



EMBASSY OF THE UNITED STATES OF AMERICA

In Windhoek Namibia

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

**TECHNICAL SPECIFICATIONS
For
20 Epikuro
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.
- 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

1. General N\$_____

- a. Check all sliding doors, wooden doors 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. Install/replace old weather strips on all wooden doors leading to the outside.
- d. Replace all cracked/broken windows on property.
- e. Replace all window putty that is falling out and paint.
- f. Replace all torn fly screens.
- g. Check all cabinetry except kitchen. Ensure all hinges and handles are in working condition and replace as necessary. Ensure all doors stay in a closed position as intended.
- h. Ensure all drawers open smoothly and replace sliders as needed.
- i. Check all basic plumbing and sewage on property for functionality.
- j. Repair/replace faulty shower heads, hoses and fixtures.

2. Carpentry N\$_____

- a. Remove grill from front entrance wooden door. Fill holes and seal door.

3. Electrical N\$_____

- a. Replace all light bulbs with cool white energy saver bulbs or the appropriate bulb. All down lights should be changed to 220v down lights and if dimmable should stay dimmable.
- b. Change lights in living room to LED lights
- c. Change Pedestrian gate entrance lights to modern weatherproof lights.
- d. Change front entrance patio light to the same type as at pedestrian gate.
- e. Install new light fixture on front porch – living room area.
- f. Check that all security lights are in working condition as well as all day/night switches. Replace as needed.
- g. Replace outlets and switches with white Clipsal s2000 brand. Test light switches that has no use and remove.
- h. Remove fans in bedrooms and install 3 globe light fitting

4. 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.

5. Guest Bathroom N\$_____

- a. Install cabinets below sinks in guest bathroom. Sink should rest on cabinet.
- b. Replace shower door.
- c. Install extractor fan with recessed switch

6. Master Bathroom N\$_____

- a. Install new shower door.

Outside

1. Carpentry N\$_____

- a. Fascia/Eve around house has water damage. Replace and fix roof/gutter leak causing damage.
- b. Main water line at back pedestrian gate must be reinstalled and straightened.
- c. Install a new light underneath thatch area.
- d. Fix slasto at braai area and reseal.
- e. Weld loose upright on pool fence and paint.
- f. Install a new wooden door at the maid's quarters and oil.
- g. Sand and varnish balcony wood work.

2. Cleaning

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

TOTAL: N\$_____

OPTIONS

1. Tiling - Discuss color and size with COR N\$_____

- b. Replace all bedroom carpet with tile. Install wood skirting and paint.
- c. Replace carpet in study with tile. Install wood skirting and paint.
- d. Replace carpet in dining room with tile. Install wood skirting and paint.
- e. Tile patio outside master bedroom.

2. Carpentry N\$_____

- a. All bedroom wardrobes except master bedroom should get new doors. Sample should be shown to COR.
- b. Install new hardware and replace bent shelving in all bedroom wardrobes.
- c. Paint all shelving and walls on inside of all bedroom wardrobes.

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. 4th bedroom
 - ix. Study
 - x. Master Bathroom
 - xi. 2x Guest bathroom
 - xii. Garage
 - xiii. Partition between kitchen and dining room to white
 - xiv. Bedroom doors to white
- 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 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, eaves, and gutter, down pipes, fascia, and ext.
- c. Remove all rotten and water damaged plaster and plaster wall where needed.
- 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 and carpeting is required while painting.
- g. Newly painted surfaces should look the same as surrounding surface

5. Thatch N\$ _____

- a. Service and comb thatch.

6. Outside Cement Floor N\$ _____

- a. Options on cleaning the cement floor outside the kitchen, the main staircase leading to the house, the floor at the maids quarters and the floor at the outside toilet and repainting or putting on a more durable product that will last up to 10 years.

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: 15 Calendar days without options, 30 calendar days with options.

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 _____