

INVITATION TO TENDER

Ref: GYSBI_ITT003_022025: RENOVATION TO GROUND FLOOR, HEAD OFFICE, MAIN BASE

PART 2 TECHNICAL SUBMISSION

SECTION 1. Scope of Work

1.1 General description of Work

Except as otherwise expressly provided herein, Contractor shall supply all adequate and competent labour, supervision, tools, equipment, consumable materials, services, testing devices and each and every item of expense necessary for the installation of glass partition walls, doors, finishing and electrical works for the Renovation to the Ground Floor Head Office, Main Base, hereinafter called the Work.

1.2 Detailed Scopes of Work

Detailed Scopes of Work are provided in the following Appendices:

- *APPENDIX A: Scope of Work*
- *APPENDIX B: Drawing Package*
- *APPENDIX C: Technical Specifications*

1.3 Performance Schedule and Sequence of Works

Contractor shall commence performance of the Works no later than Seven (7) days after signing of the Contract and shall complete all Work not later than **Twenty-Eight (28) days** after commencement.

1.3.1 General scheduling, reporting and coordination requirements.

Contractor shall submit the detailed Work program (schedule) accordance to Section 1 of the Technical Specification for approval prior to award of contract.

1.3.2 Specific scheduling and coordination requirements may include but not necessarily be limited to the following:

- Mobilization time for manpower and equipment
- Material deliveries to jobsite
- Setting out of works
- Supply and installation glass partitions and doors
- Electrical works
- Finishing works
- Quality assurance and control

- Other as necessary

Site availability will be after working hours and on weekends.

1.4 Materials, Equipment and Services provided by Company

Company will provide or cause to be provided to Contractor, without cost to Contractor, the following items for or in connection with performance of the Work:

1.4.1 Survey

Survey Monuments and Survey Control monuments and/or benchmarks for setting out the Work are established on site and described in the drawings. Contractor is responsible to verify/confirm all Survey Monuments and/or Survey Control Monuments and/or Benchmarks.

1.4.2 Permits

All permits required for performance of the Work at the jobsite will be arranged by Company on first basis.

All Work permits, thereafter, will be managed carefully with the Contractor's representative and GYSBI Operations.

1.4.3 Equipment

No equipment will be Company provided for this project.

1.4.4 Material

No materials will be provided by the Company for the project.

All materials necessary to complete this project will be provided by the Contractor. Contractor to submit for approval all necessary documents, such as technical specifications and shop drawings, for permanent material prior to procurement of material.

1.5 Construction Facilities and Utilities

1.5.1 Provided by Company

Company will supply or cause to be supplied the following temporary construction facilities and utilities to Contractor, without cost to Contractor, for or in connection with performance of the Work:

- Medical Services

Limited medical services on a "Good Samaritan" basis. Initial first aid shall be provided by Contractor. However, GYSBI has an onsite Medic 24/7 that the Contractor can utilize for emergencies.

1.5.2 Provided by Contractor

Except as expressly set forth in Section 1.5.1 of this Article 1.5, the supply, installation, provision, maintenance, repair, and final removal of all temporary facilities and utilities, necessary for full and complete performance of the Work, is the sole responsibility of the Contractor.

The type of facilities, move-in and move-out dates, and locations on the work Site shall be subject to and in accordance with the review and approval of Company.

1.5.3 Materials, Equipment and Offices

Apart from the items specifically described herein as being Company provided, Contractor shall supply all other materials and equipment required for performance of the work.

Points to note:

- The cost and logistics to deliver all equipment and materials to the worksite is the responsibility of the Contractor.
- There will be no Changing and Break Facilities, Tools, Equipment and Consumable Stores, and Covered Storage required to support the works.
- There may be an opportunity for one construction office for Contractor's supervisory to operate and subject to review and approval by the Company.

1.5.4 Construction Power

No temporary power for temporary facilities or construction will be provided to Contractor by Company. The Contractor is responsible for generating their own power in order to perform and complete the tasks.

1.5.5 Communication Facilities

Contractor shall provide and operate all means of communication, including but not limited to telephones, facsimiles, and radios which shall be approved by Company/Owner.

1.5.6 Compressed Air and Gases

Contractor shall supply all compressed air and gases necessary for the performance of the Work. Compressed air for general work shall be to industry standards.

All gases to be utilized in the cutting of steel and welding of and steel shall meet the applicable specifications as identified in this Scope of Work and shall be in compliance with international welding specifications and standards. The gases specified for a specific welding procedure shall be supplied with all certifications to the specification.

All compressed air and gases shall be maintained in a secure and safe condition. Caps are to be installed on all bottles when not in use and especially when being transported. Transporting of bottles shall be done in secure industry standard carrying racks. Defective bottles and valves shall be removed from work areas immediately. All bottles and containers shall be clearly marked with the contents of the bottles. All bottles shall be stored to industry standards, keeping oxidizers and fuels separated as specified in the Safety Manual.

1.5.7 Material Handling and Rigging

Contractor shall provide and operate all cranes and other necessary equipment for handling, hauling, unloading and receiving materials, tools and equipment.

1.5.8 Weather Protection of the Work and any methods required to allow continuation of the Work during periods of inclement weather, as outlined in the BOQ and Technical

Specification.

- 1.5.9 Temporary lighting.
Provision and operation to allow the Work to be performed in a safe manner regardless of ambient lighting conditions.
- 1.5.10 All Personnel Protective Equipment
Contractor to provide all necessary PPE as required to perform the work per US OSHA standards.
- 1.5.11 Permits for Temporary Facilities.
Contractor is solely responsible for obtaining all permits, licenses and government approvals for his temporary facilities that are located outside the Project boundaries. It is the Contractor's sole responsibility to ensure that these facilities are provided, operated, maintained, and disposed of in accordance with all laws and regulations.

1.6 Meetings and Reporting

Contractor shall promptly submit the schedules and reports set forth below.

1.6.1 Weekly Progress Meetings

At the weekly progress meeting, Contractor shall submit a written report showing scheduled progress versus actual progress giving details of Work completed in relation to the approved schedule, together with a one (1) week "look ahead" which provides details of how the Work will be completed.

Contractor's Project Manager **AND** Site Management team shall attend a weekly **Site** coordination meeting.

The person or persons designated by Contractor to attend the meetings shall have all the required authority to make decisions and commit Contractor to solutions agreed upon during any meetings.

1.6.2 Other Meetings

Contractor participation in certain additional activities shall also be required. These activities shall include, but not be limited to:

- Indoctrination, orientation and GYSBI safety training of all Contractor's employees designated for the project prior to commencing work at the jobsite. (This includes the entire labour force and all new hires). This duration of this activity is approximately 2 days.
- Daily tool-box safety meetings organized and conducted by Contractor and attended by all of Contractor's craft employees. Contractor shall be responsible for arranging and conducting these meetings with its craft employees. The meetings will last approximately 1/2 hour.

1.7 Data Requirements

- 1.7.1 Contractor shall submit the following data to Company as part of the Scope of Work:
- Quality Control Program for review prior to commencement of Work.
 - All necessary Q.C. documentation as work is completed.
 - A Bill of Materials

- A procurement plan.
 - All open excavation and materials filling plan for review prior to commencement of the works
 - As-Built Drawings Two (2) copies of test reports and test certificates for review.
 - Two (2) copies of all Non-Destructive Testing (NDTs).
 - At completion of Work, a complete report of all tests.
 - Any other Documentation and or data requested by Company.
- 1.7.2 Contractor's performance of their obligations hereunder shall not be deemed complete until Company is in receipt, on proper forms, of all Technical Data, As-Built Drawings, and other documents to be submitted to Company as part of Contractor's Scope of Work. **Failure of Contractor to comply with the above data requirements will entitle Company to withhold any progress payment, or final payment, pending Company's receipt of all the above data without prejudice to any other remedy of Company.**
- 1.7.3 Contractor shall submit all engineering data, samples, and shop drawings (herein called "data") to Company for review. Company requires ten (10) working days for review of data submitted by Contractor. Each submittal of Contractor's data shall be signed by Contractor and accompanied by a letter of transmittal containing the date of submittal, Contract Number, and all pertinent information required for identifying and checking submittals.
- 1.7.4 Contractor shall provide to Company reproducible drawings revised by Contractor to show "as-built" information. Contractor's revisions shall show details of those locations where the Work performed by Contractor was at variance with the details shown on the drawings (either provided by Company or provided by Contractor and reviewed by Company). Contractor's submittal to Company of such "As-Built" drawings shall be made on a continuous basis as the Work proceeds, but in all cases prior to the date of Notice of Acceptance. For the purposes of Contractor's inclusion of "As-Built" information, Company will provide Contractor with an electronic version of Company provided drawings. **"As Built" drawings to be submitted weekly as part of the weekly meeting documentation. The Company representative shall decide on the frequency depending on the progress of works.**
- 1.7.5 Company reserves the right to review certified material test reports for all materials of construction at any time during field erection. Contractor shall maintain these documents readily available for such review and shall submit all documents to Company on the completion of the Work.
- 1.7.6 Contractor shall maintain at the jobsite up-to-date copies of all drawings, specifications, and other documents and supplementary data, complete with latest revisions thereto. In addition, Contractor shall maintain a continuous record of all field changes, and at the conclusion of the Work, shall incorporate all such changes on the "As Built" drawings and other engineering data and shall submit the required number of copies thereof to Company.
- 1.7.7 Contractor is required to keep As-Built drawings up to date on a daily basis and provide Company and/or Owner at all times access to these drawings during the Project.
- 1.7.8 Contractor shall show the Company Contract Number and identifying item numbers, if applicable, on all data submitted pursuant to this Article.

- 1.7.9 Where samples are required, they shall be submitted by and at the expense of Contractor. Such submittal shall be made not less than thirty (30) calendar days prior to the time that the materials represented by such samples are needed for incorporation into any Work. Samples shall be subject to review and materials represented by such samples shall not be manufactured, delivered to the site or incorporated into any Work without such review.
- 1.7.10 Each sample shall bear a label showing Contractor's name, project name, name of the item, manufacturer's name, brand name, model number, supplier's name and reference to the appropriate drawing, technical specification section and paragraph number, all as applicable. Samples which have been reviewed may, at Company's option be returned to Contractor for incorporation into the Work.

1.8 Quality Control

Contractor shall be responsible for the performance of all inspection and testing as specified. Contractor shall submit the Quality Program and Inspection Procedures required within seven (7) calendar days of award of this contract.

1.9 Clean up and Close Out

Prior to demobilization, the Contractor is expected to submit a **Job Completion Report**.

Contractor shall perform a complete Work Site clean-up, clearance, dismantling and removal of any Contractor's property, including all temporary facilities and reinstatement of the temporary facility area given to Contractor to its original condition.

Failure of Contractor to comply with the above "Clean Up & Close Out" will entitle Company to withhold any progress payment, or final payment, pending Company's approval of said Clean Up & Close Out without prejudice to any other remedy of Company. At conclusion of the works, Contractor's and Client's representative, and executive sponsors from both parties will review the completed works.

1.10 Executive Sponsor

Contractor shall nominate an Executive Sponsor for the Contract. The role of the Contract Executive Sponsor is to be the Senior Management contact who will become involved and take a proactive approach to the successful execution of the Work, including accountability for safety and health performance. The Executive Sponsor will be aware of progress of the Work through the major milestones and will hold at least one meeting each month on the status of the Work.

The Executive Sponsor will contact Company's Executive Sponsor on any potential problems in Contractor's organization, or in Company's organization that may negatively impact safety, health and/or the progress of the Work. Contractor's Executive Sponsor will be available to meet with Company's Executive Sponsor contact or other Project Management representation at the work site to review status of the Work.

SECTION 2. Quality, Health, Security, Safety & Environmental (QHSSE) Compliance

- 2.1 GYSBI requires the Awarded Tenderer to place the highest importance and priority on Quality, Health, Security, Occupational Safety and Environment (QHSSE) during performance of the work.
- 2.2 The Contractor shall be responsible for QHSSE management and comply with National and Local Regulations and Standards, as well as GYSBI's standards on QHSSE
- 2.3 The Contractor will be responsible for taking reasonable measures to ensure its personnel provide and maintain a safe, healthy, and environmentally responsible working environment.
- 2.4 Contractor is to provide all its personnel with Personal Protective Equipment (PPE), appropriate for the job based on the area of work. The minimum PPE requirements are listed below:
 - 2.4.1 *Safety helmets.*
 - 2.4.2 *Safety eyewear (dark lens for day, clear lens for night).*
 - 2.4.3 *Safety vests with reflective stripes.*
 - 2.4.4 *Lace-up type safety footwear with toe protection.*
 - 2.4.5 *Gloves, when necessary; and*
 - 2.4.6 *Dust masks*
 - 2.4.7 *Life preservers jackets where applicable*
 - 2.4.8 *Fall arresters where applicable*
- 2.5 Contractor should submit a **Safety Plan** as part of their tender submission.
- 2.6 The Contractors representative shall be notified by the client's representative immediately any accident occurs whether on Site or off Site in which the Contractor is directly involved which results in any injury to any person whether directly concerned with the Site or whether a third party. Such initial notification may be verbal and shall be followed by a written comprehensive report within 24 hours of the accident.
- 2.7 Additionally, the Contractor must have as part of their human resources a dedicated suitable, competent and qualified individual **APPROVED by Company** to manage the day-to-day safety operations of the site.
- 2.8 The Contractor is expected to perform all task in accordance to well set out safety practices and rules and this must be demonstrated in the method statements submitted as part of this tender submission.
- 2.9 Where the contractor needs to relocate Company's material to their site, there are to engage the QHSSE for a permit and JSA to complete the mobilization and unloading.
- 2.10 The Contractor to consider all the attached GYSBI QHSSE documents detailed below, and price accordingly:
 1. QH-PO-001 QHSSE Policy
 2. QH-PO-002 Smoking Policy

3. QH-PO-003 COVID 19 Guidelines
4. QH-PO-004 Cellular and Wireless Devices in the Workplace Policy
5. QH-PO-005 Hazardous Substances Staging Policy
6. QH-PO-006 Fitness to Work Policy
7. QH-PO-007 Drug, Alcohol and Contraband Policy
8. QH-PR-001 Investigation - Reporting Procedure
9. QH-PR-002 Permit to Work (PTW) Procedure
10. QH-PR-003 Simultaneous Operations Procedure
11. QH-PR-004-A/B Simultaneous Operations Procedure-SIMOPS Matrix-Forms A and B
12. QH-PR-005 Working at Height Procedure
13. QH-PR-006 Management of Change Procedure
14. QH-PR-007 QHSSE Communication Procedure
15. QH-PR-008 Shore Base Entry and Exit Procedure
16. QH-PR-009 Risk Assessment Procedure
17. QH-PR-010 QHSSE Reporting Procedure
18. QH-PR-011 Monitoring Tool Flowchart
19. QH-PR-012 Permit to Work (PTW) Audit flowchart
20. QH-PR-013 Medical Response Flowchart
21. QH-PR-014 Audit Procedure
22. QH-PR-015 Contractor Site Assessment Procedure
23. QH-PR-016 Site Induction Procedure
24. QH-PR-017 Confined Space Entry Procedure
25. QH-PR-018 QHSSE Document Retention Procedure
26. QH-PR-019 PPE Procedure
27. QH-PR-020 Dropped Object Prevention Scheme Procedure
28. QH-PR-021 Waste Management Procedure
29. QH-PR-022 Employee Health Assessment Procedure
30. QH-PR-023 Bomb Threat Procedure
31. QH-PR-024 Annex Entry Exit Procedure
32. QH-PR-025 Drone Management Procedure
33. QH-PL-003 Environment Management Plan
34. QH-PL-004 GYSBI Port Facility Security Plan
35. QH-PL-006 HSE Management Plan
36. QH-PL-005 Traffic Management Plan

SECTION 3. Required Information

3.1 TECHNICAL SUBMISSION – SCOPE OF WORK

Tenderer must submit all documents requested in the detailed Scope of Work Appendices, including but not limited to:

- *Project Plan/Work Programme*
- *Method Statements*
- *Organisational Charts of proposed team identifying activities and organisational structures for all phases of the Scope of Work.*
- *Confirmation of Material & Equipment resources available to complete Scope of Work.*
- *Environmental Management Plan*

3.2 TECHNICAL SUBMISSION - QUALITY, HEALTH, SECURITY, SAFETY & ENVIRONMENTAL (QHSSE) COMPLIANCE

Tenderers should submit a **Safety Plan** for the Scopes of Work detailed in Section 1.

Tenderers should also submit a previous Safety Plan for review and any quality control procedures they have used in past projects.

3.3 COMMERCIAL SUBMISSION

Tenderers should bid on a **Unit Price** basis for the entire Work Package.

Tenderers must submit a **Unit Price** that covers the requirements of satisfying:

- 3.2.1 Section 1 – Scope of Work (including appendices A, B & C)
- 3.2.2 Section 2 - Security, Safety, Health & Environmental (QHSSE) Compliance
- 3.2.3 Appendix E – Standard GYSBI Master Service Agreement (MSA) /FIDIC Conditions of Contract for Construction Second Edition (2017).

A suggested Pricing Schedule is included as an Excel Template as Part 3 COMMERCIAL SUBMISSION and should be completed and submitted as an excel spreadsheet.

GYSBI would like to see tenderers breakdown of pricing for the work itemised in the suggested Pricing Schedule (PART 3 COMMERCIAL SUBMISSION) including any potential priced discounts in their commercial submission

Contractor should take onus to ensure their work is costed accordingly to achieve the goal of the demolition work described in this document. If the Contractor presents any "estimation" figures, they do so at their own risk.

3.4 Previous Experience relating to Section 1. Scope of Work.

Tenderers to submit schedule of previous contracts demonstrating evidence of experience with projects of a similar level, with examples of references/past project history/performance track record.

3.5 Confirmation of acceptance of GYSBI Master Services Agreement Terms & Conditions.

3.6 Signing of **Form of Tender** and initialling of all other pages.

All queries to be emailed to tenders@gysbi.com

Appendices.

Appendix A. Scope of Work

Appendix B. Drawing Package

Appendix C. Bill of Quantities

Appendix D. Technical Specification

Appendix E. General & Specific Conditions of Contract according to FIDIC

Appendix F. Evaluation Criteria
Appendix G. QHSSE Document Pack 2025