

CW2111Q289 QP on behalf of SATS for Refurbishment of Roofing and waterproofing works at SMC and AFT1-6

1. PROJECT DESCRIPTION

- a. This quotation seeks to appoint Consultant to provide Qualified Professionals (QPs) services which will include design, seek approval from relevant authorities, and implement the project to its completion.
- b. The Consultant shall be at least a BCA PSPC Panel 3 with relevant experiences in designing and developing factory facilities of similar sizes.
- c. The project will be located at 34 Changi North Crescent S499614, Air Freight Terminal 1-4 (85, 95, 105 and 107 Airport Cargo Road) and Air Freight Terminals 5 and 6 (30 and 20 Airline Road).
- d. The project will be implemented on premises where operations will still be ongoing throughout the redevelopment. The Consultant is required to take into consideration during the planning and implementation of the project to minimize disruptions to the existing operations.

2. SCOPE OF WORK

2.1 Preliminary & Conceptual Design Study Phase

- e. Professional services including carrying out a roof survey to ascertain the waterproofing condition of the roof of the building;
- f. Preliminary cost estimates;
- g. Prepare project schedule for the overall project period;
- h. Develop feasibility report and conceptual design layout;
- i. Pre-consultation with local authorities, submission of plans to the Competent Authority and various relevant authorities where applicable.

2.2 Design Development

- a. Prepare all necessary drawings, material specifications and other related documents on behalf of SATS;
- b. Conduct regular design co-ordination review meeting with SATS for their acceptance;
- c. Prepare final cost plans based on approximate measurements.

2.3 Tender and Tender Documentation

- a. Prepare and draw up or direct, coordinate or commission the preparation and drawing up of all necessary designs, details, plans and specifications;
- b. Preparation of calling of tender through SATS Procurement Service (SPS)
- c. Advise SATS on the selection of tenderer(s) for carrying out all construction and ancillary works for the Project, tenderer's price and estimates;
- d. Advise SATS on and prepare contracts for all construction and ancillary works relating to the accepted tenderers for the Project.

2.4 Construction & Installation Phase

- a. Together with SATS, supervise the construction, execution and completion of the Project;
- b. Initiate and issue instructions for all necessary variation to the building contract, provided that no material alteration of or deviation from the approved design shall be made without SATS' consent in writing;
- c. Provide solution on all necessary variations and discrepancies in the design and drawings;
- d. Advice on the estimated costs of any proposed additional works or variations;

- e. Examine and approve the contractor’s claims for payments under the building contract and particulars of such claims;
- f. Supply information and documents pertaining to construction works to contractors, sub-contractors and persons directly involved with the project;
- g. Assist SATS in settling any dispute that may arise between SATS and contractors;
- h. Conduct all necessary checks on construction methods, materials submission and proper execution of works, control and approve accordingly and advise SATS of any eventuality that may affect the project;
- i. Assist and advise SATS on the engagement of site staff requirements in compliance with the relevant Authority’s requirements.

2.5 Final Completion

- a. Preparation of defect checklist and follow up with contractors on the rectification works.
- b. Witness and approve where required acceptance tests of the works on the site;
- c. Inspect facility for compliance to design intent and function;
- d. Conduct comprehensive hand-over inspection upon completion of work;
- e. Certifying progress payment to contractor;
- f. Prepare the final valuation and or final accounts for the works where necessary;

3. SCHEDULE OF PAYMENT

4.1 A **security deposit of 5% of contract sum** shall be submitted prior to work commencement in a form of a Banker’s guarantee or a cheque made payable to **SATS Ltd**. It shall be returned upon satisfactory completion.

4.2 The payment will be honoured within 90 days of the receipt of invoice and certification by the Company’s executive in charge for its release.

STAGE		% of Contract Price
1.	Upon signing of formal Contract/Letter of award and receipt of the security deposit from contractor	10%
2.	Completion of Scope of work 2.1	15%
3.	Completion of Scope of work 2.2	15%
4.	Completion of Scope of work 2.3	20%
5.	Completion of Scope of work 2.4 & 2.5	40%
	TOTAL %	100%

Contractor business/company stamp

Signature of Contractor or its authorised signatory

Full Name and Designation of Contractor or its authorized signatory

Date