



# CONSTRUCTION CONTRACT FOR MINOR WORKS

Version 1.0 | 2022





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# **CONSTRUCTION CONTRACT FOR MINOR WORKS**

**INSTRUMENT OF AGREEMENT**



# INSTRUMENT OF AGREEMENT

This **Contract** is made **BETWEEN**

**UNOPS**, an organ of the United Nations (hereinafter called the “**Employer**”);

AND

[insert name], a [insert type of company, e.g., limited liability] company incorporated under the laws of [insert name of the country] and having its registered address at [insert address], [insert name of city and country] (hereinafter called the “**Contractor**”).

The Employer and the Contractor shall also be referred to as a Party, or together as the Parties (hereinafter called the “**Party**” or “**Parties**”).

**WHEREAS** the Employer intends to implement the project [insert Project Title] and the Works known as [insert Works Title/Contract Title/Contract Number] as defined within this Contract are an integral part of the project. The Works shall be executed by the Contractor, and the Employer has accepted a tender by the Contractor for the execution and completion of these Works and the remedying of any defects therein.

**THE EMPLOYER AND THE CONTRACTOR AGREE AS FOLLOWS:**

- A.** In the Contract, words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of the Construction Contract for Minor Works hereinafter referred to.
- B.** The following documents shall be deemed to form and be read and construed as part of this Contract (hereinafter called the “**Contract**”):
  - (i) the Instrument of Agreement;
  - (ii) Schedule 1 [*Contract Details*];
  - (iii) the Particular Conditions (if any);
  - (iv) the General Conditions;
  - (v) Schedule 3.2 [*Specifications*];
  - (vi) Schedule 3.3 [*Drawings*];
  - (vii) Schedule 4.1.A [*Bill of Quantities*] (as applicable); and
  - (viii) the remaining Schedules.
- C.** In consideration of the payments to be made by the Employer to the Contractor under the Contract, the Contractor hereby covenants with the Employer to perform and complete the Works and remedy any defects therein, in conformity with the provisions of the Contract.
- D.** The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and remedy any defects therein, such amounts as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

This Contract shall come into full force and effect on the date of the latest signature by the Parties (hereinafter called the “**Contract Effective Date**”).

SIGNED by	SIGNED by
<b>Name:</b>	<b>Name:</b>
<b>Signature:</b>	<b>Signature:</b>
<i>for and on behalf of the Employer in the presence of</i>	<i>for and on behalf of the Contractor in the presence of</i>
<b>Witness:</b>	<b>Witness:</b>
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Date:</b>	<b>Date:</b>





# **CONSTRUCTION CONTRACT FOR MINOR WORKS**

**GENERAL CONDITIONS OF CONTRACT**

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## 1 Works

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The Contractor shall execute the works, as defined in Schedule 3 [*Requirements of Employer*] (hereinafter called the “**Works**”), in accordance with the Contract and applicable laws.

## 2 The Employer's Representative and Contractor's Representative

---

The Employer's representative shall be the person named as such in Schedule 1 [*Contract Details*] or as may be appointed later on by the Employer (hereinafter called the “**Employer's Representative**”). The Employer's Representative shall be deemed to act on the Employer's behalf under the Contract.

The Contractor's representative shall be the person named as such in Schedule 1 [*Contract Details*] or as may be appointed later on by the Contractor (hereinafter called the “**Contractor's Representative**”).

If the Employer's Representative or the Contractor's Representative changes, the relevant Party shall provide notice in writing to the other Party of such potential change forty-eight (48) hours prior to such change.

## 3 Communications

---

The Employer's Representative, or any Employer's personnel authorized in writing by the Employer's Representative, may issue instructions to the Contractor as may be necessary for the execution of the Works in accordance with the Contract. The Contractor shall comply with such instructions without delay.

While such instruction may be done orally, any oral instructions materially affecting the execution of the Works shall be confirmed in writing by the Employer's Representative within twenty-four (24) hours.

All communications between the Contractor and the Employer shall be in writing and issued to the address identified in Schedule 1 [*Contract Details*].

## 4 Access to Site

---

The Employer shall give non-exclusive access to the places where the Works are to be executed and any other places where activities associated with the Works are carried out (hereinafter called the “**Site**”) as identified in Schedule 2.2 [*Site Plan*].

## 5 Contract Price

---

The contract price shall be the amount agreed upon between the Employer and the Contractor to execute the Works on the Contract Effective Date (hereinafter called the “**Contract Price**”) and indicated in Schedule 1 [*Contract Details*].

The Contract Price may vary in accordance with the Contract, including subject to measurement and/or Variations of the Works.

## 6 Time for Completion

---

The Contractor shall complete the Works within the period stated in Schedule 1 [*Contracts Details*], which is calculated from the Contract Effective Date (hereinafter called the “**Time for Completion**”). The Contractor shall submit a programme within seven (7) calendar days of Contract Effective Date identifying the work activities and sequence to complete the scope of work within the Time for Completion.

## 7 Measurement and Valuation

---

The Works shall be measured and valued as stated in Schedule 1 [*Contract Details*].

If the Works are to be paid for on a “measure and pay” payment option, the appropriate rate for the items shall be the rate specified for such item in Schedule 4.1 [*Quantities and Rates*] and shall be applied to the relevant quantity of Works measured as completed. The quantities in Schedule 4.1 [*Quantities and Rates*] are not the actual quantities for each item of work.

If the Works are to be paid for on a “lump sum” basis, the prices and quantities as set out in Schedule 4.1.A [*Bill of Quantities*] are fixed regardless of the actual quantities of the Works, but the Contract Price may vary if the measured quantities per item included in Schedule 4.1.A [*Bill of Quantities*] have varied by twenty (20) per cent or more. Payments shall be made in accordance with the milestones included in Schedule 1 [*Contract Details*].

The Employer’s Representative may instruct that a Variation shall be executed on a daywork basis. The work shall then be valued in accordance with the daywork rates in Schedule 4.1.B [*Daywork Schedule*] or as otherwise agreed in writing between the Parties.

## 8 Variations

---

The Employer’s Representative may instruct the Contractor in writing to vary the Works (hereinafter called the “**Variation**”) at any time before the taking over as in Clause 11 [*Employer’s Taking Over*].

The Contractor shall submit to the Employer’s Representative, within the time stated in the Employer’s Representative’s instruction, a proposal regarding the impact of the Variation on the execution of the Works, including on the Contract Price and the Time for Completion.

The Employer’s Representative shall review the Contractor’s proposal and confirm the terms and conditions of the Variation in writing within seven (7) days of receiving the Contractor’s proposal.

## 9 Payments

---

The Contractor shall submit a statement at timings stated in the Schedule 1 [*Contract Details*] (hereinafter called the “**Statement**”) with supporting particulars and documents, including any relevant progress reports to the Employer’s Representative in accordance with the requirements.

Within seven (7) days after the taking over as in Clause 11 [*Employer's Taking Over*], the Contractor shall submit to the Employer's Representative a Statement with supporting documents and details on the value of work completed in accordance with the Contract.

Within twenty-eight (28) days after the issue of the Final Completion Certificate as in Clause 13 [*Final Completion*], the Contractor shall submit to the Employer's Representative a Statement that is final with supporting documents and particulars showing in detail the value of all work done in accordance with the Contract and any further sums which the Contractor considers to be due under the Contract.

Within twenty-eight (28) days after receiving the Contractor's Statements and supporting documents submitted in accordance with the Contract, the Employer shall pay to the Contractor the amount which the Employer Representative fairly considers to be due to the Contractor.

The Contractor shall pay all taxes, duties and fees required to be paid by the Contractor under the Contract and as required by law, and the Contract Price shall not be adjusted. This obligation shall include valued added tax unless the Employer has obtained an exemption for such value added tax from the relevant authorities on behalf of the Contractor.

## 10 Extension of Time

---

The Contractor is entitled to an extension to the Time for Completion if the execution of the Works is delayed or disrupted by an unforeseeable and exceptional event or circumstance occurring beyond the Parties control (hereinafter called "**Force Majeure**"), by an act, omission or breach by the Employer or its agents, or by any Variation except where that Variation is caused by the Contractor's failure, act, omission or breach.

The Contractor shall notify the Employer's Representative as soon as practicable and in writing no later than seven (7) days after the Contractor becomes aware of any event or circumstance which may delay or disrupt the execution of Works in accordance with the programme and Contract.

## 11 Employer's Taking Over

---

The Contractor shall notify the Employer's Representative at least seven (7) days before the Works will be complete and ready for taking over in accordance with the Contract.

The Employer shall take over the Works when the Works have been inspected by the Employer's Representative and certified as completed (except for any minor omissions, outstanding work and defects which will not affect the safe use of the Works for the intended purpose) in accordance with the Contract.

The Employer's Representative shall certify and issue a certificate to the Contractor, stating the date of completion along with an attached list of minor omissions, outstanding work and defects for rectification (hereinafter called the "**Taking-Over Certificate**") or reject the Contractor's notice for taking over, stating the defects or deficiencies in the Works to be rectified and any unfulfilled obligations to be performed before the taking over.

## 12 Defects Notification Period

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The period for notifying defects or damage in the Works as stated in Schedule 1 [*Contract Details*] (hereinafter called the “**Defects Notification Period**”) shall start from the date stated in the Taking-Over Certificate. The Employer’s Representative shall notify the Contractor in writing of any defects in the Works during this period.

During the Defects Notification Period, the Contractor shall rectify any defects that the Employer has notified within the stipulated period and at its own cost.

## 13 Final Completion

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With the completion of the Contractor’s obligations under the Contract, the Employer shall issue the certificate for final completion within twenty-eight (28) days after the expiry of the Defects Notification Period and after all the defects notified to the Contractor during the Defects Notification Period have been rectified by the Contractor to comply with the Contract (hereinafter called the “**Final Completion Certificate**”).

## 14 Performance Security and Retention

---

If identified in Schedule 1 [*Contract Details*], the Contractor shall provide a performance security in the form provided in Schedule 5.1 [*Form for Performance Security*] (hereinafter called the “**Performance Security**”). The amount secured by the Performance Security shall decrease by fifty (50) per cent at taking over and become null and void at final completion, subject to any deductions that may be required to compensate the Employer for the additional costs it has incurred as a result of the Contractor’s defaults.

The Employer shall retain a percentage as defined in Schedule 1 [*Contract Details*] on each payment due to the Contractor (hereinafter called the “**Retention Money**”). Half the sums retained by the Employer shall be released to the Contractor at taking over, and the balance at final completion, subject to any deductions that may be required to compensate the Employer for the additional costs it has incurred as a result of the Contractor’s defaults.

## 15 Delay Damages

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The Employer may charge delay damages in the amount defined in Schedule 1 [*Contract Details*] for each day of delay beyond the Time for Completion, as may be revised by extension of time as in Clause 10 [*Extension of Time*]. The total amount of delay damages shall not exceed the aggregate maximum amount of delay damages stated in Schedule 1 [*Contract Details*].

## 16 Insurances

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The Contractor shall obtain and maintain relevant insurance to execute the Works as may be required by law, including construction all risks insurance, public liability insurance and workers’ compensation insurance as listed in Schedule 3.5 [*Insurance Requirements*].

## 17 Contractor's Obligations

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The Contractor shall comply with applicable labour laws and make available all required facilities for workers of all genders.

In any event, the Contractor shall not engage children in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof.

The Contractor shall not discriminate, including between men and women, religious groups or any other groups, in recruiting its workers or for wage purposes.

The Contractor shall take measures, including any other requirements (if any) set out in the Specification, to prevent sexual harassment, exploitation and abuse by or towards its workers, which includes any sexual activities with any person less than eighteen (18) years of age, regardless of any laws relating to consent unless such sexual activity is consensual between two (2) persons who are married and such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel.

The Contractor shall not bring onto or store on the Site, import, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs on the Site, or permit or suffer any such importation, sale, gift, barter or disposal thereto by Contractor's personnel.

Unless otherwise instructed or permitted by the Employer in writing, the Contractor shall not bring onto or store on the Site, give, barter or otherwise dispose of, to any person or persons, any arms, ammunition or explosives of any kind or allow the Contractor's personnel to do so.

The Contractor warrants and represents that it is not engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

If at any time during the carrying out of the Works, an unexploded ordnance or land mine is discovered at the Site, the Contractor shall immediately stop all Work at the Site, notify the Employer's Representative, and take all necessary steps to ensure the safety of all persons and property and secure the Site. The Contractor shall immediately resume Work at the Site when instructed by the Employer or Employer's Representative.

The Contractor warrants that it has not engaged or attempted to engage, in any way whatsoever, in any proscribed practices in connection with the selection process or the execution of this Contract or any other activities of the Employer or any other entity of the United Nations, involving, in any way whatsoever, any Employer's personnel or Employer's Representative, officials, or other agent of the Employer or any other entity of the United Nations. Proscribed practices include corrupt, fraudulent, coercive, unethical practices and obstruction.

Any breach of this Clause shall entitle the Employer to terminate the Contract immediately upon the provision of a written notice to the Contractor without any liability to the Employer for termination charges or any other liability of any kind.

## 18 Health, Safety, Social and Environment

---

The Contractor shall, throughout the execution of the Works until the issue of the Final Completion Certificate, comply with all applicable health and safety regulations of the relevant authorities and the health and safety policies, guidelines, procedures and requirements specified in Schedule 3.2 [*Specifications*].

The Employer's Representative shall have the right to suspend immediately, or with notice, all or part of the Works for as long as the Contractor remains in breach of its health and safety obligations. In case of imminent danger, any of the Employer's personnel may suspend the Works immediately. In this case, the Employer's Representative shall be informed as soon as possible to confirm the suspension in writing.

The Contractor shall provide fencing, lighting, guarding and watching of the Works until the issue of the Taking-Over Certificate and when any outstanding works and/or remedying defects are ongoing.

The Contractor shall take all necessary measures to protect the environment (both on and off the Site) and the general public in and around the Site to the extent affected by the Contractor's activities and consistently adhere to the social and environmental requirements for the Works as identified in Schedule 3 [*Requirements of Employer*].

## 19 Suspension and Termination

---

The Employer's Representative may, at any time, instruct the Contractor through a notice to suspend progress of part or all of the Works and, in its sole and absolute discretion, notify the Contractor of the cause for the suspension and the date it comes into effect. In the event of a prolonged suspension, the Contractor may request for omission or termination.

Either Party may terminate this Contract with a fourteen (14) day written notice to the other Party, except in the case of a material breach of this Contract by the Contractor, as in Clause 17 [*Contractor's Obligations*].

Upon termination of the Contract, the Contractor shall cease the execution of the Works and shall proceed to demobilization and handing over of the Works and related information, documents and materials to the Employer for which it has received payment.

Within seven (7) days of the Contract termination, the Contractor shall submit its final Statement to the Employer's Representative for review and payment in accordance with Clause 9 [*Payments*].

## 20 Claims

---

If the Contractor has a request or assertion for an entitlement or relief under the Contract or otherwise in connection with the execution of the Works, it shall notify the Employer's Representative in writing within seven (7) days of the circumstances giving rise to its claim, providing an explanation for the claim.

The Employer's Representative shall have seven (7) days to review and respond to the claim in writing, providing an explanation for its decision.

## 21 Dispute Resolution

---

In case of a dispute or disagreements relating to the claims or Contract, either Party shall notify the other Party in writing, providing an explanation for the dispute.

The Parties shall attempt to resolve their dispute amicably through negotiations.

If the Parties are unable to resolve their dispute amicably, either Party may refer the dispute to arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules.

The language of the arbitration shall be English.

The place or seat of arbitration shall be determined at the time of the dispute among the Parties, or ultimately, by the Arbitrator(s).

The decision of the Arbitrator(s) shall be based on the general principles of international commercial law, as codified in the International Institute for the Unification of Private Law (UNIDROIT) Principles on International Commercial Contracts in effect at the time of the signature of the Contract.

The Arbitrator(s) shall have no authority to award punitive damages.

The Parties shall be bound by the arbitration award as the final adjudication of any such dispute, claim or controversy.

The arbitration and any information or documents relating to the arbitration shall remain confidential.

## 22 Audit and Investigations

---

The Contractor acknowledges and agrees that the execution of this Contract may be subject to an audit by UNOPS internal or external auditor or investigations by Employer's investigators during a period of two (2) years following the end of the Contract or its prior termination. The Contractor, its personnel and agents shall fully cooperate with the auditors and investigators.

The Contractor acknowledges and agrees that the Employer shall be entitled to a refund for any payments found by the auditors to have been made to the Contractor other than in accordance with the Contract.

## 23 Privileges and Immunities

---

Nothing in this Contract shall be deemed as a waiver of the privileges and immunities of the United Nations and the Employer, which are hereby expressly reserved.

## 24 Confidentiality

---

The Parties shall keep confidential and shall not, without the prior written consent of the other Party, disclose to any third party the terms and conditions of the Contract or any documents or other information furnished directly or indirectly by either Party in connection with the Contract or the Works, irrespective of when such information has been furnished.

## **25 Name and Emblem of the United Nations**

---

The Contractor shall not use the name and emblem of the United Nations and of the Employer, in particular for publicity or commercial purposes, without the prior written agreement of the Employer.

## **26 Taxes and Duties**

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Article II, Section 7, of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including the Employer as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental Authority refuses to recognize the exemptions of the Employer from such taxes, restrictions, duties, or charges, the Contractor shall immediately consult with the Employer to determine a mutually acceptable procedure.





# **CONSTRUCTION CONTRACT FOR MINOR WORKS**

**PARTICULAR CONDITIONS OF CONTRACT**



# PARTICULAR CONDITIONS OF CONTRACT

## Part 1: Amended Clauses

The General Conditions are amended in the following manner (if nothing is stated, then no amended conditions apply):

No.	Clause/Sub-Clause No. and Title	Amended General Condition
1		
2		
3		
4		
5		

## Part 2: Additional Clauses

The General Conditions are supplemented by the inclusion of the following additional conditions (if nothing is stated, then no additional conditions apply):

No.	Clause/Sub-Clause No. and Title	Additional General Condition
1		
2		
3		
4		
5		

Not Applicable

Not Applicable



# **CONSTRUCTION CONTRACT FOR MINOR WORKS SCHEDULES**

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# SCHEDULE 1: CONTRACT DETAILS

## 1.1 Details Provided by the Employer

Clause No.	Description	Details
2	Employer's Representative	<p><b>Name:</b> Infiyaz Hyder</p> <p><b>Position title:</b> Project Manager</p> <p><b>Address:</b> UNOPS - Sri Lanka, No: 02, Don Carolis road, Colombo 05, Sri Lanka.</p> <p><b>Email address:</b> mohamedh@unops.org</p> <p><b>Telephone/Mobile number:</b> 0713503812</p>
3	Employer's address for communication	<p><b>Name:</b> Maki Rankoe</p> <p><b>Position title:</b> Head of Support Services</p> <p><b>Address:</b> UNOPS - Sri Lanka, No: 02, Don Carolis road, Colombo 05, Sri Lanka.</p> <p><b>Email address:</b> makir@unops.org</p> <p><b>Telephone/Mobile number:</b> TBC</p>
6	Time for Completion	<u> 1 </u> months/ <u> 30 </u> days
7	Method of valuation	<input type="checkbox"/> Lump sum only <input checked="" type="checkbox"/> Measure & pay only <input type="checkbox"/> Combination of measure & pay and lump sum
7	Installments or schedule of payments (in the case of lump sum payments)	<p>1. <u> </u> % of the Contract Price</p> <p>2. <u> </u> % of the Contract Price</p> <p>3. <u> </u> % of the Contract Price</p>
9	Timing for submission of Statements	<u> </u>
12	Defects Notification Period	<u> 12 </u> months
14	Performance Security	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required
14	Performance Security amount	<u> 10 </u> % of the Contract Price
14	Retention Money to be deducted	<u> 10 </u> % of the relevant value of the Works (10% of the value of the work will be deducted from each and every payment but not exceeding the maximum retention of 5% of the contract price )
10.5	Retention to be released at taking over of Works	<u> 50 </u> % of the Retention money
15	Delay Damages	<input type="checkbox"/> Amount per day: <u> </u> USD <b>Not Applicable</b> <input checked="" type="checkbox"/> <u> 0.1 </u> % of the Contract Price <b>Not Applicable</b>

<b>15</b>	Aggregate maximum amount of Delay Damages	_____ USD	Maximum amount will be 10% of the contract price.
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## 1.2 Details Provided by the Contractor

Clause No.	Description	Details
5	Contract Price	<b>Amount in words:</b> _____ <b>Amount in figures:</b> _____
2	Contractor's Representative	<b>Name:</b> _____ <b>Position title:</b> _____ <b>Address:</b> _____ <b>Email address:</b> _____ <b>Telephone/Mobile number:</b> _____
3	Contractor's address for communication	<b>Name:</b> _____ <b>Position title:</b> _____ <b>Address:</b> _____ <b>Email address:</b> _____ <b>Telephone/Mobile number:</b> _____

# SCHEDULE 2: PROJECT SPECIFIC INFORMATION

## 2.1 Project Details

*(Brief description of the project including title, location and background and any other relevant details for which the Works are being executed)*

### 1. Background and General Description of Works

There is a requirement in UNOPS, SAMCO office located in Colombo, Sri Lanka i.e. to ensure uninterrupted electricity supply during the prevailing power cuts in the country. The country is currently in a crisis situation which resulted in frequent power outages due to the unavailability of adequate fuel supply to generate electricity.

Therefore, to improve the reliability of power supply, it was decided to install an off grid solar system with a battery backup which can be used as the primary source of energy.

At present, There is already a 15kW on grid solar system installed at the property with an inverter with a capacity of 15kW. The system is about 10 years old and working without any issue. Therefore, the proposed system is an upgrading of the existing system i.e. converting to an offgrid system by introducing a hybrid inverter, battery backup system and coupling with the existing diesel generator. The system should work by giving priority to solar energy, battery power and generators.

### 2. Scope of Work

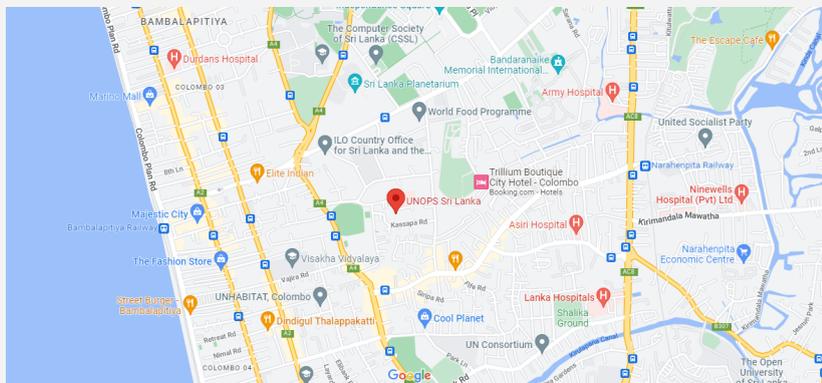
The site and specific installation area will be recommended by the consultant/client. However, the bidder is responsible for pre-site visits and gathering all required information for bidding. The scope of work is as follows:

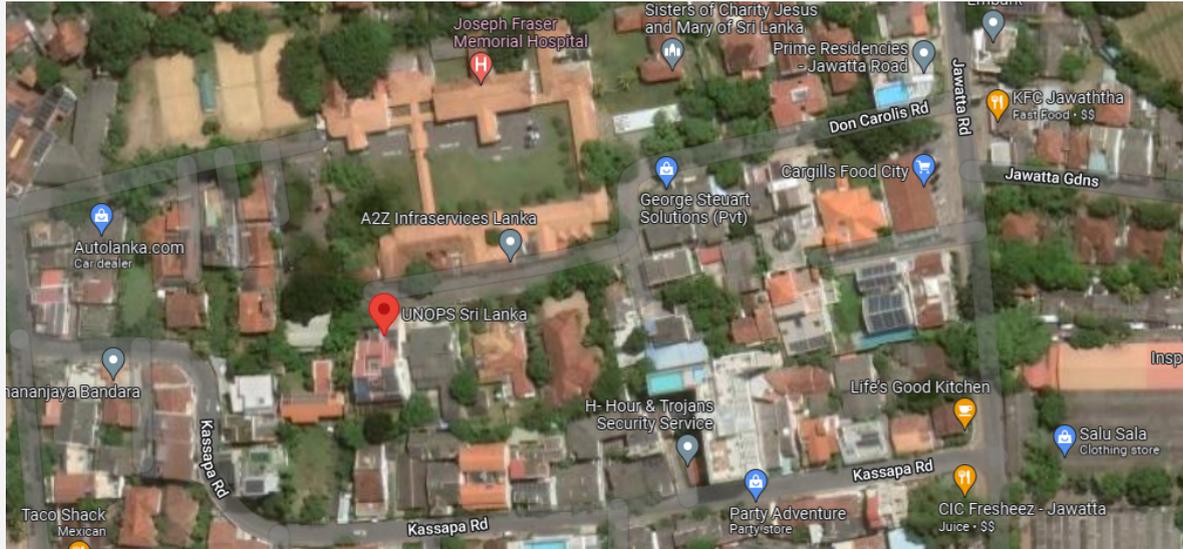
- Equipment transportation and installation.
- System commissioning.
- Trial run.
- Transfer from delivery to operation.
- Operation and maintenance training.

## 2.2 Site Plan

### 1. General description of location and boundaries including the GPS coordinates:

UNOPS, SAMCO Office Sri Lanka is located at the end of Don Carolis Road on Colombo 05. The system is to be installed at the outdoor area on the second floor of the office next to the IT and Networking room. There is 24 hour security personnel overlooking the UNOPS office





GPS Coordinates - 6.894634302646133, 79.8649518514467

**2. General description of the parts of the Site that will be provided access to and the times of access:**

As the proposed site is located inside the office premises, access will be provided for contractor personnel.

**3. Description of access routes, access timing and any access restrictions:**

As the proposed site is located inside the office premises, there is no separate access to the site from outside. The office access will be provided for all of the contractor's personnel.

**4. Description of other surrounding sites and any related interface issues:**

No issues to be noted.

Not Applicable

Not Applicable

**5. Description of approved location for the Contractor's Site facilities including storage, accommodation, work areas and likewise and where plant and materials should be delivered and stored:**

Not applicable.

**6. Description of Site arrangements that is to be provided for the Employer's use:**

Employer's office facility is already at the location, hence the bidder is not required to consider the facility.

**7. Description of disposal areas (within the Site or outside the Site):**

Not applicable.

**8. Description of any Site security requirements:**

No security requirements necessary.

**9. Any other Site details:**

UNOPS Sri Lanka office staff will be working on weekdays from around 8am - 6pm. Therefore ensure that all works are carried out without any disturbance to the office staff.

## SCHEDULE 3: REQUIREMENTS OF EMPLOYER

### 3.1 Scope of Works

#### 1. Demolition:

Not applicable as this is a new construction.

#### 2. New construction:

- Installation of Aluminum shop front partitions with aluminum framed single swing doors as per the detailed drawing.
- Installation of Powder coated 100mmx50mm GI trunking inside the battery room complete with necessary fixing accessories.
- All other construction as per the drawings, BOQ & Specifications.

#### 3. Renovation:

Not applicable as this is a new construction.

### 3.2 Specifications

#### 3.2.A List of the technical specifications

*(General and particular Specifications including testing/sampling details/performance based standards)*

General specifications and specifications for all electrical systems and works are given with the annexed Specifications.

### 3.2.B Health, safety, social and environment requirements

*(Description of health, safety, social and environment requirements in accordance with Clause 18 of the General Conditions)*

#### **Health and safety management**

- Health and safety management manual/policy (if any);
- An outline health and safety management plan for the project.

#### **Environmental management**

- Environmental management manual/policy(if any);
- An outline environmental management plan for the project

#### **Note to bidders:**

After selection of the successful bidder, UNOPS, in consultation with the bidder, will review the bidder's Quality Management, Health and safety management and Environmental management plan and policy with UNOPS Quality Management, Health and safety management and Environmental management plan and policy with a view to determine how to integrate them with each other. Please note that UNOPS sets a standard minimum and shall apply by default.

The UNOPS Quality Management, Health and safety management and Environmental management Policies can be downloaded from the link below.

<https://drive.google.com/open?id=13-5t-Umtr6B4aTeAhhhUtqJugDX7lep>

### 3.2.C Sustainability requirements

*(Description of sustainability requirements if any)*

### 3.2.D Employer-Supplied Materials, Employer's Equipment and Employer's Facilities

*(Details of materials, facilities, equipment, materials and others provided by Employer)*

**WILL NOT BE USED**

### 3.2.E As-built drawings

*(Description of requirements and details such as formats and presentation, timelines, review and approval process of as-built drawings and spare parts to be provided by the Contractor)*

Contractor shall submit 3 copies of AS-Built drawings as hard copies in A2 size.

## 3.3 Drawings

*(List of Drawings and the link to the Drawings)*

### 3.4 Employer's Delegations

No.	Clause/ Sub-Clause No. and title	Delegated duties and authorities	Designation	Remark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

### 3.5 Insurance Requirements

*(Details in accordance with Clause 16 of the General Conditions)*

Insurances	Additional details on scope of cover	Validity Period	Limit of liability
Construction all risk insurance for Works, plant and materials	Required		
Public liability insurance	Not Applicable		
Workers' compensation insurance	Required		
Insurances required by laws and by local practice	If applicable		
Any other insurances	If applicable		

# SCHEDULE 4: CONTRACT SCHEDULES FROM THE CONTRACTOR

## 4.1 Quantities and Rates

### 4.1.A Bill of quantities

*(Details including description, quantities and unit rates of items - including preliminaries and provisional sums)*

### 4.1.B Daywork schedule

*(Details in accordance with Clause 7 of the General Conditions)*

No.	Item description	Rates	Payment schedule (Daily/Weekly/Monthly)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## 4.2 Method Statement

*(Description of the arrangements and methods (including programme) which the Contractor proposes to adopt for carrying out the Works including the Health and Safety Management Plan)*

## 4.3 Contractor's Equipment and Machinery

*(Details of Contractor's equipment and machinery)*

No.	Description of item (equipment or machinery)	Units	Remarks
1			
2			
3			
4			
5			

## 4.4 Insurance Details and Insurances

*(Details in accordance with Clause 16 of the General Conditions)*

### 1. Construction all risks insurance

<b>Name of Insurer:</b>	
<b>Policy No.:</b>	
<b>Insured Amount:</b>	
<b>Renewal Date:</b>	
<b>Name of Broker:</b>	
<b>Contact details of Broker:</b>	

### 2. Public liability insurance

<b>Name of Insurer:</b>	Not Applicable
<b>Policy No.:</b>	
<b>Insured Amount:</b>	
<b>Renewal Date:</b>	
<b>Name of Broker:</b>	
<b>Contact details of Broker:</b>	

### 3. Workers' compensation insurance

<b>Name of Insurer:</b>	
<b>Policy No.:</b>	
<b>Insured Amount:</b>	
<b>Renewal Date:</b>	
<b>Name of Broker:</b>	
<b>Contact details of Broker:</b>	

### 4. Insurances required by laws and by local practice

<b>Name of Insurer:</b>	
<b>Policy No.:</b>	
<b>Insured Amount:</b>	
<b>Renewal Date:</b>	
<b>Name of Broker:</b>	
<b>Contact details of Broker:</b>	

### 5. Any other insurance

<b>Name of Insurer:</b>	
<b>Policy No.:</b>	
<b>Insured Amount:</b>	
<b>Renewal Date:</b>	
<b>Name of Broker:</b>	
<b>Contact details of Broker:</b>	

# SCHEDULE 5: FORMS

## 5.1 Form for Performance Security

### PERFORMANCE SECURITY

[On the letterhead of the institution issuing the security]

Date: \_\_\_/\_\_\_/\_\_\_

Performance Security Number: [#####]

To: UNOPS  
[insert address of the Employer]

We have been informed that you have entered into a Contract dated [insert date] with [insert company name] (hereinafter called the “**Contractor**”) titled [insert contract title] with Contract No. [insert number] for the [insert name of the project] for certain works and services (hereinafter called the “**Works**”) to be undertaken by the Contractor (hereinafter called the “**Contract**”).

We, irrevocably and unconditionally undertake with you that whenever you give written notice to us stating that in your sole and absolute judgment the Contractor has failed to observe or perform any of the terms, conditions or provisions of the Contract on its part to be observed or performed, we will, notwithstanding any objection which may be made by the Contractor and without any right of set-off or counterclaim, immediately pay to you or as you may direct such an amount as you may in such notice require not exceeding the sum of [insert amount equivalent to 5 or 10 per cent of the Contract Price in words (and figures) with the relevant currency] (hereinafter called the “**Guaranteed Sum**”).

This Performance Security (hereinafter called the “**Guarantee**”) is valid and will continue to be valid and enforceable from the date of this letter for the Guaranteed Sum until the issue of the Final Completion Certificate. The Guaranteed Sum may reduce to [2.5 or 5: select one] percent of the Contract Price upon the issue of the Taking-Over Certificate for the whole of the Works. This Guarantee will automatically expire on the issue of the Final Completion Certificate or, if a dispute arises under the Contract, after the final determination of that dispute, whichever occurs later. Promptly after expiration of the Guarantee, UNOPS shall return the Guarantee to the Contractor.

Any payment by us in accordance with this Guarantee must be in immediately available and freely transferable [insert currency] free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this Guarantee constitute direct primary, irrevocable and unconditional obligations, do not require any previous notice to or claim against the Contractor and will not be discharged or otherwise prejudiced or adversely affected by any:

- time, lenience or tolerance which you may grant to the Contractor;
- amendment, modification or extension which may be made to the Contract or the Works executed under the Contract;
- intermediate payment or other fulfilment made by us;
- change in the constitution or organization of the Contractor; or
- other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This Guarantee may not be assigned by you to any third party, without our prior written consent, which must not be unreasonably withheld. You must notify us in writing of any assignment, after which we must make any payment claimed under this Guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this Guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of letter) or as otherwise advised by and between the parties.

We agree that part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and the Contractor, and this Guarantee may be exchanged or surrendered without in any way impairing or affecting our liabilities under this Guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that the Guaranteed Sum does not increase or decrease.

No action, event or condition which by any applicable law may operate to free us from liability under this Guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this Guarantee will be irrevocable and, except as stated in this Guarantee, unconditional in all respects.

Capitalized words and phrases used within this Guarantee have the same meanings as are given to them in the Contract.

This Guarantee is governed by the Uniform Rules for Demand Guarantees, (2010 Revision), International Chamber of Commerce Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out or in connection with this Guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then in effect, with the language of the proceedings being English.

Nothing in or relating to this Guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

IN WITNESS of which then [insert name if the institution issuing the Guarantee] has duly executed this Guarantee on the date stated above.

**SIGNED by**

\_\_\_\_\_  
**Name:**  
-----  
**Title:**  
-----  
**Institution:**  
-----  
**Date:**  
-----  
**Signature:**

\_\_\_\_\_  
\_\_\_\_\_  
**Name of witness (block letters):**  
-----  
**Occupation of witness:**  
-----  
**Address of witness:**  
-----  
**Signature of witness:**

\_\_\_\_\_  
**ADDRESS FOR NOTICES** [insert address]







 [ipmg.publications@unops.org](mailto:ipmg.publications@unops.org)

 [www.unops.org](http://www.unops.org)

 +45 45 33 75 00

 Marmorvej 51, PO Box 2695  
2100 Copenhagen, Denmark

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