

# SCOPE OF WORK FOR OFFICE RENOVATION FOR US EMBASSY HANOI VIETNAM

## A. GENERAL REQUIREMENT

The U.S. Embassy proposes to reconfigure the Foreign Agricultural Services (FAS) workspace with new office furniture, rearranging of 7 current workstations and create 1 new workstation. Work is to be performed at no. 170 Ngoc Khanh Str, Hanoi. The contract type shall be firm-fixed price.

## B. SCOPE OF WORK

Based on the below specification, the contractor shall provide draft configuration for approval of Section Head of FAS. The contractor shall provide material, tools, and labor to reconfigure the FAS workspace based on that approved configuration.

The Contractor shall perform the following works according to all requirements specified in this Contract. All works shall be completely done by 10 calendar days after PO has been issued and received.

### Scope of work/Specification:

- Replace office furniture and rearrange workstations:
  - a. Disassemble furniture, removing current partitions, knock down 5 open workstations and 2 officer rooms.
  - b. Install new 6 open workstations and 2 officer rooms, assemble new furniture, carpet, partitions, and paint walls.
  - c. Design and install new cabinets and office machines area, kitchen area, coffee area with table and sofa for guests, and storage room area.
- Work at the job site shall be finished no longer than 10 calendar days.
- Provide draft configuration, sample of furniture carpet and paint for approval.
- Submit the work schedule for approval.
- The contractor will be responsible for job site preparation and traffic control.

### Special Notes:

- 1) All materials, equipment are to be used for this project, shop drawings, working schedule shall be approved in advance by Contracting Officer of U.S. Embassy (C.O), in accordance with recommendations of the manufacture.
- 2) Debris and other waste materials must not be allowed to accumulate on the site. Contractor will transport materials off U. S. government property and legally dispose of them on daily basis. Contractor must not burn any demolished materials on site.
- 3) Contractor agrees to comply with U.S. Government security procedures on site at all times.
- 4) Contractor will comply with safety rules.
- 5) Contractor will not damage, break or breach the perimeter walls or adjacent facilities at in places other than that specified under the scope of work.
- 6) Contractor must outline his methodology (in his proposal) for remodeling works.
- 1) Toilet and parking facilities for workers during the working time shall remain the responsibility of the contractor.
- 2) Working hours shall be 8 AM to 5 PM, Mondays through Fridays.
- 3) It shall be the Contractor's responsibility to provide a completely safe and workable system in accordance with the requirements of this specification, and the accompanying drawings and schedules all to the entire satisfaction of the Contracting Officer.

- 4) The Contractor shall examine all accompanying drawings and specifications to make sure that all requirements are thoroughly understood. In case where, in his opinion, there are omissions and /or errors in any of these documents, he shall inform the Contracting Officer immediately.
- 5) All materials, equipment and finished works shall be kept in good condition. The complete work shall be the Contractors property until handed over to the U.S Government.
- 6) Bids must include:
  - Length of time in days necessary to complete the project.
  - Total cost estimate with clearly defined line items and costing by line items. Provide specifications, quantities and cost of all labor and services.
  - Provide all sample/ plan and work schedule.
- 7) The U.S. Government will pay for all works upon completion and acceptability of the project.

**Restoration:**

The Contractor shall restore to their original conditions for those portions of the site not designated for alterations by the Contract Documents. The Contractor shall perform the works per details specified herein.

**C. PRICING**

The Contractor shall provide materials and labor to complete all works specify in Section B. The prices listed shall include all labors, materials, insurance, overhead, profit, transportation, and all expenses.

Detail of prices shall be submitted in form of Bill of Quantity (BOQ) to cover all items listed. The BOQ consists of descriptions, quantities and unit prices of materials, and labor. Cost of labor may be submitted either Unit Price or Lump Sum.

**PROCUREMENT TERMS & CONDITIONS:**

1. The offeror must be willing to accept Purchase Order from US Embassy Hanoi.
2. Vendor's contract is not accepted and signed.
3. All items bid must meet or exceed specifications listed.
4. Proposals must be in **local currency VND**, firm fixed price to include 10% VAT and any other anticipated charges.
5. Selected vendor must be able to accept payment within 30 (thirty) days after the orders are delivered completely and the original correct invoice is received.
6. The payment will be made through Electronic Fund Transfer (EFT) to the vendor bank account (VND) as stated on the invoice.
7. Any cancellations after PO awarded, only services rendered will be paid.
8. For US Government rules and regulation reference, please read the attached Commercial Clause document attached.