

ANNEX 3

1.1 SCOPE

1.1.1 General Scope

- 1.1.1.1 The awarded contractor must produce a deliverable timeline of the project and approve it from the client prior to the commencement of work onsite.
- 1.1.1.2 Supply of all material including necessary requirement and other tools are under the complete responsibility of the contractor.
- 1.1.1.3 All installation works must be carried out by the awarded contractor. All necessary tools and other equipment including adhesives and other components will not be provided by the client and must be managed by the awarded contract.
- 1.1.1.4 Regular site inspection will be done by the client during construction work. During site analysis and measuring, the awarded contractor will always be accompanied by a staff of the client on site.
- 1.1.1.5 All works must be carried out with care to the existing structure.
- 1.1.1.6 AC's located within site should not be turned on to prevent any damage, due to excess dust and particles. Where required, these should be covered.
- 1.1.1.7 Relocation of existing furniture to the areas specified by the staffs.
- 1.1.1.8 All waste must be discarded by the contractor. Common areas, staircase and lobby should be cleaned after shifting of materials during the period when the work is conducted on site. Finally, site should be cleaned prior to hand over.

1.1.2 Carpet Tiles flooring

- 1.1.2.1 Removal of damaged carpet tiles and adhesive
- 1.1.2.2 Replacement of damaged carpet tiles. The finish to be identical to the existing flooring. This should be approved by the client prior to installation. Installation should be carried out as per manufacture specification and should allow floor level services provisions.

1.1.3 Carpet flooring

1.1.3.1 Removal of existing carpet flooring and adhesive

1.1.3.2 Laying of new carpet flooring as stated in the drawing.

1.1.3.3 Laying of new carpet flooring as stated in the drawing. The finish to have a shade of grey and should be approved by the client prior to installation. Installation should be carried out as per manufacture specification and should allow floor level services provisions.

1.1.4 Parquet flooring

1.1.4.1 Removal of all carpet flooring and adhesive

1.1.4.2 Laying of new parquet flooring as stated in the drawing. The finish to have a shade of grey and should be approved by the client prior to installation. Installation should be carried out as per manufacture specification and should allow floor level services provisions.

1.1.5 Novilon flooring

1.1.5.1 Removal of all carpet flooring and adhesive

1.1.5.2 Laying of new novilon flooring as stated in the drawing. The finish to have a shade of grey and should be approved by the client prior to installation. Installation should be carried out as per manufacture specification and should allow floor level services provisions.