

Ref No: DA/2-4/2014/465

Date: 17/03/2014

Addendum No. (1)

Ref. SEZAD Tender No. 3/2014 "CONSTRUCTION OF SPECIAL ECONOMIC ZONE AUTHORITY AT DUQM HEADQUARTER BUILDING"

Collection date: 02/02/2014

Original Submission date: 05/03/2014

Next extended submission date: 26/03/2014

Subject: SEZAD Site Office

This Addendum is issued to the Bidders as a part of Contract Documents for the construction, completion and maintenance of the project "SPECIAL ECONOMIC ZONE AUTHORITY AT DUQM HEADQUARTER BUILDING". As stipulated on the Instructions to Tender, this Addendum becomes an integral part of this tender and contract documents.

This Addendum includes the following attachments (in the CD):

- 1- SEZAD Site Offices specifications;
- 2- SEZAD Site Offices Additional BOQ

NOTE:

All bidders should endorse this addendum and attach it as a part of their tender proposal.

Yours Sincerely,



SEZAD Tender Committee

1.1 SEZAD Site Offices

Laydown Area

- (1) A Laydown Area has been designated for the setting up of site offices of Special Economic Zone at Duqm (SEZAD).

Siting of Main Site Office within the Laydown Area

- (2) The Main Site Office shall comply with the following requirements:
- (a) The whole office shall be air-conditioned with installation of suitable air cooled split type air-conditioned package units.
 - (b) The roof shall be insulated with an approved insulating material. The building shall be detached.
 - (c) Painting shall be to the approval of the CONSULTING ENGINEER's/SEZAD. Detailed drawings on the building shall be submitted within two weeks of site possession to the CONSULTING ENGINEER/SEZAD for approval.
 - (d) The Contractor shall provide a paved area, concrete or hot rolled asphalt, outside the Main Site Office to be used as a car park exclusively for SEZAD and his representative. There shall be sufficient room to park up to 50 cars at the SEZAD's office or similar vehicles and adequately manoeuvre them in and out of the spaces. 75% of the parking spaces shall be covered and shall be linked to the entrance of the Office.
 - (e) Individual rooms within the office shall be formed by fixed full height partitions which shall prevent sound transmission between adjoining rooms.
 - (f) The Contractor shall submit a layout plan within 14 (fourteen) days from the Date of Commencement of Works for the CONSULTING ENGINEER's/SEZAD approval prior to construction of the Office. It shall comply with all codes and regulations of the Statutory Authorities i.e. fire safety protection, ventilation, lightning protection and governing building regulations for temporary site offices/ buildings.

Minimum rooms required for Main Site Office

- (3) The unit SEZAD Site Office shall be set up to accommodate 30 people and be fully air-conditioned. The office shall include the following rooms:
- (a) Reception area
 - (b) 3 Manager Rooms
 - (c) 27 Workstations
 - (d) Record/Filing/Plan Room
 - (e) Conference Room
 - (f) Meeting Room
 - (g) General Office
 - (h) Pantry
 - (i) Computer Server Room (IT)
 - (j) Toilets
 - (k) Prayer room



Furniture Requirements for SEZAD site office

- (4) All fittings shall be new and the facilities fitted with approved locks.
- (5) The following Tables are furniture and equipment to be supplied, installed and maintained by the Contractor for the SEZAD Site Office. The Contractor shall ensure that the furniture is new, of reasonable quality, and sufficiently robust for use in construction site office environment. The operating costs of all equipment supplied are deemed to be included in the Contract Price.

Table 1: Furniture for each Manager Room

Item	Size/Type	No.
Executive Desk	Padded swivel arm chair	1
Side Table		1
Steel Plan Chest	With 4 drawers (to take A0 drawings)	1
Steel cupboards	Lockable	1
Steel Filing Cabinet	With locking bar	2
Fire protection filing Cabinet		1
Book shelving	1 m x 0.8 m softboard to one wall	1
Electronic Calculator	Pocket size (10 digits)	1
Chairs for Visitors	Padded, PVC	4
White board	2 m x 1m	1
Angle pose lamp		1
Wastepaper Basket		1

Table 2: Workstations

Item	Size/Type	No.
Executive Desk	Padded swivel arm chair	27
Side Table		27
Steel Plan Chest	With 4 drawers	27
Steel cupboards	Lockable	27



Steel Filing Cabinet	With locking bar	8
Book shelving	1 m x 0.8 m softboard to one wall	27
Electronic Calculator	Pocket size (10 digits)	27
Chairs for Visitors	Padded, PVC	16
White board	2m x 1m	5
Angle pose lamp		27
Wastepaper Basket		27

Table 3: Record/Filing/Plan Room

Item	Size/Type	No.
Rolling Stand	12 binders for vertical filing of A1 drawings	2
Steel plan chest	Fire-proof with 6 No. of drawers (to take A1 drawings)	2
Electronic Calculator	Pocket size (10 digits)	1
Plan Hanger		4
Steel Filing Cabinet	With locking bar, fire protected	4

Table 4: Conference Room

Item	Size/Type	No.
Conference table and chairs	For 20 people with padded swivel arm chairs	1
Soft boards	To two walls	2
Digital White Board	Light weight, Wall mounted, 2.5 m x 1.5 m	1
White Board	On rollers, 1 m x 1.5 m	1
Book shelving	1 m x 0.8 m softboard to one wall	2
Built in display cabinet		2
Set plan hold rolling stand	12 binders for vertical filing of A1 drawings	1
Wall Clock	Include supply for batteries	1
Wastepaper Basket		1



Table 5: Meeting Room

Item	Size/Type	No.
Conference table and chairs	For 10 people with padded swivel arm chairs	1
White Board	On rollers, 1 m x 1.5 m	1
Wall Clock	Include supply for batteries	1
Wastepaper Basket		1

Table 6: General Office

Item	Size/Type	No.
Desk and padded chair	With table extension	2
Table		2
Stationary cabinet	Lockable	2
Electronic Calculators		5
Wall Clock		1
Angle pose Lamp		4
Wastepaper Basket		4
Computer Server Room	Floor area of 12 m ²	1

Table 7: Pantry

Item	Size/Type	No.
Rubbish Bin	Capacity 30 litres	1
Kettle/boiler	Capacity 2 litres	1
Fridge	Capacity 500 litres	1
Hot and Cold Water Floor Standing Dispenser	Water supply and disposable cups included	1
Microwave oven	700 W	1
Sink unit	With double drainer	1
Cupboards	600 mm x 600 mm x 1500 mm	4



Drawers	600 mm x 600 mm x 150 mm	1
Tea/Coffee Pot		3
Mugs		30
Crockery	Small plate, large plate dish	30
Cutlery	Teaspoon, knife, fork, spoon	30
Tray		1
Waste Swing Bin		1

Table 8: Toilets

Item	Size/Type	Size
Male Toilets	Facilities include 2 Nos. WCs, 2 Nos. urinals and 2 wash basins.	16 m ²
Female Toilets	Facilities include 2 Nos. WCs and 2 wash basins.	16 m ²
Handicapped toilet	Facilities include hand rails, 1 WC, 1 wash basin, wall hung mirrors and soap dispensers	6 m ²

Common Requirements

- (6) The SEZAD's and Consulting Engineer's logos shall be included on the exterior of all offices.
- (7) The interior floor shall be vinyl paved and partitioned for use as offices and general areas. The floor shall be constructed in timber and shall have sufficient cross bracing and support to prevent any up-heaving movement and vibration when in use.
- (8) The Contractor shall provide a Computer Server Room and telecommunications/LAN services within all offices. The Contractor shall coordinate and work closely with the service provider to install the network server, LAN circuits and etc., and ensure that at least a 10 Mbps line will be provided for connectivity to the existing network. All installation, recurring monthly subscription and subsequent relocation cost shall be paid by the Contractor.
- (9) Proper and adequate fire fighting equipment shall be provided for all Site Offices and at each level of the building. This shall include a minimum of four (4) dry powder fire extinguishers within the offices or to the requirements of the Statutory Authorities whichever more stringent.
- (10) The Site Offices shall be provided with a continuous supply of fresh and clean water from the main line or delivery to site. The washrooms and pantries shall be provided with a hot water supply by means of instantaneous hot water heaters, the cost of this item shall be paid by the Contractor.



- (11) The Site Offices shall be equipped with a 230 volt A.C. electricity supply. The workstations and rooms shall be furnished each with two 13 amp double socket power points and one telephone point. An adequate number of twin electrical sockets for use by electrical appliances such as photocopiers, fridges, projectors, etc shall also be furnished within all Offices. Electric lights in all rooms shall provide adequate lighting to provide an illumination level of 500 lux. Emergency lighting shall also be provided. The cost of providing the above, maintenance and monthly subscriptions/ services shall be paid by the Contractor.
- (12) The Contractor shall allow in his rates for the establishment of all SEZAD Site Offices, for the supply, installation, testing and commissioning of the lightning protection system.
- (13) The Contractor shall ensure that water-borne wastes from toilets, sinks, etc., installed at the sites are discharged into public sewers if available, otherwise, into approved temporary sewerage facilities to be provided by the Contractor. He shall ensure that such waste disposal facilities are in good condition at all times.
- (14) The Contractor shall provide sufficiently of all necessary personal protective equipment, including safety helmets (white colour), boots (leather, steel shank and high top), safety glasses, overalls, for all the site personnel. The Contractor shall also provide sufficient visitors hard hats of different colours on site.
- (15) All Site Offices shall be provided with curtains or venetian blinds and burglar-proof bars. All doors shall be fitted with high quality locks. The two exterior doors shall be fitted with a deadlock system.
- (16) All Site Offices shall be provided with at least eight (8) fully equipped first aid cabinets.
- (17) All Site Offices shall be equipped with entrance door mats for every door. The entrance doors shall be equipped with suitably positioned boot scrapers. The building shall be provided with a 240 litre mobile garbage bin with lid, in high density polyethylene which shall be emptied daily.

Maintenance of Site Offices

- (18) The Contractor shall maintain, alter, repair, repaint, renew and adapt all the offices and facilities for the duration of the Contract including paying all charges and keeping them in a clean condition. All offices shall be cleaned by the Contractor twice daily and the toilets disinfected twice daily similarly.
- (19) The Contractor shall provide and replenish the common office stationery, such as white board markers, marker pens, staplers, hole punchers, stamp pads, stick note pads, ballpoint pens, A4 and A3 papers, etc. for all SEZAD Site Offices. The Contractor shall also provide all necessary consumable toilet articles including soap, cleaning agents, disposable paper towels and toilet rolls etc. for SEZAD site offices. He shall also provide consumables for pantry including tea, coffee, milk, sugar, washing liquids, scourers, dish cloths and towels.
- (20) The Contractor shall employ a housekeeper to maintain all Site Offices daily in a neat and tidy environment. The housekeeping services shall also include the following:
 - (a) Empty the indoor and outdoor trash receptacles (daily)



- (b) Vacuum the floors (daily)
 - (c) Dust the desks, shelves and tables (daily)
 - (d) Change the entrance rugs (daily)
 - (e) Wet wash the floors (weekly)
 - (f) Completely wash the toilets (twice daily)
 - (g) Wash the windows (monthly)
- (21) The Contractor shall also allow in the rates for the maintenance of all SEZAD Site Offices for the inspection, regular testing and maintenance to ensure the good working conditions of the lightning protection system as recommended by the Professional Engineer throughout the Contract period.

Removal of Site Offices and Reinstatement of Grounds

- (22) Within the period instructed by SEZAD, the Contractor (if and when instructed) shall complete the removal of the site offices and all its facilities, equipment, furniture if deemed to be disposed by the Board including termination of all utility services. The Contractor shall be responsible for the reinstatement of grounds to its original conditions including removal of all foundation, hard standing and fencing/hoarding, reconstruction of any drains as necessary, turfing of area and etc. The Contractor shall maintain this area and the affected services during the defects liability period and make all necessary handing over to the relevant Authorities.

1.2 Office Equipment for SEZAD's Site Office

Laser Printers for CONSULTING ENGINEER's Site Office

- (1) The Contractor shall provide for one (1) colour laser printer and one (1) black and white laser printer (both capable of printing on A3 and A4 sizes papers) for the SEZAD Site Office for the use of SEZAD throughout the Contract Period. The Contractor shall allow in his rate for all necessary license fees, relocation costs when requested by SEZAD.

Provision of Photocopier, Projectors and Screens

- (2) The Contractor shall provide two (2) photocopier machines with scanning function of an approved make.
- (3) The cost of providing this photocopier, service and maintenance agreement, toner cartridge, shall be included in the Contract Rate for the SEZAD's site office. The equipment shall return to the Contractor on completion of the Contract.
- (4) The Conference Room in the Main Site Office shall be provided with one (1) projector and screen. The Conference Room in the Main Site Office shall be equipped with a ceiling mounted projector screen. The screen shall be normally concealed above at the ceiling level and manually lowered and lifted whenever required.
- (5) The projector shall be ceiling mounted type and compatible for use with laptops for projection of presentation materials.
- (6) In addition to the above ceiling mounted projector unit, the Contractor shall supply one (1) portable projector and portable screen of the same specification described above. The projector shall be lightweight design with precision technology of rugged construction. The projector screen shall be of heavy duty and rugged construction and suitably size to suit the Meeting Room.



Provision of Telephones, Facsimile Machine, Microphone System and Broadband Mobile Sticks

- (7) The Contractor shall provide and maintain for the sole use of SEZAD representatives a key telephone or PABX telephone system at the Site Office. The System shall have three (3) exclusive incoming lines and minimum fifteen (30) extensions. The telephone system shall feature an 'automated attendant' for direct dial in to any extension. Standard features such as call transfer, internal dialling, direct dialling out from each extension etc. shall be provided. Line 1 of the telephone system shall be dedicated to the Facsimile machine and line 2 and 3 of the telephone system shall have an automatic hunting line facility and shall connect to the telephone system.
- (8) Adequate surge protection shall be provided to protect the telephone system against damage by lightning.
- (9) The Contractor shall provide a plain paper facsimile machine for the whole duration of the Contract.
- (10) The facsimile machine shall be immediately repaired or replaced in case of breakdown.
- (11) The Contractor shall provide plain white paper for the facsimile for the use of the SEZAD at an average rate of 1000 sheets of A4 paper per calendar month for the duration of the Contract. The cost of providing the facsimile, its maintenance, papers, toner, etc. shall be included in the Contract Sum for the SEZAD's office. The equipment shall return to the Contractor on completion of the Project.
- (12) Two (2) Sound station microphones with the following features shall be provided to the Conference Room:
 - (a) speak and be heard clearly from 1m up to 8m away from the microphone
 - (b) resists interference from mobile phones and other wireless devices
 - (c) similar function as a normal telephone features such as redial, mute, transfer and hold

1.3 Water for Works

- (1) The Contractor shall provide all water required for use in the Works including that for subcontractors, suppliers and specialists and shall make all arrangements with the relevant Authorities and pay all costs and fees in connection therewith. He shall also provide all temporary water tubing, valves, pumps and storage tanks necessary for the proper execution of the Works, alter, adapt and maintain as necessary and clear away all on completion.
- (2) The Contractor shall allow, if he deemed necessary, for providing facilities on site for holding a reserve of one day's storage of water at all times.



**ADDITIONAL BILL
SEZAD SITE OFFICES**



**SPECIAL ECONOMIC ZONE AUTHORITY AT DUQUM
HEADQUARTER BUILDING**

SEZAD SITE OFFICES

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT RATES (R.O)		AMOUNT
				WORDS	FIGURES	R.O
	<u>ENGINEER'S FACILITIES</u>					
	<u>Temporary SEZAD Office for 30 staff</u>					
A	The Contractor shall supply, erect and satisfactorily maintain in good repair, a temporary approved burglar-proofed office for the exclusive use of the SEZAD and adequate furniture together with all associated electric lighting, Air-conditioning water supply, and drainage. The Contractor will be required to fully equip the complete premises and provide all necessary maintenance, servicing, and supplies etc. The Contractor shall be responsible during the continuance of the Contract for the security of the offices and for all plans, documents and papers and other articles contained therein. The office shall be constructed to approved tropical standard, be well ventilated and air-conditioned, provided with windows capable of being screen from the direct rays of the sun and adequately weather proofed. The office shall be as discribed in the spesification and as per SEZADs' approval.					
Additional Bill						To Collection



SPECIAL ECONOMIC ZONE AUTHORITY AT DUQUM
HEADQUARTER BUILDING

SEZAD SITE OFFICES

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT RATES (R.O)		AMOUNT
				WORDS	FIGURES	R.O
	<u>ENGINEER'S FACILITIES</u>					
	<u>Temporary Office (contd.)</u>					
A	The Contractor shall furnish & fully equip Offices to the entire satisfaction of the the Engineer/SEZAD.					
B	The necessary equipment like refrigerator, electrical kettle, glasses & plates etc. for Pantry to be provided and maintained for offices.					
C	The Contractor shall at the period instructed by the Client shall be responsible for the removal of the buildings, foundations, drainage and ancillary structures and general leveling of the areas occupied by these buildings.					
D	The Office shall be established during the mobilization period and will be required during contract period and for the period specified by the Client following substantial completion of the Contract.					
Additional Bill						To Collection



SPECIAL ECONOMIC ZONE AUTHORITY AT DUQUM
HEADQUARTER BUILDING

SEZAD SITE OFFICES

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT RATES (R.O)		AMOUNT
				WORDS	FIGURES	R.O
	<u>ENGINEER'S FACILITIES</u>					
	<u>Temporary Office (contd.)</u>					
A	The Contractor shall provide adequate vehicle access to the offices and a shaded car park for parking site staff vehicles.					
	<u>Site Telephone & Fax</u>					
D	The Contractor shall provide a site telephone including internet connection facility with computer and fax and shall pay the cost of installation, connection, rental and business calls within the Sultanate of Oman.					
	<u>Equipment</u>					
A	Provide at all times for the duration of the Contract all survey instruments and equipment for testing materials that the Engineers may deem necessary for the carrying out of his duties in connection with the Contract.					
B	The Contractor shall be sole responsible to ensure all above instrument & equipment are in good condition at all times.					
Additional Bill						To Collection



**SPECIAL ECONOMIC ZONE AUTHORITY AT DUQUM
HEADQUARTER BUILDING**

SEZAD SITE OFFICES

ITEM NO	DESCRIPTION	AMOUNT (RIALS OMANI)	
		WORDS	FIGURE
	<u>PRELIMINARIES & GENERAL REQUIREMENTS</u>		
	<u>COLLECTION</u>		
	Page AB 1/1		
	Page AB 1/2		
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Add. Bill	TOTAL CARRIED TO GENRAL SUMMARY		

