



Ministry of Islamic Affairs

Republic of Maldives

Construction of Addu city Hithadhoo Islamic Center

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Issued By:

Awqaf & Infrastructure Development Section
Ministry of Islamic Affairs

SCOPE OF WORKS

Project Name: Construction of Addu City Islamic Center

Location: Addu City, Hithadhoo

Allocated land Area: 40,000 Sqft

Build Up Area: 36,585.02 Sqft

No. of Floors: 2

PROJECT BENEFICIARIES

The main beneficiaries of this project will be the people in Addu City Hithadhoo and nearby islands populations.

1.1 WORKS TO BE PROVIDED BY THE CONTRACTOR

1.1.1 Nature of Contract

This contract includes Build Islamic center, installation, testing and commissioning of civil, electrical, mechanical, etc., materials and equipment and appropriate training for the "Works" detailed in this Scope of Works, the Technical Specifications and Price Schedule/Bill of Quantities.

1.1.2 Description of Works

Scope of the required works can be summarized but without being limited to the following:

- Preliminaries
- Demolition Works (Demolition of Existing building , Site photo attached)
- In-situ Concrete Works.
- Masonry and Plastering.
- Carpentry and Roofing.
- Windows, Screens & Lights;
- Doors, Shutters & Hatches;
- Flooring and Tiling;
- Suspended Ceiling;
- Painting and Decorations;
- Hydraulics and Drainage;
- Mechanical & Electrical Services;
- Mosque & Conference Hall Public Address systems (Specification are included in BOQ.)
- Insulation, Fire Stopping & Fire Protection;
- Landscaping;
- Interior Works;
- Air Condition Works;
- Solar PV System;
- Boundary Wall Works
- Minaret Works

The works including supply, install all the required materials and equipment, testing & commissioning and training of all related equipment and as detailed in the Price Schedule/Bills of Quantities and Technical Specifications and all other ancillary work required to complete the entire scope of works completely and in accordance with the instructions of the supervision engineer.

The Works includes provision of required manpower, machinery and materials for the works as

described hereunder and under the Technical Specifications, Price Schedule/Bills of Quantities and Drawings.

1.2 CONTRACT DURATION

All works shall be completed within twelve (12) calendar months of contract award.

1.3 MATERIALS TO BE PROVIDED

1.3.1 Materials to be provided by the Contractor

The contractor shall be required to provide all equipment and materials as listed under the Bills of Quantities and Specifications” in accordance with the specifications provided to achieve the scope of work completely and in accordance with the instructions of the supervision engineer.

1.3.2 Materials to be Provided by Client

No materials will be supplied by Client.

1.4 FACILITIES TO BE PROVIDED

- Only Material storage space can be arranged within the site or nearby site.
- Temporary water and electricity can be taken from the compound (Contractor needs to apply for sub-meters).

1.4.1 Facilities Provided by Client

No site facilities shall be provided by Client.

1.4.2 Facilities Provided by the Contractor

All required facilities for proper development of all phases of the project shall be the contractor’s own responsibility. Unless otherwise explicitly called upon, any facilities shall be deemed included and/or surcharged in/to the contractor’s price.

1.5 SECURITY AT WORK

It is the contractor’s responsibility to secure the Works against vandalism and interference during construction all the time till handing over the works officially.

1.6 GENERAL RESPONSEBILITIES / REQUIREMENTS

The Services shall also include some duties normally performed by Client’s field staff, which includes the establishment and maintenance of contacts with counterparts and other stakeholders.

These shall include, yet not be limited to, liaising and maintaining strong working relations with all stakeholders and obtain all required letters, approvals, documentation...etc.

1.6.1 Reporting

One of project’s key management tools is through comprehensive progress reports supported by photographs, videos and similar materials from its implementation partners. The same also applies for illustrating project impacts.

1.6.2 Contents of Report

During implementation, the contractor shall provide Client with daily, and monthly progress reports including yet not limited to:

- Meetings held with counterparts, contractorsetc.

- Progress reporting, delays....etc.
- Staff employed by contractor, sub-contractors, counterparts.
- Financial status, predicted cash flow, expected variations.
- Technical Issues.

However, Client will supply the contractor with the format of the progress report.

Photography & Video Material

The contractor shall provide adequate photographs and video materials as an integral part of any submitted report with the purpose of illustrating progress, impact, elements requiring particular attention and so forth. Photographs and videos shall also be captured and submitted as frequent as requested by Client.

While in certain instances the photographs/videos shall be required to portray the status of technical elements, which necessitates that these be of technical nature portraying an engineering view of the photographed element (i.e. defective bearing, leaking pipeline, broken cable, defective concrete, etc.), in other instances the photographs/videos are rather required for general illustrative purposes and should convey a general inclusive overview for non-engineering purposes. It should be noted that these should have an artistic essence to them.

Photographs and videos must be accompanied by basic caption information linked to each image file name identifying the date, location, subject and (if relevant) activity. The name and contact of the staff photographer should also be provided for follow-up queries.

The contractors cost shall be deemed included and/or surcharged in/to the rates for each activity.

1.6.3 Close Out Report

Upon completion of all activities of the project the contractor shall submit a collective Close-Out Report which reflects all aspects encountered during implementation inclusive of all original documentation, photographs...etc. The contractor shall, at least, submit two (2) hard copies to Ministry of Islamic Affairs (1) soft copy to Ministry of Islamic Affairs

1.6.4 Translation of Documents

The contractor shall only convey all official correspondences with the counterparts and other relevant material shall be translated to the English language by a certified translator. The contractor shall always submit the any language version together with the English translated version including due stamping and sealing of the translated version with sufficient proof that the utilized translator is certified the Government.

The contractors cost shall be deemed included and/or surcharged in/to the rates for each activity.

1.7 DRAWINGS

The drawings are to be read together with the Scope of Works, Technical Specifications and the Price Schedule/Bills of Quantities.

1.8 Record Drawings

Contractors and will submit draft record drawings to the PM for review and prepare final record drawings based on PM comments.

1.8.1 Preparation of As-Built Drawings

The contractor will be responsible for red-lining construction drawings in the field as preparation for as-built drawings. The as-built drawings will record approved actual field conditions upon completion of the work. The original design drawings will be marked up by the contractor as the project progresses to indicate as-built conditions. Where there was a change to a specified material, dimension, location, or other feature, the as-built drawing will indicate the work performed.

1.8.2 Review of As-Built Drawings

Upon the completion of the as-built red-line drawings, the contractor shall submit the red-line mark-up drawings to the PM. Upon PM's approval, Contractor shall incorporate the mark-ups and submit the final as-built drawings. The drawings shall be submitted on one set of CD-ROM disks.

Note: The contractor has to submit a soft copy of all the Drawings (Architectural, structural, and service) in AutoCAD and PDF format, BOQ (.Xls format), after submission of the documents, Ministry of Islamic Affairs has the right to use in future projects. The company has no right to claim ownership of the documents. All the drawings to be prepared with Government standard and approval stamps.

1.9 Site Condition



