



SECTION 2: SCOPE OF WORKS

1 INTRODUCTION

Singapore Airlines Limited ("the Employer") has appointed Miracles Design Consultants Pte Ltd of 67 Ubi Crescent #03-08, Techniques Centre Singapore 408560 ("Project Consultant") to invite the interested parties to submit a Tender for the project known as "Tender For the Proposed Fit-out And Reinstatement Works to Singapore Airlines Jakarta Town Office, Jakarta, Indonesia", on the terms set out below.

- 1.1 Singapore Airlines Limited (referred to as "the Employer") intends to fit-out a new office at Noble House Level 26 of approximately 800m²
- 1.2 The successful Contractor is required to carry out the interior fit-out, Information Technology (IT), security and Mechanical and Electrical (M+E) works based on the Employer's requirements.
- 1.3 The Contractor shall provide a programme to meet the Employer's completion date, taking into consideration of the different trades as well as the phase works.
- 1.4 This is a fast paced project and the successful bidder is required to complete the renovation works within **Eleven (11) Weeks for fit-out works at Noble House and Four (4) Weeks for Reinstatement works at Menara Kadin respectively from the date of Letter of Acceptance.**

2 INTERIOR FIT-OUT SCOPE OF WORKS

- 2.1 The project consists of the interior fit-out works to the existing offices as described below.

2.2 **Builder's Scope**

The Contractor shall supply material, labour, tools and equipment for fit-out and furniture works in accordance with the approved design works by Project Consultant, which shall include, but not limited to, the following:

- a) Erection of partitions, built-in cabinets, doors and associated architectural works to suit new layout and facilities requirements;
- b) Supply and installation of partitions, including all required conduits for wiring;
- c) Supply and installation of proprietary demountable partitions
- d) Supply and installation of swing doors, including ironmongery;
- e) Supply and installation of floor carpet and vinyl flooring;
- f) Additions and alterations to the existing electrical power points and lighting to suit layout plan and facilities requirements;
- g) Additions and alterations to the existing fire protection works and fire alarm works to suit the new layout and facilities requirements;
- h) Additions and alterations to the existing air-conditioning system to suit the new layout;
- i) Supply and installation of custom built-in cabinets;



- j) Supply and installation of custom built-in furniture to suit new layout;
- k) Supply and installation of IT and Security system
- l) Liaise with the landlord and shall comply with all their requirements on the working arrangements including amending and submission of all drawings and endorsement before and after the works are completed. Drawings shall include layout plans, sections, elevated sections, air-conditioning drawings, sprinkler layout drawings, electrical single line drawings, LAN and telephone system layout; and
- m) Any other works as shown in the drawings, stated in the specifications and works that are deemed fit by the Contractor for the successful completion of the project.
- n) Demolition and removal works including clearing and disposal of debris and trash at site;
- o) Contractor shall be responsible for coordinating the Works with all other contractors/sub- contractors as may be required to complete all the Works;
- p) Other incidental works to complete the fit out works

2.4 The Contractor shall, with due care and diligence, execute and complete the Works and remedy any Defects to the satisfaction of the employer's appointed Project Consultant. The Contractor shall provide all supervision, labor, Plant, Construction Equipment, materials, goods and all other things, whether of a temporary or permanent nature required in and for such execution and completion of the Works and remedying of any Defects. Nothing in this paragraph shall affect the Contractor's responsibilities under common law to complete the Works.

2.5 Without prejudice to the generality of paragraph 2.5, and to the Contractor's scope of works under the Contract,

- a) the Contractor shall be fully responsible for the interior fit-out of the Works, and shall complete the works in accordance with the tender specifications;
- b) the Contractor shall be fully responsible for the choice of materials, goods, plants, workmanship to enable the Works to be constructed and completed and/or be fully operational in accordance with the tender specifications;
- c) the Contractor shall be fully responsible for the adequacy, stability and safety of all site operations and methods of construction, and for the removal, if so required under the Contract or by the employer's appointed Project Consultant, of all Temporary Works;
- d) the Contractor shall be fully responsible for the adequacy and integrity of the Works, and for the Works being suitable or fit in all respects for the purpose for which the Works are constructed, and in accordance with the Employer's Requirements.



- 2.6 The Contractor shall perform any other services which are incidental, reasonable and customary having regard to the size, type and nature of the proposed development.
- 2.7 All costs related to duty travel, telecommunication, postage and any works deemed necessary to perform and to fulfil their responsibilities and obligations, shall be borne by the Contractor and is non-reimbursable by the Employer.
- 2.8 All materials, workmanship and conditions for the above-mentioned scope of quotation shall be strictly in accordance with the relevant clauses of the Specifications. Where certain items specified by the Contractor in his proposed design are not covered by the Specifications, they shall comply with the current Code of Practices, etc., with regard to regulations for design, workmanship, materials, etc.
- 2.9 The Contractor shall ensure that the Works comply fully with the requirements of all relevant local authorities and the landlord.
- 2.10 The Contractor is required to prepare necessary variation to contracts. The Contractor shall measure and make valuations of variations and prepare and forward to the Employer for approval. All completed variation order (VO) shall be prepared and forward to the Employer for approval within one (1) week of the completed Works. All star-rated items shall be substantiated with three (3) Independent quotes or other substantiating evidence. The Contractor's certification of variation orders shall be accompanied with plans and photographs taken before and after the variation work. The Contractor shall have no authority to make any variation to any contract unless prior approval has been obtained from the Employer.
- 2.11 Contractor shall note that in the event of discrepancy between Drawings and Documents, unless these were brought to the attention and resolved by the Employer before the submission of the bids, Architectural cum ID drawings should take precedence and the Contractor is deemed to have priced his bid accordingly. No claim whatsoever on this account will be entertained.

Contractor shall also note that in event of discrepancy related to services, Architectural cum ID drawings takes precedence.

2.6 REPORTS

- 2.6.1** The Contractor shall submit weekly progress report to the Project Consultant. The progress report shall include detailed work progress, progress photographs, and matters arising, etc.

2.7 DOCUMENTATION

- 2.7.1** The Contractor shall provide the following at no additional charge to the Employer:-
- 2.7.1.1** Copies of all drawings and specifications prepared, amended or otherwise including schedules to the Employer, Project Consultant, landlord and all other consultants;
 - 2.7.1.2** 2 sets of construction drawings



3 PROJECTTIMELINES/MILESTONES

3.1 Programme for the Works are enumerated as milestones in the table below:

Item Description	Milestones
Calling of Tender	24 July 2018
Site Show Round	26 July 2018
Closing Date of Tender	6 August 2018
Target Date for Award of Contract	21 August 2018
Contract Period	15 Weeks in 2 Phases
Target Completion for Date/ Handover For Fit-out @ Noble House	2 November 2018
Target Completion for Date/ Handover For Reinstatement at Menara Kadin	30 November 2018

3.2 The Contractor shall commit adequate resources for the timely completion of the entire process (construction and completion).

3.3 The Contractor is required to advise the Employer on the project milestones and development schedule to ensure the works are completed and operational within the scheduled timeframe.