for assembly. will be provided by the Contractor.</p> <p>2.5. Contractor shall install the devices taking into account the Electricity Internal Facilities Regulation.</p> <p>2.6. The assembly set of all air conditioners to be installed includes the work of drawing copper pipes in sizes suitable for their capacity, making their insulation, drawing the communication cables between the indoor and outdoor units and covering them with decorative tape.</p> <p>2.7. Electrical cables and copper pipe set to be installed for air conditioners to be installed will be taken into PVC cable ducts in accordance with their dimensions when necessary.</p> <p><u>Measurement:</u></p> <p>Air conditioner as complete shall be measured as one piece.</p>
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Related official pose/item number, book	78.115.1015 Duvar tipi Inverter split klima (Qsoğ:24.000 Btu/h) (PTT)	
Item no	Item	Unit
MEC.13	Hall type inverter air conditioner (Qcool: 42.000 Btu/h)	pcs
Description/ Specifications	Please see item <i>MEC.12 Wall-mounted Inverter split air conditioner (Qcool: 24.000 Btu/h)</i>	
Related official pose/item number, book	78.115.1026 Salon tipi inverter klima (Qsoğ:42.000 Btu/h) (PTT)	

4.5. ITEM DESCRIPTIONS FOR ELECTRICAL WORKS

Item no	Item	Unit
ELW.01	Surface mounted, min. 60x60 size LED ceiling luminaire (at least 3300 lm, max 36W)	pcs
Description/ Specifications	<p>All led luminaires shall be ENEC certified, and the drive PFC shall be at least 0,95. The leds used shall be IESNA LM-80 certified. The lifetime of the luminaires shall be at least 50000 (L70) hours and luminaire colour rendering index (CRI) shall be at least 80 according to TM-21 calculation table and shall have homogeneous light distribution. Luminaires comply with TS EN 60598-1, TS 8698 EN 60598-2-1, TS EN 60598-2-2 standards, luminaire drivers comply with TS EN 61347-1 and TS EN 61347-2-13 standards (2014/35 / EU). It shall be placed on the market with the CE mark of conformity in accordance with the regulations on Electrical Equipment Designed for Voltage Limits.</p> <p>The luminaires shall have photometric measurement report in accordance with IESNA LM-79 standards taken from an accredited laboratory, IP protection degree tests shall be performed according to TS 3033 EN 60529 standard and IK protection degree tests shall be performed according to TS EN 62262 standard. In addition, the luminaires shall be manufactured in accordance with the Regulation on Control of Waste Electrical and Electronic Equipment.</p> <p>The body of the luminaire shall be manufactured from at least 0.5 mm and frame of at least 0.7 mm DKP sheet, with at least 1 mm thickness opal PMMA diffuser and at least IP 40 protection degree.</p> <p>Armature cases will be in white colour. The product will be at 4000 K colour temperature. Contractor shall provide at least three different complete samples for Engineer's approval and decision in agreement with the Beneficiary.</p> <p>Measurement: Number of complete luminaires shall be measured in pieces (pcs).</p>	

Related official pose/item number, book	35.170.1105 Sıva üstü, min. 60x60 ebatlarında LED'li tavan armatürü (ışık akısı en az 3300 lm, tüketim değeri en fazla 36 W olan) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.02	Surface mounted, min. 30x120 size LED ceiling luminaire (minimum 3300 lm, max 36W)	pcs
Description/ Specifications	<i>Please refer to Item ELW.01 except for size of the luminaire.</i>	
Related official pose/item number, book	35.170.1107 Sıva üstü, min. 30x120 ebatlarında LED'li tavan armatürü (ışık akısı en az 3300 lm, tüketim değeri en fazla 36 W olan) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.03	Flush-mounted, circular (downlight) luminaire with LED (at least 800 lm, max 12W)	pcs
Description/ Specifications	Please refer to Item ELW.01 except for the following: -Flux shall be at least 800 lumens -Power consumption must be maximum 12Watts -Body and the cooler of the luminaire shall be cast aluminium. -Luminaire shall have opal PMMA diffuser.	
Related official pose/item number, book	35.170.1501 Sıva altı, LED'li dairesel (downlight) armatür (ışık akısı en az 800 lm, tüketim değeri en fazla 12 W olan) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.04	Surface mounted, circular (downlight) luminaire (at least 800 lm, max 12W)	pcs
Description/ Specifications	Please refer to Item ELW.01 except for the following: -Flux shall be at least 800 lumens -Power consumption must be maximum 12Watts -Body and the cooler of the luminaire shall be cast aluminium. -Luminaire shall have opal PMMA diffuser.	
Related official pose/item number, book	35.170.1503 Sıva üstü, dairesel (downlight) armatür (ışık akısı en az 800 lm, tüketim değeri en fazla 12 W olan) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.05	Surface mounted, circular (downlight) luminaire (at least 1700 lm, max 24W)	pcs

Description/ Specifications	Please refer to Item ELW.01 except for the following: -Flux shall be at least 1700 lumens -Power consumption must be maximum 24Watts -Body and the cooler of the luminaire shall be cast aluminium. -Luminaire shall have opal PMMA diffuser.	
Related official pose/item number, book	35.170.1504 Sıva üstü, dairesel (downlight) armatür (ışık akısı en az 1700 lm, tüketim değeri en fazla 24 W olan) (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.06	360° Motion Sensor (ceiling-type, surface-mounted)	pcs
Description/ Specifications	Item covers supply, transport to the site, installation, hand over in operating status with the connections and adjustments made of exterior ceiling type surface-mounted motion sensor with all material and workmanship included. Motion sensor shall be able to work in 200-240 volts of line voltage, between -20°C and +40°C temperature, can be connected with electrical charge of up to 400 watts in fluorescence type and 1000 watts in glow filament type lamps, able to make operation time and sun light adjustments with the trim pots on the sensor. Sensor shall be IP 20 protection class, appropriate to TS-EN 6069-2-1 quality standard, CE certified, appropriate to the restriction of usage of certain harmful materials in Electrical and Electronics devices regulation published in 30.05.2008 dated and 26891 numbered official gazette. Optical sensor in digital structure shall have the ability to detect 360° exterior area. This item also covers provision and installation of the lighting bulb with 2x20W inside the sensor unit. <u>Measurement:</u> Number of sensors shall be measured in pieces (pcs).	
Related official pose/item number, book	35.170.5202 360° tavan tipi sıva üstü hareket sensörü, Hareket Sensörleri (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.07	Surface Mounted Waterproof LED Luminaire (at least 2.700 lm, up to 30 W)	pcs
Description/ Specifications	Please refer to Item ELW.01 except for the following: -Flux shall be at least 2700 lumens -Power consumption must be maximum 30Watts -Body shall be aluminium. -Luminaire shall have opal diffuser. -Luminaires shall have at least IP65 protection class.	
Related official pose/item number, book	35.170.1702 Işık akısı en az 2.700 lm, tüketim değeri en fazla 30 W, LED Sıva Üstü Etanj Armatür (Alüminyum gövdeli) (Ministry of Environment and Urbanization)	

Item no	Item	Unit
ELW.08	Emergency lighting set for LED luminaires	pcs
Description/ Specifications	<p>Item covers supply and installation of the emergency lighting set to be installed for the luminaires in order to ensure the operation of the luminaires in emergency situations, which can provide the emergency light intensity value specified in the related project drawings and specifications up to 3 hours. Emergency lighting set will consist of high temperature type Ni-cd battery, charging unit and status led and will be compatible with led luminaire drivers. The set will be produced in accordance with TS EN 61347-2-7, TS EN 60598-2-22 standards and will be offered to the market with CE mark.</p> <p><u>Measurement:</u> Number of complete emergency lighting sets shall be measured in pieces (pcs).</p>	
Related official pose/item number, book	35.170.3050 Led aydınlatma armatürleri için acil durum aydınlatma kiti fiyat farkı (Ministry of Environment and Urbanization)	

Item no	Item	Unit
ELW.09	Flush-mounted normal switch	pcs
Description/ Specifications	<p>Item covers supply and installation of normal switch with a non-flammable material body and cover, in accordance with TS EN 60669-1, with contacts and screwed terminals that can withstand at least 250 V and 6A.</p> <p>At least 3 samples shall be submitted to the Engineer for selection.</p> <p><u>Measurement:</u> Number of complete switches shall be measured in pieces (pcs).</p>	
Related official pose/item number, book	35.185.1101 Gömme normal anahtar (TS 4915 EN 60669-1), AYRI YAPILAN TESİSAT KISIMLARI (Ministry of Environment and Urbanization)	

Item no	Item	Unit
ELW.10	Flush-mounted commutator switch	pcs
Description/ Specifications	<p>Item covers supply and installation of commutator switch with a non-flammable material body and cover, in accordance with TS EN 60669-1, with contacts and screwed terminals that can withstand at least 250V and 6A.</p> <p>At least 3 samples shall be submitted to the Engineer for selection.</p> <p><u>Measurement:</u> Number of complete switches shall be measured in pieces (pcs).</p>	

Related official pose/item number, book	35.185.1102 Gömme komütatör anahtar (TS 4915 EN 60669-1), AYRI YAPILAN TESİSAT KISIMLARI (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.11	Surface-mounted normal switch	pcs
Description/ Specifications	<p>Item covers supply and installation of surface-mounted normal switch with a non-flammable material body and cover, in accordance with TS EN 60669-1, with contacts and screwed terminals that can withstand at least 250V and 6A.</p> <p>At least 3 samples shall be submitted to the Engineer for selection.</p> <p><u>Measurement:</u> Number of complete switches shall be measured in pieces (pcs).</p>	
Related official pose/item number, book	35.185.1110 Sıva üstü normal anahtar (TS 4915 EN 60669-1), AYRI YAPILAN TESİSAT KISIMLARI (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.12	Flush-mounted grounded socket	pcs
Description/ Specifications	<p>Supply and installation of normal socket with non-flammable material body with contacts and screwed terminals and contacts that can be connected to the safety line in accordance with TS-40, withstands at least 250V and at least 10A, including its casing and any small materials.</p> <p>At least 3 samples shall be submitted to the Engineer for selection.</p> <p><u>Measurement:</u> Number of complete sockets shall be measured in pieces (pcs).</p>	
Related official pose/item number, book	35.185.1201 Gömme topraklı priz (TS-40), AYRI YAPILAN TESİSAT KISIMLARI (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.13	Waterproof Socket	pcs
Description/ Specifications	<p>Supply and installation of full waterproof socket with aluminium-injection body, porcelain base, brass, contact, cover, earthed, moisture and weather resistant, with rubber sealed conductor inlets and nozzle. Socket shall be in line with TS-40.</p> <p><u>Measurement:</u> Number of complete sockets shall be measured in pieces (pcs).</p>	

Related official pose/item number, book	35.185.1203 Etanj Priz (TS-40), AYRI YAPILAN TESİSAT KISIMLARI (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.14	3x2,5 mm ² NYA Cable Line	m
Description/ Specifications	<p>In accordance with TS EN 50525-1, TS EN 50525-2-31, TS 9756 HD 21.1 S4, TS 9758 HD 21.3 S3, TS 9760 HD 21.5 S3, TS IEC 227-6, TS HD 21.13 S1, NV in PVC pipe Column and feeding line will be established with (NYA) conductor.</p> <p>Measurement: The pipe length including junction box, elbow, bellmouth (junctions) is the feed line length. Junction boxes, elbows, junctions, and crochets are not paid separately. At least 1 intermediate junction per 10 meters in lengths over 10 meters will be placed.</p> <p>Cables will be produced in accordance with TS EN 50575 and TS EN 50575 / A1 standards, 305/2011 / EU Construction Materials Regulation, put on the market with CE conformity mark, and have the Performance Declaration of the manufacturer and Performance Invariance Certificate obtained from organizations accredited by the European Union.</p> <p><u>Measurement:</u> Length of the line shall be measured in meters (m) as explained above.</p>	
Related official pose/item number, book	35.140.2131 3x2,5 mm ² NYA (Ministry of Environment and Urbanization)	
Item no	Item	Unit
ELW.15	PVC cable ducts of at least 100 x 50 mm (three sections)	m
Description/ Specifications	<p>Cable ducts shall be designed to be used in the safe transmission of strong and weak current conductors inside the building, in accordance with TS EN 50085-1, TS EN 50085-2-11 standard, it will be durable, self-extinguishing, resistant to atmospheric and UV rays, and have IP 40 protection class.</p> <p>Cable ducts shall be supplied to the market with CE conformity mark, in accordance with the Control of Waste Electrical and Electronic Equipment (RoHS) regulation, capable of operating at -25 °C to + 60 °C ambient temperature, dielectric current resistant to 260 kW/cm, with RAL 9010 white colour (dimensions including and above 100mm will be interlocked and foil covered).</p> <p>Internal corner, outer corner and elbow accessories used will be hinged type and movable, and there will be template vertical and horizontal mounting holes on the bottom of the channel that facilitate wall mounting.</p> <p>All kinds of fasteners such as inner corners, outer corners, elbows, terminations, tee bends and frames are included.</p> <p><u>Measurement:</u> Length of the ducts shall be measured in meters (m).</p>	

Related official pose/item number, book	35.190.1305 En az 100 x 50 mm arası (üç bölmeli) PVC kablo kanalları (Ministry of Environment and Urbanization)
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ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-TUR-RFQ(KF)-2021/022	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Error! Reference source not found.	Date: Click or tap to enter a date.

TECHNICAL OFFER

Technical offer of the bidder shall comprise the following information/sections:

Section 1: a brief description of your qualification and capacity that is relevant to the Scope of Works;

1.1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, etc.

1.2. Relevance of specialized knowledge and experience on similar engagements done in the region/country. Note: For demonstrating previous relevant experience, bidders shall use the following table and attach Work Completion Certificate which should include the information recorded in the table at minimum.

Please list only previous similar assignments (i.e. construction of any kind of buildings) successfully completed in the **last 3 years** at a minimum contract amount of **USD 70,000**.

List only those assignments for which the Bidder was legally contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. **The Bidder shall provide proof documents for the claimed experience by presenting copies of relevant documents and references with the Bid.**

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value (in USD equivalent*)	Period of activity and status	Types of activities undertaken

**Bidders shall convert the currency quoted in the "Certificate of Completion" into USD, in accordance with the prevailing UN operational rate of exchange on the contract date stated by "Certificate of Completion". UN operational rate of exchange are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>*

Section 2: a brief method statement and implementation plan;

2.1. Description of how the Bidder will complete civil works, keeping in mind the appropriateness to local conditions and project environment.

2.2. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

Section 3: Team Composition and CVs of key personnel

3.1. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2. Provide CVs for key personnel using the format below. Bidders should also submit the Diplomas of proposed Personnel.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] [Insert]
Professional certifications	[Provide details of professional certifications relevant to the scope of goods and/or services] Name of institution: [Insert] Date of certification: [Insert]
Employment Record/ Experience	[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.] [Insert]
References	[Provide names, addresses, phone and email contact information for two (2) references] Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel Date (Day/Month/Year)

FINANCIAL OFFER**Price Schedule Form / Bill of Quantities**

This Bill of Quantities is an itemized breakdown of the works to be carried out, indicating a quantity for each item and the corresponding unit price. The quantities set out in this Bill of Quantities are estimated quantities.

The amounts due shall be determined through the measurement of the actual quantities of the works executed and by applying the unit rates to the quantities actually executed for the respective items.

The prices 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.

No specific payment will be made against transportation of materials to the site.

Unless the technical specifications or the Bill of Quantities specifically and expressly state otherwise, only permanent works are to be measured and paid for by UNDP.

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

UN and its subsidiary organs are exempt from all taxes. Therefore, the prices shall exclude Value Added Tax (VAT). The Contractor to be selected shall not be entitled to receive any amount over the prices in relation to VAT, Special Consumption Tax and any other applicable taxes.

In the bill of quantities, rates and prices shall be entered by the Contractor in the appropriate columns in USD. In the Unit Price column in the Bill of Quantities Unit Rates shall include the overheads.

"Overheads" shall be deemed to cover:

- i. Profit
- ii. Head Office charges
- iii. Site Supervision and Site Staff costs and expenses
- iv. Transport of labour and travelling allowances
- v. Use of protective clothing or equipment
- vi. Any statutory or incidental charges levied on the employment of labour
- vii. Overtime, unless specifically ordered or subsequently sanctioned in writing by the Engineer
- viii. Time lost due to inclement weather
- ix. Insurances of whatsoever nature
- x. Holiday and sickness pay or benefits
- xi. Use, repair and sharpening of small tools
- xii. All non-mechanically operated equipment, erected scaffolding, staging and trestles, protective clothing, artificial lighting, storage facilities and the like that may be in general use on the site
- xiii. All other liabilities and obligations whatsoever

The works described in this section include all the necessary materials and losses, loading, horizontal and vertical transportation, unloading, workmanship, transportation of material to the site, contractor's profit and general expenses for the successful completion of the specified items.

Whenever item/pose is related to an item/pose number from the official books published by Turkish public institutes, the definition in this specification shall prevail for any inconsistency. In case of vagueness/absence of an issue in the item definition in this specification, the official definition shall prevail for only the vagueness/absence.

The units of measurement used in the items/pose definitions 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 are to be interpreted as follows:

m means metre

m² means square metre

m³ means cubic metre

kg means kilogram

ton means tons

pcs means pieces

L.s. means Lump sum

Note: Manufacturing descriptions in the bill of quantity were prepared by using the pose descriptions in Ministry of Urban and Environmental Planning, General Directorate of Foundations, Ministry of Culture and Tourism, and TEDAŞ unit price books. In case of any dispute between the contractor and UNDP during construction, the poses of any above-mentioned institutions will be based on. In addition, In the technical and financial applications of the above construction poses, the analysis of the poses in the relevant standards of institutions will be considered and implemented too.

Currency of the Quotation: US Dollars (USD)

Section 1: RENOVATION & REPAIR WORKS

Item No	Description	Unit	Quantity	Unit price (USD)	Total price (USD)
Sheathing and External Works					
EXT.01	Thermal sheathing with 5cm thick boards	m ²	1,145		
EXT.02	Working scaffold for facades (for heights 0.00-51.50)	m ²	1,020.00		
EXT.03	Silicone based grain / textured coating	m ²	1,145.00		
EXT.04	Window sill with coloured marble plates (3cm thickness)	m ²	24.63		
SUBTOTAL FOR - Sheathing and External Works					
Interior Paint and Repair Works					
INT.01	Dismantling of all kinds of wood, door frames, door wings, windows and joinery	m ²	5.50		
INT.02	Removal of wall coverings (wood paneling and similar)	m ²	312.00		

INT.03	Plaster primer (finishing) (in repair works)	m ²	250.00		
INT.04	3 mm thick satin plaster coating on thin plaster, gypsum plastered surfaces and similar	m ²	100.00		
INT.05	Perforated (acoustic) suspended ceiling with plasterboard (60x120x9.5 mm)	m ²	33.66		
INT.06	Painting of painted iron manufactures with two layers oil paint	m ²	280.30		
INT.07	Working scaffold for ceilings (for heights 0.00-21.50)	m ³	100.00		
INT.08	Two layers of synthetic paint on wooden surfaces	m ²	170.00		
INT.09	Two layers of water-based matte paint by applying a primer on existing painted surfaces	m ²	2,550.00		
SUBTOTAL FOR - Interior Paint and Repair Works					
TOTAL AMOUNT FOR SECTION 1 - RENOVATION & REPAIR WORKS					

Currency of the Quotation: US Dollars (USD)

Section 2: MECHANICAL WORKS

Item No	Description	Unit	Quantity	Unit price (USD)	Total price (USD)
MEC.01	Prismatic Modular Stainless Steel Water Tank (12,5 m ³)	pcs	1.00		
MEC.02	Centrifugal Line Shaft Hydrophore with two pumps (Flow-m ³ / h: 10-30 Pressure-mSS: 30-60)	pcs	1.00		
MEC.03	80 Ø mm (3"), Collector pipe, galvanized	m	2.00		
MEC.04	Removal of Redundant Sanitary Systems	kg	200.00		
MEC.05	65 Ø mm flanged, Collector mouth: With galvanized sleeves	pcs	5.00		
MEC.06	Welded black pipe 3/4"	m	20.00		
MEC.07	Disassembly, Welded black pipe 2"	m	100.00		
MEC.08	Seamed galvanized pipe (2")	m	40.00		
MEC.09	Ball valve 50 Ø mm, PN16	pcs	7.00		
MEC.10	Automatic air venting device, for steam, with screw, PN-16 20Ø mm (3/4")	pcs	12.00		

MEC.11	Dishwashing machine (Fully automatic, 500 plates/hour capacity)	pcs	1.00		
MEC.12	Wall-mounted Inverter split air conditioner (Qcool: 24.000 Btu/h)	pcs	2.00		
MEC.13	Hall type inverter air conditioner (Qcool: 42.000 Btu/h)	pcs	2.00		
TOTAL AMOUNT FOR SECTION 2 – MECHANICAL WORKS					

Currency of the Quotation: US Dollars (USD)					
Section 3: ELECTRICAL WORKS					
Item No	Description	Unit	Quantity	Unit price (USD)	Total price (USD)
ELW.01	Surface mounted, min. 60x60 size LED ceiling luminaire (at least 3300 lm, max 36W)	pcs	120.00		
ELW.02	Surface mounted, min. 30x120 size LED ceiling luminaire (minimum 3300 lm, max 36W)	pcs	25.00		
ELW.03	Flush-mounted, circular (downlight) luminaire with LED (at least 800 lm, max 12W)	pcs	27.00		
ELW.04	Surface mounted, circular (downlight) luminaire (at least 800 lm, max 12W)	pcs	19.00		
ELW.05	Surface mounted, circular (downlight) luminaire (at least 1700 lm, max 24W)	pcs	21.00		
ELW.06	360° Motion Sensor (ceiling-type, surface-mounted)	pcs	20.00		
ELW.07	Surface Mounted Waterproof LED Luminaire (at least 2.700 lm, up to 30 W)	pcs	4.00		
ELW.08	Emergency lighting set for LED luminaires	pcs	30.00		
ELW.09	Flush-mounted normal switch	pcs	20.00		
ELW.10	Flush-mounted commutator switch	pcs	25.00		
ELW.11	Surface-mounted normal switch	pcs	2.00		
ELW.12	Flush-mounted grounded socket	pcs	120.00		
ELW.13	Waterproof Socket	pcs	4.00		
ELW.14	3x2,5 mm ² NYA Cable Line	m	20.00		

ELW.15	PVC cable ducts of at least 100 x 50 mm (three sections)	m	60.00		
TOTAL AMOUNT FOR SECTION 3 – ELECTRICAL WORKS					

SUMMARY TABLE:

Section	Description	TOTAL PRICE (USD)
1	CIVIL WORKS	
2	MECHANICAL WORKS	
3	ELECTRICAL WORKS	
(A) TOTAL (Section 1 + 2 + 3)		
(B) CONTINGENCY (15% of A)		
TOTAL ESTIMATED PRICE (A+B)		

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications and requirements stipulated in the Bill of Quantities and Schedule of Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Substantial Completion of works (60 calendar days after given access to the site)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company

Company Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Click or tap here to enter text.

Phone No.: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Authorized Signature:

Date: Click or tap here to enter text.

Name: Click or tap here to enter text.

Functional Title of Authorised

Signatory: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Annex 4: General Terms and Conditions

General Terms and Conditions for Works can be accessed through the following link:

[General Terms and Conditions for Works](#)

Annex 5: Renovation Drawings

Renovation Drawings can be accessed through the following link:

<https://drive.google.com/file/d/1iBZ9bbnU6EcjOjeoxamMOr5fEpRUIYER/view?usp=sharing>