

# GUYANA SHORE BASE INC

## RENOVATION TO GROUND FLOOR, HEAD OFFICE, MAIN BASE

### SCOPE OF WORK

GYSBI\_ITT003\_022025

#### 1.0 DESCRIPTION OF WORKS – GENERAL

## 1.1 Project Description

The Contractor to provide Company (GYSBI) with all materials, equipment, tools, and manpower for the Renovation to Ground Floor, Head Office, Main Base consists of setting-out, supply and installation of glass partition walls and doors, finishing and electrical works.

Works to be carried out under the Contract shall consist of items described in the Tender Document and Bill of Quantities that was provided with the Tender Document.

The works to be performed shall also include all the following but not limited to, all general preparation works for Renovation to Ground Floor, Head Office, Main Base and any other work that may be related and necessary for the satisfactory construction, completion, and maintenance of the works to satisfy the objectives of the drawings and technical specification.

The scope of works will include compliance by the Contractor with all General Conditions of Contract even if they are not specifically mentioned in the various clauses of these Specifications. This should include all materials, equipment and related items needed during construction. It will also include the provision of safety equipment for workers and adequate sanitary arrangements.

## 2.0 SPECIFICATIONS, DRAWINGS, ATTACHMENTS AND EXHIBITS

All works shall be performed in accordance with the following described specifications, drawings, and other documents, which by this reference are made a part thereof.

Appendix	Document
A	Scope of Works
B	Drawings
C	Bill of Quantities
D	Technical Specification
E	General & Specific Conditions according to FIDIC
F	Evaluation Criteria
G	QHSSE Document Pack 2025

Drawings No.	Drawing Name	Drawing Date
MOGF-A-01	PROPOSED RENOVATION PLAN	26/02/2025
MOGF-M-02	PROPOSED AC PLAN	26/02/2025
MOGF-E-03	PROPOSED ELECTRICAL PLAN	26/02/2025
MOGF-E-05	PROPOSED LIGHTING PLAN	26/02/2025

MOGF-E-06

PROPOSED FIRE PLAN

26/02/2025

**3.0 DESCRIPTION OF WORKS – SPECIFIC**

The Work described in Section 1.0 and 2.0 of this document shall include, but not be limited to, the following:

**3.1 Preliminary** – The Contractor shall provide the necessary insurances, bonds, temporary work, etc. for the duration of the contract.

**3.2 Site and Setting Out** - Throughout the period of the works the Contractor shall be responsible for the establishment and preservation lines and levels and such like.

**3.3 Building Works** - The work specified in the Bills of Quantities, Technical Specifications and the drawing covers the building works to be conducted. The work entails the supply and installation of glass partitions and doors, finishing and electrical works.

**3.4 Method Statement** - As part of the proposal, Contractor shall furnish a step-by-step procedure for the entire activity with special emphasis on securing the glass partitions, mounting of the electrical fixtures on the glass partitions and securing the led lights in the ceiling. The Method Statement shall focus on efficiency while having minimum impact to the environment.

**3.5 A Pre-job conference/Kick off meeting** - at the site will be required prior to mobilization. The conference will be between the Company HSE Representative, Company Engineering Representative, Company Operations Representative, and Contractor to review the site conditions, responsibilities, and requirements of the Work. At that time, the Contractor shall present a copy of his execution plan of the Work and shall discuss in detail the procedures and the sequence of construction including page-turn review of design drawing.

**3.6 Utilities** - Contractor to establish location and extent of service lines in area of Work and notify Company of findings before commencing Work and take all precautions to ensure that there are no unknown services.

- Where unknown services are encountered, immediately advise Company and confirm findings in writing.
- Where work involves breaking into or connecting to existing services, carry out work at times as directed by Company.
- Record locations, including elevations, of maintained, rerouted and abandoned service(s)

**3.7 Contractor's Scope Interfaces/Simultaneous Operations (SIMOPS)** - In order for Contractor to perform the Work, it will be necessary for Contractor to interface with others during the Work. The contractor shall be responsible for interface planning and implementation with Company and other contractors. Contractor shall be responsible for defining the interface requirements and ensuring the necessary data or physical interface is performed in accordance with other contractor's schedules.

**3.8 Contractor's Resources** - The number and staffing of crews shall be agreed with and is subject to adjustment as required by Company for the performance of a task.

**3.9 Waste Management Services** - Toilets, construction waste containers and services for hauling, removal and disposal of construction waste is the responsibility of the Contractor.