



EMBASSY OF THE UNITED STATES OF AMERICA

In Windhoek Namibia

**SCOPE OF WORK
FOR THE PURPOSE OF A
CONTRACT**

**TECHNICAL SPECIFICATIONS
For
40 Quenta
General Contractor Make Ready**

LABOR-MATERIAL REQUIREMENTS TO PERFORM SERVICES

FOREWORD

The Embassy of the United States of America, in Windhoek Namibia is soliciting services of labor, materials and fully comprehensive work to perform Make Ready services that include carpentry, painting and electrical works.

GENERAL

- The contractor shall provide all materials necessary for the fully comprehensive work, unless otherwise specified.
- The provision of skilled labor means Certified/trained laborers with at least three years' experience in their particular field, equipped with all hand/electrical tools, etc. necessary to carry out their work.
- All laborers shall use safety wear and gear.
- The contractor shall be able to operate simultaneously with two teams of laborers and schedule the work with a two-day advance notice
- The contractor shall furnish the following documentation at time of bid.
 - Price breakdown of work according to SOW
 - Timeline for work
 - Certifications of skill sets for all foremen/supervisors
 - Contact information for on-site supervisor
 - Copy of insurance policy for civil liability
 - 3 references of previous work (Pictures and contact info)

The above documentation is **mandatory** at time of Bid. Otherwise contractor will be deemed "Unacceptable".

I. WORK TO BE DONE

Inside

1. General N\$_____

- a. Check all sliding doors, wooden doors, gates, fly screens and windows for smooth operation. Replace hardware as needed to ensure designed operation.
- b. Ensure all locks on doors and gates operate as manufactured to do.
- c. Replace all torn fly screens.
- d. Install weather strips on all wooden doors leading outside.
- e. Replace all cracked/broken windows on property.
- f. Remove all mylar from windows and clean windows.

2. Carpentry N\$_____

- a. Replace master bedroom sliding fly screen door with aluminum screen door.
- b. Stainless steel handle at stairwell is loose – refit to wall.
- c. Ensure all drawers open smoothly and replace sliders as needed.

2.1 Wardrobes N\$_____

- d. Refurbish all wardrobes in all rooms and hallway.
- e. Repaint all doors white.
- f. Install new hinges and hardware.
- g. Paint inside of all wardrobes.
- h. Make sure all shelves have supports and are not bent.
- i. Remove all paper from shelving.

3. Plumbing N\$_____

- a. Check all basic plumbing and sewage on property for functionality.
- b. Repair faulty shower heads, hoses and fixtures.
- c. Replace gutters at back of residence.
- d. Replace pressure valve on solar geyser which cause it to leak.

4. Electrical N\$_____

- a. Replace all light bulbs with cool white energy saver bulbs or the appropriate bulb.
- b. Be sure all bathroom heater bulbs are working.
- c. All down lights should be changed to 220v down lights and if dimmable should stay dimmable.
- d. Kitchen lights should be LED lights
- e. Check that all security lights are in working condition as well as all day/night switches. Replace as needed.

- f. Install new wall lights in living room area. Show sample to COR.
- g. Replace weather proof socket outlet at braai area.
- h. Install extra light in bathroom and connect to heater light.
- i. Heater switch should be recessed.

5. Coax and Cabling N\$_____

- a. All sun burned coax should be replaced.
- b. No coax or cabling should run openly on top of roof.
- c. All coax and cabling clipped to walls should run in PVC channel.
- d. All coax should be terminated with a connection box and TV connectors where applicable.
- e. All unused coax and cabling not connected or terminated should be removed.
- f. Coax should be tied at satellite dishes and where channel is not installed.
- g. All loose telephone lines ext. should be glued back to wall.

6. Guest Bathroom – confirm color with COR N\$_____

- a. Replace shower door
- b. Replace mirror cabinet
- c. Install cabinet below zinc
- d. Install zinc so that it is not loose.

7. Master Bathroom – Confirm color with COR N\$_____

- a. Install shower door handle
- b. Install cabinets below sink's
- c. Install sink to make sure it's not loose.

8. Bedroom 1 N\$_____

- a. Remove door and grill to pool area and brick opening. Plaster and paint to match existing surroundings.

Outside

1. Carpentry N\$_____

- a. Remove clothes line and install foldable clothes line that is fixed to wall.
- b. Replace/fix roof trusses that rotted at gutter leak.

2. Tiling N\$_____

b. Braai area counter tiles are loose. Lift carefully and glue.

3. Cleaning N\$_____

- a. Clean any excess paint from brickwork, windows, floor etc. on property.
- b. Chimney cleaning

TOTAL: N\$_____

OPTIONS

1. Socket outlets/light switches N\$_____

- a. Replace all outlets and light switches throughout property with the same white brand. Should be Clipsal s2000.
- b. All light switches should be tested and the switches that have no use should be removed.

2. Tiling N\$_____

- a. Replace carpet in all bedrooms with tile. Discuss color and size with COR
- b. Install wood skirting and varnish.
- c. Replace carpet on staircase – tile will be provided.
- d. Install tile in dining room, must be the same as tile in kitchen. Work in conjunction with kitchen designer/manufacturer.

3. Indoor Painting and Trim N\$_____

- a. Contractor will furnish all paint, brushes, rollers, drop clothes and any other materials needed in achieving this work.
- b. Locations, this applies to all walls, skirting, ceilings and door frames throughout the house including;
 - i. Entrance and Hallways
 - ii. Living Room
 - iii. Dining Room
 - iv. Kitchen
 - v. Master bedroom
 - vi. 2nd bedroom
 - vii. 3rd bedroom
 - viii. Master Bathroom
 - ix. Guest bathrooms
 - x. Garage
- c. Remove all nails and hanging hooks. Remove electrical cover plates and set aside prior to painting. Patch all holes and cracks. Apply a minimum of two coats on all painted surfaces. Apply additional coats as necessary to achieve a uniform color with no bleed through of patch work or previous colors. Re-install electrical cover plates once final coat has dried.

- d. Tape off any non-painted surfaces where they meet the surface to be painted. Use painter's tape specifically designed for this purpose.
- e. Use of drop clothes to protect floor and carpeting is required while painting.
- f. Use PVA indoor paint in all areas except bathrooms, color to be off white.
- g. Use anti mildew paint specifically intended for bathrooms in all bathrooms
- h. Varnish all baseboards and unpainted door trim.
- i. Newly painted surfaces should look the same as surrounding surface

4. Outdoor Painting N\$_____

- a. Contractor will furnish all paint, brushes, rollers, drop clothes and any other materials needed in achieving this work.
- b. **Color to be the same as present.**
- c. **Locations, this applies to all walls, eaves, roof trusses, gutter, down pipes ext.**
- d. Remove all nails and hanging hooks. Remove electrical cover plates and set aside prior to painting. Patch all holes and cracks. Apply a minimum of two coats on all painted surfaces. Apply additional coats as necessary to achieve a uniform color with no bleed through of patch work or previous colors. Re-install electrical cover plates once final coat has dried.
- e. Tape off any non-painted surfaces where they meet the surface to be painted. Use painter's tape specifically designed for this purpose.
- f. Use of drop clothes to protect floor while painting.
- g. Newly painted surfaces should look the same as surrounding surface.

5. Pavers N\$_____

- a. Install pavers on the right hand side of main gate. Should be the same color as on left side of main gate.
- b. Ground should be leveled.
- c. Pavers should have a cement border where needed to prevent movement.

TOTAL OF OPTIONS: N\$_____

II. PROCEDURE

- a. All building rubble should be removed and site should be kept clean.
- b. Safety wear should be used to prevent shut down of site.
- c. Green rubbish bins should be emptied once all work is complete.

Site Limitations: None – Residence will be vacant during work.

Performance period: 28 Calendar days with options, 14 calendar days without options.

Liquidated damages will be charged at a rate of N\$1,200 per day for every day work goes past the performance period.

Warranty of work: The contractor agrees that

- Materials and equipment used by the contractor and any subcontractor will be new and of good quality unless otherwise required
- The work will be **free from defects for a period of 1 year** and other than those inherent in the work as specified
- Work will conform to the requirements of the contract documents.

Site Conditions: The site will be free of any debris related to the construction services at the end of the project. Cutting or welding on the ground shall not leave any markings of any kind. To prevent marking the ground it is recommended that the cutting or welding be done offsite or have a protective layer for the pavers/ concrete. Paint will be cleaned up using an outdoor faucet away from the house. There shall not be any paint residue left at the faucet area.

III. LABOR

All the work to be carried out at the site, not described in the list of the fully comprehensive work shall be calculated on a time and material basis approved by the COR.

Schedule a walkthrough with the COR at least one week prior to the completion of work for a SUBSTANTIAL COMPLETION walkthrough. At which point the COR and the contractor will agree upon a punch list or items remaining to be completed prior to FINAL COMPLETION. Both parties will agree upon a time frame for the work to be done. At the Final Completion a walkthrough will be done and a certificate will be signed. The one year of warranty will be based upon that date.

A retainage of 10% of the contract value will be withheld until the Final Completion Certificate has been issued.

IV. EVALUATION OF OFFERS

Evaluation for awarding the contract shall be based upon economic offer and proven performance verified by references or already quality or work.

Embassy of the United States of America



Windhoek, Namibia

Final Completion Certificate

I, (COR) _____ here by award (Contractor) _____ with a
Final Completion Certificate for their work at _____.

The work has been deemed complete and satisfactory according to the Scope of Work. Any and
all remaining payments are authorized to be released to the contractor.

Signature _____ Date _____