

**U.S. EMBASSY DILI  
STATEMENT OF WORK**

**SECURITY UPGRADES FOR U.S. EMBASSY DILI RESIDENCES**

**Villa Mataruak Compound, Dili, Timor-Leste  
Revision A**

**August 05, 2016**

**STATEMENT OF WORK FOR CONSTRUCTION SERVICES  
SECURITY UPGRADES FOR U.S. EMBASSY DILI RESIDENCES**

**1.0 INTRODUCTION**

1.1 The U.S. Embassy in Dili, Timor-Leste requires the services of an experienced construction company to perform repair works and upgrades to U.S. Embassy residences.

1.1.1 The works to be done are shown on the attached site plan and photos.

1.1.2 These drawings are referential only. Contractor must do its own survey and do the necessary adjustments.

1.1.3 Any damages incurred during the execution of this Contract shall be restored by the Contractor to its original conditions at its own cost.

1.1.6 The Contractor shall be responsible for sweeping and removal of all loose surface material.

1.1.7 Contractor must provide their own equipment, materials and tools.

1.1.8 Contractor must follow all working safety regulations and provide their personnel with appropriate safety equipment.

1.1.9 Working days: Monday to Friday, 8 AM to 5 PM. Contractor shall notify the COR one day in advance if there's a need to work the weekends.

1.1.10 Upon completion of work, the whole area shall be returned to clean condition with no dust or garbage in evidence.

1.1.11 All retouching works should be included and the area should be kept clean during and at the end of each working days.

1.1.12 All damaged areas during the working process should be restored to its original conditions.

1.1.13 Contractor is responsible to remove and dispose all exceeding material and all garbage and debris product of this work.

**2.0 GENERAL REQUIREMENTS**

2.1 The Contractor shall provide quantity surveyors, construction personnel, equipment, materials, tools and supervision as needed to complete the services that meet the technical requirements in this Statement of Work [SOW].

2.2 The work shall be executed in a diligent manner in accordance with a negotiated firm fixed price and performance period. The period of performance for all Phases of the project shall be completed in 21 Days from Notice to Proceed and/or the security record checks are completed.

2.3 The Contractor shall have limited access to or be admitted into any structure outside the areas designated for the project except with permission by the Embassy.

### **3.0 CONTRACT ADMINISTRATION**

3.1 The Contractor shall not conduct any work that is beyond this Statement of Work and accompanying specifications unless directed in writing by the Contracting Officer [CO]. Any work done by the Contractor beyond this SOW and accompanying specifications without direction from the CO will be at the Contractor's own risk and at no cost to the Embassy.

3.2 The Contracting Officer shall provide a Notice to Proceed [NTP] to the Contractor. No work shall be initiated until the NTP is issued by the CO.

3.3 The Contracting Officer may designate more than one individual to serve as the Contracting Officer's Representative [COR]. The Contractor will be furnished evidence of COR appointments,

including explicit authority delegated to each COR and their responsibilities.

3.4 The Embassy does not make representations or warranties of whatsoever kind or nature, either expressed or implied, as to the quality, level of completion, accuracy, extent of compliance with the standards, codes and requirements described or referred to in this SOW, or the extent of coordination between or among the documents provided to the Contractor.

3.5 The Embassy's review, approval, or acceptance of, nor payment for the services required under this contract shall be construed to operate as a waiver of any rights under this contract or any cause of action against the Contractor arising out of the performance of this contract.

3.6 The Embassy has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract.

3.7 The Contracting Officer has the authority to issue a temporary stop order during the execution of any particular phase of this SOW. This authority may be executed when the Embassy requires time for official functions, or is in possession of specific credible information indicating that the lives of Embassy personnel are immediately threatened and that the execution of the project will increase the Embassy's vulnerability. The Contractor shall promptly notify the CO that work has been stopped.

3.8 If any of the Contractor's services do not conform to the contract requirements, the COR may require the Contractor to perform the services again in conformity with the contract requirements. The Embassy may by contract or otherwise, perform the services and charge the Contractor any cost incurred by the Embassy that is directly related to the performance of such service or terminate the contract for default.

3.9 The Embassy has the right to terminate this contract of convenience at any time in whole, or from time to time, if the Contracting Officer determines it is in the interest of the Embassy.

#### **4.0 RESPONSIBILITY OF THE CONTRACTOR**

4.1 The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all construction and other services furnished under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its construction and other services.

4.2 The Contractor shall identify a Project Site Manager who shall be responsible for the overall management of the project and shall represent the Contractor on the site during construction. The Project Site Manager shall be approved by the COR.

4.3 The Project Site Manager shall attend all project meetings, prepare Status Reports on the project and submit them to the COR. Status Reports shall contain meeting minutes, accomplishments, arising concerns and proposed solutions, any proposed changed orders, and any other pertinent information required to report the progress of performance.

4.4 All documentation produced for this project will become the ownership of the Embassy at the completion of this project.

4.5 The Contractor shall verify that all materials, equipment, and systems provide operational dependability. The Contractor assures the completed construction shall be easily maintained or replaced with readily available materials and services.

4.6 Any cost associated with services subcontracted by the Contractor shall be borne by and be the complete responsibility of the Contractor under the fixed price of this contract.

4.7 The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR.

4.8 The Contractor shall be and remain liable to the Embassy in accordance with applicable law for all damages to the Embassy caused by the Contractor's negligent performance of any of the services furnished under this contract. The rights and remedies for the Embassy provided for under this contract are in addition to any other rights and remedies provided by law.

## **5.0 PRE-CONSTRUCTION REQUIREMENTS**

5.1 The Contractor shall examine all the documents and visit the sites to fully inform themselves of all the conditions and limitations applied to the work and submit a firm fixed price cost proposal for all work. No subsequent cost allowance will be made to the Contractor for neglect of the existing conditions.

5.2 Provide a statement that the Contractor's company and all personnel are experienced in construction works similar to type and scope required for the work.

5.3 The Contractor shall prepare and submit a Quality Control Schedule [QCS] and Project Safety Plan [PSP] to address the project. The QCS and PSP are intended to document the entire project from beginning to end.

5.4 Submit a copy of a warranty for a period of ONE [1] year at no cost to the Embassy signed by the Contractor.

## **6.0 CONSTRUCTION REQUIREMENTS**

6.1 No construction shall begin until approvals of the Pre-Construction Submittals are accepted by the COR.

6.2 The approval of the drawings and/or materials by the Contracting Officer shall not be construed as a complete check, but will indicate only that the general method of construction and detailing is satisfactory. Approval of such drawings and/or materials will not relieve the Contractor of the responsibility for any error which may exist as the Contractor shall be the responsible for the dimensions, design, quality, adequate connections, details and satisfactory construction of all work.

6.3 The Contractor shall be responsible for all required materials not provided by the Embassy, equipment and personnel to manage, administer, and supervise the project. All workmanship shall be of good quality and performed in a skillful manner as determined by the COR.

6.4 All materials and equipment incorporated into the project shall be new unless noted otherwise. The Contractor shall transport and safeguard all materials and equipment required for construction.

6.5 Equipment and materials shall be carefully handled, properly stored, and adequately protected to prevent damage before and during installation, in accordance with the manufacturer's recommendations. Damaged or defective items shall be replaced. The contractor will be responsible for security of all materials and equipment.

6.6 Receipt Of Materials - Shipment of equipment, materials, and supplies shall be addressed to the Contractor - not the Embassy. The Contractor must be on hand to accept shipments; the Embassy will not accept shipments.

6.7 The Contractor will be provided with a storage and staging area as determined by the COR. The Contractor shall be responsible for restoring the area to its original condition at the completion of the work. The Contractor shall be responsible for repair of any damage incurred to buildings or pavement as a result of storage activities. The Contractor is responsible for obtaining any additional off compound storage areas as required.

6.8 The Contractor shall at all times keep the work area free from accumulation of waste materials.

Upon completing construction, the Contractor shall remove all temporary facilities and leave the project site in a clean and orderly condition acceptable to the COR.

6.9 The Contractor shall perform the work at the site during the Embassy's normal workday hours, unless agreed upon with the COR.

6.10 The Contractor shall be responsible for connection of temporary utilities to existing utilities including water and power lines. All temporary connections to local water and power lines shall be coordinated with the COR. The Contractor shall pay all costs incurred in connecting, converting, and transferring the utilities to the work. The Contractor shall be responsible for making connections including providing back flow preventer devices on connections to domestic water lines, providing transformers, and for disconnections.

6.11 At the end of each work day, or notification of a temporary stop order, the Contractor shall lower and fixed all temporary work platforms and/or harnesses. Contractor shall notify the COR of the temporary barricade locations. Beginning the next workday, the contractor shall remove the temporary barricades before continuing the project.

6.12 Storm Protection - Should warnings of wind of gale force or stronger be issued, the Contractor shall take every practicable precaution to minimize danger to person, the work and adjacent property. Precautions shall include, but not be limited to, closing all openings, removing all loose materials, tools and equipment from exposed locations, and other temporary work.

6.13 Cleanup - The Contractor shall keep the work area, including storage areas, free from accumulations of waste materials on a daily basis and comply with all regulations pertaining to the storage, transport and disposal of wastes. The Contractor shall not use Embassy waste disposal facilities including garbage cans, trash piles or dumpsters.

6.14 Landscape Restoration - The surfaces of all unpaved areas disturbed by construction activities shall be sodded with an approved grass native to the sodded area as approved by the COR. These shall include areas which existing pavement is removed, areas where excavation takes place, and areas where existing sod is killed or compacted by construction activities. Landscape shrubs killed or damaged by construction activities shall be replaced with same species and size.

6.15 The Contractor work shall in accordance with U.S. codes and standards. The COR will review and comment on the Contractor's submissions using the following codes and standards:  
American Society for Testing & Materials,  
 2003 International Building Code

6.16 The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR.

## **7.0 DELIVERABLE SCHEDULE**

7.1 The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the period specified. The contractor shall provide a cost per unit break down.

### **7.2 Milestones**

- Contractor pre-proposal site visit : To be advised
- Proposal submittals: To be advised
- Pre-construction submittals Within 3 working days after Award of Contract
- Embassy submittal review Within 3 working days after receive of submittals
- Completion Time is 21 calendar days after receipt of Notice to Proceed (NTP)

7.3 Project Completion: Furnish Contractor's one year workmanship warranty.

## **8.0 PROJECT SECURITY**

8.1 The work to be performed under this contract requires that the Contractor, its employees and sub-contractors shall be cleared by Embassy Security and submit corporate, financial and personnel information for review by the Embassy. Information submitted by the Contractor will not be disclosed beyond the Embassy.

8.2 The Contractor shall submit this information including construction vehicle requirements within 10 days after Award of Contract.

## **9.0 PAYMENTS**

9.1 The Contractor shall provide a fixed priced lump sum proposal to the Contracting Officer, as indicated on **Price Schedule Breakdown, with the logo, name, address, phone numbers and e-mail of the company and signed by the General Manager or legal representative**, as well as schedule of the works.

9.2 The Contractor shall submit one copy of all payment invoices, with the appropriate backup documents to the COR. The COR will determine if the invoice is complete and proper as submitted. The COR also will determine if billed services have been satisfactorily performed and if expenses billed are correct. If it is determined that the amount billed is incorrect, the COR will within seven days, request the Contractor to submit a revised invoice.

9.3 The Contractor shall specifically identify his last invoice "Final Invoice." The Final invoice shall include the remaining payment claimed to be due under the basic contract and all modifications issued, if any. The final invoice shall also have the Contractor's Release of Claims Certificate attached.

## B. Statement of Work/Specifications

### House 1- Villa Mataruak Compound – PID 608 (Shirley Hoffman)

- Supply and install embassy approved security grill for fire egress in all bedrooms. (See Attachment)
  - Master bedroom: 01set – 1800x1200 mm
  - Guest bedroom1: 01 set – 1800x1200 mm
- Installation of mosquito screens on both sides for all grills – 1 lump sum

### House 2- Vila Mataruak Compound – PID 701 (RSO)

- Supply and install embassy approved security grill for fire egress in all bedrooms. (See Attachment) complete with mosquito screens on both sides
  - Master bedroom: 01set – 1800x1200 mm
  - Guest bedroom1: 01 set – 1800x1200 mm
  - Guest bedroom2: 01 set – 1800x1200mm
- • Supply and install a new window same as the other bedroom  
Guest bedroom2: 01 set – 1800 x 1200 mm
- Supply and install fixed window grills complete with mosquito screens on both sides
  - Master bedroom: 01 set – 1800x1200mm
  - Living room: 01 set – 1800 x 1200mm
  - Living room: 02 sets – 1800 x 2100 mm
  - Main entrance door: 02 sets – 400 x 2100 mm
  - Toilets: 03 sets – 900 x 1200mm
  - Kitchen: 01 set – 1200 x 600mm
- Installation of door grills for all external doors complete with steel frame: 02 set – 800 x 2100 mm
- Installation of mosquito screens on both sides for all grills – 1 lump sum
- Installation of safe haven door complete with steel frames: 01 set – 800 x 2100 mm

**House 3- Vila Mataruak Compound – PID 700 (Vacant)**

- Supply and install embassy approved security grill for fire egress in all bedrooms. (See Attachment) complete with mosquito screens on both sides
  - Master bedroom: 01set – 1800x1200 mm
  - Guest bedroom1: 01 set – 1800x1200 mm
  - Guest bedroom2: 01 set – 1800x1200mm
  
- Supply and install a new window same as the other bedroom
- Guest bedroom2: 01 set – 1800 x 1200 mm
  
- Supply and install fixed window grills complete with mosquito screens on both sides
  - Master bedroom: 01 set – 1800x1200mm
  - Living room: 01 set – 1800 x 1200mm
  - Living room: 02 sets – 1800 x 2100 mm
  - Main entrance door: 02 sets – 400 x 2100 mm
  - Toilets: 03 sets – 900 x 1200mm
  - Kitchen: 01 set – 1200 x 600mm
  
- Installation of door grills for all external doors complete with steel frame: 02 set – 800 x 2100 mm
  
- Installation of mosquito screens on both sides for all grills – 1 lump sum
  
- Installation of safe haven door complete with steel frames: 01 set – 800 x 2100 mm

**For detailed specifications please refer to Attachment #1**

**C. Delivery Schedule and Order of Houses**

- Start of works: August 15, 2016
- Completion of works: no later than September 05, 2016

**D. Acceptance Criteria**

Work and materials shall match the specifications detailed in Attachment #1 and will be evaluated by the U.S. Embassy Dili Contracting Officer and Embassy Regional Security Officer for acceptance.

**E. Contract Terms and Conditions**

As stated in the standard U.S. Embassy Dili Firm Fixed Price Construction contract.

**F. U.S. Embassy Dili Payment Schedule and Terms**

Supplier will receive payment in approximately 2-3 weeks after acceptance and receipt of valid/accurate invoice. Payment terms are negotiable.

**G. Evaluation Factors:**

Award will be made after consideration of the following factors as marked below:

- Price
- Delivery Timeframe
- Payment Terms
- Warranties
- Past Performance/Reference Checks

Other:

- Quality/completeness of estimate preparation;
- Quality of materials offered (samples recommended);
- Ability to meet specifications (particularly smooth 20mm round grill bars);
- Size of construction team to be involved;
- Possibility of performing work on weekends and after hours to complete work more quickly

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

**H. Instructions to Vendors:**

- a. Please read RFQ in its entirety including factors that will be considered in making award.
- b. Provide a detailed estimate by due date – email if possible to [djilprocurement@state.gov](mailto:djilprocurement@state.gov)
- c. The quoted terms and prices cannot be increased at a later time.

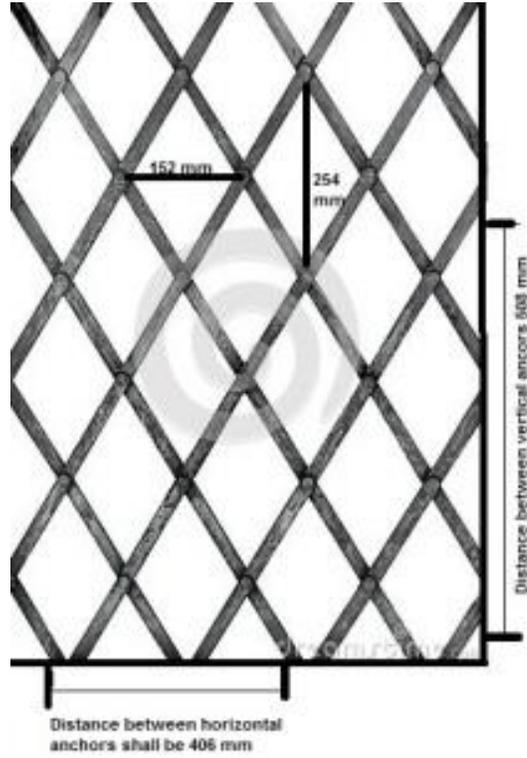
### **Window and Door grilles:**

- All grills shall be installed in appropriate position (inside or outside window/door) to provide access and possibility to open doors and windows. If necessary, the existing wooden doors and windows shall be re-hinged/reinstalled by the Contractor in order to remain operable after the installation of the grills. The grill frames shall be anchored directly/flush into the door and window frames.
- A grill frame should be made using 50X5 flat bar or 50x50x5 angle bar. The grill frames will need to sit flush in the window/door frames as shown.
- Grill shall be constructed using smooth round bar with a diameter of 19 mm or greater (no less).
- The bars should be installed diagonally and welded at each joint.
- Maximum horizontal spacing – 152 mm.
- Maximum vertical spacing – 254 mm.
- All joints must be butt-welded.
- Grill frames must be anchored into concrete inside the aperture using 12X90 drop-in expansion anchors.
- The maximum distance between horizontal anchors is 406 mm (may be less).
- The maximum distance between vertical anchors is 508 mm (may be less).
- After installation anchor heads must be cut flush to the nut edge and welded to the grill frame.
- For a grill sketch please refer to Attachments.
- Each door grill and windows shall be equipped with anti-mosquito screen on both sides of bars, which effectively prevents mosquitos and/or other insects from entering house while doors are opened, but grills are closed.
- A mortise lock with double cylinder shall be installed on each grill door.
- Front double door should have heavy vertical slide locks on both top and bottom, hidden by steel plates, to immobilize the weak side door. Vertical locks must be lockable by padlock. Any other lock by contractor must be approved by the U.S. Embassy Regional Security Officer.
- Grills in bedrooms must be designed with an approved emergency release. Approved emergency release provided in attachments and physical example available for review available during contractor site review process.
- Grills and frames must be painted approved colors to match house color scheme in matte finish. All steel surfaces shall have three coats of enamel paint “Jotun” or equivalent brand. Follow paint manufacturer’s recommendation for the surface preparation including application of paint primer.
- Other perimeter pedestrian gates or doors must be approved by the U.S. Embassy Regional Security Officer prior to installation.

### **Safe haven Door:**

- The door frame should be made using 50X50X5 steel angle and anchored into the door aperture using eight round 19 mm diameter 150 mm smooth bar pieces welded to the frame.
- Any gaps between the metal door frame and the aperture should be then finished with cement plaster.
- Grill shall be constructed using smooth round bar with a diameter of 19 mm or greater (no less).
- The bars should be installed diagonally and welded at each joint.
- Maximum horizontal spacing – 152 mm.
- Maximum vertical spacing – 254 mm.
- All joints must be butt-welded.
- Both sides of the door leaf should be covered (welded on top) with 10 mm thick steel sheets USA Standard 420 or EU Standard 1.4021 or similar AU one.
- The door should be equipped with a wide-angle door viewer.
- One double cylinder deadbolt lock should be installed 12” from top of the door and one the same 12” from the bottom. A mortise lock should be installed in the middle.
- Door must be painted in approved color, consistent with other house doors. All steel surfaces shall have three coats of enamel paint “Jotun” or equivalent brand. Follow paint manufacturer’s recommendation for the surface preparation including application of paint primer.
- In summary a security grill door covered with 10 MM thick metal on both sides.

**Attachment 1**  
**19mm Diameter Smooth Bar Diamond Pattern Security Grills**



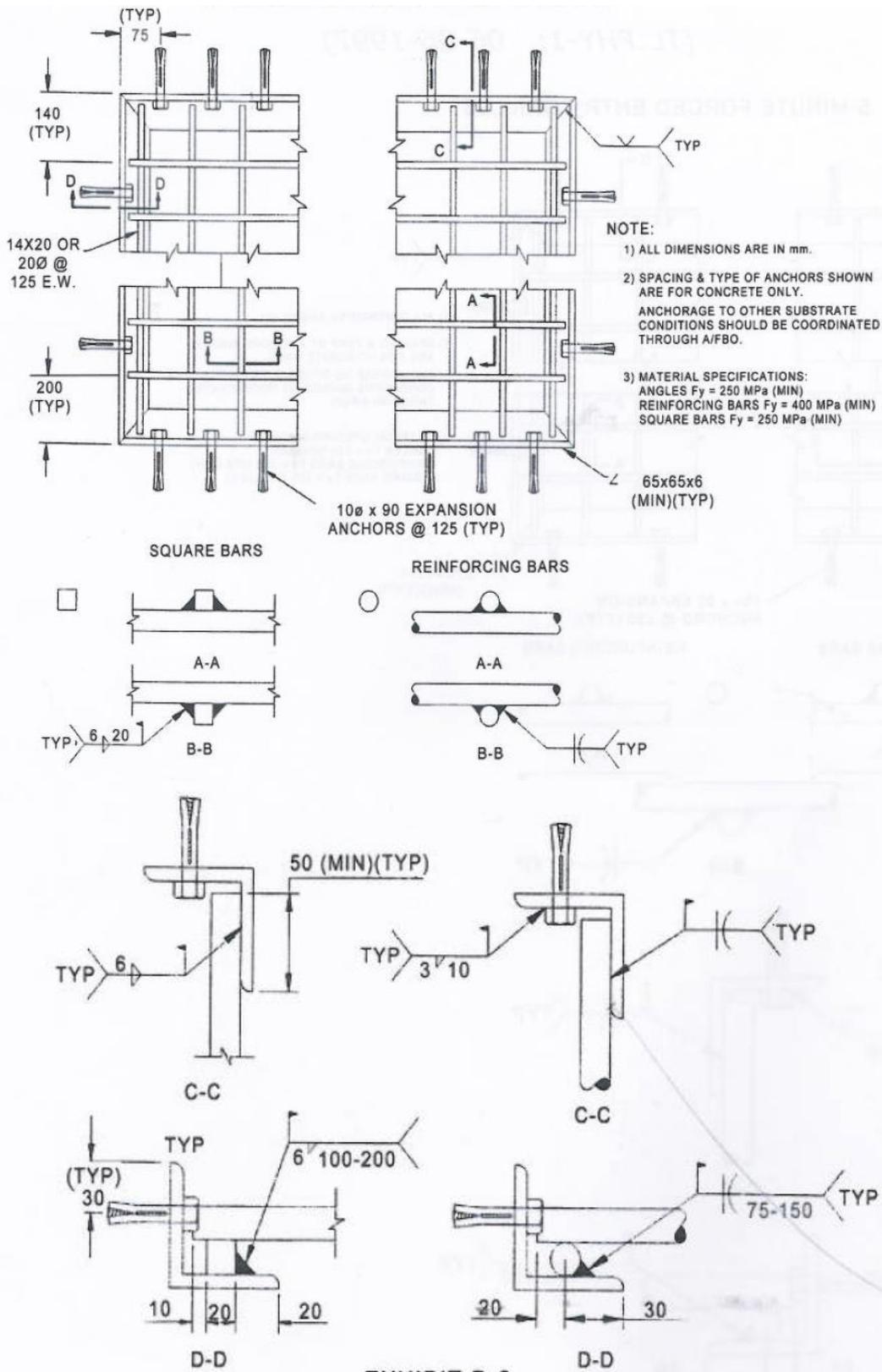
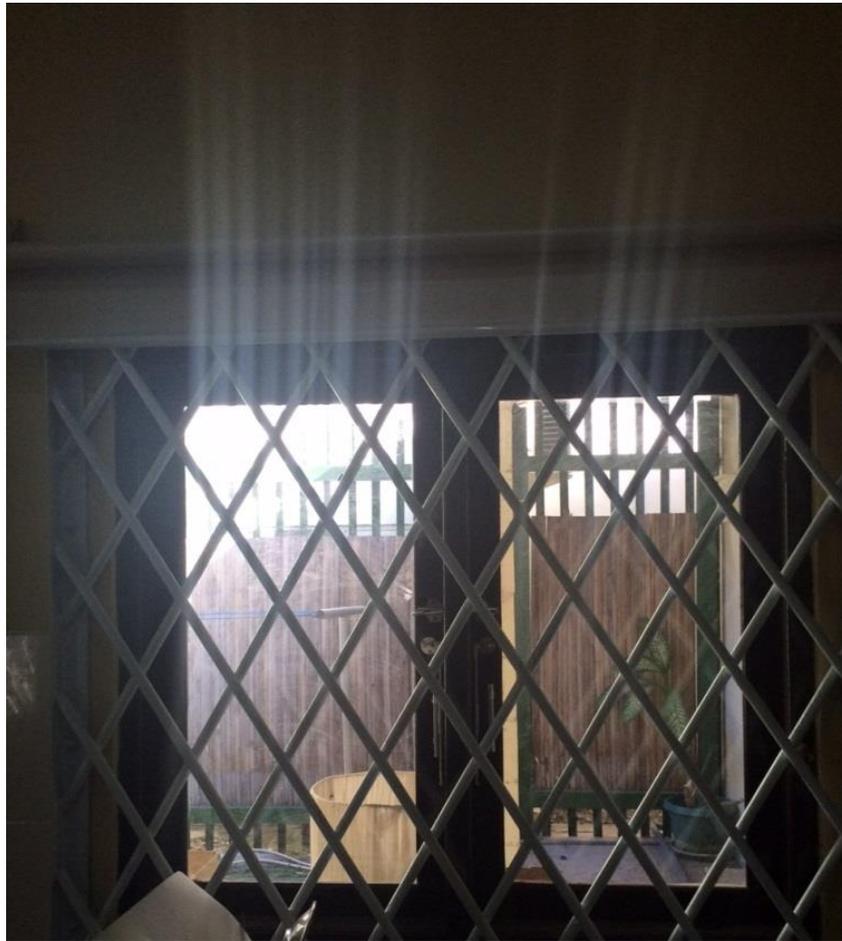
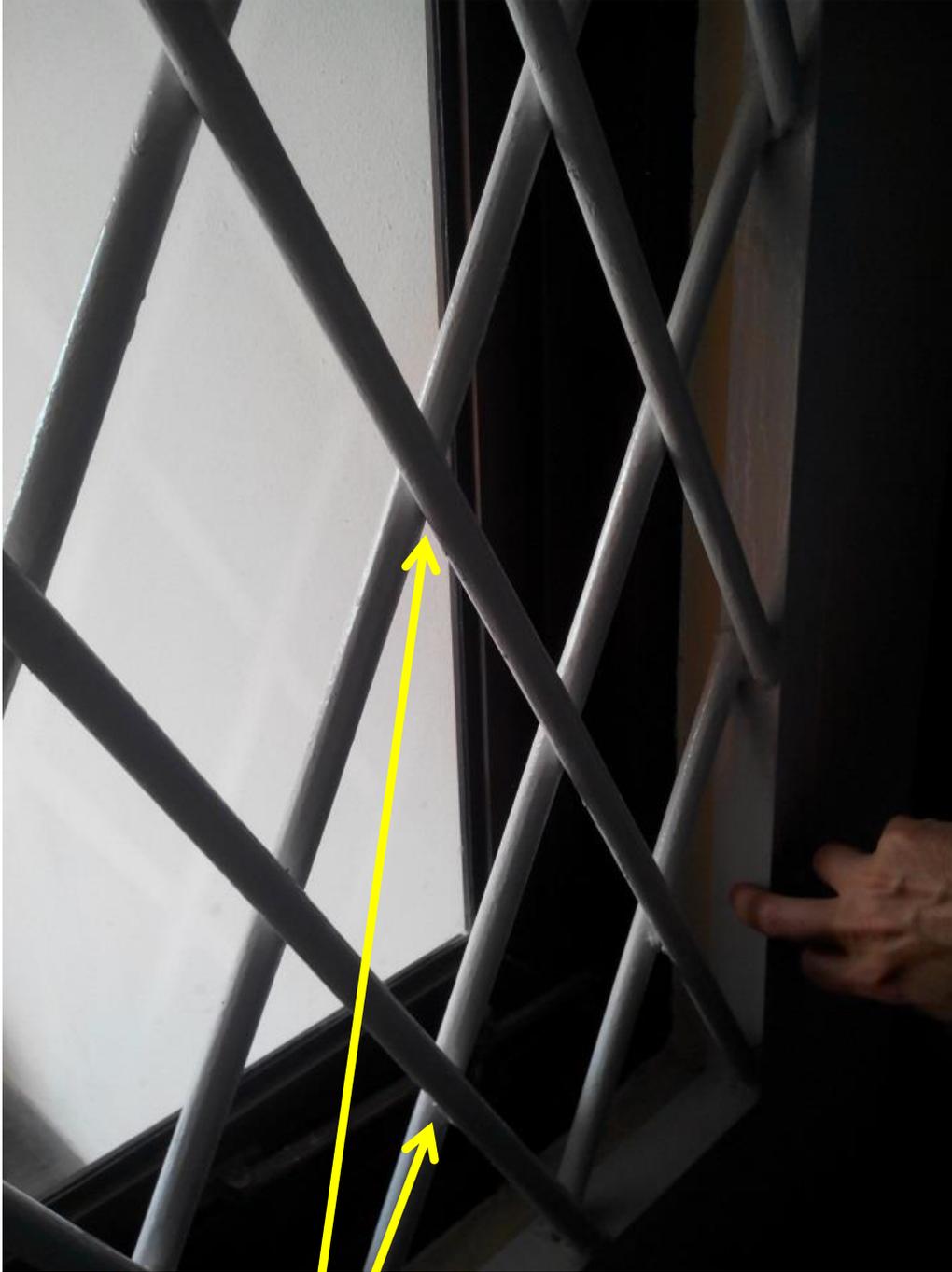


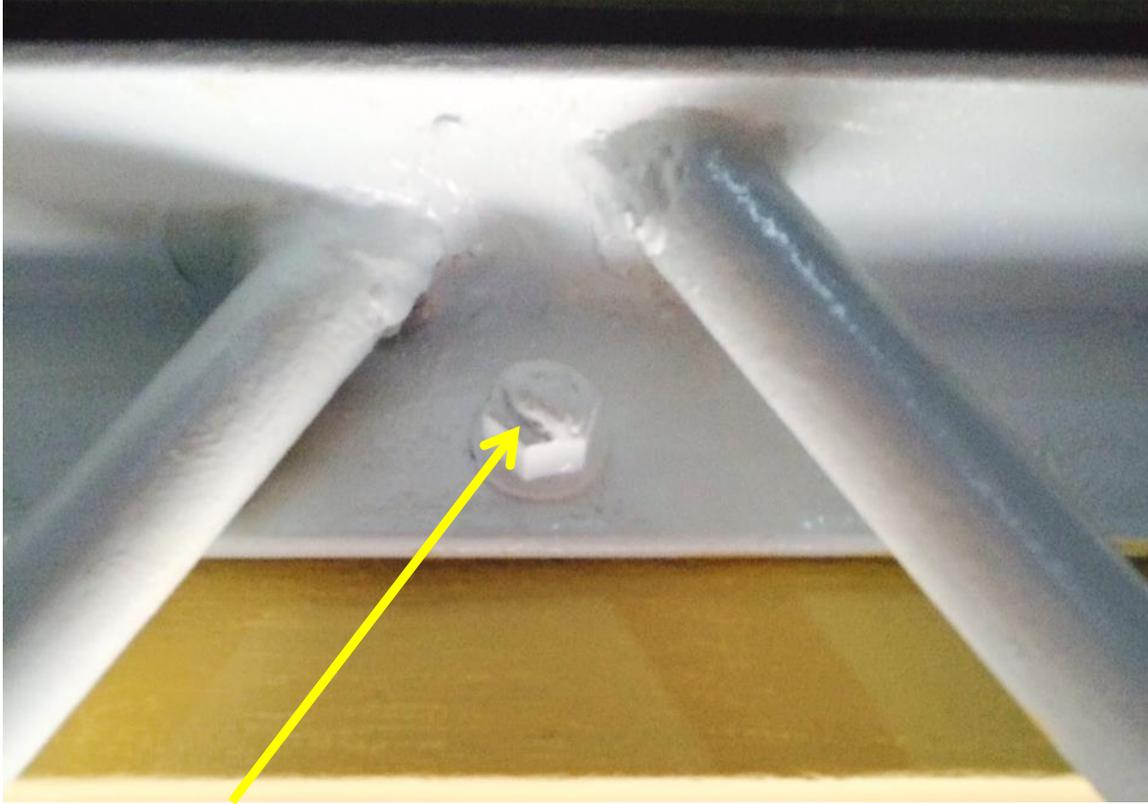
EXHIBIT D-2

**Non Bedroom Window Fixed Grill**





ALL BARS WELDED AT INTERSECTIONS



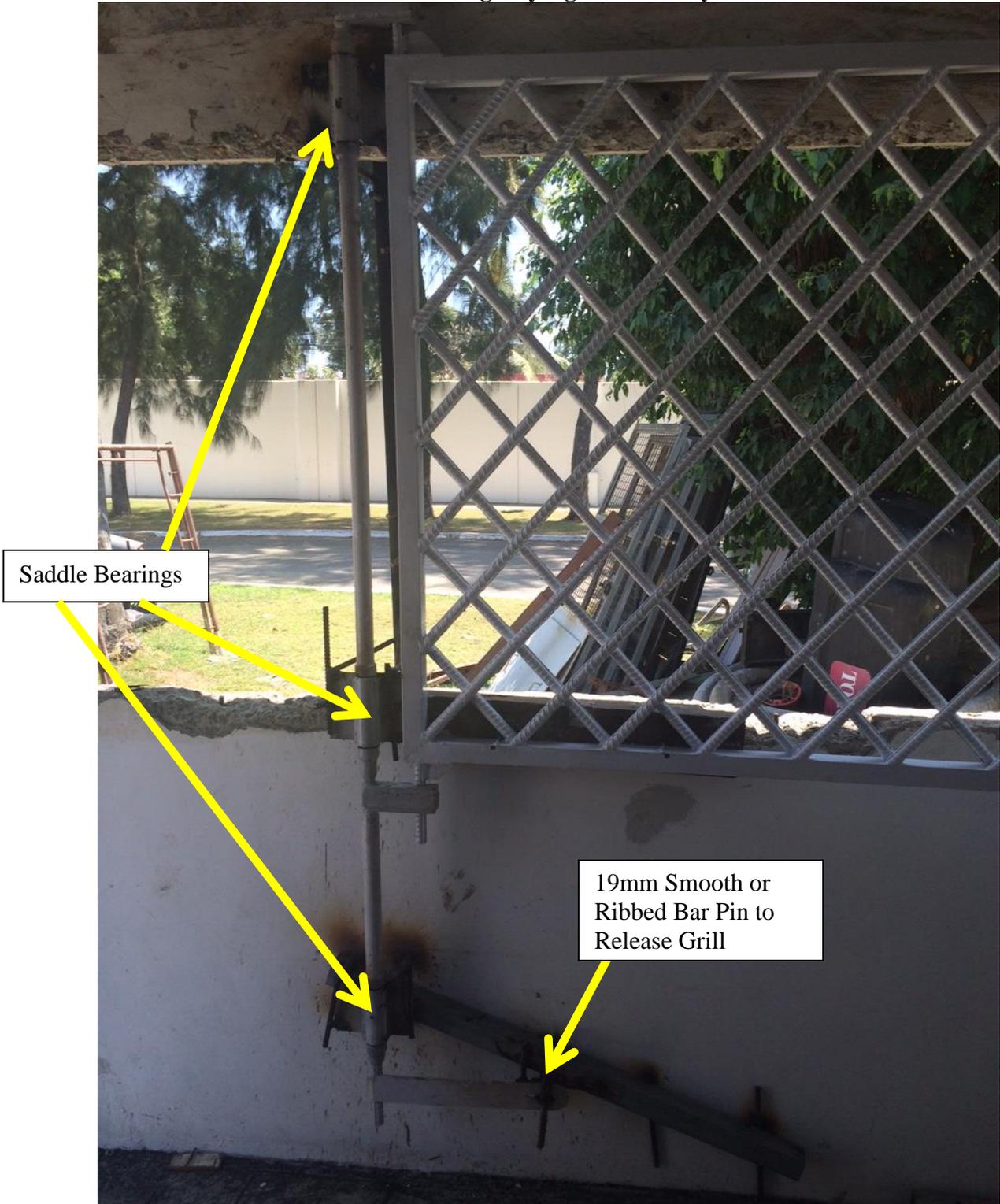
**Bolts Cut and Welded**

**Security Grill Door**





### Bedroom Emergency Egress Security Grills







## Safe Haven Doors



## Acceptable substitute lock for fell locks



**Safe haven door reinforced metal frame**



