

March 31, 2015

SCOPE OF WORK

A.1 DESCRIPTION

- A.1.1 The U.S. Embassy in Dili, Timor-Leste requires a qualified pest control vendor to supply, install and maintain a termite baiting station around the Ambassador's house. These in-ground bait stations shall serve as a protective barricade against termites.
- A.1.2 The contractor shall furnish all required personnel, materials, tools of trade, equipment, transportation and a competent English speaking supervisor or foreman who will stay at the job site every work day throughout the progress of the service.

B.1 WORK LIST

- A complete inspection & written report covering all the above buildings, structures and surrounding external areas.
- Placement and maintaining of at least 40 - 50 (as required) in-ground termite bait stations around buildings.
- Maintain the termite bait as required.
- Inspection of stations every 2 weeks or as necessary.
- 12 month termite management

C.2 EXECUTION

- 1) Adjacent areas shall be protected from damage during construction phase.

C.3 PERSONNEL

- C.3.1 The Contractor shall provide sufficient personnel possessing the skills and knowledge to perform the work required of this project.

All non-Timorese vendor personnel shall have a valid working visa.

- C.3.2 Immediately on commencement of work, the Contractor shall assign on site a knowledgeable English speaking project supervisor who shall be responsible for the overall management and coordination of this contract, receive instructions from the COR, resolve problems and with authority to act for the Contractor.

D.4 QUALITY CONTROL

- D.4.1 All work shall be done in favorable weather conditions.
- D.4.2 All damages inflicted on the existing surrounding structures and property resulting from the performance of this project must be repaired or restored to its original condition at the Contractor's expense.

D.4.3 Work shall commence as soon as the contractor received the letter of **Notice To Proceed**. Contractor shall submit a complete name list of its personnel for the project. The list shall include the date of birth, nationality, and address. Vehicle list shall also be reported indicating their model and plate number.

E.5 **WORKING HOURS**

E.5.1 Working hours shall be from 0800 hours to 1700 hours, from Monday thru Friday.

E.5.2 Request for Saturday, Sunday, holidays and other hours of work shall be submitted to the COR at least 2 days in advance for the approval of the Security Office.

F.6 **PROHIBITIONS**

F.6.1 Smoking is strictly prohibited at the work site. A smoking area will be assigned.

F.6.2 Urinating on walls, plants, trees, grass and other areas is strictly prohibited. Violator shall be permanently removed from the compound.

G.7 **SECURITY**

G.7.1 **All workers are not allowed to go to places that are not designated as working areas.**

H.8 **GOVERNMENT-FURNISHED PROPERTY AND SERVICES – N/A**

I.9 **CONTRACTOR FURNISHED ITEMS**

I.9.1 **Materials**

1) The contractor shall provide all labor, materials, and supplies to perform the services required in this contract.

I.9.2 **Equipment & Tools**

1) The Contractor shall furnish all tools and special equipment to perform the services.

J.10 **SPECIFIC TASK**

J.10.1 The contractor guarantees to complete the work as per agreed schedule.

K.11 **CLEANING TASK**

K.11.1 The contractor shall continuously, during the progress of the work, remove and dispose of dirt and debris and keep work area clean, neat and orderly and in such order as to prevent safety hazards. Debris shall be collected and removed from the job-site daily.

L.12 **SAFETY**

L.12.1 The project safety, in all respects, is the sole responsibility of the Contractor.

L.12.2 The Contractor shall comply with the U.S. OSHA (Occupational Safety and Health Administration) and Local Safety and Health Requirements, and shall assume full responsibility and liability for compliance with all other applicable standards and regulations pertaining to accident prevention, life, health, and safety of personnel, as well as preventing damage to materials, supplies, and equipment. The Contractor will hold the Government and its agents harmless for any action, errors, or omission on his part, his employees, or his subcontractors that results in illness, injury or death.

L.12.3 The Contractor shall provide employees with and require the use of safety equipment, personal protective equipment and device necessary for protection.

L.12.4 The Contractor is responsible for all injuries to his workers. The Embassy medical unit is not to be used by the Contractor's personnel.

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