SECTION 1: SCOPE OF WORK /SPECIFICATION FOR RENOVATING THE INTERIOR AND EXTERIOR FOR HOUSE NO. 44 LAIBON.

1. Description of Services:
The US Embassy, Dar es Salaam has a requirement to renovate interior/exterior of the house No. 44 Laibon Street at Osterbay. The works shall be done as per scope of work, specifications and General contract conditions. This project requires an experienced registered contractor to design and execute the job.

The Contractor shall provide all labor, material tools, equipment, supervision and other related items required to complete the project as per scope of work and specifications. Contractors are advised to visit the site, verify the existing site conditions to develop their proposal.

SITE VISITING DATE: Thursday June 29th 2017, 10:00 a.m. Local times

2. Summary of the Major Tasks
   - Renovation of three bathrooms upstairs.
   - Main house exterior painting and refinishing all wood works outsides.
   - Installing Kitchen highland and deep wider sink for dish washing to replace the existing one in the kitchenette.
   - Staff quarter painting and installation of hard wood storage shelves in the staff kitchen and reserve room.
   - Roof leakage repair at upper patio and wall flashing repair around the house.

3. Painting Work

3.0 Exterior Painting Work

1. Preparations
Observe manufacturer’s recommendations in regard to preparation of surfaces to receive paint and application of paint itself. Procedures shall include, but not necessarily be limited to, the following:

a. Cleaning – Pressure clean and remove oil, grease and loose foreign matter, including, mold mildew, dirt and corrosion products, in a manner which causes neither undue damage to the substrate nor damage to, or contamination of, the surroundings or the paint system to be applied;

b. Glossy Surfaces - Adequately scuff and/or solvent or chemically etch as appropriate to provide satisfactory adhesion for subsequent paint coats;

c. Filling - Fill cracks and holes with fillers, sealers or grouting cements as appropriate for the finishing system and substrate, and sand smooth, to ensure all coats finish smooth;
d. Drying - Unless otherwise specified, ensure that surfaces are cured and dry before applying additional coats of paint;

e. Generally - Remove weld spatter, slag, burrs, or any other objectionable surface irregularities. Remove any rust and apply rust primer;

f. Apply an oil-based primer to any bare timber surfaces;

g. Light sanding between coats for the perimeter walls painting, no sanding is required for the main house painting.

II. Paint Application

a. Apply paint and related material with an undercoat plus two coats of selected finish color or with the number of coats specified in accordance with the manufacturer's recommendations. Allow each coat to harden for the drying time (or time between coats) recommended by the manufacturer.

b. Finish - Ensure each coat of paint is uniform in color, gloss, thickness and texture and free of runs, sags, blisters, or other discontinuities.

c. Wet Paint Warning - Place notices and do not remove until paint is dry.

III. Colors:

a. Main color to the exterior of house and perimeter walls should the same as existing, weather guard white color for the walls and black for skirting. Preferably “Galaxy Paint” or “Goldstar” manufacturers.

b. All balustrades, painted timber, and front entry doors and frames: should be painted with the same colors as existing one.

c. Repaint/Varnish all fascia and soffits, windows, window frames, doors and door frames: with same color.

d. Repaint downpipes, railings and gates on all buildings.

e. Repaint all cable runs, conduits and pipe work.

f. Final paint shall be applied in two coats and according to the manufacturer's instructions.
IV. **Work Area Protection**

Before painting in any section of the building, use drop sheets and masking tape wherever necessary to protect finished work or other surfaces liable to damage during painting.

V. **Touch Up**

Clean off marks, paint spots and stains throughout including on glass, restoring damaged surfaces to their original condition.

VI. **Paint Types and Specifications**

Where SAA (Society of American Archivists) Standard Specifications describe and define the standards required for specific materials, the materials used in the works shall conform to all applicable requirements of the relevant standard specification.

Use only premium quality lines from approved manufacturers. Use only unadulterated paint except as per manufacturer directions. Do not combine paints from different manufacturers. On clear timber finishes use only combinations of putty, stain and sealer recommended by the Manufacturer of the topcoats. Use only the type and quantity of thinners recommended by the paint manufacturer.

Provide finish coats, which are compatible with prime and undercoat paints used. Provide barrier coats over incompatible primers or remove and reprise as required.

Do not apply paints when surrounding temperatures and the paint manufacturer exceeds humidity conditions beyond that recommended.

Do not store or mix paint in areas or on surfaces liable to damage.

VII. **Surface preparations**

All painted surfaces are to present a clean and even appearance with no evidence of poor workmanship. Finished paint surfaces shall be free from sags, wrinkles, drips and other defects or imperfections.

Do not paint over dirt, dust, scale, grease, moisture or conditions detrimental to the formation of a durable and acceptable finish.

VIII. **Filling**

All holes, cracks and marks should be repaired with fillers, sealant, putties or grouting cements as appropriate for the finishing system and substrate, and treat to achieve the required finish in accordance with industry standards before painting. Tint the filler to match substrate if the finish is transparent. Walls should be wiped down as necessary before painting.

IX. **Workmanship Standards**

Care shall be taken to ensure that the base surfaces are properly prepared and that the materials are used correctly. Where SAA or other approved Codes of Practice are applicable, the workmanship and procedures described by the relevant Codes shall be regarded as the minimum
standard acceptable. Store and apply paint in accordance with the manufacturer’s directions. Use applicators and techniques best suited for the type of material being applied. "Ridging" at roller overlaps shall not be permitted. Apply finish as heavily as possible without running to provide a uniform finish and color free from brush marks, hairs and other imperfections. Paint surfaces behind mobile equipment and furniture the same as similar exposed surfaces. Paint surfaces behind permanently fixed equipment or furniture. Finish exterior painted doors on tops, bottoms and side edges the same as the exterior face. Sand lightly between each successive coat where recommended by the paint manufacturer. Apply each coat of material at not less than the manufacturers recommended spreading rate.

X. Remove Hardware
Remove all hardware, hardware accessories and similar items in place and not to be painted or provide surface applied protection prior to surface preparation and painting operations. After completions re-install all removed items Exceptional care must be taken to assure tidiness of work. Suitable temporary covers, masking, drop sheets, drapes and/or barriers shall be provided and maintained effectively where necessary to protect carpeting and furniture or other finishes that are to be painted or not to ensure what they are not exposed to paint and put at risk. These are to be removed when the protection is no longer required. Provide "Wet Paint" signs as required to protect newly painted surfaces. Carefully remove and reinstate paint splatters from adjacent surfaces.

Upon completion of the work all paint cans, other materials, containers, debris and protective coverings shall be cleaned up and removed from site and the Contractor shall leave the area in a clean, neat, and orderly condition satisfactory to the Contracting Officer.

3.1 Wood Work Refinish
- Apply aerosol spray paint stripper for small surface area, Spray the stripper evenly over the surface and let it sit for 5 to 10 minutes. The old finish will start to lift up off the wood.

- Use a scraper tool to remove the old finish. Wipe the blade with cloth between scrapes. You may have to apply stripper and scrape more than once in order to remove the majority of the old finish.

- Once stripping is done, and the surface is dry, wipe with mineral spirits using a clean cloth to remove any residual stripper. Allow the surface to fully dry before moving on to sanding.

- To remove the last bits of finish, use a palm sander with medium-grit sandpaper (about 150-grit) until you see the bare wood. Then switch to fine sandpaper (200+ grit) until the entire piece is uniform.

- Wipe down the whole surface with a tack cloth to remove any dust from sanding.

- Staining is easiest to do with a staining pad. Dip the pad in the stain and wipe it on using long, even strokes.
• Then use a clean wiping cloth to remove excess stain. Wipe lightly with the grain to avoid streaking. You’ll need to apply multiple coats until you like the color. Keep following the same process but be sure to let the stain dry between coats so you can gauge what it looks like before deciding whether to add another coat.

• Once the coat of stain is totally dry, apply an oil-based clear coat for a final layer of sheen and protection. Spray-on clear coat is easy to use and provides great coverage. Spray with a nice even motion following the natural lines of the piece. Apply two coats, sanding in between with 200-grit or higher sandpaper after the first coat is dry. This technique will smooth any imperfections from first coat and give you a pro grade finish. Then spray on a final layer.

4.0 Upstairs Bathrooms Renovation
a) Works to be done are as explained below;
   i. Carefully remove the existing bathtubs in the two bathrooms upstairs, one in the master bedroom and the other one to the far end on the left as you coming up from the staircase, and replace them with shower stall with glass screen of good quality from Spain or Italy. (See Sample shower stall in appendix 1 below).

   ii. Install new floor and wall tiles similar to the existing one on the area where the bathtubs will be replaced with shower stall. (See installation procedure in section 4(b)(ii) below).

   iii. Install new mixer shower, stainless steel rain shower head and solid brass shower arm in the two bathrooms mentioned above to replace the bathtubs. (See plumbing procedures in section 4(b)(i) below)

   iv. Remove the existing soft woods storage cabinet (vanities) in all the three bathrooms upstairs and replace with hardwood Mninga or Mkongo type. Increase the storage area of the cabinets to the size of bathtubs width (will be shown during site visiting).

   v. Once replacement work is done, apply touch up paint to the whole bathroom to restore the walls surface to the original shiny condition.

b) Tilling/Plumbing Work Procedures;
   i. Plumbing Work Execution/Installation.

   Install the pipes, fittings & joints to connect to the existing system as following the instructions listed below.

   • Install pipes, joints & fittings, in accordance with recognized industry practices which will achieve permanently leak proof piping systems, capable of performing each indicated service without piping failure. Install each run with minimum joints and couplings, but with adequate and accessible unions for disassembly and maintenance/replacement of valves and equipment. Align piping accurately at connections, within 2 mm (1/16”) misalignment tolerance.
Locate piping runs except as otherwise indicated, vertically and horizontally (pitched to drain) and avoid diagonal runs wherever possible. Orient horizontal runs parallel with walls and column lines.

Clean exterior surfaces of installed piping system of superfluous materials. During construction, properly cap all lines and equipment nozzles so as to prevent the entrance of sand, dirt, etc. Each system of piping to be flushed prior to testing for the purpose of removing grit, dirt, sand, etc., from the piping for as long as time is required to thoroughly clean the system.

In erecting pipe, friction wrenches and risers shall be used exclusively; any pipe cut, dented or otherwise damaged shall be replaced.

Install plumbing fixtures and accessories as indicated, in accordance with manufacturer's written instructions, applicable codes and regulations, and in accordance with recognized industry practices to ensure that installation complies with requirements and serves intended function.

Protect the installed showers with rigid plywood covers right after the installation to protect from any damage during the installation of the ceramic tiles and other finished activities.

Fasten plumbing fixtures securely to supports on building structure. Secure water supplies behind or within wall construction to provide rapid installation.

Provide a stop valve in an accessible location in the water connection to each fixture.

Seal (caulk) all fixtures to walls and floors using G.E. silicone sealant. Match sealant color to fixture color.

Replace washers of leaking or dripping faucets and stops at guest and upper bathrooms washing basins.

Clean fixtures, trim, and strainers using manufacturers recommended cleaning methods and materials.

Upon completion of installation of plumbing fixtures and trim, and after fixtures are water pressurized, test fixture to demonstrate compliance with requirements. Where possible correct malfunctioning units, retest to demonstrate compliance, otherwise remove and replace with new equipment and retest at no cost to Owner.

Apply the proper joint sealant and silicone for all joints around all the finished fixtures and accessories as required to provide sealed installations.
ii. **Tilling Work Execution**

- Lay tiles from the centerline of each space outward to obtain border tile of equal width and larger dimension.
- Lay tiles in grid pattern. Align joints if adjoining tiles on floor and walls are the same size. Joints shall be uniform in width.
- Set tile firmly on the mortar bed. Strings or pegs may be used to space tiles that have no spacers. Bring all surfaces to a true plane at the proper position or elevation. Thoroughly beat-in all tiles while the mortar bed is still plastic.
- Make adjustment of tile before initial set of the mortar takes place.
- Terminate work neatly at obstructions, edges, and corners without disturbing the pattern or joint alignment.
- Grouting: before grouting, wet the joints between tiles if tiles have become dry, force a maximum amount of grout into the joints, and fill all gaps and skips. The finished grout shall be uniform in color, smooth, and without voids, pinholes or low spots.
- Cleaning: Upon completion of installation, clean all tile surfaces so they are free of foreign matter and leave finished installation clean and free of cracked, chipped, broken, non-bonded, or otherwise defective tile work.

5.0 **Kitchen Renovation**

- Install new (2.5 x 1) m by 1m high, kitchen highland at the middle of the kitchen with storage cabinets below.

- The highland should have marble countertop similar to others installed and storage cabinets made of hard wood preferably Mninga Wood at lower portion.

- Replace the existing dish washing sink with new deeper and wider sink placed on the same location as existing one (the sample to be approved by COR before installing).

**Note:**
Contractor is to submit a simple design of the highland and for approval along with the proposal.

6. **Roof Leakage Repair**
   a) **Flat Roof Repair**
   I. **Surface Preparation (Flat roof repair upper Veranda)**

- Preparation and cleaning shall be made on the area by removing loose material and using soft broom stick or the like.

- Oil, grease and paints shall be removed by using rug cloth and paint scraper respectively.
• Cracks shall be repaired with approved repairing material.

• In the case of the joints between water proofing membrane cover and wall, the gap between should well sealed with water proofing product(Silicon or Flexikote) from Nabaki Africa before applying waterproofing material membrane cover.

II. Water Proofing Membrane

• Carefully remove half of the existing water proofing membrane and properly reinstall it back covering all uncovered concrete parts.

• For horizontal waterproofing membrane application. Two layer of 4mm thick modified bituminous membrane shall be laid fully torched on blinding concrete with minimum of 100mm end laps and 150mm side laps.

• The blinding surface shall be primed with the primer recommended by the manufacturer of the membrane prior to placing the membrane. Prior to succeeding works the applied primer shall be inspected by the Engineer 24 hours after the placement.

• Waterproofing membrane installation shall be performed using cylinder fed propane gas torch, trowel to seal the seams of the membrane and knife for cutting.

• The membrane should then be placed in the correct torching on position then re-rolled for about half of its length without changing its orientation.

• The membrane should then be un-rolled again and torched on pressing the melted area against the substrate.

• Repeat till the entire length of the membrane is bonded firmly onto the surface then the second membrane is laid in the same way with an overlap of 150mm at the end and 100mm at the side.

• For vertical application, two layer of 4mm thick modified bituminous waterproofing membrane shall be applied to all vertical surfaces of gunited shoring or blockworks wall.

b) Wall-Roof flashing Leakage Repair.

Edge Flashing:

i. Properly re-install existing wall- roof flashing around the main house to correct all leakage areas make sure it is well inserted into the wall and properly sealed with appropriate flash sealant to avoid water from passing through the wall.

ii. Eave edge flashing: Install prior to underlayment installation. Underlayment shall extend past horizontal face of edge flashing. Horizontal face of edge flashing shall extend over
the roof deck for 100mm (minimum); vertical face of edge flashing shall turn down and extend to gutter, terminating in drip edge.

iii. Rake (barge) edge flashing: install after underlayment installation. Underlayment shall extend past horizontal face of edge flashing. Horizontal face of edge flashing shall extend over the roof deck for 100mm (minimum); vertical face of edge flashing shall turn down 25mm (minimum) to cover edge of deck boards, and shall terminate in angled drip edge.

7 Staff Quarter Renovation

Renovation works at staff quarter will involve:

- Thoroughly painting inside/out of the building. See painting procedures in section 3 above.
- Installing new hard wood storage cabinets in the kitchenette and the reserve room just besides the kitchen.

NOTE: ALL THE DIMENSIONS WILL BE TAKEN AND AGREED UPON SITE VISITING.

8 Condition of Contract

i. General

This is a firm fixed price turnkey job for the entire work and amount quoted shall include all work described in attached drawing, scope of work and general condition of contract. The lump sum price quoted shall be fixed and nothing extra will be entertained on any account.

Contractor’s staff is subject to such restriction for entry and exit as are required by the Embassy’s security requirement. Contractor’s staff will be subject to security cleared as required by the Embassy.

Contractor shall restore all surfaces disturbed by construction to match with existing finish.

Any deviation from the original contract/scope of work shall be informed to COR before work begins. No additional work or changes will be carried out without a contract modification.

ii. Responsibilities of Contractor

Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and plant and equipment etc., required for completion of the work in all respects and as per the scope of the work.

All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained.
Contractor shall employ and provide one full time engineer to supervise the project and has experienced of carrying out such type of work. Contractor shall not proceed with next activity until previous activity will be checked and approved by COR. Contractor shall mentioned all inspection dates in the schedule chart.

Contractor should keep the site clean and accessible to Embassy employee all time. The duration of the project shall not exceed one month (thirty) working days.

iii. Specifications
Work under this contract shall be carried out strictly in accordance with specifications attached and will meet US and Local codes.

iv. Execution of Work
The Contractors are advised to review the material specifications and scope of work. The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work.
On award of the work, Contractor shall submit all items below via email:

a. Bar chart within 3 days for approval by the Contracting Officer Representative (COR). All dates and time schedule agreed upon should be strictly adhered to. Contractor shall notify the COR in advance regarding anticipated problems through the project.
b. Proposed start date
c. Weekly schedule/activity plan for the duration of the project prior to the start date.

For dismantling/blocking or making connection to any existing services or any shut-down, contractor shall inform the COR at least three working days in advance and proceed with the work only after the permission from the COR.

v. Materials
All materials used on this work shall be new and conforming to the contract specifications as per US and local codes.
Materials shall conform to the latest US Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalog for pre-approval.
All materials used on the project shall be approved by the Contracting Officer Representative (COR) before use. Any changes/substitutes on material shall be approved by COR before proceeding.

9 Storage of Materials
All materials shall be stored in a proper manner protected from natural elements so as to avoid contamination and deterioration.

10 Site Clearance and Cleanup
The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from Embassy premises, maintaining a neat site condition.
On completion of project, Contractor shall remove all surplus materials and leave the site in a broom clean condition.

11. Workmanship
Workers working on the site shall be skilled in their job and have related job experience.

12. Working Hours
Working hours shall be 8:00 A.M. to 5:00P.M Sunday to Friday. No work shall be done holidays without prior approval of the Contracting Officer.

13. Security Clearance
The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name, and date of delivery) to the COR at least 24 hours in advance for material deliveries.
Contractor shall give workers names at least 3 days in advance to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.

14. Safety
Contractor is responsible and shall continue management and implementation of a safety and health program throughout construction.
The Contracting Officer and the Post Occupational Safety and Health Officer [POSHO] reserve the right to suspend work when and where Contractor's safety and health program is considered to be operating in an inadequate or non-complying manner.
Contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site. Work will be stopped in case the proper protection equipment is not found with the workers and the lapse of time shall be at the Contractor’s expense.
Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants or equipment.
Contractor will use all safety gadgets e.g. hard hats, cotton gloves and goggles as required on site to avoid the accident.
Any equipment or work considered dangerous shall be immediately discontinued.

15. Warranty
The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contract further guarantees that if, during a period of one year from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his own cost.
16. **BILL OF QUANTITY.**

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<tr>
<th>S/N</th>
<th>Item Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total price</th>
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<tbody>
<tr>
<td>1.</td>
<td>Main house exterior walls painting</td>
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</tr>
<tr>
<td>2.</td>
<td>Wood work Refinishing.</td>
<td>Unit</td>
<td></td>
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<tr>
<td>3.</td>
<td>Upstairs Bathroom renovation.</td>
<td>Unit</td>
<td>3</td>
<td></td>
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<td>4.</td>
<td>Staff Quarter inside/out painting</td>
<td>Unit</td>
<td></td>
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<td>5.</td>
<td>Installing new storage cabinets at staff Quarter kitchenette and reserve room of hardwood. (Mninga/Mkongo wood)</td>
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<td>6.</td>
<td>Roof Leakage Repair at Upper Patio and Wall flashing areas.</td>
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<td>7.</td>
<td>Installation of the Kitchen highland with marble countertops and storage area below.</td>
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<td></td>
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</tr>
<tr>
<td>8.</td>
<td>Replacements of the existing dish washing sink with new deeper and wider sink in the kitchenette.</td>
<td>Unit</td>
<td>1</td>
<td></td>
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N.B All Dimensions will be taken and agreed during site visiting. Site visiting date will be determined and notified later.

ATTACHMENT 1
Figure 1: Sample Shower Stall