

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL		
A	<p><u>General</u></p> <p>This section of the Contract Document shall be read in conjunction with other relevant sections mentioned in the Contract.</p> <p>The successful tenderer shall be bound by the Contract Documents and shall be deemed to have acquainted himself with the whole document before tendering as no claim for extra payment due to lack of knowledge in this respect will be entertained by the Employer.</p>		
B	<p><u>Pricing of Preliminaries</u></p> <p>The Contractor shall refer to clause 5(2) of the Conditions of Contract with regards to the use of key letters Q/T/F which are to be inserted against the cost any priced Preliminary item.</p> <p>In the event of non-pricing against a particular Preliminary item, it shall be deemed that the cost has been included elsewhere.</p> <p>The Contractor is not allowed to insert a "-" or the words "NIL", "NA", "NOT APPLICABLE", "NOT INCLUDED" or words to such effect against any item in the Preliminaries. A tender which contains insertion of such words against items in the Preliminaries will be incomplete and may render the tender to be disqualified.</p> <p>In the event of a lump sum only being inserted for the whole Preliminaries Bill, the Contractor will be required to provide an itemised breakdown of the amount so inserted.</p>		
C	<p><u>Sufficiency of Tender</u></p> <p>The successful tenderer shall be bound by the conditions as stipulated in the Itemised Breakdown of Works and shall be deemed to have acquainted himself with the whole document before tendering as no claim for extra payment due to lack of knowledge in this respect will be entertained.</p>		
D	<p><u>Detailed Breakdown of Tender Price with Quantities</u></p> <p>The tenderer is compulsory to submit the detailed breakdown of tender price with bill of quantities together with his tender submission for QS evaluation purpose.</p>		
E	<p><u>Supervision of Works</u></p> <p>The Architect shall be responsible for the supervision of the works and the administration of the contract.</p>		
To Collection			

Item	Description	Q/T/F	\$
	PRELIMINARY PARTICULARS		
A	<p><u>Definitions</u></p> <p>Whenever the terms noted below are used, they shall have the meaning as detailed hereunder:</p> <p>i) <u>Employer:</u> SATS Airport Services Pte Ltd 20 Airport Boulevard Singapore 819659</p> <p>ii) <u>Architect:</u> Interconsultants Pte Ltd 80 Changi Road #05-18 Centropod@Changi Singapore 419715 Tel: 6223 7094 Fax: 6223 8567</p> <p>iii) <u>Structure & Civil Engineer</u> Sterling C&S Consulting Engineer Pte Ltd 33 Ubi Avenue 3 #07-68, Vertex (Tower A) Singapore 408868 Tel: 6702 7819</p> <p>iv) <u>Mechanical & Electrical Engineer</u> PTP Engineers Pte Ltd 19B Bukit Pasoh Road Singapore 089833 Tel: 6323 7311 Fax: 6323 0688</p> <p>iv) <u>Quantity Surveyor:</u> OTN Building Cost Consultants Pte Ltd 76 Playfair Road #04-05 LHK2 Building Singapore 367996 Tel: 6252 3848 Fax: 6280 3679</p>		
To Collection			

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	PRELIMINARY PARTICULARS (Cont'd)		
A	<u>Definitions</u> (Cont'd)		
	Contractor	The Company to whom this Contract is awarded following acceptance of their tender.	
	Resident Engineer	Such Employer's site staff as may be appointed by the Architect.	
	Resident Technical Officer	Ditto.	
	Authority/Authorities	Government or Statutory Bodies who have any jurisdiction over the works or whose systems the same are or will be connected to either temporarily or permanently.	
	Site	The area of the land bound by the site boundaries as shown in the Contract Drawings	
	Month/Monthly	Shall mean calendar month or intervals hereof as used internationally.	
	Week/weekly	Shall mean calendar week of seven days as used internationally.	
	Day	Shall mean calendar day as used in the Gregorian calendar.	
	Approved	Shall mean to the approval of the Architect.	
	Equal and Approved Goods	Shall refer to materials, workmanship, system or equipment equal in all respects to that specified and approved by the Architect.	
	Gender/Plural	Words in the singular shall included the plural and words in the plural shall include the singular according to the context. Words importing the masculine gender shall include the feminine or neuter as the case may require.	
To Collection			

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	PRELIMINARY PARTICULARS (Cont'd)		
A	<p><u>Location of Work</u></p> <p>The Site is situated at Airpoty Cargo Road on Lot 04551M MK31 Changi Airport Singapore (hereinafter referred to as the 'Site')</p>		
B	<p><u>Scope of Work</u></p> <p>The following brief description of the scope of works shall be for guidance only and shall not be taken as complete:</p> <p>The works embodied within this Contract comprises the following:</p> <ul style="list-style-type: none"> i) Overall site clearance and site preparation. ii) Structural works may comprise of foundation, superstructure works and etc., all in accordance with the Structural & Civil Engineer's specifications and details; iii) Architectural Works, comprising of built-up roofing system, waterproofing works, walls, alluminium and glazing works, doors and windows, wall, floor and ceiling finishes, staircase finishes and balustrades, signages, sundries, carpentry works and etc., all in accordance with the Architect's specifications and details; iv) External works include road works, footpath, pavement, apron and all other miscellaneous works, etc for the satisfactory completion of the project; 		
To Collection			

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	PRELIMINARY PARTICULARS (Cont'd)		
A	<p><u>Scope of Work (Cont'd)</u></p> <p>vii) Mechanical and Electrical Services include Mechanical Ventilation Installation, Electrical Installation, Fire Protection System, Sanitary & Plumbing System Installation all in accordance with the Mechanical & Electrical Engineer's specifications and details; (The Contractor shall ensure that the Mechanical & Electrical contractors to be engaged for this Project must be BCA registered under work head of financial grade of L3 and above);</p> <p>viii) All other works not mentioned above, but incidentally necessary for the proper carrying out of the works, whether or not such works are specially called for in the Specifications and Drawings.</p> <p>The Contractor shall carefully study the documents and drawings and satisfy himself as to the full extent, character and nature of the works to be carried out under this Contract. The Employer shall not entertain any claim arising from the Contractor's failure to study these documents.</p>		
B	<p><u>Contractor to Visit Site</u></p> <p>The Contractor is deemed to visit the site and shall by independent inquiry and observation ascertain the following in connection with their works prior to submitting his tender:</p> <p>a) The nature and extent of the Works.</p> <p>b) The means of access to and from and within the site of the works.</p> <p>c) The extent of working space available.</p> <p>d) The conditions affecting the storage of materials, the positioning of sheds, stores, site offices, temporary buildings and plants.</p> <p>e) The location of all primary services including electric cables, gas and water mains, telephone services, storm and soil water drains and sewers on or above ground by observation and inquiry.</p> <p>f) The location of all primary services included in paragraph (e) that are under ground or hidden by other obstacles by inquiry to the relevant Authority in charge of the respective services.</p>		
To Collection			

Item	Description	Q/T/F	\$
	PRELIMINARY PARTICULARS (Cont'd)		
A	<p><u>Contractor to Visit Site (Cont'd)</u></p> <p>The Contractor is deemed to visit the site and shall by independent inquiry and observation ascertain the following in connection with their works prior to submitting his tender: (Cont'd)</p> <p>g) The nearest points from which electricity, water and other like temporary services can be connected.</p> <p>h) The character of the soil or strata and the nature of the subsoil upon which the works are to be executed.</p> <p>i) All other information which may in any way be relevant or necessary to enable the Contractor to accurately estimate the cost of the Works.</p> <p>j) No monetary or other claim made on the ground of failure to visit the site and/or of want of the aforesaid matters or other like information which might financially affect the contract, will be entertained by the Employer.</p>		
B	<p><u>Site Restrictions</u></p> <p>The Contractor shall be aware that he is working on a restricted site where the adjacent is in operation. He shall ensure that security and safety general public as a whole are of utmost important.</p> <p>The Contractor shall ensure that works are carried out with minimum noise, dust, disruption and other disturbances. Appropriate provision to minimise noise (eg. Noise barrier) shall be sufficiently provided.</p> <p>The Contractor shall ensure that all workers remain within the hoarded areas of the site and do not encroach into the working areas.</p> <p>The Contractor shall employ security guards/personnels with security post from a Security Agency approved by the Employer. The Contractor shall inform the Engineer in writing of the security agency that will supply the security guards/personnel, within 7 days from the date of the Letter of Acceptance.</p>		
C	<p><u>Site Investigation</u></p> <p>The Contractor is deemed to have visited the Site prior to submission of his tender and to have informed himself and made due allowance in the Contract Sum for all conditions pertaining to the Site, its location, condition of existing buildings and structures on adjoining properties, accessibility, boundary conditions, storage space, restrictions for loading and off-loading materials, traffic restrictions, etc.</p> <p>Notwithstanding the requirements of the Standard Method of Measurement, the Contractor is deemed to have thoroughly acquainted himself with the general ground conditions and type of soil to be excavated and to have made his own assessment of the ground and other soil conditions.</p>		
To Collection			

Item	Description	Q/T/F	\$
	PRELIMINARY PARTICULARS (Cont'd)		
A	<p><u>Contractor to Visit Site (Cont'd)</u></p> <p>The Contractor shall inspect the condition of surrounding roads, paved areas, drains, structures and buildings within an extent of twenty-five metres from the Site boundary prior to commencing any work and shall record their existing condition with special attention being paid to any damage or defects and shall submit a properly bound report in Triplicate to the Architect. The photographs shall be properly mounted, labelled and dated as required by the Architect. The Contractor shall regularly monitor the roads, paved areas, drains, structures and buildings in order to monitor any damage or settlement.</p> <p>The sub-soil investigation has been carried out under separate forward contracts and copies of the reports can be viewed at the Engineer's office during office hours.</p> <p>The said reports and information do not form part of the contract and were made available in the Engineer's office in good faith as a guide to the Contractor but no responsibility is taken by the Employer or his Consultants for their accuracy or applicability over the whole of the Site or any part thereof.</p> <p>No claim will be allowed on the grounds of ignorance of the Site conditions under which the Works are to be carried out.</p> <p>CONTRACT PARTICULARS</p> <p><u>Conditions of Contract</u></p> <p>This Contract shall be in accordance with the SIA Building Contract 2016 (Without Quantities) published by the Singapore Institute of Architects (1st Edition November 2016) together with the Appendix.</p> <p>The clause heading of the Articles and Conditions of Contract are given hereinafter and the Contractor is to allow for complying with the various clauses :</p> <ol style="list-style-type: none"> 1 Contractor's Obligations 2 Type of Contract - Clause 2(3).(c) is deleted 3 Architect 4 Quantity Surveyor 5 Consultants 		
To Collection			

OTN Building Cost Consultants Pte Ltd

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
A	CONTRACT PARTICULARS (Cont'd)		
	<u>Conditions of Contract (Cont'd)</u>		
	<u>Articles Cont'd)</u>		
	6 Employer's Representative		
	7 Contractor's Representative		
	8 Prices to be inclusive		
	9 Contract Documents		
	10 Interpretation and Construction of Contract Documents		
	11 Assigns		
	12 Applicable Law		
	13 Appropriate Forum		
	<u>Conditions</u>		
	1 Architect's Directions and Instructions		
	2 Methods of Working and Temporary Works		
	3 Design and Completion Responsibilities		
	4 Programme		
	5 Make-up of Contractor's Prices		
	6 Administration		
	7 Statutory Obligations		
	8 Setting Out and Levelling Proposal		
	9 Access for Architect, Quantity Surveyor and Consultants		
	10 Possession of Site and Commencement of Work		
	11 Material, Goods and Workmanship		
	12 Variations and Valuation of Additional Payments		
	13 Contract Sum and Schedule of Rates and Prices		
	14 Discrepancy or Divergence		
	15 Assignment and Sub-Contracting		
To Collection			

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SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
A	CONTRACT PARTICULARS (Cont'd)		
	<u>Conditions of Contract</u> (Cont'd)		
	<u>Conditions</u> (Cont'd)		
	16 Plant and Materials		
	17 Artists, Tradesmen and other Contractors		
	18 Indemnities to Employer		
	19 Insurance against Injury to Persons and Property and Work Injury Compensation		
	Clause 19.(2)(a)		
	Delete the wordings		
	"by way of Provisional Sum items in the Contract Specification or other Contract Documents"		
	and add the following wordings in their place		
	"in the Preliminaries"		
	Clause 19.(2)(b)(i)		
	Delete the wordings		
	"by way of Provisional Sum items in the Contract Specification or other Contract Documents"		
	and add the following wordings in their place		
	"in the Preliminaries"		
	Clause 19.(2)(b)(ii) is not applicable and deleted.		
	20 Insurance of Works		
	21 Due Diligence by Contractor		
	22 Time for Completion		
	23 Extension of time		
	Clauses 23.(2) (l) and (m) are deleted.		
	24 Delay in Completion and Liquidated Damages		
	25 Phased or Stage Completion: Severability		
To Collection			

OTN Building Cost Consultants Pte Ltd

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
A	CONTRACT PARTICULARS (Cont'd)		
	<u>Conditions of Contract</u> (Cont'd)		
	26 Partial Occupation and Partial Re-entry		
	27 Maintenance		
	28 Designated and Nominated Sub-Contractors and Suppliers		
	29 Nomination and Rights of Objection		
	30 Payment of Nominated Sub-Contractors and Suppliers		
	31 Payment of Contractor and Interim Certificates		
	Clause 31(2)(b)(i) The word "seven" is deleted and replaced by "fourteen". Clause 31(3) is deleted.		
	32 Termination by Employer		
	33 Termination and Suspension by Contractor		
	34 Outbreak of War or Hostilities		
	35 War Damage		
	36 Antiquities		
	37 Arbitration		
	38 Mediation		
	39 Expert Determination		
	40 Statutory Adjudication Under SOP Act		
	41 Optional Clause For Fluctuations		
	Claused 41 is not applicable and deleted.		
	42 Optional Clause for Permitting Insurance Excess		
	Claused 42 is not applicable and deleted.		
	43 Third Party Contract Act		
	Add a new clause 41 described as follows: "Any person who is not a party to this Contract shall have no rights under the Contracts (Rights of Third Parties) Act."		
To Collection			

Item	Description	Q/T/F	\$
A	CONTRACT PARTICULARS (Cont'd)		
	<u>Conditions of Contract (Cont'd)</u>		
	<u>Appendix</u>		
	<u>Clause</u>		
	Type of Contract	Articles 2, 8 and Clause 13.(1)	Lump Sum
	Consultants	Articles 5(1)	To be advised upon award of contract
	Fees and Charges.	7(3)	NIL
	List of Additional Contract Documents	9(1)	To be advised upon award of contract
	Area or extent of site	10(1)	Refer to Location and Site Plan
	Special Access to be afforded by the Employer	10(1)	Contractor need to engage a CAG's authorise security firm to provide manned security
	Restrictions on possession	10(1)	Nil
	Date of Commencement	10(2)	To be advised upon award of contract
	Construction Period	10(2)	Seven (7) calendar months from commencement date
	Date of Completion	10(2) and 22(1)	To be advised upon award of contract
	Limit on Amount	19(1)	S\$5,000,000-00
	Insured (Third Party)		per accident. Unlimited number of accidents for the period of insurance.
	Further Risks to be Insured (if any)	20.(1)	Contractor's All Risks Insurance
	Percentage for Professional fees	20.(1)	Ten percent (10%) of Contract Sum
To Collection			

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SECTION NO. 1
PRELIMINARIES

Item	Description		Q/T/F	\$
A	CONTRACT PARTICULARS (Cont'd)			
	<u>Conditions of Contract (Cont'd)</u>			
	<u>Appendix (Cont'd)</u>			
		<u>Clause</u>		
	Liquidated Damages for Whole Works	24(2)	0.2% of the Contract Sum per day commencing on the day after the Targeted Completion Date and expiring on the Final Acceptance Date subject to a maximum of ten percent (10%) of the Contract Price	
	Phased or Stage Completion	25	Not Applicable	
	Maintenance Period	27(1)	Twelve (12) months from date of Completion Certificate	
	Period for allowance for defect	27(3)	60 days from the date of issue of the Schedule of Defects	
	Dates and Periods for Issuing Interim Certificate	31(1)	Monthly not later than 14th day of each calendar month	
	Milestone Payment	31(3)	Not Applicable	
	Period for Honouring Certificate	31(1)	Thirty five (35) days after the date of payment response or tax invoice is provided	
	Retention Percentages For Periodic Valuation	31(5) and 31(6)	Ten percent (10%) for work executed and twenty percent (20%) for unfixed materials	
	Limit of Retention.	31 (6)	Five percent (5%) of the Contract Sum	
	Fluctuations	41	<u>Not Applicable</u>	
	Specified Materials and Contracted Prices	41(1)	<u>Not Applicable</u>	
	Base Date	41(1)	<u>Not Applicable</u>	
	Public source for publishes material prices	41(3)	<u>Not Applicable</u>	
	Permitting Insurance Excess	42	<u>Not Applicable</u>	
To Collection				

Item	Description	Q/T/F	\$																								
	CONTRACT PARTICULARS (Cont'd)																										
A	<u>Contract Period</u> The contract period shall be as stated in the Letter of Acceptance. The Contractor shall commence work seven (7) days from the date of Architect's written instruction to take possession of site, or immediately upon obtaining the permit to commence work from the relevant authorities, whichever is the later. After taking possession of site and prior to authorities approval, the Contractor may commence mobilisation and any preparation for the work. However, the Contractor will not be reimbursed by the Employer for any additional cost whatsoever in connection with any delay in obtaining approval from the relevant authorities and the issuance of the permit to commence work.																										
B	<u>Drawing and Schedules</u> The list of tender drawings is contained within the drawings issued by the respective consultants. These drawings shall form part of the contract documents.																										
C	<u>Inclement Weather</u> The Contractor's attention is specially drawn to the fact that rainfall records are received monthly from the Meteorological Bureau Stations at Botanic Gardens, Tengah Airbase, Seletar Aerodrome, Paya Lebar Airport and Changi Airport. The average rainfall obtained from these five stations shall be taken as the basis for assessing the inclement weather conditions prevailing for the whole of the Island of Singapore and her neighbouring islands. The Contractor shall not be allowed any extension of time due to inclement weather unless exceptional inclement weather conditions prevail in excess of the following average figures of "wet-day" returns for the last ten years (2010 - 2019). <table><tr><td>JAN</td><td>FEB</td><td>MAR</td><td>APR</td><td>MAY</td><td>JUNE</td></tr><tr><td>6</td><td>4</td><td>8</td><td>7</td><td>7</td><td>6</td></tr><tr><td>JUL</td><td>AUG</td><td>SEP</td><td>OCT</td><td>NOV</td><td>DEC</td></tr><tr><td>6</td><td>5</td><td>6</td><td>7</td><td>11</td><td>10</td></tr></table> A day will be considered as a "wet-day" when the rainfall exceeds 10.16mm. Extension of time due to adverse weather will only be granted when the total number of "wet days" within the contract period exceeds the total relevant "wet days" as shown in the chart herein. Records from Meteorological Bureau Station at Botanic Gardens shall be used as a basis for "wet days". The Contractor shall not entitle to claim for any additional cost arising from the Extension of Time granted due to incremental weather	JAN	FEB	MAR	APR	MAY	JUNE	6	4	8	7	7	6	JUL	AUG	SEP	OCT	NOV	DEC	6	5	6	7	11	10		
JAN	FEB	MAR	APR	MAY	JUNE																						
6	4	8	7	7	6																						
JUL	AUG	SEP	OCT	NOV	DEC																						
6	5	6	7	11	10																						
To Collection																											

Item	Description	Q/T/F	\$
	CONTRACT PARTICULARS (Cont'd)		
A	<p><u>Fixed Price Contract</u></p> <p>The Contract is a fixed price contract and the contract rates shall not be adjustable for cost fluctuations in labour, materials, goods, temporary services, foreign exchanges and/or for any changes in current legislation, regulations, building bye-laws, working hours, rates of payments or benefits to employees and worker's levies.</p>		
B	<p><u>Discrepancies</u></p> <p>Where a discrepancy or divergence occurs between this document and the drawings or within this document and within the drawings as to the precise extent or nature of the work to be carried out then the Contractor shall be deemed to have allowed for the highest standard of work that specified. The Contractor shall immediately give notice of such discrepancy or divergence to the Architect who shall either confirm the most expansive situation or issue an instruction as appropriate.</p>		
C	<p><u>Goods and Services Tax</u></p> <p>The Contractor's Tender Sum including all rates and prices submitted by the Contractor in his Tender shall be exclusive of any Goods and Services Tax (hereinafter referred to as "GST") which may become payable under the Goods and Services Tax Act.</p> <p>Any GST which may become payable on taxable goods and services supplied under the Contract shall be separately paid by the Employer to the Contractor as and when such tax becomes payable.</p> <p>For the purpose of this clause, unless the Contractor has separately declared in his Tender that he is a non-taxable person within the meaning stipulated in the Goods and Services Act, the Contractor shall be deemed to be a taxable person under the said Act.</p> <p>If the Contractor has declared himself to be a non-taxable person under the Goods and Services Act in his Tender, any subsequent GST which may become payable as a result of the Contractor becoming taxable under the said Act, due to any reason whatsoever, shall be fully borne by the Contractor and not separately paid by the Employer to the Contractor.</p>		
To Collection			

OTN Building Cost Consultants Pte Ltd

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
A	<p>CONTRACT PARTICULARS (Cont'd)</p> <p><u>Insurance</u></p> <p>Insurance shall be as follows:</p> <p><u>Insurance against Injury to Persons and Property and Work Injury Compensation.</u></p> <p>Without prejudice to his liability to indemnify the Employer under Clause 18 of the Conditions, the Contractor shall take up insurance policies in respect of Damages to the Works, Public Liability and Work Injury Compensation. These policies shall be taken up with insurer approved by the Employer.</p> <p>The Employer shall not be under any liability to the Contractor for any loss that may arise from any deficiency in any of the insurances taken up by him in accordance to the requirements as stated herein.</p> <p>The policies shall cover the period from the date of possession of site or the date of commencement, whichever is the earlier, to the date of the issuance of the Maintenance Certificate.</p> <p>All "excess" or "deductibles" in the policies shall be borne by the Contractor.</p> <p>Other terms and conditions in the policies shall include the following:</p> <p><u>Insurance for Damages to Works and for Public Liability</u></p> <p>In connection to Clause 19 & 20, the insurance for damages to the Works and for public liabilities (person and property) shall be taken up in the form of a Contractor's All Risks Policy. It shall cover all liabilities in respect of any injury to any person fatal or otherwise and any loss of or injury or damage to any property caused or arising out of or in the course of execution of the Works as spelt out in the policy. It shall:</p> <p>(a) be in the joint names of the Employer, the Contractor, all Sub-Contractors, and/or the Mortgagee Bank, for their respective rights and interests;</p> <p>(b) incorporate a Non cancellation/Amendment Clause;</p>		<p>To be priced in General Summary</p>
To Collection			

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SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
A	CONTRACT PARTICULARS (Cont'd)		
	<u>Insurance (Cont'd)</u> <u>Insurance for Damages to Works and for Public Liability (Cont'd)</u> (c) contain the following: <u>For Section 1 (For Material Damages)</u> Total Sum Insured: i) Contract Sum; ii) Removal of debris (5% of Contract Sum); iii) Professional Fee (10% of Contract Sum); iv) Employer's properties other than the Works but which the Contractor is in possession. Endorsement for additional clauses: (i) Automatic reinstatement; (ii) Extra charges for overtime, night works, work on public holidays and express freight; (iii) Loss Payee; (iv) Mortgagee Clause; (v) Cross Liability; (vi) Extended maintenance cover (including legal Liabilities arising from obligation under the provision of the contract).		To be priced in General Summary
To Collection			

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	CONTRACT PARTICULARS (Cont'd)		
A	<u>Insurance (Cont'd)</u> <u>Insurance for Damages to Works and for Public Liability (Cont'd)</u> <u>For Section 2 (Liability to Third Parties)</u> Limit of Indemnity: Minimum limit of S\$5,000,000.00 in respect of or arising out of any one occurrence or in respect of or all occurrences of a series consequent upon or attributable to one source or original cause (for unlimited number or claim over the period of insurance). Endorsement of additional clauses: (i) Employer, Consultants and their representatives and employee of companies within Organisation Group of Companies, Government and Statutory Board Employees as Third Parties; (ii) Properties of the Employer, other than the Works, and not in possession of the Contractor shall be deemed to be Third Parties Property; (iii) Cross Liability; (iv) Removal of support, lowering of ground water, subsidence and vibration; (v) Automatic reinstatement; (vi) Plant and Machinery; (vii) Underground services warranty; (viii) Vibration; (ix) Extended Maintenance Cover.		To be priced in General Summary
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SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	CONTRACT PARTICULARS (Cont'd)		
A	<p><u>Insurance (Cont'd)</u></p> <p><u>Work Injury Compensation Policy</u></p> <p>The Work Injury Compensation Policy shall cover all liabilities in respect of all workmen (including employees of Sub-Contractors) who may be employed on the works or any other place while engaged in business connected with the Works. The Work Injury Compensation Policy shall:</p> <p>(a) be in the joint names of the Contractor and all Sub-Contractors;</p> <p>(b) be from the date of possession of site or date of commencement, whichever is earlier, until the date of the issuance of the Maintenance Certificate.</p> <p>The Work Injury Compensation Policy is to be endorsed to cover obligations at Common Law for injuries to workmen in the event that any injured workman elects to claim under his rights at Common Law instead of under the Workmen's Compensation Ordinance.</p> <p>Receipt of payment of the premium shall be furnished to the Architect within a reasonable time from commencement of works, failing which the Architect may arrange for direct payment to be made to the insurer by the Employer. Such payment shall subsequently be deducted from any monies due to the Contractor.</p> <p>The Contractor shall immediately settle a claim or claims under the Excess Clause. If the Contractor fail to settle any such claim, the Employer shall at its discretion deduct from any money due to or to become due to the Contractor under the Contract and reimburse the insurer accordingly.</p> <p>The Contractor shall take up any additional insurance which he deems necessary to cover any other risks not included or not sufficiently covered by the insurance taken up according to the specified form.</p>		To be priced in General Summary
To Collection			

Item	Description	Q/T/F	\$
	CONTRACT PARTICULARS (Cont'd)		
A	<p><u>Performance Bond/Security Deposit</u></p> <p>(a) Within fourteen (14) days after notification of acceptance of his tender, the Contractor shall deposit free of interest with the Employer an amount equal to 10% of the Contract Sum as security for the due performance by the Contractor of each and every liability and obligation owing by the Contractor to the Employer, such sum to be retained or otherwise properly dealt with by the Employer. The said sum or the recoverable balance thereof shall be returned to the Contractor upon the expiry of three (3) months after the Maintenance Period or three (3) months after issue of the Maintenance Certificate by the Architect whichever is the later date.</p> <p>(b) The Contractor may in lieu of the cash deposit provide the Employer with a Performance Guarantee duly executed by a bank approved by the Employer in an equivalent sum in accordance with the specimen format included in the Appendices of the Tender Document.</p> <p>(c) If the Employer is of the opinion that completion of the Works or any part thereof is likely to be delayed, the Employer shall, at his discretion, be entitled, from time to time, to require the Contractor to extend the existing Performance Bond for such periods or periods as the Employer may in his absolute discretion require without prejudice to his right to demand payment in exercising his right under the special clause/condition for imposition of liquidated damages.</p> <p>(d) Should the Contractor refuse or otherwise fail to extend the Performance Bond as may be required by the Employer within the period stipulated by the Employer, the Employer may without prejudice to his other rights against the Contractor, demand on the existing Performance Bond and receive payment therefrom. Any opinion of and exercise by the Employer of his discretion herein is absolute and shall not be opened to any challenge whatsoever by the Contractor.</p>		
B	<p><u>TOL Fees for Land Outside Contract Boundary</u></p> <p>Where the Contractor requires land outside the contract boundary for the setting up of site office and storage of materials for the Works, the Contractor shall check on the availability of such land and apply to the relevant Authority for the use of such land. In the event the relevant Authority allows the Contractor the use of such land, the Contractor shall at his own costs and expenses comply with all the terms and conditions, pay all TOL (Temporary Occupation Licences) fees, bear all costs and expenses for the use and maintenance of and access to the said land imposed by the relevant Authority. The Contractor shall reinstate the land to its original condition before handing over the land back to the Authority.</p> <p>The Contractor shall use such land allocated solely for the purpose of executing this Contract.</p>		
To Collection			
	CONTRACT PARTICULARS (Cont'd)		
A	<u>Alterations to Text</u>		

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SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	<p>Each individual item in the Itemised Breakdown and Schedule of Rates must be priced and written in ink. No alteration shall be made by the Contractor to the text of the Itemised Breakdown/Priced Sections. If any alteration, addition or note is made by him, such alteration, addition or note will not be recognised and the text of the Itemised Breakdown and Schedule of Rates as originally prepared by the Quantity Surveyor will be strictly adhered to.</p> <p>Any items which the Contractor considers to have no value shall have dashes placed against them in the cash columns. Items not priced shall be deemed to be of no value or the cost of which is deemed to be included elsewhere in the Itemised Breakdown / Priced Sections for works.</p> <p>The amount appearing as the total of the Summary at the end of the Itemised Breakdown prices and marked "Total Carried to Form of Tender" shall be transferred to the Form of Tender in Dollars and Cents without any alteration or rounding off.</p> <p>The Contractor is not allowed to insert the words "NIL", "NA", "NOT APPLICABLE", "NOT INCLUDED" or words to such effect against any item in the Itemised Breakdown/Priced Sections. Tender which contains insertion of such words against items in the Preliminaries Bill, Itemised Breakdown will be considered as incomplete and may render the tender liable to be disqualified.</p>		
B	<p><u>Pre-Completion Inspection</u></p> <p>As a condition precedent to the issue of the Completion Certificate, the Contractor shall request the Architect to carry out a pre-completion inspection of the Works. After the pre-completion inspection, the Architect shall either issue to the Contractor the Completion Certificate in accordance with the Conditions of Contract or give directions to the Contractor specifying the work, goods or materials which do not comply with the Contract in any respect to be made good, remedied or reconstructed by the Contractor before the issuance of Completion Certificate.</p> <p>The Contractor is required to programme the pre-completion inspection of the Works sufficiently far ahead of the Completion Date to ensure that the Works can be inspected by the Architect and any work, goods or materials specified in the said directions made good, remedied or reconstructed to the satisfaction of the Architect prior to the issuance of the Completion Certificate.</p>		
To Collection			

Item	Description	Q/T/F	\$
	CONTRACT PARTICULARS (Cont'd)		
A	<p><u>Prerequisites for Issuance of Completion Certificate</u></p> <p>Prerequisites for issuance of Completion Certificate are as follows:</p> <ol style="list-style-type: none"> All clearances from the relevant Authorities necessary for the application of the TOP have been obtained. The Contractor should programme the Works such that at least two (2) months prior to the Contract Completion Date, the relevant works are completed in order that applications for inspections can be made to the respective Authorities for the issuance of all necessary clearances. The Architect is satisfied that the Contractor has complied fully with his previous directions to make good, remedy, replace or reconstruction items of work, goods or materials which did not comply with the Contract in any respect. Such defects shall include but not limited to items included in the List of Defects. When all works have been executed to the satisfaction of the Architect. Submission of all executed joint warranties stipulated in the Contract. (All joint warranties for the relevant trades must be submitted upon the award of each specialist trade). Submission and approval of all maintenance/operating manuals and associated technical data and drawings necessary for the efficient operation and maintenance of all installations. Such information shall be prepared and produced in conjunction with the respective Sub-Contractors and shall include, but not be limited to, the following data :- <ol style="list-style-type: none"> names of suppliers and manufacturers together with addresses and telephone numbers; a general description of all systems and installations with a separate detail description for each; equipment details; and maintenance requirements, etc. Submission of the requisite number of sets of certified "as-constructed" or "as-built" drawings for all concealed works, services and installations, together with one (1) set of the certified tracings of each drawing or computer files in the format as instructed by the Architect; Submission of material and functional test reports arising from CONQUAS requirements, if any. 		
To Collection			

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	CONTRACT PARTICULARS (Cont'd)		
A	<p><u>Completion Certificate</u></p> <p>Pursuant to the provisions of the agreement and schedule of conditions of Building Contract, a Completion Certificate will not be issued until:-</p> <ul style="list-style-type: none"> a) All parts of the Works are in the Architect's opinion ready for hand over to the Employer. b) All services are tested commissioned and operating satisfactorily as specified in the Contract or the relevant Sub-Contract including handing over all test certificates, operating instructions and warranties. c) All works included in the Contract are performed including such rectification as may be required to bring the work to the completion and standards acceptable to the Architect. d) "As-built" drawings are provided certified by a licensed Land Surveyor and to the Architect's satisfaction. e) Any certificate of compliance is issued by relevant authorities and any other certificate which is necessary to demonstrate completion of the works or any part thereof to the extent that such certificates are required under the terms and conditions of Contract. 		
B	<p><u>Maintenance After Completion</u></p> <p>Refer to Conditions of Contract Clause 27.</p> <p>Make good any defect, shrinkage or other faults which shall appear within the Maintenance Period in accordance with the Conditions of Contract.</p> <p>During the Maintenance period, the Contractor shall ensure readily availability of maintenance stock for finishes as specified in the Contract.</p> <p>One (1) month prior to anticipated Date of Completion, the Architect intends commencing inspections and will issue to the Contractor, Schedules of Defects and uncompleted work. The scheduled items will be required to be completed prior to Date of Completion.</p> <p>Immediately prior to and following Date of Completion, the Architect will issue further Schedule of Defects and Uncompleted Works and will nominate times (not more than 7 days) for the completion of such works.</p>		
To Collection			

Item	Description	Q/T/F	\$
	CONTRACT PARTICULARS (Cont'd)		
A	<p><u>Defects Rectification During Maintenance Period</u></p> <p>a) The Contractor shall identify his maintenance crew together with the submission of his organization chart who shall be available on an "on call" basis to resolve the defects rectification works and to attend to and coordinate emergency repairs. However, the Architect has the right to ask for more if such are found to be insufficient.</p> <p>b) All rectification works carried out shall be executed in the presence of a competent supervisor approved by the Architect.</p> <p>c) When the Contractor receives any complaint from the Purchasers/Occupants, he shall notify the Architect and the Employer and obtain directions from the Architect before carrying out any rectification works.</p> <p>d) The Contractor shall provide electricity and water from his own source for carrying out the rectification works and the watering of road side turf and trees during the Maintenance Periods. Should these be taken from the Employer's or the occupants' source, the Contractor shall reimburse all cost and expenses in connection to the Employer or the respective occupants.</p> <p>e) For phase completion, the Contractor shall bear all utilities charges up to the last certified phase completion including any extended period. All common area charges after certified completion to be borne by the Estate and shall be calculated by the M&E Engineer and balance to be paid by the Contractor.</p> <p>f) For defect rectification works, workers must wear company uniform/T Shirt for identification purpose.</p>		
B	<p><u>First Release of Retention Monies</u></p> <p>Notwithstanding the provisions of Clause 31(7) of the Conditions of Contract, prior to the first release of the Retention Monies, the Contractor shall submit all test certificates, indemnities, as-installed drawings, etc. as called for in these documents.</p> <p>The submission of all test certificates, indemnities, as-installed drawings, etc. approved and accepted by the Architect, Structural Engineer and Mechanical and Electrical Engineer is a contractual obligation which must be fulfilled.</p>		
To Collection			

Item	Description	Q/T/F	\$
	CONTRACT PARTICULARS (Cont'd)		
A	<p><u>Temporary Occupational Permit (TOP) and Certificate of Statutory Completion (CSC)</u></p> <p>The Contractor shall allow here for the Building Control Division to make TOP and CSC inspections. The Contractor is to complete all necessary works to enable the submissions to be made to the Authorities, namely, BCA, FSB, PUB, NEA and URA for the application of TOP by the Architect at a date not later than 4 weeks prior to the Date for Completion of the Contract. Any such delay shall not entitle the Contractor to any extension of time. As and when required he shall arrange for all concerned parties of Nominated Sub-Contractors, Suppliers, Direct Sub-Contractors and the like to attend. Allow here for the costs incurred in the above items.</p> <p>The Architect shall give five (5) days advance notice before every inspection.</p>		
	GENERAL MATTERS AND OBLIGATIONS		
B	<u>Deleted</u>		
C	<p><u>CCTV Survey Report of Existing Sewers Around & Within The Site</u></p> <p>The Contractor shall engage a licnsed specialist to carryout CCTV video survey inspection of the existing sewers around and within the sites; the CCTV Survey Report and Video Inspection Records are to be submitted by the Contractor within 3 weeks after award of contract in the format which is available for viewing in the website. Upon completion of the project, the Contractor is to carryout another CCTV Survey Report and Video of the existing sewers before Consultant's Qualified Person apply for TOP clearance from Sewerage Department. This is expected to be carried out 1 month before the completion of project.</p> <p>The Contractor has to comply to all Authorities Requirement for the above mentioned.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (CONT'D)		
A	<p><u>Setting Out of the Works</u></p> <p>The Contractor shall employ a registered land surveyor approved by the Architect to set out the Works. The surveyor employed by the Contractor shall be different from the surveyor employed by the Employer to carry out site survey prior to tender. The surveyor employed by the Contractor shall verify all information shown on the Architect's/Structural Engineer's drawings and notify the Architect of any discrepancy immediately.</p> <p>The Contractor shall protect and maintain all bench marks. Should any bench mark be displaced or lost it must be replaced immediately by the Contractor at his own expense.</p> <p>The positions of the setting out and bench marks are to be approved by the Architect. The Contractor shall obtain in the Architect's consent before removing any bench marks.</p> <p>The Contractor shall provide all instrument, etc. and labour required by the Architect for his use.</p>		
B	<p><u>Dilapidation Survey and Monitoring Existing Structure</u></p> <p>Prior to commencing work on site the Contractor shall engage a competent Loss Adjuster to investigate, inspect and photograph the condition of surrounding roads, paved areas, drains, structures and buildings, and shall record their existing condition with special attention being paid to any existing damage or defects and shall submit a properly bound report in Triplicate to the Architect. The photographs shall be properly mount, labelled and dated. The Contractor's Licensed Surveyor shall forward certified copies of the results of such periodical checks to the Architect for record.</p> <p>In addition the Contractor shall employ a Licensed Surveyor to carry out settlement checks to all surrounding properties including public roads, paved areas, drains, structures and buildings throughout the duration of the Contract. Settlement checks, using but not limited to inclinometer, piezometer, standpipe, heave marker, etc. shall be carried out at locations directed by the Architect. All the above checks shall be taken at not more than one month intervals up to the completion of the building. The Contractor shall regularly monitor the roads, paved areas, drains structures and buildings in order to monitor any damage or settlement.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p>Cable Survey and Detection of Underground Services</p> <p>The Contractor will be responsible for locating the precise position of all underground services including power cables, telecommunication cables, gas pipes, waterpipes, sewer pipes, HT cables, LV cables, hydrants pipe, CAFHI pipes and the like located within the site boundary. Prior to the commencement of the works the Contractor shall employ a licensed cable detector/specialist to locate all underground services through the use of suitable detection devices. Where necessary the Contractor shall be responsible for excavating trial holes to confirm the existence of located underground services.</p> <p>The Contractor shall mark out on site with marker/pegs the location of all detected underground services and he shall submit a certified record drawing for reference purposes. The contractor also need to submit full details report for consultant's approval.</p> <p>Where available, drawings indicating locations of underground services or where marked out on site they shall be indicative only are intended as an appropriate guide for the Contractor's own verification on site.</p> <p>The Contractor shall be responsible for liaising with the relevant authorities for the termination and removal of any redundant underground services.</p> <p>Before any work commences or during the progress of the work, should the Contractor discover that certain services may obstruct and impede the progress of the works he shall arrange for the diversion of the services. The Contractor will be reimbursed for the costs of the diversion. However, should the Contractor divert any services without obtaining written permission from the Architect, then he shall bear all costs arising thereof.</p> <p>After completion the works, the contractor must able to show the condition of the existing underground services are still in good condition as per existing.</p> <p><i>Penalty (\$1 million per case) will be imposed on the contractor for the damaged to the underground services.</i></p>		
To Collection			

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Plant, Tools, and, Vehicles</u></p> <p>The Contractor shall provide all plant and equipment, tools, vehicles, etc. for the execution and protection of the Works throughout the duration of the Contract all to the satisfaction of the Architect.</p> <p>All plant shall be maintained in a satisfactory conditions. Maintenance shall be undertaken outside of normal working hours and the Contractor shall provide sufficient reserve plant to ensure that work is not delayed by breakdowns.</p> <p>The Contractor shall thoroughly wash all wheels of all vehicles leaving the site so as to remove all soil, debris and other material. For this purpose a washbay and silt trap(s) shall be provided at all egress points from the Site.</p>		
B	<p><u>Vertical Transpotation</u></p> <p>The Contractor is advised that there may be height restriction on the usage of equipment such as cranes and temporary structures used in the construction and shall allow for all costs in connection with any height restriction imposed by the relevant Authorities.</p> <p>The Contractor shall as a minimum requirement provide the following plant and equipment for vertical transportation</p> <p>Adequate number of tower crane(s) for lifting of all materials for his own work, his sub-contractors and those of nominated sub-contractors and suppliers and also for the Employer's other artists and tradesmen.</p> <p>Adequate number of man/material hoist(s) of a design capable of carrying both men and materials and each generally not less than 3000kg capacity.</p> <p>The layout of all cranes and hoists shall be submitted to the Architect for approval prior to erection.</p> <p>Day and night time hoisting will be required by the nominated and other sub-contractors and suppliers and it shall be the Contractor's responsibility to organize the hoisting programme to the satisfaction of the Architect. No claim for extra costs in connection with hoisting will be entertained.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Scaffolding and Staging</u></p> <p>The Contractor shall provide and maintain all necessary general temporary steel scaffolding and staging together with planks, catwalks, gangways, ladders and the like required for the proper execution and completion of the works including works executed by the Sub-Contractors, especially the external cladding and curtain wall system and shall alter, shift, adapt from time to time as necessary at their own discretion during the progress of the Works and clear away on completion.</p> <p>The Contractor shall allow sub-contractors, direct contractors, or contractors engaged by the relevant Authorities, access to and free use of all scaffolding as is in place and existing for the Contractor's own use. The Contractor shall also afford free access for the Architect's site staff and the Employer's independent Testing Agencies to carry out inspections and testing.</p> <p>The Contractor shall ascertain from the Drawings the extent, area and height of any portion of the works that require scaffolding for its execution.</p> <p>Should the Contractor strike any of his scaffolding before ascertaining whether it is required by any sub-contractor, he must re-erect it if so required at his own expense.</p> <p>The design and construction of scaffolding and staging must comply with all safety requirements of the relevant authorities and shall be certified and by the Contractor's own Professional Engineer and approved by the Consultant Engineer prior to work commencing.</p> <p><u>"As-Built" Survey</u></p> <p>On completion of the contract works and prior to the issue of the Completion Certificates the Contractor will be required to employ a licensed Land Surveyor to prepare a survey plans showing the positions of the "as-built" external walls and the levels and positions of the external works. The Architect will require the following:</p> <p>(a) Three (3) certified paper prints of the plan(s); and</p> <p>(b) Three (3) CD-ROM recording the as-built survey plan(s).</p> <p>The Contractor shall allow for all costs in connection with this requirement.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Contractor's Site Management</u></p> <p>The Contractor shall provide constant supervision and competent direction, co-ordination, planning and Superintendence of the Works to the satisfaction of the Architect.</p> <p>The Contractor shall provide management and administrative personnel employed on the Works who will be resident full time on Site for the duration of their respective functions and duties. The Contractor shall employ one project manager, one competent and qualified Structural Engineer, one M&E coordinator and one architectural coordinator full time on site for the Works. The Engineer shall be a Registered Professional Engineer registered with the Board of Singapore. Staff requirements are to be adequate for the satisfactory execution of the Works.</p> <p>The Contractor shall maintain an efficient organisation so that all instructions issued by the Architect are communicated immediately to the Site and he shall take instructions only from the Architect or from persons authorised by the Architect in writing to act on his behalf in giving instructions.</p>		
B	<p><u>Resident Site Staff</u></p> <p>The Employer shall be entitled to appoint resident site staff whose duty shall be act solely as inspector on behalf of the Employer under the directions of the Architect, and the Contractor shall afford every reasonable facility for the performance of that duty.</p> <p>The duties of the resident site staff are to inspect the Works and to examine materials to be used or workmanship employed in connection with the Works.</p> <p>The Architect may, from time to time, in writing delegate to the resident site staff any of the powers and authority vested in the Architect and shall furnish the contractor a copy of all such written delegations, Any written instruction or approval given by the resident site staff to the Contractor within the terms of such delegation shall bind the Contractor and Employer as though it had always been given by the Architect provided always that</p> <p>(a) Failure of the resident site staff to disapprove any work or materials shall not prejudice the power of the Architect to disapprove such work or materials and, if necessary, order their removal from Site.</p> <p>(b) If the Contractor shall be dissatisfied by reason of any decision of the resident site staff, he shall be entitled to refer the matter to the Architect who shall thereupon confirm, reverse or vary such decision.</p>		
To Collection			

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SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Meetings</u></p> <p>The Contractor's senior representatives will be required to attend all site meetings or other meetings as required by the Architect from time to time to monitor progress of the Works. The Architect may instruct the Contractor to ensure the attendance of any other person for whom the Contractor is responsible under the Contract Documents.</p> <p>The Contractor shall conduct his own co-ordination meetings at minimum weekly intervals with all nominated sub-contractors and will be responsible for recording and circulating minutes to the Architect within three working days of such meeting. The Architect may at his own discretion attend such meetings.</p>		
B	<p><u>Procedure for Payment</u></p> <p>The Contractor shall submit to the Quantity Surveyor claims for payment in a timely manner together with any documentation which the Quantity Surveyor may require to substantiate amounts claimed by the Contractor for payment. Such substantiation may include receipts of payments from sub-contractors and suppliers if deemed necessary by the Quantity Surveyor. The Quantity Surveyor shall value the amount for payment to be recommended to the Architect and the format of the Contractor's claim shall be as approved by the Quantity Surveyor.</p> <p>If deemed necessary by the Quantity Surveyor the Contractor shall prepare his claims for payment in conjunction with the Quantity Surveyor.</p> <p>Preliminaries items shall be valued and included in valuations dependant upon whether they are quantity, time or fixed related items. Where appropriate the valuation of preliminaries shall be adjusted to reflect actual progress on site.</p> <p>The value of any materials and goods to be used in temporary works by the Contractor shall not be considered the "materials and goods" referred to in Clause 31 of the Conditions of Contract and shall not be included in Interim Certificates.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Progress Reports</u></p> <p>The Contractor is to deliver to each of the Consultants as directed by the Architect one set of daily and weekly progress reports which are to include but not limited to the number of operatives and Site Supervisors employed on the Works in each Trade on each day including Sub-Contractors, a summary of all materials delivered to Site, plant and equipment in use, a record of the weather conditions on each day, a visitor's to the Site and work schedule for the following day or week as applicable.</p> <p>The form and content of report together with diagrammatic illustrations of work progress shall be approved by the Architect.</p> <p>In all cases, the daily and weekly reports shall be submitted for checking and signing by the resident site staff or other representative of the Employer.</p> <p>A monthly progress report shall be submitted within first three (3) working days of the following month.</p>		
B	<p><u>Watching and Lighting</u></p> <p>The Contractor shall at his own cost safeguard the works, materials and plant against damage or theft including all necessary watching and lighting for the security of the works, and the protection of the public and provide shelter for any watchmen and security guards so required. Adequate barrier, signs, safety and warning lights shall be maintained at all times for the protection of workmen and third parties.</p> <p>The Contractor shall be solely responsible for the safety of all his own materials and the materials by the Employer sub-contractors or suppliers fixed or unfixed. The Contractor is to make due allowance for all the above responsibilities.</p> <p>Although solely responsible the Contractor shall nevertheless make his own private arrangements with other suppliers and sub- contractors for them to provide additional and /or separate arrangements for safeguarding their own materials and/or completed works.</p>		
C	<p><u>Workmen to be Confined to Site</u></p> <p>The Contractor shall be responsible for taking all precautions to keep within bounds all persons under his control including all employees of all sub-contractors and nominated sub-contractors under the Contract and shall furthermore take all precautions to keep unauthorised persons from the Works.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Trespass and Nuisance</u></p> <p>a) The Contractor's attention is particularly drawn to the proximity of existing completed Works, buildings, etc., to the site. The Contractor shall take special care during the progress of his works and use equipment of such type to ensure that no damage is caused to any such existing complete works, buildings, etc.</p> <p>b) All reasonable means shall be used to avoid inconvenience to adjoining owners and occupiers.</p> <p>c) No workmen employed on the Works shall be allowed to trespass upon adjoining properties. If the execution of the works requires that the workmen must enter upon the adjoining property, the necessary permission shall be first obtained by the Contractor who shall see that these instructions are carried out. The Contractor shall indemnify the Employer against any claim or action for damages on account of any trespass or other misconduct of the Contractor's employees.</p> <p>The Contractor shall not obstruct any public way or otherwise do or suffer to be done anything which may amount to a nuisance or annoyance, and shall not interfere with any right of way or light to adjoining property, and any notice received by him or left upon the site requiring the discontinuance or suspension of any part of the works shall at once be forwarded by him to the Architect or, if given verbally, shall once be communicated by him to the Architect in writing, and the Contractor shall keep the Employer indemnified against any claims or loss consequent upon any act, or omission of the Contractor, of his agents, or servants or workman in this respect or workmen in this respect.</p>		
B	<p><u>Illegal Immigrants</u></p> <p>The Contractor shall ensure that no illegal immigrants are employed by him, his agent or independent contractor in the execution of any works on the said land. The Employer shall not be responsible for such act or acts by the Contractor and/or any of his agent or independent contractor and the contract shall indemnify the Employer for all consequences arising therefrom.</p> <p>For the purpose of this Clause. "Illegal Immigrants" mean any person who has entered into or overstayed in the Republic of Singapore in contravention of the provision of the Immigrants Act or any statutory modification or re-enactment thereof.</p>		
C	<p><u>Workmen's Quarters</u></p> <p>The Contractor shall not be allowed to erect any Workmen's quarter on site. Any breach of this requirement shall liable the Contractor to penalty fine imposed by the Employer.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Removal of Water and Maintenance of Site</u></p> <p>The Contractor is to keep the excavations and the works free from water by pumping, baling temporary drainage, or other means as necessary.</p> <p>The Contractor is to keep the site and its surroundings clean and tidy by providing temporary drainage, washbay(s), silt trap, paved road, etc. as required by the Authorities.</p> <p>The Contractor shall ensure that no obstruction is caused to any drain or public street during the course of construction work.</p> <p>Any seepages or other mosquito breeding places arising from the earthworks and/or construction should be drained or otherwise dealt with to the satisfaction of the Commissioner of Public Health at the Contractor's own expense.</p>		
B	<p><u>Temporary Water and Electrical Services</u></p> <p>The Contractor shall provide all necessary temporary fresh water and electrical services to the Site for use.</p> <p>It is the responsibility of the Contractor to ensure and to continuously maintain the temporary water and electrical services in a state which fully complies with the requirements of the Authorities.</p> <p>The Contractor shall be totally responsible for paying all charges and for providing adequate temporary water and electrical services for the Works.</p> <p>The Contractor shall maintain and adapt all installations wherever and whenever necessary throughout the duration of the Contract and shall pay all costs and charges in connection therewith and shall disconnect and clear away on completion.</p> <p>The Contractor shall supply all electricity and water for the testing of all Mechanical and Electrical Services.</p> <p>The temporary installations for services shall be included but no limited to :</p> <p>a) temporary connections to the Authorities's mains;</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Temporary Water and Electrical Services (Cont'd)</u></p> <p>The temporary installations for services shall be included but no limited to : (Cont'd)</p> <p>b) temporary metters, standpipes, pipe reticulation, pumps and storage tanks to serve the Works.</p> <p>c) temporary sanitaryware fittings and accessories for all trades.</p> <p>d) temporary supply to resident site staff office.</p> <p>e) temporary supply shall be available for all trades at all times including testing of equipment and any overtime necessary by any trade so that work can proceed in accordance with the Contractor's programme and to enable the works to be completed by the Completion Date.</p> <p>In the event where the temporary water and electrical supplies are obtained from Singapore Power Pte Ltd or other utilities suppliers through an account opened by the Employer. The Contractor shall reimburse the Employer promptly upon notification for the cost of such usage. Should the Contractor fail to do so, the Employer shall have the rights to off-set/deduct such costs from any payments that due or become due to the Contractor.</p>		
B	<p><u>Temporary Access and Temporary Roads</u></p> <p>The Contractor shall be solely responsible for complying with all traffic restrictions and providing all temporary roads and access to the Site which he deems necessary for the execution of the Works. The Contractor shall be solely responsible for payment of all fees and deposits required by the Authorities in this regard.</p> <p>The layout of any proposed temporary roads, ramps, paths, platforms, etc must be submitted to the Architect for his approval prior to the commencement of the Works. The Architect may issue instructions to the Contractor regarding the layout and method of forming temporary roads, ramps and paths and the Contractor shall comply with these instructions at no extra cost.</p> <p>The Contractor shall form and maintain all necessary temporary roads, ramps, platforms etc to provide adequate all weather access within the Site and reinstate the Site and all work damaged or disturbed during construction and upon Completion to the satisfaction of the Architect. Provide all temporary crossings over existing pavements and culverts as required and make good any work disturbed to the Authorities' entire satisfaction.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Permanent Supply of Services</u></p> <p>The Contractor's attention is drawn to the fact that major equipment and sanitary fittings will require services from the permanent supplies for testing and commissioning well in advance of Completion and it is the Contractor's responsibility to ensure that this is available. No claims for delays or extra cost will be considered due to the Contractor's failure to co-ordinate this aspect of the work with the Authorities or relevant nominated sub-contractors and to provide the necessary service at any location within the Works irrespective of the location and availability of the permanent supplies. The Contractor is to prepare and submit programmes for testing and commissioning.</p> <p>In carrying out of his charge of the electrical installation the Contractor is to comply with all the latest PUB regulations and requirements in force. In particular he is to have in his retainer a PUB licensed electrical engineer who will be responsible for the safe and proper operation and maintenance of the installation turned-on before handing over to the Employer.</p> <p>Irrespective of the provision of permanent supplies for services the Contractor shall remain solely responsible for the cost of services consumed in addition to any minimum charge which may be imposed by PUB during testing and commissioning until Completion.</p> <p>The Contractor shall reimburse the Employer promptly and upon request the costs of all services consumed including any minimum charge imposed by PUB for the permanent supplies for the execution of the Works. Should the Contractor fail to reimburse the Employer, the Employer shall have the right to deduct such costs from all payments due or become due from the Employer to the Contractor.</p> <p>The Contractor shall be solely responsible for complying with all traffic restrictions and providing all temporary roads and access to the Site which he deems necessary for the execution of the Works. The Contractor shall be solely responsible for payment of all fees and deposits required by the Authorities in this regard.</p>		
To Collection			

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SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Permanent Supply of Services (Cont'd)</u></p> <p>The layout of any proposed temporary roads, ramps, paths, platforms, etc. must be submitted to the Architect for his approval prior to the commencement of the Works. The Architect may issue instructions to the Contractor regarding the layout and method of forming temporary roads, ramps and paths and the Contractor shall comply with these instructions at no extra cost.</p> <p>The Contractor shall form and maintain all necessary temporary roads, ramps, platforms etc. to provide adequate all weather access within the Site and reinstate the Site and all work damaged or disturbed during construction and upon completion to the satisfaction of the Architect. Provide all temporary crossings over existing pavements and culverts as required and make good any work disturbed to the Authorities' entire satisfaction.</p>		
B	<p><u>Temporary Lightning Protection System</u></p> <p>Provide an efficient temporary lightning protection system for the structure during construction and for all the hoist and cranes. The lighting shall discharge safely to the ground without danger to the building, machinery or occupants and to the requirements of the Authorities.</p>		
To Collection			

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Temporary Works</u></p> <p>The Contractor shall be responsible for the design and erection of all temporary works necessary for the safe and proper execution of the permanent works. All temporary works including a method statement shall be certified by the Contractor's own Professional Engineer and commented upon by the Consultant Engineer before commencing erection.</p> <p>Any deviation from the approved temporary works and method statement shall only take place once the Consulting Engineer has commented upon the deviation and following further certification from the Contractor's own Professional Engineer.</p>		
C	<p><u>Contractor's Temporary Offices, Stores, Workshops, Etc.</u></p> <p>The Contractor shall provide on site and remove upon completion, at locations to be agreed with the Architect, all requisite temporary offices for the Contractor's Site staff including provision of meeting rooms, watertight sheds for workshops and for the storage of materials, tools, samples, etc.</p> <p>The Contractor shall provide and maintain all necessary temporary modern toilet facilities for workmen in accordance with the requirements of the Authorities and to the approval of Architect and is to maintain them in a clean and hygienic state, demolish and remove on completion and pay all charges and expenses in connection therewith and make good all work disturbed.</p> <p>The Contractor shall provide a meeting room of minimum 60m2 with meeting table and chairs sufficient for 30 persons. The meeting room shall be air-conditioned and equipped with a telephone. Provide and pay all charges including stationery for use by the Consultants. The meeting room shall be available for the Employer's and Consultant's use at all times.</p> <p>The Contractor shall provide and maintain a facsimile machine within the temporary office.</p> <p>Before commencement of the Works, the Contractor shall submit to the Architect for review a list of the temporary offices, stores, workshops, etc. including a proposed layout for approval.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Contractor's Temporary Offices, Stores, Workshops, Etc. (Cont'd)</u></p> <p>The Contractor shall allow for altering, shifting and adapting temporary buildings from time to time during the progress of the Works.</p> <p>The Contractor is to prepare and submit plan and obtain permission from the relevant Authorities in respect of all temporary works and buildings where required.</p> <p>Before commencement of the Works the Contractor shall submit to the Architect for review a list of the temporary offices, stores, workshops etc. including a proposed layout for approval.</p> <p>The Contractor shall allow for altering, shifting and adapting temporary buildings from time to time during the progress of the Works.</p> <p>The Contractor is to prepare and submit plan and obtain permission from the relevant Authorities in respect of all temporary works and buildings where required.</p>		
B	<p><u>Fees on Temporary Works, Etc.</u></p> <p>Pay all fees and charges in connection with all temporary works, temporary buildings and facilities.</p>		
C	<p><u>Maintenance of Public & Private Roads</u></p> <p>The Contractor is solely responsible for maintaining all existing roads, footpaths, and steps and shall make good to the approval of the Architect and Authorities and damages by any reason whatsoever during the progress of the works.</p> <p>The Contractor shall undertake to prevent the incidence of earth droppings from the earth moving vehicles. In the event that any earth dropping occurs onto a public road/drain such earth shall be removed by the Contractor at his own expense to the satisfaction of the Commissioner of Public Health.</p> <p>The Contractor will also be responsible for ensuring that the roads, footpaths and approaches to the Site are kept free from obstruction brought about by the works on the site and he shall not cause any hindrance to traffic or ancillary works either by his own vehicles, or by his workmen, materials or those belonging to any person for whom he is responsible.</p> <p>The Contractor shall thoroughly wash all wheels of all vehicles leaving the Site so as to remove all soil, debris and other material. For this purpose a washbay and silt trap(s) has been provided at all egress points from the Site and the Contractor shall allow for their maintenance and subsequent removal.</p>		
To Collection			

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Use of Public Roadways</u></p> <p>The Contractor will be required to arrange his work to facilitate working in or alongside public roadways so as to minimise interference with the free flow of traffic and shall take all measures and precautions required by the Authorities and the Architect for the safety and convenience of traffic. The Contractor shall be responsible for the application of permission from the Authorities on the closure of any part of the public roadways.</p> <p>When a portion of a road is closed to traffic by the use of the barricades, etc traffic guidance cones shall be placed on the road so as to guide traffic smoothly from the side section to the narrow section of the road. Cones shall be of approved rubber or equivalent flexible material and should be bright orange in colour.</p> <p>Approved traffic signs provided by the Contractor shall be placed at strategic locations required by the Authorities and the Architect to guide, warn and direct the traffic away from the road closure.</p>		
B	<p><u>Extraordinary Traffic and Special Loads</u></p> <p>The Contractor is solely responsible for obtaining all necessary approvals from the relevant Authorities in respect of any extraordinary road traffic and special loads. No claim whatsoever will be entertained by the Employer in this respect.</p>		
C	<p><u>Interference with Traffic and Adjoining Properties</u></p> <p>All operations necessary for the execution of the Works and for the construction of any temporary works shall be carried out so as not to interfere unnecessarily or improperly with traffic and adjoining properties. The Contractor shall indemnify the Employer in respect of all claims demands, proceedings, damages, court charges and expenses whatsoever arising out of or in relation to any such matters. The Contractor shall take special care to ensure that he fully complies with the Authorities' requirements regarding loading and unloading of materials.</p>		
D	<p><u>Police Regulations</u></p> <p>The Contractor shall at all times observe any police regulations including those regulating the loading or unloading of or waiting by vehicles on the Public Highway and the contract sum shall be deemed to include for strict compliance therewith.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Safety Health and Welfare of Work People</u></p> <p>The Contractor shall bear all costs incurred by complying with all safety, health, welfare, anti-orders, bye-laws or Government regulations to all and work people (including those employed by nominated sub-contractors on the site), and will be responsible for any fines imposed by these Authorities in the event of non-compliance.</p> <p>The Contract shall further to his obligations under the contract and at common law, comply with the Workplace Safety and Health Act 2006 and any subsequent amendments thereto ("WSHA") and its Regulations and any other subsidiary legislation in force for the time being (collectively "its Regulations") and shall take so far as is reasonably practicable, such measures to ensure the safety, health and welfare of any and all persons at the workplace. The Contractor in doing so shall bear all costs and expenses consequent thereon or incidental thereto.</p>		
B	<p><u>Site Safety</u></p> <p>The Contractor shall at his own cost maintain at all times sufficient and adequate:</p> <ul style="list-style-type: none"> a) signs, directions, warning notices, etc required for the safe and efficient execution of the Works; b) barricades, protection and coverings to all holes and openings; c) life lines, safety belts, safety helmets, safety nets and catch platforms and other protective devices and clothing; d) safety devices, guards, etc to all plant and machinery; e) fully equipped first aid facilities with qualified staff; f) artificial illumination, warning lights and flashing lights. <p>Only skilled or qualified operatives shall be allowed to operate construction equipment and power tools and power operated fasteners.</p> <p>The Contractor shall ensure that all safety equipment is used properly and shall appoint safety officers in accordance with the Authorities' regulations to be responsible for all aspects of safety in the Works.</p> <p>The Contractor shall provide safety enclosures and screens to all hoisting and lifting equipment to ensure the safety of all personnel including wire mesh enclosures to hoist towers, landing gates with safety switches, bells and lights, handrails to landing platforms, adequate guards and covers to machinery and mechanisms and protective covers to all operations.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Site Safety (Cont'd)</u></p> <p>All lifting tackle including slings, chains, ropes, hooks, sheaves and jibs shall be certified for duty and capacity, regularly inspected and maintained. If in the opinion of the Architect any item has been subject to abuse or damage it shall be removed from use and replace. All hoisting and lifting shall be carried out strictly in accordance with the Authorities' regulations and safe working practice.</p> <p>The means, methods and procedures which the Contractor proposes to employ in order to maintain safety on the Site shall be submitted to the Architect for review but this submission shall in no case be deemed to relieve the Contractor of his sole responsibility and liability under the terms of the Contract Documents. The Contractor is reminded of his obligations to provide proper means of escape from areas inaccessible by the permanent construction during the erection of the Works.</p>		
B	<p><u>Safety Officer</u></p> <p>The Contractor shall engage a full time safety officer on the site during the entire contract period. The safety officer shall be responsible for the implementation of safety regulations suggested or imposed by the Ministry of Labour, other Government Authorities or by Statutes.</p> <p>The safety officer shall inform the Architect of safety measures adopted on the site and shall implement such additional safety measures as required by the Architect. Records of the accidents on the site shall be properly kept and weekly reports presented to the Architect.</p> <p>The appointment of the safety officer does not exonerate the Contractor from responsibility of industrial accidents on the site due to non-observance of any safety requirements.</p>		
C	<p><u>Compliance to prevailing Authorities' (BCA, MOM, MOH, etc) Requirements/Advisories/Regulations/Acts regarding COVID-19</u></p> <p>The Contractor shall comply to prevailing Authorities' (BCA, MOM, MOH, etc) Requirements/Advisories/Regulations/Acts regarding COVID-19 including but not limited to the proposal / measures for COVID-Safe Restart Criteria (COVID-Safe Workforce, COVID-Safe Worksite, COVID-Safe Worker Accommodation and Transport).</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Safety Audit</u></p> <p>The Contractor shall employ an approved independent safety consultancy company to conduct inspections and audits on the safety measures implemented and maintained at the project site. Such inspections and audits shall be carried out at quarterly interval or other agreed interval for the duration of the contract period.</p> <p>The Contractor shall deliver the safety inspection and audit reports to the Architect within seven (7) days from the date of receipt of each of the reports from the safety consultancy company. Such reports shall include the observations (and corrective actions required) and the recommendations necessary for construction safety. Such recommendations for the improvement of the site safety shall be implemented immediately by the Contractor.</p> <p>The safety inspection and audit shall not, in any way whatsoever, relieve the Contractor of his duty to comply with all requirements of any statutory act or regulation and any amendment or re-enactment thereto or any additional measures that may be required to ensure the adequacy and sufficiency of the safety provisions at the site.</p>		
B	<p><u>Protection of Persons and Property</u></p> <p>i. The Contractor shall provide for the efficient protection of the public, the Employer's representatives and consultants and property and other persons occupying or using the premises, also of adjoining or neighbouring property during the progress of the works included in or required to be done in connection with the Contract.</p> <p>ii. The Contractor shall take all precautions to eliminate as far as possible the danger to the public and other persons arising from the entry and exit of vehicles to and from the site by the provision of adequate warning signs, warning lights and barricades, etc.</p> <p>iii. The Contractor shall provide Industrial Safety Helmets (Heavy Duty) complying with B.S. 2826 having a thermoplastic shell and safety boots for the use of all Employer's representatives and consultants visiting the site in connection with the works.</p> <p>iv. The Contractor shall be responsible for ensuring that all plant is placed and use and all operations carried out in such manner as to prevent injury to persons or loss or danger to property in the event of any accident occurring.</p> <p>v. The Contractor shall provide all safety belts for the use of workmen employed at high altitudes or in exposed external areas.</p> <p>vi. The Contractor shall provide all other necessary safety equipment, such as safety nets, screens etc. as required by the relevant authorities from time to time for the whole duration of the Contract.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Temporary Fire Protection</u></p> <p>The Contractor shall provide for the Works under construction all necessary temporary fire protection, fire fighting and escape facilities to comply with the requirements of the Authorities including the provision of extinguishers.</p> <p>All temporary fire protection or fighting equipment and installations shall remain the property of the Contractor and shall be removed from the Site upon completion (or as directed by the Architect).</p> <p>When inflammable or combustible materials are to be stored or used the Contractor shall allow for and implement appropriate fire prevention measures to the authorities requirements.</p> <p>For the fire fighting facilities during construction the Contractor may maximize the use of the piping which will form part of the permanent system. The piping in the fire brigade pumping-in line for wet/dry risers and pipes, together with the risers and make-up piping can be used as dry risers to serve up to a height of 60 meters.</p> <p>Immediately prior to the construction reaching a height of 60 meters, storage tanks are to be provided together with wet risers, pump sets, switch panels and permanent power supplies, all to be maintained in a fully operational condition and extended as the construction work proceeds until the permanent fire protection installation is operational.</p> <p>The complete wet riser system must be operational on permanently connected power supplies once the construction exceeds a height of 60 meters. The Contractor is to run all necessary cabling for the power supply to be made available. The Contractor is to maintain the installation in perfect working order at all times until the completion of the project.</p>		
B	<p><u>Public Address System</u></p> <p>The Contractor shall provide a suitable communication system to facilitate the efficient execution of the works and allow the Architect and resident site staff access to the system in order to page members of the Contractor's site staff or resident site staff as necessary.</p>		
C	<p><u>Fees and Charges</u></p> <p>The Contractor shall give all notices, obtain all permits and pay all fees to the Authorities in connection with the Works. The Employer will not reimburse the Contractor for any expenditure in this regard.</p>		
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SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Disbursements Arising from Employment of Work People</u></p> <p>The Contractor shall provide all labour either directly or sub-letting (subject to Clause 17 of the Conditions of Contract) and shall include for his cost arising out of :</p> <ul style="list-style-type: none"> i. Annual and public holidays with pay; ii. C.P.F. contributions or such other statutory superannuation or pension funds; iii. Travelling time and cost of all necessary transport of work people; iv. Non-productive time and other expenses in connection with idle time or overtime; v. Any additional cost necessitated by any incentive, production or bonus schemes operated by the Contractor; vi. Complying with the Regulations of the Comptroller of Immigration in respect of workmen from outside Singapore; vii. All obligations under any law, bye-law, order or regulation arising out of the employment of labour under this Contract; viii. Any other disbursement arising out from the employment of labour. 		
B	<p><u>Labour</u></p> <p>The Contractor and all sub-contractors shall provide and employ on the Site.</p> <ul style="list-style-type: none"> a) Only such technical assistants as are skilled and experienced in their respective trades and such sub-agents, foremen and leading hands as are competent to give proper supervision to the work they are required to supervise. b) Only such skilled, semi-skilled and unskilled labour as is necessary for the proper and timely execution of the works. 		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Labour (Cont'd)</u></p> <p>The Architect shall be at liberty to object to and require the Contractor and any sub-contractor to remove forthwith from the works any person employed by the Contractor who in the opinion of the Architect misconducts himself or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the Architect to be undesirable and such person shall not be again employed upon the works without the written permission of the Architect.</p> <p>Any person so removed from the works shall be replaced as soon as possible by a competent substitute who qualification and experience shall be approved by the Architect.</p>		
B	<p><u>Removing Rubbish</u></p> <p>The Contractor shall provide proper bulk bins of adequate size at the Site for storage of rubbish and shall remove all rubbish to disposal grounds in accordance with the Authorities's regulations and pay all charges in connection therewith.</p> <p>The Contractor shall keep the Site tidy at all times by constant cleaning including progressively removing all debris, spoil, rubbish and superfluous materials from the Site including that arising from nominated sub- contractor's work from time to time and at completion and finally leave the site clear and unencumbered.</p>		
C	<p><u>Prevention of Spoil Dumping</u></p> <p>a) The Contractor is prohibited from dumping unwanted building debris, rubbish, etc., on any vacant plot of land, roadside or drains thereby causing blockage and leading to mosquito breeding.</p> <p>b) All rubbish, unwanted building debris, earth rubble, etc. must be removed from site and dumped at the Government's dumping grounds approved for this purpose. Allowance must be made here for any cost incurred by complying with these requirements.</p> <p>c) If and when required by the Architects, the Contractor shall obtain and submit to the Architect, written evidence that all loads of excavated materials, rubbish, etc. have been deposited elsewhere than a recognised dumping area; the Contractor will be responsible for clearing away such deposits at his own cost ensuring that they are placed in a recognised dumping area.</p>		
To Collection			

SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Cleaning Upon Completion</u></p> <p>Notwithstanding the issue of the Completion Certificate the Contractor shall diligently complete the Contract including the following items :</p> <ul style="list-style-type: none"> a) clear and remove all surplus materials, rubbish, dirt, etc. b) check, test and ensure that all drainage services are functioning efficiently and satisfactorily. c) clean all surfaces, clean and polish glass, tiles and all natural or artificial surfaces. d) make good all damage, stains and blemishes and replace materials where necessary. e) thorough cleaning of the external wall surfaces. f) ease all doors, windows, drawers, and check, oil and adjust all ironmongery. g) check, test and ensure that all services and equipment are functioning efficiently and satisfactorily. h) label all keys, mount on boards and hand over to the Employer. i) rake all leaves, remove debris and dirt from landscape areas. <p>The whole of the works is to be clean and fit for occupation to the entire satisfaction of the Architect.</p>		
B	<p><u>Checking of Schedules, Drawings, Etc.</u></p> <p>The Contractor shall submit to the Architect within a reasonable time from the date of the order to commence all shop drawings which require the Architect's approval. The Contractor shall be responsible for checking all schedules and drawings supplied by the Architect. All shop drawings are to be approved by the Architect.</p> <p>In the event of any discrepancy being found between such schedules and drawings or if the Contractor considers that additional detail is required, the Contractor shall report such discrepancy to the Architect for instruction or apply in writing for such detail drawings at least twenty-eight (28) days before the works concerned are to be executed. The Contractor shall ascertain from the drawings or otherwise any hole, recess, plug, etc. which may be required in time to from these as the works proceed. No extra payment will be allowed for cutting or forming such holes, recesses or plug subsequently.</p>		
To Collection			

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Control of Noise, Pollution and All Other Statutory Obligations</u></p> <p>The Contractor is to take all necessary steps and comply with any directions and requirements from any Authority to restrict the nuisance of dust, noise or other pollution. Pneumatic drills shall be fitted with silencer. Compressors shall run quietly and shall be placed away from adjoining premises. The Contractor shall take care to abate the nuisance by frequently damping with water. No open fires will be permitted on Site. the Contractor shall immediately make good any damage to adjacent buildings caused by dust, noise or other pollution to the entire satisfaction of the Architect.</p> <p>The Contractor shall be required to comply with the latest requirements from the relevant authority with regards to noise levels on construction sites. He shall allow for the provision of all necessary instruments for the measurement of the level of noise transmission from the site.</p> <p>The Contractor shall provide all necessary measure to control noise and dust pollution during the course of the works and minimize disturbance to the existing tenants and the neighbouring premises.</p> <p>The Contractor shall indemnify the Employer against any claims, demands, proceedings, damages, court charges, penalties or fines and expenses whatsoever arising out of the breach or breaches of these obligations.</p> <p>Mechanical plant and equipment which emits excessive noise, water, smoke, fumes and/or obnoxious liquids or gasses in excess of any Authorities' regulations will not be allowed to be used on Site. In the event of non-compliance with this requirement, the Engineer has absolute discretion as and when he deems it necessary to order the Contractor to repair or remove such plant and equipment from the Site or to take adequate and necessary precautions such as erecting barriers and dust sheets, damping with water etc.</p> <p>The Contractor is to provide all necessary dust sheets, noise barriers, signs, notices and other temporary protection.</p>		
B	<p><u>Pest Control</u></p> <p>The Contractor shall engage a Pest Control Operator who is registered with BCA to provide comprehensive pest control and surveillance works in the Site.</p> <p>Pest Control measures shall comply with the requirements of NEA and the Contractor is required to submit a detailed pest control surveillance programme inclusive of fogging at the Site to NEA and the Architect prior to commencement of the Works. The Frequency of Fogging shall be a least and the chemical used for fogging shall be approved by the NEA.</p>		
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SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Pest Control Cont'd)</u></p> <p>The work required under this Clause shall include all necessary measures to prevent the Site from becoming conducive breeding or harbouring of mosquitoes or other harmful insects. The Contractor shall carry out site checks at least once a week in presence of the Employer's Site Staff to detect and remove breeding and harbouring ground.</p> <p>All pest control and surveillance programme to be properly recorded in a site register and must be endorsed by the Employer's Site Staff. The Contractor shall maintain a site register containing an up-to-date record of the pest control and surveillance programme that has been carried out. The site register shall be made available and ready for inspection by the Architect when required.</p>		
B	<p><u>Material and Workmanship</u></p> <p>The Contractor shall supply all goods and materials required for the execution of their works (except those goods and materials specified to be supplied by the Employer under direct purchase arrangement).</p> <p>The materials shall be new (unless otherwise specified) and shall be the best of their respective kinds. All materials shall comply to the latest revised edition of the British Standard Specifications current at the date of tendering.</p> <p>All workmanship shall be skilled workmanship equal to the best available.</p>		
C	<p><u>Approved Materials</u></p> <p>Except where otherwise stated the Contractor shall be at liberty to provide any goods, materials or process which complies with the description contained in the item or in the appropriate specification clause.</p> <p>Where the item or the appropriate specification clause is described by a trade or brand name followed by the words "or other equal and approved/approved equal" the Contractor may forward the name and samples of any similar goods, materials, or process for Architect's approval but such materials or process shall not be used until the Architect's approval has been given.</p>		
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SECTION NO. 1
PRELIMINARIES

Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Ordering Materials</u></p> <p>The Contractor shall place his orders for the specified materials at the earliest possible date after notification of acceptance of his Tender or as such times as may be specifically stated elsewhere herein for any particular materials.</p> <p>The Contractor is responsible in placing of the construction schedule with respect to ordering of all materials on site. All materials that need to be ordered in advance must be isolated and confirmation sought from the Architect. The Contractor shall not claim for delays or loss due to poor placing and late ordering of materials.</p> <p>The Contractor shall at his own risk place his orders for specified materials at the earliest possible date after notification of acceptance of his tender.</p>		
B	<p><u>Material Approval</u></p> <p>The quality of all materials and goods supplied for any purpose s to be approved prior to their use in the works.</p>		
C	<p><u>Samples</u></p> <p>Samples are physical examples which illustrate materials, equipment or workmanship and establish standards by which the work will be judged.</p> <p>Wherever possible all samples required for a particular section of the specification shall be submitted together. Samples shall be submitted from the actual source which will supply the works and samples shall be of adequate size and quantity to show quality, type, colour, range, finish, texture and other specified characteristics.</p> <p>Samples for all items to be used in the works for the project must be submitted for approval by the Architect.</p> <p>The Contractor shall obtain and execute samples of goods, materials and workmanship for the approval of the Architect as required, before placing order or proceeding with the works.</p> <p>Each sample shall be labeled indicating characteristic name or type, manufacturer's name and model number, brand name, supplier's name and country origin.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Samples (Cont'd)</u></p> <p>The Contractor shall accompany each delivery of samples with a transmittal listing the sample data enumerated above for each sample transmitted referencing each sample to the appropriate contract drawing and to the respective item in the Contract Documents.</p> <p>Acceptance of any sample shall be only for characteristics or for uses named in such acceptance and for no other. Acceptance of a sample shall not be taken to change or modify any requirements of the Contract Documents. Once a material has been accepted no further change in brand or make will be permitted.</p> <p>The Architect, at his sole discretion, may return certain accepted samples for use in the works. These shall be installed in good conditions suitably marked for identification.</p> <p>All samples and any packing for the same are to be provided at the expense of the Contractor for the approval of the Architect and approved samples are to be displayed in the sample room or other location designated by the Architects.</p>		
B	<p><u>Testing of Materials</u></p> <p>i. The Architect may direct that any material prior to incorporation into the works shall be tested to ensure compliance with the Contract Documents and the requirements of the relevant Authorities.</p> <p>ii. Samples shall be taken by an approved method and delivered to an approved independent laboratory for testing. All costs in connection with testing shall be borne by the Contractor.</p> <p>iii. The Contractor shall whenever so instructed by the Architect cut out sections of works executed or samples of materials incorporated therein and shall deliver them when directed for the purpose of testing. All work disturbed shall be made good forthwith by the Contractor. All cost incurred in cutting out, making good and delivering as aforesaid shall be borne by the Contractor unless the result of the test shows that the materials, etc. are in accordance with this Contract.</p> <p>However, in all cases where section of the work executed required to be cut out and tested due to failure of test results of samples taken at the time of execution of the said work (e.g. test cubes taken during concreting), then all costs incurred in cutting out, making good and testing shall be borne by the Contractor regardless of the results of such tests.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Testing of Materials (Cont'd)</u></p> <p>All specified and approved products and materials must be accompanied by relevant test reports and technical specification to prove compliance with all required standards.</p>		
B	<p><u>Substitution of Materials</u></p> <p>With the exception of designated or nominated suppliers the insertion of the name of any firm or proprietary article in the contract documents is to be read as an indication of the class or quality of materials and workmanship required and goods or workmanship of equal quality may be obtained from any other source subject to the approval of the Architect.</p> <p>The Contractor may request the architect to consider any proposed substitution of materials only in strict accordance with the following clauses but the Contractor shall note that failure to request any initial substitution within ten weeks before its agreed programmed incorporation into the works will be deemed sufficient grounds alone for denying the request for substitution. Under no circumstances shall the Employer and Architect be held responsible for any claim whatsoever in respect of the Contractor failing to comply with these obligations in respect of substitution of materials.</p> <p>If the Contractor desires to use a substitute item he shall make application to the Architect in writing in sufficient time having regard to the progress of the works and the period of procurement for the goods concerned stating his intention and submitting samples, brochures, etc of the items proposed.</p> <p>Prior to proposing any substitute item, the Contractor shall satisfy himself that the item he proposes is equal to that specified, that it will fit into the space allocated, that it affords comparable ease of operation maintenance and service, that its appearance, longevity and suitability for the climate are comparable and that the substitution is in the Employer' interest.</p> <p>The burden of proof that a proposed substitution is equal to a specified item shall be upon the Contractor who shall support his request with sufficient test data and other means to permit the Architect to make a fair and equitable decision on the merits of the proposal. Any item by the manufacturer other than those cited in the Contract documents, or of brand name or model number or generic species or country or origin other than those cited in the Contract Documents will be considered a substitution. The Architect will be the sole judge of whether or not the substitution is equal in quality, utility and economy to that specified the architect's decision shall be final and binding.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Substitution of Materials (Cont'd)</u></p> <p>Materials and methods proposed as substitutions for specified items shall be supported by certification of their acceptance for use by any controlling Authority, person or persons having jurisdiction over the use of the specified material or method.</p> <p>Substitution may not be permitted in those instances where the products are designed to match aesthetic requirements, specific function or economy of maintenance or for similar reasons or when they match other item incorporated in the works.</p> <p>Acceptance of substitution shall not relieve the Contractor from responsibility for compliance with all the requirements of the Contract. He shall be responsible at his own expense for any changes in other parts of the works caused by his substitutions.</p> <p>At the time of submitting substitution proposals to the Architect the Contractor shall also furnish such documents as are required by the documents as are required by the Quantity Surveyor to establish the magnitude of cost saving which any substitution may involve. The Architect shall be solely responsible for deciding whether any cost saving is to become a deduction in the Final Valuation. Any additional costs whatsoever which the accepted substitution itself, or its effect on any part of the works, are to be the sole responsibility and to the account of the Contractor.</p> <p>If the rejects the Contractor's proposed substitution, provided sufficient time remains, the Contractor may make an additional request for an alternative substitution of the same item. Further requests for substitution will not be recoanized except under the following conditions:</p> <p>a) If the Contractor fails to order materials in ample time to avoid delays in construction, materials specifically selected by the Architect shall be substituted at no extra cost. or</p> <p>b) At the Architect's direction, acceptance of the Contractor's substitution will be given only upon written agreement by the Contractor to remove substitute material at a later date agreeable to the Employer and replace it at the Contractor's expense with materials originally specified.</p> <p>Any delay caused resulting from the foregoing will be the Contractor's responsibility and no extension of time will be granted.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Service Manuals</u></p> <p>On completion of this Contract provide line drawings of all services showing location of valves, runs, etc. together with any service manuals of equipment installed. Two copies of drawing and manual shall be forwarded to the Architect one month after date of practical completion.</p>		
B	<p><u>Contract Works Programme</u></p> <p>Refer to Clause 4 of Conditions of Contract.</p> <p>The Contractor shall submit as part of his tender a linked bar chart of his proposed programme of works showing the intended methods, sequence, stages and order of carrying out the work including all work of nominated sub-contractors.</p> <p>Within seven days from acceptance of his tender the Contractor shall revise the linked bar chart and prepare from it a critical path network to incorporate all relevant information and shall be held to have in the preparation of the critical path network, co-ordinated the whole of the Works embraced in this Contract including the work of sub-contractors or other direct contractors employed by the Employer or the major tenants' contractors or the various Authorities' contractors.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Contract Works Programme (Cont'd)</u></p> <p>The submission to and approval by the Architect of such critical path network (and any revisions thereto) shall not relieve the Contractor of any of his duties or responsibilities under the Contract.</p> <p>In addition to the Critical Path Network the Contractor shall submit within the same period a "Works Programme" which shall accurately reflect the Contractor's intended scheduling of materials, major plant, equipment and man power required at the relevant time for the proper and timely completion of the works.</p> <p>The Contractor shall also be required to monitor the Critical Path Network in relation to actual work performance on site and shall be required to update and revise the same whenever required by the Architect to do so.</p> <p>For the purpose of this Contract the Linked Bar Chart, the Critical Path Network and the Works programme shall be referred to as the "Contractor's Programme".</p> <p>Within two weeks after award of Contract, the link bar chart submitted by the Contractor with his tender shall be expanded into a works Programme prepared to the approval of the Architect.</p> <p>The Contractor shall review the Works Programme with Architect and Engineer during its preparation and the final plan produced shall represent an accurate statement of the Contractor's intention and his proposed practicable method of completing the Works by the required date.</p> <p>The Architect shall use the works Programme to gauge the Contractor's progress of work and shall carry out regular reviews during the course of the construction and if necessary, may require the Contractor to update the works Programme at the Contractor's cost to incorporate essential changes in methods, times or sequence.</p> <p>The Contractor shall submit a detailed construction programme on a fortnightly basis to cover the preceding fortnight which shall set out in precise details the Contractor intended programme of work.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Contract Works Programme (Cont'd)</u></p> <p>If, in the opinion of the Architect, the progress of works is behind schedule, the Architect shall have the right to instruct the Contractor to increase his plant and labour force and/or to continue work beyond normal working hours, including night works, in order to maintain the progress of the work to his satisfaction. The Contractor shall allow for any extra expenses incurred (including all additional expenses connected with the Consultants' supervision of the Works) from complying with the Architect's instruction to perform such work necessary to adhere to the agreed Progress Schedule as no claim for extra payment for additional labour or for working beyond normal working hours will be entertained. In no case shall any night work be allowed without the written permission of the Architect.</p> <p>The Contractor shall be aware and allow for complying with the Statutory Limitation for overtime work, Statutory Prohibition of lorries entering the city during specific times, etc.</p>		
B	<p><u>Progress and Completion</u></p> <p>The agreed "Construction Works Programme" and "Date for Completion" must be strictly adhered to and to this end, if in the opinion of the Architect the progress of the work is behind schedule the Architect shall have the right to instruct the Contractor to increase his plant and labour force and/or to continue work beyond normal working hours including night work, in order to maintain the progress of the work to his satisfaction.</p> <p>The Contractor should allow here, or in his rates, for the extra cost, if any, of adhering to the agreed "Construction Works Programme" or "Date of Completion" and for complying with the Architect's instructions to this effect as no claim for extra payment for additional labour or for working beyond normal working hours will be entertained.</p> <p>The Contractor shall also pay to the Employer's Site Supervisors for working overtime.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Projected Cash Flow</u></p> <p>Within fourteen days from the acceptance of the tender, the Contractor shall submit a schedule of anticipated progress payments incorporating expected values of work executed and materials on site. The schedule shall be based upon the Contractor's Programme approved by the Architect. The cash flow submission shall be submitted both in the form of figures and an "S" curve and the Contractor shall monthly plot actual cash flow against planned cash flow. The Contractor shall submit an updated cash flow every quarter based upon the work executed and the current Contractor's Programme incorporating the Contractor's revised completion date as shown on the Construction Programme and the estimated adjusted Contract Sum reflecting the effects of all Architect's Instructions to that date.</p>		
B	<p><u>Progress Photographs</u></p> <p>The Contractor is to provide colour photographs taken at locations instructed by the Architect. Each photograph is to be dated and marked with the description of the photograph and location from which taken.</p> <p>Five (5) bound sets 4R size colour photographs shall be submitted monthly during the course of construction period within first three (3) working days of the month.</p> <p>The ownership and copyright of the photographs, negatives shall be vested with the Employer and are not to be used without his permission under any circumstances. Negatives are to be handed over to the Architect monthly.</p>		
C	<p><u>Protection of Work</u></p> <p>i. The Contractor shall protect the whole of the Works from damage by weather.</p> <p>ii. The Contractor is to provide ample protection to all complete work including those of Nominated Sub-contractors and will be responsible for any damage caused by carelessness and negligence in this respect.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<u>Protection of Work</u>		
	<p>iii. Items for protection shall include temporary castings, covering, planked barrow runs, padding ladders and scaffolding bearing on the work and all other measures for protecting the work from damage or spoiling.</p> <p>iv. The Contractor shall not permit anything to be done that is calculated to injure the stability of the works or buildings and no cutting through walls or floors shall be done, other than as indicated by the drawings or described without the sanction of the Architect, and the Contractor will be held responsible for all damage arising through carelessness or inadvertence in this respect.</p> <p>v. Any work damaged or soiled by weather or other causes due to inadequate temporary protection shall be taken down and re-executed or otherwise made good by and at the cost of the Contractor.</p> <p>vi. The Contractor shall provide full and adequate protection for all finished work and for all material placed on site subject to damage or staining and shall be responsible for making good all damage caused to such finished surfaces and material until the Employer takes possession of the works.</p> <p>vii. This protection shall be applied or provided as soon as a surface is finished, material delivered to site or as may be otherwise desirable or as directed by the Architect.</p> <p>viii. The Contractor's responsibility in this regard shall cover all works and material including those of all Nominated Sub-contractors and Suppliers, it shall be the Contractor's responsibility (in consultation with the appropriate Nominated Sub-</p>		
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SECTION NO. 1
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Excess Loading</u></p> <p>No loading in excess of the design loading shall be placed on any portion of the works without the written permission of the Architect. If such permission is granted, all structural members subjected to loading other than the design loading shall be strengthened and supported to the satisfaction of the Architect and the Contractor will bear all additional expenditure.</p> <p>Notwithstanding the written permission of the Architect, the Contractor shall bear all cost arising out of the making good of any damage to the permanent works caused by excess loading.</p>		
B	<p><u>Hacking Structural Members</u></p> <p>All hacking of structural members whether for the purpose of forming openings for services or the rectification or removal of defective work shall only be carried out by the Main Contractor and subject to prior approval of the Structural Engineer.</p>		
C	<p><u>Application for Road Opening Directive from Land Transport Authority</u></p> <p>The Contractor is to take all necessary steps and comply with any directions and requirements from Land Transport Authority in relation to the project at all times and in particular to ensure that any work activities within the public street including occupation of carriageway and walkway, the Contractor should apply for Road Opening Permit from the Road Management Department of Land Transport Authority before commencement of works.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>As-built Drawings</u></p> <p>During construction, the Contractor shall keep accurate records of the Construction drawings and details. These drawings are to be updated progressively as the works proceed. This information shall be supplied to the Architect on completion of each section of the works and shall form the basis of an "as-built" record of the final building.</p> <p>The Contractor shall also submit 'as-built' drawings requested by Authorities, with licensed survey endorsement if required.</p> <p>The Contractor shall endorse the as-built drawings specifying that the drawings have been documented in accordance to all works constructed on site. All drafting errors shall be the responsibility of the Contractor to rectify.</p> <p>Within two weeks of the Date of Completion Certificate, the Contractor shall compile and submit all the as-built drawings according to the requirements stated in Annex C_Standards for O&M Manuals and hand over to the Architect.</p>		
B	<p><u>Co-ordination Drawing</u></p> <p>The Contractor shall prepare a fully co-ordinated set of drawings which shall indicate a composite layout of all building services where directed by the Architect.</p> <p>The co-ordinated drawings shall be related to a reflective ceiling plan. Sections shall be provided for areas as and when required to resolve conflicts between trades as well as the structural and finishing elements. The co-ordinated drawings shall be prepared in conjunction with the nominated sub-contractors.</p> <p>The co-ordinated drawings shall be prepared using a scale similar to that used for the design drawings unless otherwise approved by the Architect. Drawings shall be enlarged as required.</p> <p>The Contractor shall submit copies of the co-ordination drawings to the Architect for approval prior to carrying out the installation works.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Shop Drawings</u></p> <p>The Contractor shall be required to submit shop and co-ordination drawings.</p> <p>The Architect will establish a procedure for the production and distribution of all shop and co-ordination drawings. Drawings shall be complete in every respect and to an approved scale. Final co-ordination drawings shall be submitted to the Architect.</p> <p>The Contractor shall submit to the Architect fully detailed schedule for shop drawings and co-ordination drawing submissions. The time schedule shall be subject to Architect's review but will not relieve the Contractor of his responsibility to submit within ample lead time.</p> <p>Before any work commences in connection with the services installation, the Contractor shall produce fully co-ordinated drawings showing the proposed location of all services and builder's work, and any other designated and nominated sub-contract work as may be relevant for the purposes of co-ordination including their relation to and implications on the structural and architectural work.</p> <p>Shop drawings are required to be provided where the Contract Specification calls for their preparation and submission OR as directed by the Architect.</p> <p>The contractor shall be responsible for checking all schedules and drawings supplied by the Architect and all shop and co-ordination drawings reviewed by the Architect. In the event of any discrepancy being found between such schedules and drawings the Contractor shall report such discrepancy to the Architect for instruction. If the Contractor considers that additional drawings are required then he shall apply in writing for such detail drawings within the time specified under established procedure before the work concerned is to be executed. The Contractor shall ascertain from drawings or otherwise any holes, recesses, fixings, plugs, cast-in items and the like which may be required, in time to from these as the Works proceed. No extra payment will be allowed for subsequently cutting or forming such holes, recesses, fixings, plugs, cast- in item and the like.</p> <p>The Contractor shall provide the Architect with comprehensive installation and shop drawings for all relevant parts of the works including those executed by Nominated Sub-Contractors and Suppliers.</p>		
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Item	Description	Q/T/F	\$
	GENERAL MATTERS AND OBLIGATIONS (Cont'd)		
A	<p><u>Shop Drawings (Cont'd)</u></p> <p>The programming of the production of shop drawings shall be co-ordinated by the Contractor into the Works programme allowing such time for the checking of drawings to permit the Architect, Consulting Structural Engineer, M & E Consultant Engineer and the Contractor to check the drawings have amendments incorporated and checked again before the final approval by the Contractor.</p> <p>Delays caused by the late submission of shop drawings or repeated amendment of drawings due to inadequate or inaccurate drawings shall not be recognised as a reason for extensions to the Contract Time. The approval of shop drawings shall be the Contractor's responsibility as a procedure in the administration of a Contract with a Nominated Sub-Contractor or Supplier.</p> <p>The Architect, Consulting Structural Engineer and M & E Consultants Engineer will assist the Contractor in the process of approval by examining the drawings to see if they conform to the requirements of the design and Specifications.</p> <p>Any approval implied by the Architect 's, Consulting Structural Engineer's or M & E Consultant Engineer's examination of the drawings shall be limited to procedural approval only and shall not waive or prejudice any of the Contractor's responsibilities or the Employer's right in this Contract.</p> <p>Prior to the Architect's review shop drawings shall be reviewed by the Contractor and shall bear his stamp stating drawings have been verified for conformance with the Contract Documents pending the Architect's review. The Contractor will not be relieved of responsibility for executing the work in accordance with the Contract even though such shop drawings have been reviewed by the Architect and no claims due to variation of requirements will be entertained.</p> <p>Shops drawings are not to be considered Contract Documents. They are only a</p> <ol style="list-style-type: none"> Any departure from Contract requirements except as specifically stated by the Architect. The Contractor to be relieved of responsibility for any errors in details or dimension. Departure from additional details or instructions previously furnished by the Architect. The Contractor to be relieved of responsibility for proper integration and co-ordination of various trades and separate contracts. 		
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Item	Description	Q/T/F	\$
	OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER		
A	<p><u>Hours of Work</u></p> <p>The hours of work shall be those allowed by the relevant authorities and the Contractor shall allow for ensuring that the stipulated hours of work are strictly observed.</p>		
B	<p><u>Work Performed by the Consultant's Site Supervisors Beyond Normal Working Hours</u></p> <p>Any person or persons who shall be appointed by the Employer/Consultants as the site supervisors, their normal working hours shall be:</p> <p style="padding-left: 40px;">Monday to Friday : 8.30 a.m. to 5.30 p.m. Saturday : 8.30 a.m. to 1.00 p.m.</p> <p>Any work which requires "standing" supervision e.g. concreting, piling, mixing of cement and sand for plastering, mixing of paint, etc. will have to be organised and programmed within the above stipulated hours of work of the supervisors.</p> <p>The prior written permission of the Architect will have to be obtained if in the exigency of the case, such work is required to be carried out beyond the above stipulated hours and the Contractor shall be responsible to reimburse the Employer promptly upon notification for all overtime payments and other incidental expenses incurred as a result of the supervisors working beyond the stipulated hours. Should the Contractor fail to reimburse the Employer such costs, the Employer shall have the rights to set-off/deduct such costs from any payments that due or become due to the Contractor.</p>		
C	<p><u>Damage to Existing Road Drains Underground Services, Etc.</u></p> <p>a) The Contractor shall arrange for the transportation of his materials, plants, etc., to the site in such manner that public roads, drains culverts, street lights, etc., will not be damaged and shall be responsible for making good all damages caused in this respect.</p> <p>b) Before commencing of the Works, the Contractor shall obtain from the relevant Authority as much information as possible regarding drains cables and all subterranean utilities within the site of the proposed Works and shall be responsible for the damage of the same.</p>		
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Item	Description	Q/T/F	\$
	OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (Cont'd)		
A	<p><u>Existing Services to be Maintained</u></p> <p>i. The existing drainage system, gas electricity and water services to adjoining premises shall be fully maintained during the progress of the works and the Contractor shall take all necessary steps to provide any temporary support for the same before any excavation or demolition operations are commenced. No diversion of any existing services, etc., other than as shown on the Drawings or described hereafter shall be carried out without the written sanction of the Architect.</p> <p>ii. Any temporary disconnection of the services, etc., which may be necessary in connection with the works shall be done at such times as may be directed by the Architect. The Contractor shall be responsible for maintaining close liaison with the Local Authority and the Public Utilities Authorities so as to avoid any disruption of the existing services.</p>		
B	<p><u>Order of Works</u></p> <p>The works shall be proceeded with in such order as the Architect may direct, or in the absence of such instructions in the most workmanlike manner.</p> <p>The Contractor's attention is drawn to the fact that Construction works (hacking, drilling, coring etc) which the Architect considered as noise nuisance will not be permitted during the normal working hours from 8.30am to 5.30pm from Mondays to Fridays and from 8.30am to 1.00pm on Saturdays. All this work shall be carried out outside the above stipulated hours and the Contractor must allow for this factor in his tender.</p>		
C	<p><u>Access for the Employer to the Works</u></p> <p>The Authorities, Employer and all persons authorised by them shall at all reasonable times have access to the works and to workshops or other places where work is being prepared for the Contract.</p>		
D	<p><u>Access for Inspection</u></p> <p>The Contractor shall maintain unhindered and safe access to and easy inspection of all materials and work including any special ladders, gantries, platforms, ramps or scaffolding required for the Architect or his representatives as necessary for inspection.</p>		
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Item	Description	Q/T/F	\$
	OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (Cont'd)		
A	<p><u>Visitors</u></p> <p>The Contractor shall not allow any unauthorised visitors on the Site. He shall keep a visitor's book for persons authorised to visit the Site and provide safety helmets and security passes for such visitors and shall ensure that they are worn on the Site. The Contractor shall be solely responsible for ensuring that the provisions of this clause are strictly adhered to irrespective of the visitors concerned.</p>		
B	<p><u>Advertisement</u></p> <p>Advertising rights of the site are reserved to the Employer and the Contractor shall not permit and advertising of bill posting on any part of the site but shall allow access to any firm or persons authorised by the Employer to perform bill posting or erect advertising signs.</p>		
C	<p><u>Publicity of the Works</u></p> <p>To ensure accuracy and consistency all publicity material in any media whatsoever shall be submitted to the Employer for vetting and prior approval. The Employer reserves the right to require the Contractor or any person for whom the Contractor is responsible to amend any proposed publicity material to meet the entire satisfaction of the Employer.</p> <p>The Employer also reserved the right to refuse permission for proposed publicity material to be utilised by any party in any form in any media whatsoever.</p>		
D	<p><u>Site Office and Facilities for Employer's Resident Site Staffs</u></p> <p>The Contractor shall provide at his own expense a temporary site office of minimum room size of 15m² for the Employer's Resident Site Staffs.</p> <p>The site office shall be fully equipped with the following facilities:</p> <ul style="list-style-type: none"> a) air-conditioning; b) office tables and chairs for all Resident Site Staffs; c) power points and light fittings; d) telephone services and facsimile machine; e) photocopier machine (A4 & A3 paper); f) adequate stationery supplies including arch files and general office supplies and equipment for Resident Site Staffs' use on site. 		
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Item	Description	Q/T/F	\$
	<p>OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (Cont'd)</p> <p>A <u>Site Office and Facilities for Employer's Resident Site Staffs (Cont'd)</u></p> <p>The site office shall be fully equipped with the following facilities: (Cont'd)</p> <p>The contractor shall be responsible for the maintenance and payment of all charges in connection with the temporary offices including services and shall supply all necessary stationary for the equipment and office stationery for the resident site staff for the entire duration of the contract.</p> <p>The Contractor shall provide all necessary equipment that is of good quality for use by the the Resident Site Staffs for the purpose of monitoring, measurement and/or site checking of the works.</p> <p>Provide and maintain separate hygienic temporary toilet facilities for the Resident Site Staffs.</p> <p>Allow for all necessary shifting, adapting and subsequent removal of the office upon completion of the Works.</p> <p>The Contractor shall provide adequate security and cleaning services to the office.</p> <p>WORKS BY GOVERNMENT OR STATUTORY AUTHORITIES</p> <p>B <u>Authorities In-coming Services</u></p> <p>The extent of work for the building services are as indicated on the drawings for the relevant service. Connections to the Authorities' mains are included in this Contract and the Contractor shall coordinate and co-operate with the Authorities and plan the work up to the final connection so as to totally avoid abortive work and any damage to the Works or other work.</p> <p>The Contractor shall remain solely responsible for making good any disrupted work to the entire satisfaction of the Architect.</p> <p>Payment for works undertaken by the relevant Authorities will be paid for directly by the Employer and the Contractor shall not be entitled to any profit for such works. The Contractor shall allow here for providing all necessary attendances to the Authorities's contractors as directed by the Architect.</p>		
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	TEMPORARY WORKS		
A	<p><u>Signboard</u></p> <p>The Contractor shall provide and maintain on the Site, a BCA standard approved temporary signboard to the approval of the Architect, at positions directed by the Architect.</p>		
B	<p><u>Temporary Hoardings</u></p> <p>The Contractor shall provide, erect and maintain of temporary perimeter hoarding of the project to areas as shown in the drawings and/or as and when directed by the Architect throughout the Time for Completion of the works temporary hoardings and shall alter, repair and adapt the metal hoardings as and when necessary. The Contractor shall submit the proposed temporary hoarding for Architect's approval.</p> <p>The Contractor shall be required to maintain, make good, re-adapt, increase the hoarding height up to building height, repaint the hoardings to the satisfaction of the Architect throughout the whole duration of the contract. Upon completion of the works, the hoardings shall be dismantled and removed.</p>		
C	<p><u>Temporary Scaffolding</u></p> <p>Provide, maintain and remove when directed by the Architect and to make good thereafter, all adequate temporary scaffoldings with stagings, planked footways, guardrails, and the like, in accordance with the requirements of the Architects and the Authorities.</p> <p>The Contractor shall allow any nominated sub-contractor, direct contractor, or contractors engaged by the relevant Authorities, access to and free use of all scaffolding as is in place and existing for the Contractor's own justification. The Contractor shall also afford free access for the Architect's site staff and the Employer's independent testing agencies to carry out inspections and testing.</p> <p>If the Contractor should remove any of his scaffolding before making all reasonable efforts to ascertain whether it is required by any nominated sub-contractor and others he must re-erect it if so required at his own expense.</p> <p>Provide for any modification and/or re-erection to the foregoing or special scaffoldings if necessary.</p>		
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	ADMINISTRATIVE CHARGES FOR NON COMPLANCES REQUIREMENT DURING CONSTRUCTION If the Contractor is found to have non-compliance with any part of the safety requirement including airport operational and safety requirement, the Employer reserves the right to impose on the Contractor, and the Contractor hereby fully accepts and agrees to pay without dispute or question, a charge as stated to be compesate to the Employer for the inconvenient caused, investigation and administrative expenses incurred by the Employer or consultants.		
		<u>List of non-compliances with admin changes</u>	Admin Charges (per case)
	1.0	Damaged to the underground services such as power cables, telecommunication cables, gas pipes, waterpipes, sewer pipes, HT cables, LV cables, hydrants pipe, CAFHI pipes etc.	\$ 1,000,000.00
	2.0	Unauthorised hacking of structural members	\$ 1,000.00
	3.0	Unauthorised excavations that affect safety of existing structures/infrastructure	\$ 2,000.00
	4.0	Non-compliances with airport operational and safety requirement.	\$ 5,000.00
	5.0	Unauthorised stockpiles of earth / materials that affect safety of the existing structure/infrastructure.	\$ 3,000.00
	6.0	Unauthorised earth filling within the site or illegal dumping / filling of debris etc.	\$ 2,000.00
	7.0	Failing to carry out works according to proper work method / proper work procedure / specifications despite prior warning.	\$ 500.00
	8.0	Failure to carry out proper housekeeping / environmental control measures	\$ 500.00
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PRELIMINARIES

Item	Description	Q/T/F	\$
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