

## **PART 3 - REQUIREMENT SPECIFICATIONS**

### **1 Objective**

- 1.1 This contract covers the provision of reinstatement works for the office of the Centre for Liveable Cities Limited (“CLC Ltd”) at 45 Maxwell Road, The URA Centre #08-01, Singapore 069118. The reinstatement works shall include project management, disposal of existing furniture and fittings, various logistic supports as requested by CLC Ltd within the stipulated timeline (“Services”).

### **2 Background**

- 2.1 CLC Ltd is established as a company limited by guarantee and its primary role is to support the mission of the Centre for Liveable Cities (CLC), a division of the Ministry of National Development (MND), to distil, create and share knowledge on liveable and sustainable cities.
- 2.2 CLC Ltd invites Tenderers to submit a proposal that shall meet the requirements outline in the scope of services below.

### **3 General**

- 3.1 The description of the Services involved as described above or hereinafter is only for guidance and any error or omission shall not constitute a ground for claims for Additional Services. The onus for investigating and ensuring the actual extent, figures, dimensions, quantities, and nature of the Services comprised in this Contract is solely with the tenderer. It is deemed that one has visited, inspected and has satisfied himself as to the local conditions, the accessibility, the full extent and character of the work, the supply and conditions affecting labour and materials, the transportation of labour, Contractor’s Equipment, etc., and the execution of the Contract generally, and any doubts as to the actual extent or nature of the services, quantities, dimension or Equipment condition, etc., should have been clarified with CLC Ltd before the tender submission, as no claims arising out of lack of clarity or availability of information will be entertained. Allowance for all and any contingency on account of this provision should have been made in the Contract Price.
- 3.2 Unless otherwise specifically excluded in the Contract Documents, the Contract Price shall include all labour, tools, materials, directional and warning signs, Contractor’s Equipment, Consumables, transportation, supervision, and everything necessary for carrying out the services.
- 3.3 The Contractor shall perform any work which is necessary for the efficient functioning of the facilities in accordance with good, accepted practice and compliance to authorities’ requirements, even though such work may not be explicitly mentioned in the Contract Documents. The Contractor shall be solely responsible for making all necessary arrangements with and co-ordinating with any relevant authorities, specialists, subcontractors (if approved by CLC Ltd), etc., to ensure satisfactory performance and completion of the Contract.

- 3.4 All work carried out by the Contractor shall be in accordance with good engineering practices, industry standards, relevant Acts and Regulations, Codes of Practice (“CP”) including their subsequent revisions and inclusions by various statutory boards and Government Departments e.g. those by Ministry of Manpower (“MOM”), Building and Construction Authority (“BCA”), etc.; manufacturer’s recommendations, best market practices, compliance with CLC Ltd’s safety and security requirements,; and is to the reasonable satisfaction of CLC Ltd. It is clearly the intention of this Requirement Specifications that the Services shall include everything necessary to ensure all building elements under the Contract are in excellent condition and free from public complaints. The scope of Services mentioned in this Requirement Specifications shall only serve as a reference and is not exhaustive. All costs associated with the provisions under this clause shall be deemed to be included in the Tender Price.
- 3.5 It is the sole responsibility of the Contractor to carry out all work in compliance of the relevant Acts. The term “Act” means Acts of Singapore including all subsidiary legislation, rules, by-laws and regulations made thereunder and any amendments thereto which are in force from time to time.
- 3.6 The Contractor shall ensure that all necessary steps are taken to prevent any violation to prevailing acts and regulations including mosquito/ pest breeding, water stagnation, littering or pollution to the drainage system at the surrounding areas of the Site, canopies, safety, environmental pollution control, etc. The Contractor shall be responsible for all liaisons and submission of any documentation required by other authorities or any other Government agencies for matters relating to the violation. In the event that charges are brought up against the violation, the Contractor shall be held fully responsible and shall indemnify CLC Ltd by settling all summons, fines or penalties that may arise therefrom.
- 3.7 The Contractor shall provide all labour, materials, overheads, provision of site facilities, site management, direct and indirect costs, recertification, and expenses and all else necessary to perform and complete the Services satisfactorily.
- 3.8 The Contractor is warned that unauthorised display or use of the Centre for Liveable Cities logos, signs and/ or names is an offence. He must ensure that its workers, subcontractors and agents are aware of such offence and are warned against using them.
- 3.9 The Contractor shall always ensure necessary escort to any of its personnel and those by building contractors under its supervision, who are not issued with permanent passes, to enter the Premise or to the workplace such that there is no breach of the building owner’s/ CLC Ltd’s security requirements.

#### **4 Scope of Works**

- 4.1 The Contractor will be required to conduct the scope of work outlined in Table 1 below with further details and drawings in Annex A (Drawings & Checklists):

Table 1:

No.	Scope of Work
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(1)	Contractor's all risks (including fire and perils and public liability), work injury compensation, any other insurance policy deemed necessary
(2)	Pre-conditional survey
(3)	<p>Project manage and reinstate the office space at #08-01, The URA Centre to <b>bare condition</b> but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Remove and dispose all furniture and fittings.</li> <li>• Remove all light fittings and switches.</li> <li>• Telephone cables, computer data line, wirings, conduits, etc, to be removed until TAS Riser.</li> <li>• Fire extinguisher, sprinkler point, hose reel compartment, etc shall be reinstated and comply with relevant Authority's requirement.</li> <li>• Decommission and removal of FM200 Fire Suppression System.</li> <li>• Remove all false ceiling.</li> <li>• Remove internal room partition walls.</li> <li>• Remove carpet, vinyl and other flooring as well as glue stains.</li> <li>• Remove all signages, surveillance cameras, projectors, projector screens, etc.</li> <li>• All holes are to patch up.</li> </ul>
(4)	The Contractor must take photos of all the furniture and fittings disposed in the skip tank and to be inserted in the final report.

#### 4 Team Expertise

- 4.1 The Contractor shall possess the relevant industry experience and should be familiar with the requirements and execution of reinstatement work. The key personnel deployed for the works are expected to have at least three (3) years of experience in construction works field.

#### 5 Provision of Manpower, Housekeeping and Machineries

- 5.1 The Contractor shall provide sufficient manpower and machineries (e.g. trolleys, temporary ramp setup, contractor equipment, tools, etc.).
- 5.2 The dumping of waste and debris at common areas and into the refuse bins of The URA Centre and MND Complex is not permitted.
- 5.3 The Contractor shall provision for potential impact to the cleanliness of premise during the **wet weather conditions**, including wiping down the equipment, cleaning up the trolleys and its wheels, providing floor mat, cloth or similar to dry up footwear before entering the building, mopping/ cleaning of stain and so on.
- 5.4 The Contractor must comply with URA's Security and Housekeeping Rules for Reinstatement Works (Annex B).

#### 6 Working Hours

- 6.1 The Contractor shall adhere to the working hours in URA's Security and Housekeeping Rules for Reinstatement Works (Annex B).
- 6.2 Advance notification must be given to, and prior approval must be obtained from URA and/or CLC Ltd for works to be carried out on site during weekends and public holidays.
- 6.3 The Contractor shall note that there may be stricter working hours restrictions, depending on the circumstances and feedback. As such, the Contractor shall allocate additional resources and manpower to complete the works within the time for completion. CLC Ltd shall not be responsible for any claim whatsoever in respect of any delay or cost in connection with such restrictions or prohibitions.

## **7 Employment of Illegal Immigrants**

- 7.1 For the purpose of this clause "illegal immigrants" shall refer to any person who enters the Republic of Singapore in contravention of the provisions of the Immigration Act or any statutory modification or re-enactment thereof.
- 7.2 The Contractor shall ascertain the legitimacy of all foreign workers employed by him and/ or any sub-contractor prior to employment and throughout the duration of the Services. Clarification as to the legitimacy of foreign workers may be made with the Immigration Authority, the Ministry of Manpower and/ or the Police.
- 7.3 The Contractor shall ensure that no illegal immigrants are employed by him and/ or any sub-contractor in the execution of the Services. CLC Ltd shall not be responsible for any such act or acts by the Contractor and/ or any of its sub-contractors and the Contractor shall indemnify CLC Ltd for all consequences arising thereof.

## **8 Annoyance, Nuisance or Disturbances**

- 8.1 The Contractor shall be wholly responsible for any annoyance, nuisance or disturbances that may be occasioned to users and occupants of the premise, visitors, adjoining properties, and members of public. The Contractor shall take extra care in carrying out the works and indemnify CLC Ltd from any claims, whether from Authority, other users, or occupants of the premises, howsoever arising from the carrying out of the Services in this contract.

## **9 Security Requirements**

- 9.1 The Contractor and its workers, sub-contractors and/ or vendors are required to abide by the security and safety requirements in URA's Security and Housekeeping Rules for Reinstatement Works (Annex B) as well as those that may be issued from time to time by the landlord or CLC Ltd, including but not limited to those specified herein.
- 9.2 The Contractor shall obtain prior approval of CLC Ltd for access to the site by the Contractor and its workers, sub-contractors and/ or vendors.
- 9.3 While in the building, the Contractor and its workers, sub-contractors, vendors, and agents are required to wear and display the security passes issued to them at all times.

- 9.4 The Contractor and their workers, sub-contractors, vendors and vehicles may be subjected to security checks, including bodily searches.
- 9.5 The Contractor and their workers, sub-contractors or vendors must wear proper work attire including personal protective equipment during work on site.
- 9.6 CLC Ltd reserves the right to demand that the Contractor remove any of their workers, sub-contractors or vendors from the site forthwith without assigning any reason. Any person removed by CLC Ltd from the works shall be replaced as soon as practicable by a competent substitute approved by CLC Ltd.

## 10 Project Schedule

- 10.1 The expected timeline for completion of these works are as follows:

No	Description	Estimated Timeline
(1)	Application to URA (landlord) for permit to work before commencement of works	To be advised by Contractor
(2)	Insurance, mobilisation, site protection	To be advised by Contractor
(3)	Commence reinstatement works for CLC's office at #08-01, The URA Centre	To be advised by Contractor
(4)	Pre-handover inspection with CLC and URA (landlord).	5 working days before final handover
(5)	Final handover inspection (including all rectified defects) with Authority and URA (landlord).	5 weeks or less after commencement of works
(6)	Submit final report to CLC	One (1) week after final handover inspection