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Resilient nations.*

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

STATEMENT OF WORKS

**Design, Supply and Delivery of two Prefabricated Building
for Makerspace and Exhibition Center**

DJIBOUTI

DECEMBER 2021

Contents

GLOSSARY.....	ii
BID PARTICULARS.....	1
SCOPE OF WORKS	1
DETAILED GUIDELINES, DESCRIPTION AND SPECIFICATIONS OF WORKS.....	2
CONTRACTOR CONSIDERATIONS.....	2
DRAWINGS AND BOQS.....	2
STANDARDS AND CALCULATIONS.....	2
CONSTRUCTION WORKS	3
PREFAB.....	3
SLAB ON GROUND.....	3
MASONRY WALLS.....	3
HARD CORE	3
FLOOR FRAMING.....	3
STRUCTURAL STEEL FRAMING	3
FLOOR FINISHING.....	4
WALLS	4
ANTI-RUST TREATMENT.....	4
DOORS AND WINDOWS.....	4
PAINTING	5
ROOF & CEILING.....	5
ELECTRICAL SYSTEM.....	5
SANITARY:	6
CLOSING OUT DOCUMENTS.....	7
OPERATION AND MAINTENANCE MANUALS.....	7
WARRANTY and relevant documents	8
GENERAL GUIDELINES AND CONTRACTOR RESPONSIBILITIES.....	8
INSPECTION NOTIFICATION SCHEDULE.....	8
MATERIAL AND LABORATORY TESTS	8
SYSTEM TESTING.....	9
PROVISION OF SKILLED PERSONNEL.....	9
PROVISION OF construction equipment.....	10
Milestones and delivery period	11
CONDITIONS AND SCHEDULE OF PAYMENT	11
QUALITY	12
HEALTH & SAFETY	12
COVID 19	12
DISPOSAL.....	12
STORAGE	12
Site plan	12

GLOSSARY

Engineer: UNDP's designated design engineer

Contractor: Project's contractor, selected after competitive bidding

Contract: Written signed agreement between UNDP and the contractor.

BID PARTICULARS

The Rising Djibouti – a portfolio of projects dedicated for the socio-economic recovery interventions in the post-COVID scenario, aims to provide a state-of-the-art space for the aspiring and struggling Micro, Small and Medium Scale Enterprises (MSMEs) in Djibouti. The main objectives of the construction of the two prefabricated buildings are:

- a) an equipped state-of-the-art Makerspace for the selected categories of the MSMEs and
- b) an exhibition center to showcase the products produced in the Makerspace and elsewhere which meet the quality control requirements set by the CLE and UNDP.

SCOPE OF WORKS

Proposed works for both single-story buildings include the design, supply to the site, erection and installation at the site of all elements including 0.3m thick RCC foundation slabs, structural framing, as well as the installation of prefabricated walls and roofs consisting of Expanded Polystyrene (EPS) sandwich panels. Additionally, works at the site include but are not limited to the installation of floor tiles, walkways, sidewalks, doors, windows, air conditioning, electrical systems, plumbing and toilets, painting, etc. as described here in this document and in the Bill of Quantities (BOQ). Floor areas for the makerspace and exhibition center are 550m² and 360m² respectively.

The contractor is invited to provide goods and services as listed in Table 1 using provided concept drawings and BOQ including:

Table 1 Deliverable Tasks:

Task#	Service Description	Tasks	Deliverables
1	Working Drawings	Prepare working drawings;	Implementation schedule, various schedules including inspection, doors & windows, reinforcement, walls and roof schedule, gutter and downpipe, plumbing, electrical, mechanical, fire and smoke detection system,
2	Construction and installations	Carry out construction works and erection of prefabricated buildings	Works are detailed in this bid document and those prepared by the Contractor. If there is any conflict between services in goods listed in different sources, UNDP will determine which one is more suitable for the Contractor to undertake at no additional cost to the UNDP.
3	Quality Assurance, Site Supervision, Reporting, Certificates	Implement sampling and testing of materials as indicated in the specification and as the recommendation of the Engineer. Provide presentation and hold meetings as agreed or at the request of UNDP.	Provide test results. Provide monthly progress reports, soft and hard copies of documents related to the project, Draft copies of certificate of completion.

Task#	Service Description	Tasks	Deliverables
4	Closing out	Submit all relevant financial, technical, and environmental documents of the project to UNDP.	Final report, operation and maintenance manuals, as built drawings, photographs and videos, warranty related document

DETAILED GUIDELINES, DESCRIPTION AND SPECIFICATIONS OF WORKS

This section provides additional details, clarifications, and conditions to the deliverables listed above and lists those that may have not been included. Approvals shall be obtained from the Engineer.

CONTRACTOR CONSIDERATIONS

- The Contractor shall consider informing UNDP of any required measures on slope protection/erosion control.
- The building orientation and layout shall take into consideration the sun path, rainfall amount and prevailing wind direction.
- Damage to the constructed and installed works prior to 100% acceptance of works by the Engineer including during handling, installation, finishing shall be the sole responsibility of the contractor and replaced at the contractor's cost.

The selected Contractor(s) shall prepare and submit the following for Engineer's approval:

DRAWINGS AND BOQS

1. Working Drawings including site plan, architectural, structural, electrical, air conditioning and mechanical, plumbing, firefighting, and shop drawings as per the detail design drawings provided.
2. Provide floor plan and typical section showing structural systems and detail column, beams. Typical details for roof connections, wall connections, door, and window connections shall be provided. Before preparation of the working drawings the design drawings must be approved by UNDP.
3. If there are any errors in description of items or omissions in the BOQ, immediately notify the Engineer.
4. Submit dimensioned shop drawings showing details of the fabrication and installation of services and equipment, including relationship to building structure and other services, cable type and size, and marking details.
5. Diagrammatic layouts: Coordinate work shown diagrammatically in the contract documents and submit dimensioned set-out drawings.

STANDARDS AND CALCULATIONS

6. The engineering design and construction work shall meet the minimum requirement of the standards laid down in the applicable internationally recognized Standard Specifications and Code of Practice.
7. Contractor shall provide structure calculation and verifications to guarantee the buildings are structurally sound and safe and would not collapse in the case of earthquake, tropical storm/tornados according to the applicable standard.

CONSTRUCTION WORKS

PREFAB

8. The prefab units shall be of light gauge steel structure, which meets or exceeds building structural standard requirement (weatherproof and anticorrosive); walls and roof built of Pre-Painted Insulated system. They shall be constructed on concrete slab, 30cm thickness. Vendor should specify type of material being offered.
9. All metal elements of the building must be pre-painted. Contractor shall verify all dimensions, color schemes, materials to be used before all work is to begin. The materials and color schemes must also be approved by the UNDP ENGINEER.

SLAB ON GROUND

10. Prefabs shall be constructed on an RCC slab founded on sound base foundation as per specification and in conformance with the design to resist the applied load including equipment live loads and induced vibrations with the following details:
 - 30cm thick with horizontal dimensions as shown on the plans;
 - The slab shall be reinforced with steel wire mesh (bottom) of 8mm bars, 12cmx12cm C/C, placed on 50mm thick concrete spacers (manufactured on site prior to placing reinforcement) to get 50mm cover for the reinforcement bars at the bottom;
 - The floor level (slab) shall be raised by 60cm above the natural ground level of the compound;
 - The concrete slab shall have expansion joints of 2 cm thick Styrofoam, 6meters apart;
 - Concrete shall be class "A" 25MP (C25 concrete)

MASONRY WALLS

11. 50cm thick basaltic stone masonry walls shall be constructed to support the slabs at the ends, support the backfill material and hardcore of the elevated floor above the ground level. It will also help reduce flow of water to the built-up area.

HARD CORE

12. 25cm thick Basaltic stone hardcore shall be used under the floor slab, properly blinded, voids and surface filled and blind with hand crushed and chips of same stone.

FLOOR FRAMING

13. The base frame to accept and hold in place the wall panel to be bolt fixed to concrete slab. Joints between prefabs and foundation should be watertight sealed preventing water from entering the building. The concrete liner inside and outside the base frame must be laid to prevent the rainwater penetrate inside the rooms.
14. At least 3mm thick square bar corresponding to the wall thickness to provide level wall surface, bolted to concrete slab.
15. The concrete floor at first level must be covered at least two coats of gray color of special concrete paint.

STRUCTURAL STEEL FRAMING

16. The contractor shall design the structural steel frames (columns, beams, purlins, joints etc), preferably with IPN and IPE sections, to resist all anticipated loads. The design

report and drawings shall be submitted to the engineer for approval before supplying the materials to the site.

17. The contractor shall be responsible for preparation of joints with the concrete prior to casting the floor slab, like placing J-bolts to receive plates on the actual locations where the steel columns shall be placed.

FLOOR FINISHING

18. Porcelain Floor Tiles: 10mm thick first quality laser Cut non-slippery porcelain tiles (60cmx60cm) shall be supplied and installed, with backing of cement mortar (1 cement: 3 coarse sand). White cement should be placed properly at all joints of floor tiles.
19. Ceramic Floor Tiles for Toilets: 7mm thick ceramic tiles (30cmx30cm) shall be supplied and installed, with backing of cement mortar (1 cement: 3 coarse sand). White cement should be placed properly at all joints of floor tiles. **Note:** 7mm thick wall tiles (30cmx60cm) shall be used for toilet walls.

WALLS

20. All Walls should be Pre-Painted Insulated Wall panels system with external corrugated sheet. The insulation must achieve the international standards of heat transfer.
21. The wall panel should be color coated steel sheet oven baked, anti-rust sandwich board. Sandwich board should make of color coated steel sheets and fire resistance foam middle layer with special binder, the board should be heat and sound insulated.
22. All internal walls and ceiling should be well finished to a flush.
23. Wall corners should be covered with stainless aluminum/steel L-section to cover any gaps on walls. All ceiling interior should be covered with pre-designed aluminum section to eliminate any gaps and finish to the flush of all walls.
24. All external walls and foundation should be well finished to a flush with no protrusion.
25. The top of wall should be fixed with stainless aluminum/steel C-section to provide durability and interconnection of the wall panels.

ANTI-RUST TREATMENT

26. All steel components such as structural framework, joists, beams, spikes and/ or fasteners should be cleaned and painted according to the specifications, and hot dip galvanized (zinc coated by means of the wet, hot process).

DOORS AND WINDOWS

27. The contractor shall supply and install all the necessary doors and windows according to the drawings and specifications.
28. Doors' and windows' frames should be of aluminum, fitted with handles and locking device.
29. Doors should be made of sandwich board manufacturer as of the wall panel and of swing open type.
30. The contractor must provide vertical aluminum window blinds for all windows.
31. The contractor shall adjust the joint between the doors, windows, panels and the concrete/steel column or wall to obtain maximum strength.

PAINTING

32. The contractor shall paint surfaces as per approved specifications.
33. Neat and matching touch up paint should be applied on areas that are damaged before final sign off and on areas marked in the walk-through checklist.

ROOF & CEILING

34. The contractor shall check and arrange the necessary construction for the roofing and ceiling beams and joists.
35. Roof should be made of sandwich board manufacturer as of the wall panel. The board composed of ribbed type on one surface and profiled galvanized steel sheet ceiling designed to resist heat and should be soundproof.
36. Roof should be pre-painted, corrugated, supported with appropriate steel beams and purlins as per the drawing, with insulated roof System.
37. Suspended acoustic ceilings shall be installed, preferably 60cmX60cm (armstrong, daiken, sonex or equivalent) fixed at a height of 3m above the finished floor level. Ceilings should be installed wall to wall mounted with frames, flush fitting.
38. Ceilings shall be placed at a height of 3m above ground floor level or as per the engineer's instruction for all rooms except the reception where it shall be at a height of 2.5m.
39. Water drain/gutters along roof should be provided with down spout for water should be drained to the existing drainage at side/back of the buildings.

ELECTRICAL SYSTEM

40. The Contractor(s) shall install all electrical wiring and fittings in the prefabricated buildings as per manufacturer's guides and complete connection of same to the generators (if any in the ministry's compound) or make necessary arrangements for connecting power lines to a diesel generator that could be provided in the future in coordination with the designated engineers.
41. The contractor shall supply all appropriated electrical panels, light switches, internal/external wiring connections, lighting fixtures, socket outlets air condition unit and individual circuits as require, with separate circuit for each AC unit, 230 volts system. AC unit should be three fans speed, at least 9000 BTU/One HP, split type, LG, Samsung, Fujitsu, Panasonic or Daikin, supplier with remote control, AC unit evaporator shall be well secure to the inside wall. Drainpipes should be provided for all units, condense unit shall be well secure on wall or mounted on concrete block at least 30cm. Both liquid and return lines shall be placed in Trunking. All AC units shall be protected by independent circuit breaker. Provide one outside light in front of each unit on each floor; 1 X 36 watts fluorescent weatherproof IP 65 with cover 230 volts fittings, also 2 X 36 watts double fluorescent weatherproof lamp at the side of each building. All external light shall be operated via photocell switch ON/OFF automatic with manual switching override. Socket's outlets should be of European type two pins with earth placed in each prefab according to ISO international standard and in accordance with the IEE regulations. Minimum outlet should be six per room and protected by one circuit breaker per room. Lighting circuit should be group two rooms per circuit

42. All wiring should be in Perforated Galvanized Steel Cable Trays, Universal DLP-S Trunking, DLP-S mini- Trunking and Galvanized Steel GI Conduit as specified in the BoQ and Design Drawing.
43. Provide Lighting fixtures according to the Design Drawing in each room.
44. All buildings shall be earthed to current ISO international standards. All other cabling and sub-panel shall be supplied by contractor.
45. All works should comply with the National Standard (Djibouti) and well reputed International Standards (EN, IEC)
46. Supply, install, test and commission Five Distribution Boards. The Main Distribution Board MDB shall have an MCCP of 160A/ 3phase as Main breaker Legrand, Merlin Gerin or equivalent. The schedule of all Distribution Boards is detailed in the Electrical Design Drawings as well as in the Bill of Quantity.
47. Use RCBOs for the Main Circuit Breakers of all Distribution Boards.
48. Incoming Power comes primarily from Electric Utility Providers. However, provision is also made for connecting Diesel generators. Details on Electrical Site Plan.
49. SITC 21 X Metal Halide lamp 400 watts 230 volts complete with all fittings, lamp, switch gear and mounting brackets, to be securely mounted on light poles. Light pole shall be at least 9 meters in length with one meter buried underground in concrete base and power painted or coated finish, with opening for cable connection then water sealed. Light poles shall be made of alloy aluminum or similar material to ISO international standard for street lighting. Poles shall be evenly spaced around the perimeter of the fence, with two poles and lamps at the front entrance. Lamps are to be operated via photocell switch to be turn on and off automatically with manual override switch. Control cable should be at least 6mm sq. five cores across three phases.
50. All electrical equipment and accessories shall be of ISO international standard and/ or CE Certification.
51. All electrical works shall comply with the latest edition of the rules and regulation of the electrical code. All electrical circuits must be protected by the appropriate size circuit breaker.
52. Any change of design or material should get written approval from the engineer before implementation.
53. Efficient Earthing system must be provided in accordance with the latest edition of the IEC regulations and as detailed in the Electrical Drawings.

SANITARY:

54. Septic Tank: The contractor shall construct septic tank and soak away pit as per the detail drawing.
 - Excavate the soil as per the drawing and required working space, cart away of excavated material out of the premises to a permitted dump site.
 - Provide 5cm layer of crushed stones under the foundation concrete

- Cast concrete base for the foundation (C25Mpa Concrete), using sulphate resistant cement, solid walls made of at least 20cm thick solid concrete blocks and reinforced concrete top slab as shown in the sanitary design drawings.
 - Install two steel manhole covers of (60cm x 60cm).
 - Supply and install maintenance ladders.
 - Plaster the interior & exterior walls with two layers of cement plastering, 20mm thickness.
55. Ceramic water closet and hand wash basin, and stainless-steel floor drains shall be provided and installed as per the specifications in the BOQ.
56. All the pipes for incoming water supply shall be PPR (Polypropylene Random Copolymer) pipes.
57. Construct manholes for waste materials from the toilets, hand wash basins and floor drains before reaching the septic tank. Manholes shall be made of brick or stone masonry, plastered and smoothened for free passage of waste, covered with precast concrete or steel manhole covers, openable for maintenance.
58. The contractor shall connect the toilets, hand wash basins, and floor drains to the closest manholes and then to the septic tank with PVC pipes; as per the drawing.

CLOSING OUT DOCUMENTS

59. The contractor shall submit a final report on the status of the facilities constructed, request certificates of release of retention upon completion of remedies to all defective work by the contractor. The contractor shall carry out the following tasks in this regard:
- Certify the as-built drawings by the Engineer and submit to UNDP a complete set plus a softy copy of the as-built drawings within 7 days of the Substantial Completion of the works.
 - Provide a complete set plus a soft copy of final BOQ and inventory list certified by the Engineer within 7 days of the Substantial Completion of the works.

OPERATION AND MAINTENANCE MANUALS

60. Submit operation and maintenance manuals for installations to the UNDP and if necessary, to the local authorities and beneficiaries. These will be A4 size loose leaf, in commercial quality files with hard covers, each indexed, divided and titled. Include the following features:
- Cover: Identify each binder with typed or printed title “*OPERATION AND MAINTENANCE MANUAL*”, to spine. Identify title of project and date of issue.
 - Drawings: Fold drawings to A4 size and accommodate them in the files so that they may be unfolded without being detached from the rings.
 - Text: Manufacturers’ printed data, including associated diagrams, or typewritten, single-sided on paper, in clear concise English.

WARRANTY AND RELEVANT DOCUMENTS

61. Name the owner as warrantee in conformance with the Warranty schedule. Register with manufacturers as necessary. Retain copies delivered with components and equipment.
62. Commencement: Commence warranty periods at practical completion or at acceptance of installation if acceptance is not concurrent with practical completion.
63. It shall be the contractor's responsibility to supply and install all materials for the complete complex with one-year warranty.
64. It shall be the contractor responsibility to repair and replace any deficiencies/defects of the project reported by the user within 12 months from date of commission
65. Any structural fault because of the materials, which the contractor has been used, will be charged to the contractor responsibility
66. Workmanship should be of the highest standard, and all works should be approved by the engineer.
67. The contractor shall guarantee that he/she possess all the required logistic to perform and complete the requested works in the most professional manner and in the shortest time frame.
68. All materials, labor and equipment shall be supplied by the contractor.
69. The contractor shall obtain measurements and other necessary information.
70. The contractor shall coordinate the design and installation in conjunction with all trades.

GENERAL GUIDELINES AND CONTRACTOR RESPONSIBILITIES

INSPECTION NOTIFICATION SCHEDULE

71. The Contractor shall notify the Engineer when the items identified in the inspection notification schedule are ready for inspection as indicated below:
 - Minimum notice for inspections to be made on site is 24 hours for off-site personnel, 4 hours for onsite personnel.
 - If notice of inspection is required in respect of parts of the works that are to be concealed, advise when the inspection can be made before concealment.

MATERIAL AND LABORATORY TESTS

72. The contractor shall give notice of time and place of nominated tests.
73. The Contractor shall carry out and attend all tests were nominated in the specification at the contractor's cost. The independent approved testing laboratory shall perform the required tests and report results of all tests noting if the tested material passed or failed such tests and shall furnish copies to the Engineer.

74. Sampling and testing shall be carried out in the presence Engineer. The contractor may be authorized to submit photographs and videos of the sampling and testing procedures if the Engineer cannot be present.
75. The Engineer must approve the laboratory used for testing. Submit nominated samples for approval of the Engineer. If it is intended to incorporate samples into the works, submit proposals for approval. Only incorporate samples in the work which have been approved. Do not incorporate other samples. Keep endorsed samples in good condition on site, until practical completion.
76. All proposed construction materials need to be presented to UNDP in samples or if approved by the Engineer in the lack of samples brochures, photos with complete specifications of the items before installation.
77. For consistency purposes the whole quantity of each material or product use the same approved manufacturer or source and provide consistent type, size, quality and appearance.
78. For proprietary items, transport, deliver, store, handle, protect, finish, adjust, prepare for use, and provide manufactured items in accordance with the current written recommendations and instructions of the manufacturer or supplier. Advise of activities that supplement, or are contrary to, manufacturers' or suppliers' written recommendations and instructions. Alternatives: If alternatives are proposed, submit proposed alternatives and include samples, available technical information, reasons for proposed substitutions and cost. Provide an English translation if original documents are not English language.

SYSTEM TESTING

79. The contractor shall arrange for testing of the following systems in attendance of the Engineer:
 - Plumbing
 - Electrical and earthing
 - Mechanical

In case any defects are found, the contractor shall fix within 15 days of receiving the notice.

PROVISION OF SKILLED PERSONNEL

80. The Contractor(s) will provide the required construction services including the provision of all personnel at the skill levels necessary to accomplish the tasks as required by this SOR. The Contractor(s) must ensure that all employees are qualified to perform the specified tasks.
81. All personnel will be employees of the Contractor(s) and payment of personnel and other benefits provided to personnel will be the sole responsibility of the Contractor(s).
82. The Contractor(s) is responsible for providing workers with all required local insurances, including but not limited to, social and medical insurances, in accordance with the governing local laws.

83. It is entirely up to the discretion and the responsibility of the Contractor(s) to determine, the numbers, types and levels of skilled personnel required to complete the tasks as detailed in this SOR and in keeping with the expected standards of expertise and desired timelines.
84. The Contractor(s) will be responsible for the supervision of personnel employed by him and will appoint a foreman/team leader to liaise with the UNDP ENGINEERS.
85. The Contractor(s) shall adhere to and observe all local labor laws and regulations in the employment of personnel.
86. The following shall be considered as key personnel to be provided by the contractor as a minimum. The contractor shall also be responsible for providing all labors required for the site.
 - a) **One Qualified Project manager:** A minimum of 5 years' work experience in the construction works. Should have a Degree in Civil Engineering. CV should be attached.
 - b) **One Qualified Electrical Engineer:** A minimum of 5 years' work experience in the Electrical Engineering field. Should have a Degree in Electrical Engineering. CV should be attached.
 - c) **One General foreman:** A minimum of 3 years' work experience in the construction field. Should have a diploma in a related field. CV should be attached.

PROVISION OF CONSTRUCTION EQUIPMENT

87. The contractor shall provide all required construction equipment, with skilled operators to operate them whenever the job requires and in communication with the engineer.
88. It is the responsibility of the contractor to repair or replace equipment that is not functioning to the required standards due to any reasons, technical or physical damage.
89. The following table shows minimum required equipment to be provided by the contractor, owned or leased.

Table 2: Minimum equipment requirement to be provided by the contractor

#	Item / Description	Minimum Quantity
1	Backhoe Excavator	1
2	Dump Truck	2
3	Concrete mixer (for onsite concrete mixing) OR Truck mixer (for transporting concrete from batching plant)	2
4	Roller Compactor	1
5	Concrete Vibrator	4
6	Water Tanker, min. 2000L	2

MILESTONES AND DELIVERY PERIOD

90. The contractor shall complete the entire work and make it ready for provisional acceptance in 4 months. The following milestones shall be used as guideline unless otherwise specifically agreed in the contract.

Table 3: Milestones and estimated completion time

#	Milestones	Estimated time to complete
1	Completion of Site works, foundation work, including concrete slab, septic tank etc. well prepared for the installation of prefab works	1 month
2	Completion of steel structure framing, enclosure, roofing, walls (external and internal), etc.	1.5 months
3	Completion of finishing works like ceilings, ceramic floors etc. as well as electrical installation works including fittings and equipment like air conditioning units, system testing, site cleaning etc.	1.5 months

CONDITIONS AND SCHEDULE OF PAYMENT

91. Payments shall be processed based on milestones approved by the engineer. The milestones must be agreed in the contract. The following can be used as guide to determine the milestones.

- a. Completion of Site works, foundation work, including concrete slab, septic tank etc. well prepared for the installation of prefab works. **(30%)**
- b. Completion of steel structure framing, enclosure, roofing, walls (external and internal), etc. **(30 %)**
- c. Completion of finishing works like ceilings, ceramic floors etc. as well as electrical installation works including fittings and equipment like air conditioning units (including system testing), cleaning the site and making it ready for service **(30 %)**
- d. During final acceptance, i.e. after defects liability period. **(10 %)**

92. Note: Retention **(10%)** shall be applied to all payments to manage any defects in case the contractor fails to rectify them. The contractor shall be paid a total of 90% by the time of provisional acceptance (3 x 30%). The 10% retention shall be released up on final acceptance, after defects liability period, usually one year or as agreed.

REPORTS, MEETINGS AND WORK PLAN

93. There will be weekly meeting at the construction site to discuss the progress of work, next week's schedule (work plan), and any related issues etc. The contractor shall submit general (total) schedule showing major items, and detailed weekly schedule showing the tasks, deliverables, financial flow, resources required etc. and make presentations accordingly. The contractor shall also submit monthly report to UNDP office.

QUALITY

94. All proposed construction materials should be of good quality and be approved by ENGINEER/ Engineering Section.

HEALTH & SAFETY

95. It is the responsibility of the contractor to provide adequate safety precautions for the equipment materials and workmen at site.
96. The Contractor must provide workers with proper uniforms for day-to-day use and protective clothing including safety gear, and other equipment like helmets, hand gloves, etc., as required and as agreed between UNDP and the Contractor(s).
97. If workers get endured in the construction site, the contractor shall take responsibility for all treatment and hospitalization costs.
98. Use of explosives will not be permitted.

COVID 19

99. The contractor should provide workers with safety equipment like masks, sanitizers, etc.
100. The contractor should prepare posters for workers showing COVID related safety measures in the site.

DISPOSAL

101. All building debris or unused materials shall be carried away from the site and dumped appropriately in approved locations at the contractor's cost.

STORAGE

102. The contractor must maintain the working areas and its surrounding neat and safe and store all materials in a safe way.

SITE PLAN

103. The following site plan shows the site plan of the entire plot, showing locations of the makerspace and exhibition center in the compound.

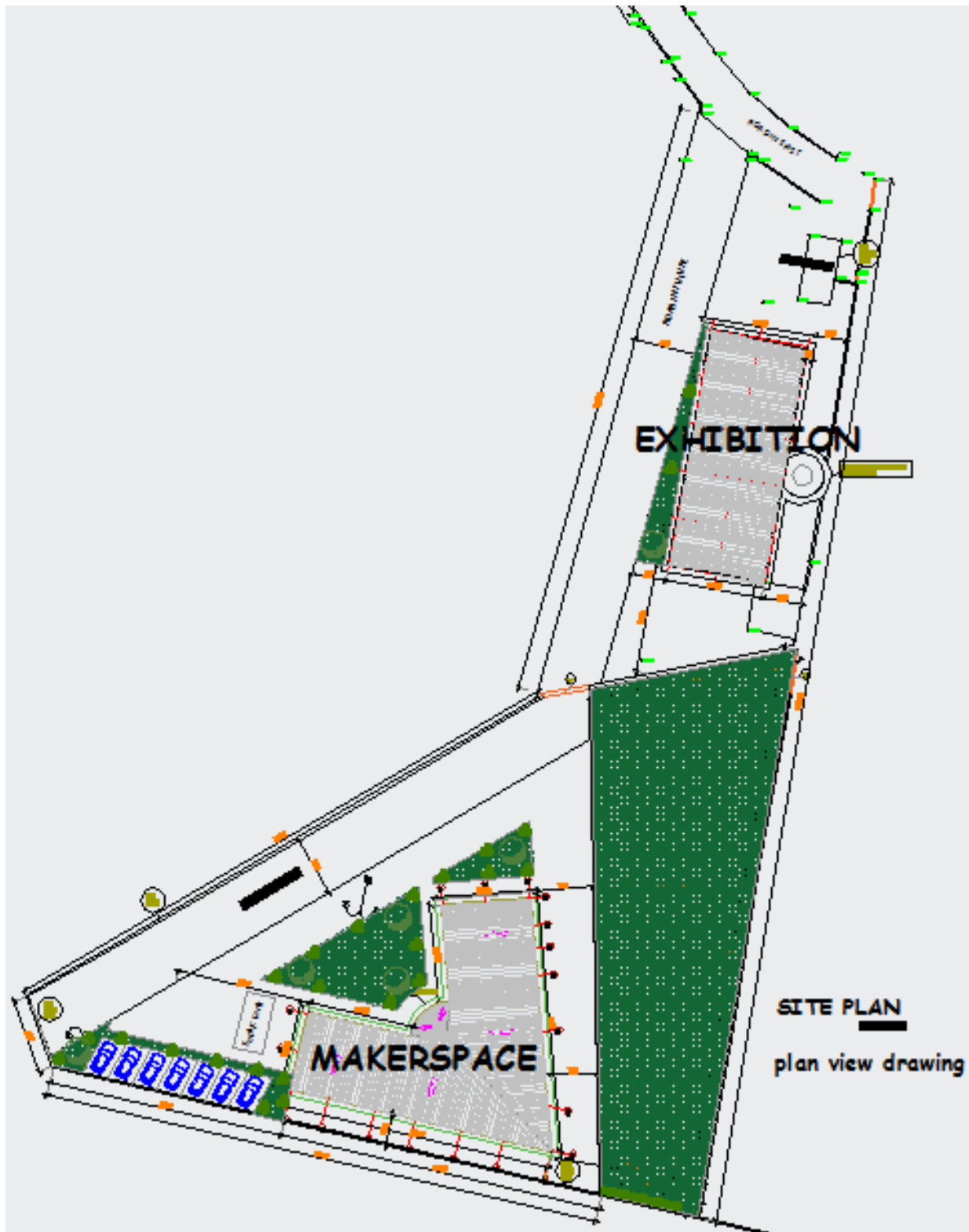


Figure 1: Site Plan showing locations of construction sites (Makerspace & Exhibition)