Annex B - Supplementary Scope Annexes

1- Appendix to Tender

Project: Construction of Road and Drainage Networks at Al Zaatari Camp, District 2 & 12

<table>
<thead>
<tr>
<th>Item</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Employer’s Name:</td>
<td>United Nations High Commissioner for Refugees (UNHCR)</td>
</tr>
<tr>
<td>Address:</td>
<td>Street Address: 319 Wasfi Al-Tal Street, Khalda, Amman, Jordan</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>P.O. Box 17101, 11195 Amman, Jordan</td>
</tr>
<tr>
<td>Performance Bond</td>
<td>10% of the Contract Sum</td>
</tr>
<tr>
<td>Defects Liability Guarantee</td>
<td>(5%) of the Contract Sum</td>
</tr>
<tr>
<td>Defects Notification Period</td>
<td>365 Calendar days</td>
</tr>
<tr>
<td>Language for Communications</td>
<td>The English Language</td>
</tr>
<tr>
<td>Time for Commencement of Works after Commencement Date</td>
<td>(15) Days, this period is considered included in the Time for Completion</td>
</tr>
<tr>
<td>Expected Implementation Period</td>
<td>(180) Days from the Commencement Date</td>
</tr>
<tr>
<td>Amount of Delay Damages</td>
<td>0.005% of the Contract Sum per each delay day</td>
</tr>
<tr>
<td>Maximum amount of Delay Damages</td>
<td>(15%) of the Contract Sum</td>
</tr>
<tr>
<td>Total advance payment</td>
<td>(10%) of the Contract Sum (supported by a bank guarantee)</td>
</tr>
<tr>
<td>Currency/currencies of payment</td>
<td>Jordanian Dinars (JOD)</td>
</tr>
<tr>
<td>Limit of Retention Money</td>
<td>(10%) of the Contract Sum</td>
</tr>
<tr>
<td>Plant and Materials for payment when delivered to the Site</td>
<td>All Materials and Plant which is incorporated in the Permanent Works</td>
</tr>
<tr>
<td>Minimum amount of third-party insurance</td>
<td>(20,000.00) Jordanian Dinars for each accident and each person</td>
</tr>
<tr>
<td>Periods for submission of insurance policy</td>
<td>Within (14) days from the Commencement Date</td>
</tr>
</tbody>
</table>
2- Instructions to Tenderers

The project is aimed to construct the internal roads network in Al Zaatari Camp (districts 2 and 12), which is located near Al-Mafraq City in Jordan. The concerned roads are approximately 12.0 km long. The work also includes to construct rainwater drainage system inside the camp.

1. Preparation and Submission of Bids

Submission of Bids:

3.1 Anyone who wishes to participate in this Tender shall visit the Site of Work and become acquainted with it and shall obtain, by himself and at his own responsibility, all expenses of information required to submit his Bid, and to understand its nature, the circumstances pertaining to the project, all local customs, Work conditions and all other matters related to the Tender or those which affect the pricing of his Bid.

a. The Bid shall be submitted using the Letter of Tender included in this book, the Bidder shall fill in the forms, the Bill of Quantities and rates, any other schedules or addenda and shall sign the Tender Documents in the specified places.

b. The unit prices in the Bill of Quantities shall be filled out in numbers and in words in a clear manner.

c. It is not permissible to make any amendments to the Tender Documents by the Bidder, if the Bidder makes any amendment or if he violates any of these Instructions, this will lead to the rejection of his Bid.

d. But if the Bidder wishes to submit an alternative Bid, he could submit that in a separate letter attached to the Bid, provided that he submits the original Bid as required in the conditions and the concerned Tenders Committee has the right to consider his alternative Bid or reject it.

3- Supplementary Particular Conditions

The Contractor shall give due regard to the following matters:

A. General Commitments:

1. To decrease noise and environmental pollution as much as possible.
2. The Contractor must identify all regulations in relation to the protection of the environment (water, air, soils, noise, vegetation, fauna, flora, waste, groundwater) and, pursuant to Clauses 4.18, 6.4, 6.2, 6.7 of the General Conditions of Contract GCC, the protection of people (labour law, indigenous populations, standards on occupational exposure, other). The Contractor must list all texts, standards, and other regulatory limitations in its Worksite Environmental
Management Plan W-EMP and submitted to the Engineer at the latest (20) days prior to the start of work at the Worksite.

3. The (Site) shall not be used for purposes other than the execution of the Works.
   Draining of floodwater and pumped water and others to prevent damages to other parties.

4. To preserve trees, lawns, and fences in a suitable manner and to plant substitute to trees and lawns not permitted are to be uprooted and reinstate fences to its original state in accordance with the Engineer’s instructions.

5. In case there is a need to erect scaffolding on the neighboring properties, the Contractor shall contact the owner and make the necessary arrangements to do this, then evacuate the site and remedy it at his own expense after completing the work.

B. Work Management Control:

1. The Contractor shall cooperate with the Engineer in arranging the dates of Site meetings and in the preparation of minutes of meetings.

2. The Contractor shall prepare a special register for weather conditions to register the maximum and minimum air temperatures, humidity, average rainfall in millimeters and hours of rainfall for each day.

3. The Contractor shall take photographs to show work progress and to prepare the reports.

4. In case of remediing defects, he shall put a schedule for such works and inform the Engineer’s representative of its accomplishments firsthand.

5. The Contractor shall provide the Site with signs in the number, size and shape as agreed to with the Engineer showing the name of the Project and the name of the Employer.

6. In case the Engineer or the Engineer’s Assistant rejects an item or any work, the Contractor shall, before starting to remedy such condition, submit his suggestions to reinstate or remedy to the Engineer’s representative or the Engineer to avoid repetition of error.

7. If the Contractor is required to provide a laboratory for materials at Site, he shall provide it with an experienced supervisor to perform the following duties:
   All field tests and taking samples of materials imported to site to be incorporated into permanent works.

4- Information Submitted by the Contractor

1. The Contractor shall provide the minimum number of technical staff consist of engineers, inspectors and surveyors for the entire construction period as follows:

   - A Project Manager (Contractor’s Representative): A Civil Engineer with at least 10 years of experience on similar road and infrastructure projects.

   - A Highway / Site Engineer: A Civil Engineer with minimum 5 years of experience on similar road projects and infrastructure projects.

   - A Planning Engineer: a civil engineer with at least 5 years of experience in construction planning, programming, and scheduling.
- Two Surveyor: each has Diploma with at least 7 years of experience on road and infrastructure projects or survey civil engineer with at least 5 years of experience on road and infrastructure projects.

- Two Highway / Site Inspectors: each has Diploma with at least 7 years of experience on road and infrastructure projects or a civil engineer with minimum 5 years of experience road and infrastructure projects.

- A Quantity Surveyor: Diploma with at least 7 years of experience on road and infrastructure projects or a Quantity Surveyor civil engineer with minimum 5 years of similar road projects.

- One Lab technician: has Diploma with at least 7 years of experience on road and infrastructure project or a civil engineer with minimum 5 years of experience road and infrastructure projects.

- Environmental, Health & Safety Manager: A Civil Engineer with a minimum of 5 years of experience in monitoring EHS worksites management measures.

1.15.4 Site Administration

1. Engineer’s Site Meetings: The Engineer’s Representative will hold site meeting as frequently as deemed necessary for the efficient management of the Works and he will distribute minutes.

2. The Contractor shall attend all such meetings and secure the attendance of subcontractors and others if requested by the Engineer’s Representative.

3. The Contractor shall provide all drawings, dimensions and other information required for the proper execution of subcontract works and of associated builder’s work and shall accept responsibility for the accuracy and fitness of subcontract works.

1.15.5 Records and Reports

1. Labour Record: provide each week a record showing the number and description of workmen employed each day on the works including those employed by subcontractors.

2. Materials and plant record: Provide each week a record showing the quantity and description of all materials and plant delivered to the site complete with copies of delivery notes.

3. Equipment Record: provide each day a record showing the number, type and capacity of all Contractor’s equipment, excluding hand tools daily employed on the Works.

4. Daily work record: provide each day a record showing activities performed and locations in which work has been carried out and any other matter requested by the Engineer’s Representative.

5. Monthly Report: provide monthly report, which summarize the daily and weekly reports and deliver to the Engineer’s Representative not later than one week following the end of each month.

6. Climatic Conditions: Measure and keep an accurate daily record of and submit to the Engineer’s Representative at the end of each week:
Air temperature : maximum and minimum
Humidity : maximum and minimum
Rainfall : total in mm and hours

7. Special Records: in the event of delays for which an extension of time for compilation is sought under Clause 20 or in the event of any claim for costs, the Contractor keep such special records of the circumstances as the Engineer’s Representative may require and submit copies regularly for his inspection.

1.15.6 Program

1. The Contractor shall provide a computer-based programme in critical path network form using "Primavera " latest edition software or a software of similar capabilities, showing at least the following information:

(a) Contract milestones (Engineer's order to commence, Commencement date, date for completion of sections of the Works, date for completion of the whole of the Works etc.).

(b) Durations and earliest / latest start and completion dates for each construction activity.

(c) Free and total float time for each activity.

(d) Number of working days per week.

(e) Number of working shifts per day for each construction activity.

(f) Construction activities are to be scheduled so as not to exceed twenty-five (25) working days without the approval of the Engineer.

(g) Dates and times for procurement of materials and plants.

(h) Dates and times for performance of work by Subcontractors.

(i) Dates for supply by the Engineer of drawings and other information.

(j) Dates for submission by the Contractor of shop drawings, samples and the like and dates for approval by the Engineer.

(k) Dates and times for work to be performed by other contractors.

(l) Dates and times for testing and commissioning plant and installations.

(m) Bar chart showing earliest dates and total float of activities.

Monitoring: The Contractor shall monitor progress of the Works and shall revise the program, as required by Conditions of Contract. Copies of revised programs etc. and notices of actual and forecast delays and shortfalls shall be regularly given to the Engineer.

Computer Programme: The Contractor shall provide the Engineer with a copy of the computer disk for the original and revised programs, schedules, and estimates.
The Contractor shall provide original licensed copy of software for the use of the Engineer with a valid maintenance agreement for the duration of the project. Cost of which are deemed to be borne by the Contractor.

1.15.7 Drawing to be Provided By The Contractor

General: The Engineer will supplement the Contract Drawings with further drawings issued in accordance with the Conditions of Contract as he deems necessary. The Contractor shall prepare all other drawings required for Temporary Works and for fabrication and coordination of trades and prepare all shop drawings and other drawings and documents required under the contract.

Shop Drawings: The Contractor shall prepare and submit for approval, all Contractor Shop Drawings together with calculations, technical specifications, product information and other supporting data, etc., as required by the Specifications or instructed by the Engineer, in good time to meet the programme requirements, including an allowance of 30 days for Engineer's approval and extra time for resubmission in the case of rejection and, in any case, a minimum of 45 days before the work is to be commenced or order placed, as applicable. Drawings shall be carefully checked before submission to ensure that no conflict exists with other parts of the Works.

Unless otherwise approved or instructed by the Engineer the Contractor shall submit for Engineer’s approval Shop Drawings for all the permanent works specified under the Contract. These shall incorporate the setting out and survey data carried out by the Contractor as well as any modification necessitated by site conditions. The Contractor shall reflect such modification on the Shop Drawings or any other drawings that are deemed necessary to fulfill such task.

The Shop Drawings shall be submitted in such details in order to encompass all the elements of such permanent works and/or as specified in the Contract documents and/or as instructed by the Engineer. The Contractor shall include the scheduled submittals in the Program of Works and shall describe in detail such intended submissions in the Method Statement at the Commencement of the Works. Approval of the Method Statement and Program of Works shall not relieve the Contractor from its obligation under the Contract.

The Contractor is not relieved from submitting additional shop drawings as deemed necessary for the execution of the Works, or as instructed by the Engineer or as required for the execution of variations.

The Contractor shall not execute any of the permanent works without the prior approval by the Engineer of the relevant Shop Drawings for such works.

Supporting data, such as manufacturers' standard details etc., shall be in English or accompanied by a translation, and are to be properly referenced to the Drawings and Specifications.

Produce for submission and approval:

1. The Contractor shall submit three copies of drawings and other documents for approval to the Engineer.

2. Within 30 days of receipt at the Engineer's office, the Engineer will return one copy of the drawings stamped as:
a. approved, or  
b. approved subject to amendments shown on the returned copy or in an accompanying letter, or  
c. rejected, with recommendations for resubmission.

3. In the case of approval, work may be commenced, or orders placed.

4. In the case of approval with qualifications, work may be commenced, or orders placed, at the Contractor's risk; providing the qualifications are implemented. The Contractor shall submit revised drawings for approval.

5. In the case of rejection, the Contractor shall resubmit until approval is obtained.

6. The Contractor shall provide four copies, and reproducible copy if required, of all approved material.