



REQUEST FOR QUOTATIONS (RFQ)

FOR

Demolition and replacement of defective concrete panels on Sola Road between Sola Airport to Sola Torba Provincial HQ Road, Vanua Lava, Torba Province.

RFQ WORKS NUMBER: 27/25/WK/RFQ/VL/TO/RR/SRIP/VAI4D/PWD

To: **Interested Bidders**

Date: **08 December 2025**

The Public Works Department (the Employer) invites you to submit your quotation for carrying out the works as described herein. Any resulting contract shall be subject to the attached General Conditions of Contract (GCC) and Special Conditions of Contract (SCC). At the time the Contract is awarded the Employer reserves the right to increase or decrease the works required up to 25%.

SECTION A: QUOTATION REQUIREMENTS

- 1) Description of Works and Location:

Demolition and replacement of defective concrete panels on Sola Road between Sola Airport to Sola Torba Provincial HQ Road, Vanua Lava, Torba Province.

The work location is described on Section C2 with location map.

- 2) Quotations should be:
Exclusive of VAT and duties
- 3) Works are to commence by: **28 days after signing of the contract**
Works are to be completed by: **270 days after contract commencement date**
- 4) Quotations must be valid for **90 Days** from the Submission Date and Time given below.
- 5) The defects liability period offered shall be: None
- 6) Quotations and supporting documents as specified in Section B must be clearly marked with the RFQ Works Number given above and must indicate your acceptance of the terms and conditions.
- 7) To be considered responsive, bidders must meet the following minimum qualification criteria:
- (a) The bidder shall have an average annual turnover from construction works of at least **VUV 30,000,000** over the past three (3) years.
 - (b) The bidder shall demonstrate access to liquid assets, working capital, or credit



facilities from a reputable financial institution amounting to no less than **VUV 10,000,000**.

- (c) The bidder shall provide at least one (1) relevant experience of construction works of similar size and nature completed in the past **three (3) years**.
- (d) The bidder shall propose a Site Manager who has a minimum of **three (3) years'** experience in works of an equivalent nature and volume and at least **one (1) year** of experience specifically in the role of Site Manager.
- (e) The minimum essential equipment to be made available for the contract by the successful Bidder shall include:

Minimum Essential Equipment Required	
Items Description	Quantity
Truck with capacity 6m ³ or more	2
Front end loader or backhoe loader	1
Concrete Mixer capacity more than 0.2m ³	2
Plate Compactor	1
Concrete Needle Vibrator	2
Jack Hammer Heavy Duty	1
Concrete Cutter	1

- 8) Quotations must be received no later than the Submission **08th January 2026 and Time being: 14:00pm** on by mail or hand delivered to the address specified below.

- 9) Quotations must be returned to:

Fred Siba
Manager (Procurement)
Public Works Department Head Office
Nasituan Building, Rue Sautot, Port Vila
Telephone: 22888
Email: fsiba@vanuatu.gov.vu

Or

- o for online submissions, sent to odile.siro@vai4d.com, (Odile Siro - Procurement Officer - VAI4D) and copy Fred Siba (PWD Manager Procurement).

- 10) The Section C detail the works requirements to be performed which includes scope of

.....

service, location of service, timing specifications and drawings. You are requested to quote by completing Sections B, C and E. Quotations shall cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the works. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.

- 11) Quotations that are responsive, qualified, and technically compliant will be ranked according to price. A Contract will generally be issued to the lowest priced quotation. However, the Employer is not bound to accept the lowest or any quotation.
- 12) Bidders are strongly encouraged to conduct a site visit and familiarise themselves with the site conditions including availability of workforce, local and non-local material, and equipment to complete the work to achieve the required quality and within the required time. The cost incurred for the site visit shall be borne by the Bidder.

Signed:

Date:

Name: **Andre Iatipu**

Title/Position: **Director**

(For, and on behalf of the Employer)

Address: Ministry of Infrastructure and Public Utilities

Nasituan Building, Rue Sautot, Port Vila, Vanuatu

SECTION B: CONTRACTORS QUOTATION / Additional Information Requirements

EMPLOYER'S RFQ WORKS NUMBER: **27/25/WK/RFQ/VL/TO/RR/SRIP/VAI4D/PWD**

- 1) Currency of Quotation: Vanuatu Vatu (VuV)
- 2) Works will commence on: **28 days after signing of the contract**
Works to be completed by: **270 days after contract commencement date**
- 3) The validity period of this Quotation is: **90 days** from the Submission Date.
- 4) Defect liability period: None
- 5) We enclose the following documents:
 - Copy of Certificate of Registration (VFSC)
 - Copy of Business License
 - Copy of Tax Clearance Certificate (*only for Bidders whose business reported an annual gross turnover of VT 4 million in their last fiscal year*)
- SECTION B:
 - Form B.1: Relevant Experience -
 - Form B.2: General Construction Past Performance
 - Form B.3: Details of Key Personnel (plus CVs)
 - Form B.4: Details of Plant and Equipment (owned)
 - Form B.5: Details of Plant and Equipment (borrowed/hired)
 - Form B.6: Project Funding – Access to Funds -
 - Form B.7: Workload Capacity (*current and known future work commitments in all Provinces*)
- SECTION C:
 - Methodology Statement (Method of Work, Manpower, Health, Safety, Quality Assurance, Traffic Management)
 - Schedule of Requirements (Description of Works, Pricing Schedule and proposed Construction Schedule)
- SECTION E:
 - Pricing Schedule (**BOQ**)
- 6) We confirm that our quotation is subject to both the attached General Conditions and Special Conditions of Contract and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 7) We confirm that the prices quoted are fixed for the duration of the validity period and any subsequent contract that may be awarded.
- 8) By completing this RFQ submission and signing below, the Bidder declares and certifies, to the best of the Bidder's knowledge and belief, that there is no conflict of interest which is or is likely to be prejudicial to the Bidder's independence and objectivity in satisfactorily performing under any Contract Agreement made and executed as a result of this RFQ process.
- 9) The Bidder undertakes to immediately notify the Employer's Construction Supervisor, in writing, upon becoming aware of any such conflict of interest during the RFQ process or the performance of any Contract Agreement made and executed as a result of this RFQ

.....

process (whether the conflict existed before the award of the Contract Agreement or arises during its performance), giving particulars of its nature and the circumstances in which it exists or arises and shall furnish such further information as the Construction Supervisor may reasonably require.

- 10) If the Bidder (or Contractor after award of a Contract Agreement) cannot so certify that it has no known conflicts of interest at the date of the RFQ submission, it shall provide a disclosure statement in its proposal which describes all relevant information concerning any past, present, or planned interests bearing on whether it (including its chief executives and directors, or any proposed consultant or subcontractor) may have a potential personal or organisational conflict of interest with the Employer or the Construction Supervisor.

Signed:

Date:

Name:

Title/Position:

Authorized for and on behalf of: Contractor:

Address:

SECTION B: FORM 1 - RELEVANT EXPERIENCE

1. Use this table for Works contracts that are of a similar nature and volume performed over the last three (3) years.
2. Bidder shall provide the following information for up to three (3) of their most recent contracts of a **similar nature, cost, and duration**.
3. Bidder shall provide copies of **Practical Completion ("Taking Over") Certificates and/or Test Results** for completed projects.
4. Concrete building/structure works may also be considered as relevant experience

Relevant Experience: Works of a Similar Size and Nature in last 3 years			
Contract No 1 of 3			
Contract Identification			
Province / Island			
Award Date		Completion Date	
Role in Contract		[State Contractor, or Subcontractor]	
Brief Description of Work undertaken			
Total Contract Amount in VuV equivalent			
If partner in a JV or subcontractor, specify participation of total contract amount in VuV	Percentage of Total:	Amount:	
Employer's Name Address Telephone Number Fax Number E-mail address			
Was the contract completed on time?	Yes	<i>Indicate Yes / No</i>	If No - give brief explanation in space below
Contract No 2 of 3			
Contract Identification			
Province / Island			
Award Date		Completion Date	
Role in Contract		[State Contractor, or Subcontractor]	

.....

Brief Description of Work undertaken			
Total Contract Amount in VUV equivalent			
If partner in a JV or subcontractor, specify participation of total contract amount in VuV	Percentage of Total:	Amount:	
Employer's Name Address Telephone Number Fax Number E-mail address			
Was the contract completed on time?	Yes	<i>Indicate Yes / No</i>	If No - give brief explanation in space below
Contract No 3 of 3			
Contract Identification			
Province / Island			
Award Date	Completion Date		
Role in Contract	[State Contractor, or Subcontractor]		
Brief Description of Work undertaken			
Total Contract Amount in VUV equivalent			
If partner in a JV or subcontractor, specify participation of total contract amount in VuV	Percentage of Total:	Amount:	

.....

Employer's Name Address Telephone Number Fax Number E-mail address			
Was the contract completed on time?	Yes	<i>Indicate Yes / No</i>	If No - give brief explanation in space below

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

SECTION B: FORM 2 - GENERAL CONSTRUCTION PAST PERFORMANCE

1. Use this table for OTHER construction Works performed over the last three (3) years.
2. Bidder shall provide the following information for up to three (3) of their most recent contracts.
3. Bidder shall provide copies of **Practical Completion (“Taking Over”) Certificates** for completed projects.

Other Works performed over the past 3 years			
Contract No 1 of 3			
Contract Identification			
Province / Island			
Award Date		Completion Date	
Role in Contract		[State Contractor, or Subcontractor]	
Brief Description of Work undertaken			
Total Contract Amount in VUV equivalent			
If partner in a JV or subcontractor, specify participation of total contract amount in VuV		Percentage of Total:	Amount:
Employer's Name Address Telephone Number Fax Number E-mail address			
Was the contract completed on time?	Yes	<i>Indicate Yes / No</i>	If No - give brief explanation in space below
Contract No 2 of 3			
Contract Identification			
Province / Island			
Award Date		Completion Date	
Role in Contract		[State Contractor, or Subcontractor]	

Brief Description of Work undertaken			
Total Contract Amount in VUV equivalent			
If partner in a JV or subcontractor, specify participation of total contract amount in VuV	Percentage of Total:	Amount:	
Employer's Name Address Telephone Number Fax Number E-mail address			
Was the contract completed on time?	Yes	<i>Indicate Yes / No</i>	If No - give brief explanation in space below
Contract No 3 of 3			
Contract Identification			
Province / Island			
Award Date	Completion Date		
Role in Contract	[State Contractor, or Subcontractor]		
Brief Description of Work undertaken			
Total Contract Amount in VUV equivalent			
If partner in a JV or subcontractor, specify participation of total contract amount in VuV	Percentage of Total:	Amount:	
Employer's Name Address Telephone Number Fax Number E-mail address			
Was the contract completed on time?	Yes	<i>Indicate Yes / No</i>	If No - give brief explanation in space below

.....

--

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

.....

SECTION B: FORM 3 - KEY PERSONNEL: MANAGEMENT AND TECHNICAL STAFF

1. Bidder shall provide a copy of CV for each key person proposed for these Works. See Form 6 for suitable CV template.

Bidder's Proposed Key Personnel				
No.	Position	Name	General experience in Construction (Years)	Specific experience in proposed position (Years)
1				
2				
3				
4				
5				

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

.....

SECTION B: FORM 4 – PLANT AND EQUIPMENT (OWNED)

1. Listed below are the major items of Plant and Equipment required to undertake the Works – provide details for each item listed (owned).
2. Attach copies of **Red Book** for all items that require registration certificates from Customs Department.

Bidders' Proposed Equipment									
No	Item of Equipment Description	No of Units	Brand	Model/ Serial No.	Age (Years)	Condition (Good, poor, not working/under repair)	Do you hold spare parts for this equipment	Current Location	Date Equipment is Available
1									
2									
3									
4									
5									

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

.....

SECTION B: FORM 5 - PLANT AND EQUIPMENT (TO BE LEASED, HIRED, BORROWED)

1. Complete details for each item of equipment you intend to lease / hire / borrow.
2. Attach a copy (ies) of any **Letter(s) of Commitment / Agreement(s)** signed and dated by Owner of the equipment stating that he/she will provide your business with the following equipment in the event you are awarded this contract.

Contact Details of Company /Person with Whom you have a Letter of Commitment (or similar)							
No	Item of Equipment Description	No of Units	Name of Company	Name of Contact Person	Phone/ Mobile Number	Email	Is Letter or Agreement Attached (Yes/No)
1							
2							
3							
4							
5							

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

.....

SECTION B: FORM 6 - PROJECT FUNDING

1. Complete items 1 & 2 below. Do NOT leave Blank.
2. Confirmation of available funds may be requested during the evaluation process.

Access to Funding			
1	Please provide an <u>estimate</u> of the total amount of money you will require to cover expenses for the first Three (3) months of the project (VuV)		
2	Do you have ready access to this amount?	<i>Indicate Yes / No</i>	If you answer NO, please explain how you would fund these expenses.

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

SECTION B: FORM 7 - WORKLOAD CAPACITY

1. Bidder shall submit the following details for **ALL Works** for which you have a signed contract.
2. If NO work **state NIL. DO NOT LEAVE BLANK** - Evidence of ongoing contract awards MAY be requested.
3. Bidder shall also provide work schedules of any current contracts/works (either 1 or more works) committed to.

List of All Current Work Commitments: Ongoing or Awarded (but not Yet Started)								
Province/ Island	Project Name	Type of Work	Contract Duration (Weeks)	Start Date	End Date (est)	% of Work Complete	Client	Name & Tel / Mobile No of Contact Person

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

SECTION B: FORM 8 - METHOD STATEMENT

Bidders are to submit an outline of each phase of the Works with a brief description of how they intend to carry out the Works and what resources they will require.

1. Either provide the information requested in the **sections below**, OR complete as a **separate attachment of NOT more than 2 pages total**.
2. The Method Statement shall include the following parts 1, 2, 3, 4 and 5:

1	Method of Work	Brief explanation of the activities you will undertake to implement the Works. Method of Work shall be supported by SECTION C: Schedule of Requirements
2	Source of Manpower	Brief details of who you would use to do the work: i.e. • Only your company? • Will you be using a subcontractor(s)? • Will you employ local community (men, women, youths) workers?

3	Quality Assurance	Briefly explain the specification standards and other measures to ensure the Works are of an acceptable standard
4	Health & Safety	Briefly explain the health and safety measures you would follow and employ at site during implementation

5	Traffic Management Plan	Outline your basic Traffic Management Plan and identify your road construction safety measures

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

SECTION C: SCHEDULE OF REQUIREMENTS (Description of Works and proposed Construction Schedule)

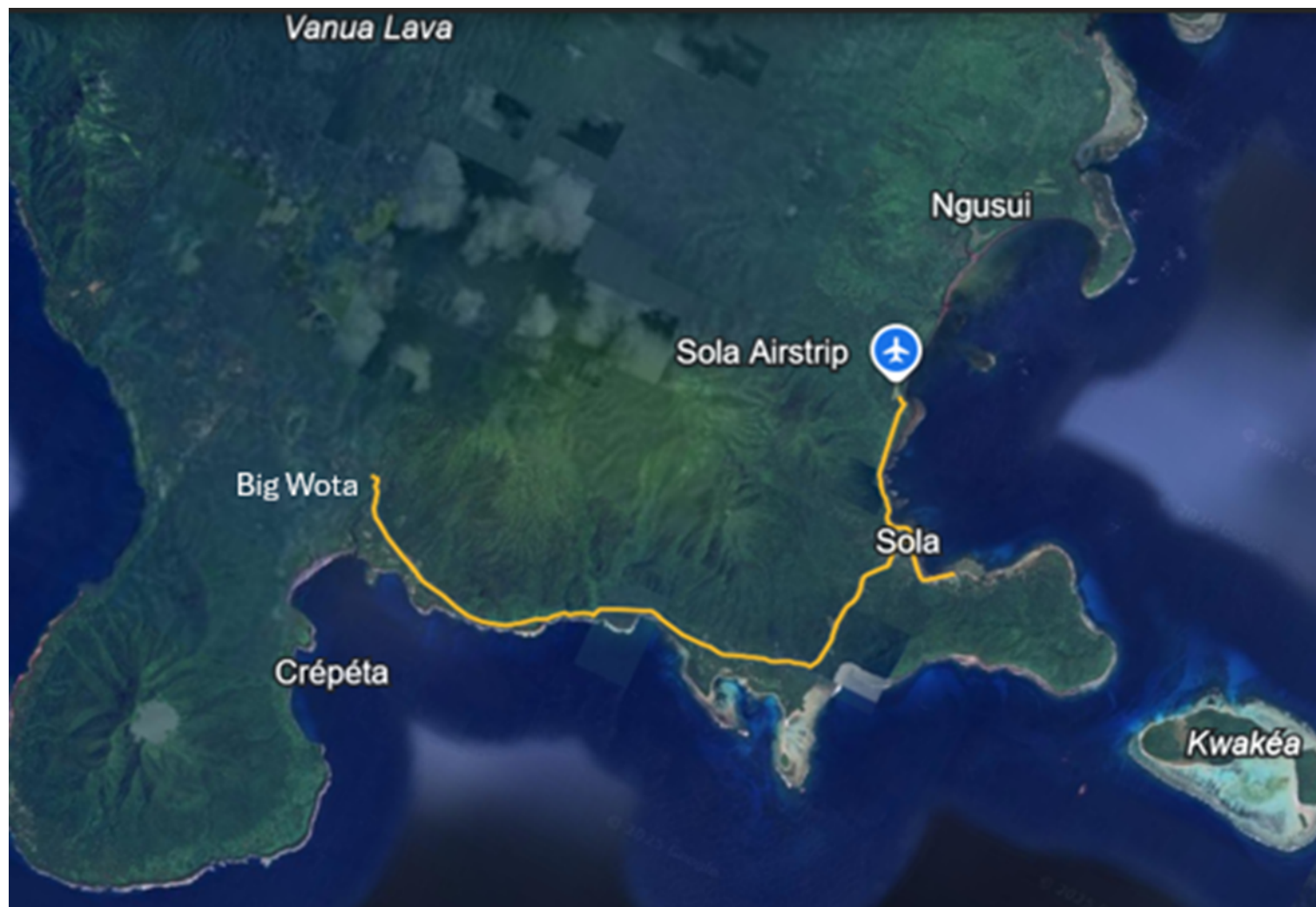
Section C.1: Introduction

Public Works Department (PWD) has allocated the budget to dismantle and remove the defective concrete panels from the Sola Road Pavement and re-construct concrete pavement panels at Sola Airport to Sola Torba Provincial Head Quarter, Sola, Vanua Lava Island, Torba Province under the assistance of Australian Aid, Vanuatu Australia Infrastructure for Development (VAI4D). This activity involves the replacement of defective concrete panel.

Section C.2: Location of Service

Construction site	The construction site will be between Sola Airport to Sola Torba Provincial HQ, where Sola airport is Chainage 0+000 to chainage 0+460 as shown in Location Map
Fibercon (Fibre-Reinforcement)	The Contractor shall transport the Fibercon from Sola PWD Depot to the construction site at Sola Road Project.
Fine aggregate	The Contractor to negotiate for Materials and Source all Materials to the Construction site. Sand to be sourced locally (Musina) (See Location Map)
Coarse aggregate	The Contractor to purchase coarse aggregates for concrete from Santo and shipped them to the Construction site at Sola, Vanua Lava. However, the Construction Supervisor MUST certify and approve the coarse aggregates before purchasing and shipment of coarse aggregates.
Water	Available at Sola area or the Contractor to liaise with the Sola Water Supplier operator.
Other material, equipment, and human resource	The contractor shall decide to source all other materials, equipment, and human resource.

Map 01:



Map 02:



Section C.3: Timing

The total contract duration is **270 Days**, and the intended start date is **28 days after signing of the contract** and completion date is **270 days after commencement of the contract**. The Contractor shall furnish the detailed work schedule in accordance with the Scope of Works.

Section C.4: Scope of Works

The scope of the service is as follows:

- Dismantle 143 defective Fibre Reinforced Concrete (FRC) panels (with each panel measuring 5m in length and 2m wide) from the Sola Road Pavement
- Re-Construct 143 FRC Panels

The construction of the FRC Pavement is to be implemented in accordance with the PWD Standard Specifications, supplementary specification and PWD Standard Drawings following the Public Roads Strategy and Public Roads Policy.

The schedule of works under the contract are:

Item No	Item Description	Unit	Quantity	End Output
A.1.1	Consult Community(ies) within the Work Section	LS	1	This activity involves consulting the communities in which the contractor will be working and chiefs to discuss work related issues with them and seek agreements to execute the contract successfully.
A.1.2	Site Meetings with Local Community to promote Health & Safety & HIV/AIDS-STD Prevention	LS	1	The Contractor will hire an approved service provider to carry out this task. This involves organising awareness meetings to discuss workplace health and safety related issues and educate the workers and communities on Health & Safety, HIV/AIDS and STDs Prevention.
A.1.3	Mobilisation to site	LS	1	The Contractor mobilises all the required equipment, labourers, fuel, lubricants and other material required for the establishment to the site.
A.1.5	Implementation of Traffic Management Plan	LS	1	The Contractor prepares the Traffic Management Plan and implements the Plan after approval by the Construction Supervisor.
A.1.6	Implementation of workplace health and safety Management Plan	LS	1	The Contractor prepares the workplace health and safety Management Plan after approval by the Construction Supervisor.

A.1.7	Implementation of Environmental Management and Protection Plan	LS	1	The Contractor prepares the Environmental Management and Protection Plan and implements the Plan after approval by the Construction Supervisor.
A.1.8	Demobilization from Site	LS	1	The contractor demobilizes all the equipment and labourers and the Contractor leaves campsites etc in original condition.
A.1.9	Procure Workman's Compensation Insurance	LS	1	The contractor procures the Workman's Compensation Insurance in line with the Workmen's Compensation Act 1987. The insured amount shall be covered in line with the Schedule of the Act.
A.1.10	Procure Public Liability Insurance of minimum VUV 50 million	LS	1	The Contractor procures the Public Liability Insurance as per the specification and to the satisfaction of the Construction Supervisor. The amount shall be minimum of VUV 50 million.
A.1.11	Implementation Community Liaison Plan and Gender Action Plan	LS	1	The Contractor prepares the Community Liaison Plan and implements the plan after approval by the Construction Supervisor.
A.1.12	Miscellaneous works as instructed by the Construction Supervisor	PS	1	The Contractor carries out the work as instructed by the Construction Supervisor.
D.4.11	Dismantling of concrete pavement and dispose within 5km from construction site as approved by the Construction Supervisor	M3	235	The activity involves cutting the defective concrete panel into pieces and removing from roadway and dispose 5KM from the project site to a site approved by the Construction Supervisor.
E.5.5	Supply, cut and tie reinforcing steel for Dowel bars	Kg	226	The Contractor will supply, cut and place the dowel bar 16mm diameter deformed steel bar 500mm length @ 250 mm c/c as shown in drawing and as instructed by the Construction Supervisor.
E.5.9	Plum Concrete Works M20 (1:2:4, cement : beach sand : crushed stone aggregate), including supply, mixing, placing, compacting and curing all complete	M3	21	The contractor prepares the mixed Grade M20 (1:2:4) with locally available beach sand and crushed coarse aggregate and place the plum concrete on shoulder of the road as shown in the drawing and as instructed by the Construction Supervisor. <u>(The Coarse aggregates shall be crushed limestone or basalt boulder. Beach coral will not be</u>

				<u>accepted as coarse aggregate for concrete. The contractor can crush the stone locally or source from Santo.</u>
E.5.15	Fiber reinforced concrete work Grade M30 (1:1:2, cement : beach sand : crushed stone aggregate), including supply, mixing, placing, compacting and curing all complete (<u>Fiber supplied by PWD</u>)	M3	215	The contractor prepares the mixed Grade M30 (1:1:2) with locally available beach sand and crushed coarse aggregate and concrete fiber provided by PWD and lay on the traffic lane of the road as shown in the drawing and as instructed by the Construction Supervisor. (The coarse aggregate shall be crushed limestone or basalt boulder. <u>Beach coral will not be accepted as coarse aggregate for the concrete. The contractor can crush the stone locally or source from Santo.</u>
K.11.1	Supply of Polyethene Pipe to cover the dowel bar	M	72	Contractor purchases, supply and deliver Polyethene pipe to Construction site as instructed by the Construction Supervisor.

Section C.5: Specifications

Section C.5.1: General Specifications

All works shall be carried out in accordance with the requirements of the Public Works Department, Standard Technical Specification for Road and Bridge Works (STSRBW), May 2017 and as amended in the Supplementary Specification for this Contract. Note that the Supplementary Specification in this Contract shall have precedence over the STSRBW.

The “Standard Technical Specification for Road and Bridge Works” can be downloaded from following address.

<https://pwd.gov.vu/index.php/component/content/article/18-pwd-documentation/3-sts-road-and-bridge?Itemid=101>

Section C.5.2 Supplementary Specification

Item No. / Name:	A.1.1 Consult Communities within the Work Section		
Category:	Labour Intensive	Scope:	Preliminaries & General Items
Unit:	Lump Sum (LS)		
Description:	This activity involves consulting the communities in which the contractor will be working and chiefs to discuss work related issues with them and seek agreements to execute the contract successfully.		
Typical Crew:	Typical Hand tools/Equipment:		

Contractor Supervisors	Hired Vehicle
Materials: ❑ Traditional consultation token for Chiefs in the road custom boundaries	
Work Specification: 1. Ask for and visit the chief of the custom boundary in which the work section passes through to book appointment to meet all community members and chiefs within the custom boundary. 2. Arrange with the CPO to consult communities and conduct awareness education on work related issues focusing on labour recruitment and water sources and write down the names of interested community members willing to work on the road. At all sites, the public will be informed of forthcoming works through public meetings, notices, and installation of signage; 3. Make arrangements for a suitable site to erect a site camp, sources of construction materials, water sources and local skilled labour 4. Discuss, explain and sign Sub-Contract Agreements with the communities and chiefs to recruit interested community members directly or through the chiefs 5. Distribute copies of agreements signed with the communities and chiefs to PWD, the communities and Island Stakeholder Committee 6. Distribute leaflet with construction information, and Contractor contact details including contact phone numbers; 7. Erect signs at entrance to each site with construction information, and Contractor contact details including contact phone numbers; 8. Record all complaints and grievances in writing and pass copies to PWD; 9. Contractor's staff will undergo training on the environmental management plans, and related health and safety management plans including HIV/AIDS awareness training and traffic management plans and other requirements to minimise social disruption or impacts prior to commencement of works.	
Measurement for Payment: The activity shall be measured as an agreed Lump sum (LS) and the unit rate shall include full compensation for all steps necessary to comply with the above including contractor, transport and materials necessary to successfully undertake the activity as specified above. The payment Lump Sum of this item will be paid upon the completion of awareness and the confirmation and satisfaction of the Construction Supervisor.	

Item No. / Name:	A.1.2 Site Meetings with Local Community to promote Health & Safety and HIV/AIDS-STD Prevention		
Category:	Labour Intensive	Scope:	Preliminaries & General Items
		Unit:	Lump Sum (LS)
Description:	The Contractor will hire an approved service provider to carry out this task. This involves organising awareness meetings to discuss workplace health and safety related issues and educate the workers and communities on Health & Safety, HIV/AIDS and STDs Prevention.		

Typical Crew: Contractor Approved Service Provider	Typical Hand tools/Equipment: Not Applicable
Materials: ☐ Site Meeting template	
Work Specification: 1. The Service Provider will arrange meetings that will include the representatives of the local community, the PWD, and the SSC Contractor to foster partnerships with the communities to promote health and safety and HIV/AIDS- STD prevention awareness 2. Prior to the implementation, Service Provider will submit the program for the approval by the PWD 3. Records of these meetings must be written and distributed to the attendees and copied to PWD Headquarters 4. The objective of the meetings will be to familiarize the SSC Contractor, communities, Public Works Department with the Workplace Health and Safety Management Plan requirements, raise their awareness about health and safety related risks and appropriate mitigation measures. As a minimum, it is mandatory that following topics are covered: a. Importance of safety at work; b. Responsibilities for ensuring the safety at work; c. Safe work practices; d. Proper use of road safety signage during road works; e. Traffic control during road works; f. Responsible behaviour for the prevention of HIV/Aids and STDs. 5. The status of monitoring HIV/AIDS & STD prevention awareness campaigns and incidents. 6. Allow the communities to air any complaints or grievances about the works such as: a. Traffic being maintained through the maintenance site b. Problems with dust on the work site c. Problems with drainage maintained through the maintenance site d. SSC Contractor's Waste being properly disposed of e. SSC Contractor's employees respecting the community's standards and property f. Any other problems 7. To obtain inputs to and opinions about the needs and priorities of stakeholders in respect of proposed impact mitigation measures as well as gender sensitive and safety features to be incorporated into the project.	
Measurement for Payment: The activity shall be measured as lump sum (LS) item and paid upon the completion of awareness and the confirmation and satisfaction of the Construction Supervisor.	

Item No. / Name:	A.1.3 Mobilisation to Site		
Category:	Labour Intensive	Scope:	Preliminaries & General Items
		Unit:	Lump Sum (LS)
Description:	This involves all the works, materials and services necessary for the the mobilisation to the site by contractor and establishment of the campsite		
Typical Crew:	Typical Hand tools/Equipment:		
Contractor, Supervisor	Pick-up Truck, Tipper Truck, Hammer, Pickaxes, Spades, Bush knife,		
Materials:	Timber, Nails, First Aid Kit, Water Containers, Paint,		
Work Specification:	Mobilisation to Site		
	1. Prior to use of the land and facilities, the Contractor will undertake a pre-construction condition survey to document existing conditions; 2. Procure and transport construction and camp materials, to site and erect site camp 3. Provide safe drinking water for the workers and first aid kit on the site 4. Provide materials, produce and erect <u>contract announcement board</u> 5. If required in the Contract, procure workman’s compensation insurance 6. Recruit workers according to work plans and schedules 7. Provide materials and produce safety signs, templates in accordance to specification and work items, batch boxes and cube/cylinder moulds 8. Mobilise to site and commence the works 9. Where practicable, workers will be housed in existing accommodation; 10. If using existing accommodation then existing water supply, toilet and ablution facilities and kitchens may be used with Contractor supplying generator for electricity supply; 11. Consultation with landowners and adjacent community shall be undertaken prior to establishment of any camp; 12. If required construction camps will be located away from rural villages and settlements to minimise disturbance; 13. Construction camps shall be located on open, underused and already disturbed areas, vegetation clearance for construction camps will not be permitted if alternative areas exist; 14. Construction camps will be equipped with water supply, separated waste receptacles, toilet and ablution facilities and readily available first aid equipment		
Measurement for Payment:	The activity shall be measured as a lump sum (LS) item for mobilisation. The lump sum will be an agreed amount and paid as soon as the mobilization is complete.		

Item No. / Name:	A.1.4 Provide Materials and Erect Project Announcement Board to Specification
-------------------------	--

Category:	Labour Intensive	Scope:	Preliminaries & General Items	Unit:	Lump Sum (LS)
Description:	This involves procurement of materials, produce the sign board, paint and inscribe project information and erect to design and specification				
Typical Crew: Contractor	Typical Hand tools/Equipment: Hammer, Hand Saw, Pickaxe, Spade, Bucket				
Materials:	☐ Paint, Paint Brushes, Nails, Timber, Masking Tape, Cement, Coral, Sand, Black Plastic				
Work Specification:	1. Procure materials and produce the project sign board according to design and drawing 2. Paint the board and inscribe the information required according to design and drawing 3. Procure concreting materials and install the sign board according to design and specification				
Measurement for Payment:	The activity shall be measured as Lump Sum (LS) item. Unit rate for this activity shall be the agreed percentage or estimated amount to install the project announcement board				

Item No. / Name:	A.1.5 Implementation of the Traffic Management Plan				
Category:	Labour Intensive	Scope:	Preliminaries & General Items	Unit:	Lump Sum (LS)
Description:	This requires the contractor to provide traffic management to allow traffic to pass through the site. This includes procure/produce traffic warning or signs and using them to control trucks to keep the section on which the contractor is working safe for the workers.				
Typical Crew: Contractor	Typical Handtools/Equipment: Hammer, Hand Saw, Pickaxe, Spade, Bucket				
Materials:	☐ Approved warning signs, Paint, Paint Brushes, Nails, Timber, Masking Tape, Cement, Coral, Sand, Black Plastic				
Work Specification:	1. Estimate the number and type of traffic warning or signs required for the planned activities 2. Estimate the number and type of safety equipment required for use on the site 3. Procure the traffic warning or signs and the safety equipment according to the estimated numbers for the item that have to be procured 4. Provide materials and produce warning or signs and safety equipment that could be produced locally according to design and specification.				

5. Keep existing roads that are undergoing improvements open and maintained in such a condition as to safely accommodate traffic.
6. Provide and maintain temporary detours, approaches, or crossings and intersections with trails, roads, businesses, parking lots, and campgrounds in a safe and passable condition.
7. Perform no work that interferes or conflicts with traffic until a plan for handling traffic has been submitted and approved.
8. Before any suspension of work take precautions necessary to prevent damage to the project, such as temporary detours, approaches, crossings, or intersections, and make provisions for normal drainage and to minimize erosion. Leave all roads in a condition suitable for traffic unless otherwise specified.
9. Existing access levels will be maintained through the provision of temporary crossing as required at each site;
10. Vehicular access to adjacent properties shall be maintained throughout construction except for essential works where temporary closure shall not exceed one hour per day;
11. Where access is temporarily affected, the Contractor shall notify the affected parties of the disruption at least 7 days prior.
12. Temporary signage and barriers (fences) are to be used to prevent the public from entering the sites;
13. Excavated areas are to be clearly signed and fenced to protect people, especially children, from harm;
14. Traffic control measures shall include reduced speed limits through construction sites and adjacent villages;

Measurement for Payment:

The activity shall be measured as lump sum (LS) item. The percentage of agreed lump sum amount will be paid based on the percentage of work completed on each Interim Payment Certificate (IPC) upon the satisfaction and recommendation of the Construction Supervisor.

Item No. / Name:	A.1.6 Implementation of Workplace Health and Safety Management Plan		
Category:	Labour Intensive	Scope:	Preliminaries & General Items
Unit:	Lump Sum (LS)		
Description:	The Contractor is required to do everything reasonably practicable to ensure health and safety of persons working on the Site.		
Typical Crew: Supervisor Labourers	Typical Hand tools/Equipment: ● Personal Protective Equipment (PPE) – Safety vest (hi-visibility), safety glasses, hard hat, gloves, masks, ear protection and appropriate footwear (including steel capped work boots and rubber boots) ● First Aid Kit ● Pit latrine – Black plastic or local materials ● Water tank with tap, soap and hand sanitizer		
Materials: ☐ Not applicable			

Work Specification:**Workplace Health and Safety**

1. The Contractor shall ensure that all their personnel wear PPE. This includes, but not limited to, safety vests (hi-visibility), hard hat (if required for a specific activity) and appropriate footwear (including steel capped work boots and rubber boots). Contractor's personnel undertaking concrete works are to be provided gloves, masks and rubber boots as appropriate. Contractor's personnel undertaking demolition works are to be provided safety glasses, masks and ear protection as appropriate.
2. The Contractor shall provide an appropriately equipped first aid kit that shall be available on-site at all times. The kit shall be regularly replenished.
3. The Contractor shall construct temporary pit latrines on-site. Two pit latrines will be used for the duration of the Works; one for males and one for females. They must be properly walled with black plastics or using local materials that best suit the community. After the completion of Works, the Contractor must ensure that all pit latrines are covered and properly buried.
4. The Contractor shall ensure that there is safe drinking water for their personnel available on-site; whether it has to be transported by vehicle or collected by some responsible members.
5. The Contractor shall ensure that the necessary traffic signs and 'men at work' signs are in place prior to work occurring, so as to prevent traffic accidents.
6. The Contractor shall keep record of their personnel's accidents or injuries during work hours.

Measurement:

The activity shall be measured in lump sum (LS) quantity as agreed in BoQ and the weekly compliance monitoring will be done. The weekly compliance monitoring will be signed by the Site Supervisor/Site Inspector and Contractor's representative. The unit rate shall include full compensation for all steps necessary to comply with the above.

Payment

The agreed lump sum amount will be paid on Final Payment Certificate upon the successful completion of the contract and all requirements are fully complied with to the satisfaction of the Construction Supervisor.

Item No. / Name:	A.1.7 Implementation of the Environmental Management Plan		
Category:	Labour Intensive	Scope:	Preliminaries & General Items
Unit:		Lump Sum (LS)	
Description:	The Contractor shall be responsible for protection of the environment at the Site and all other sites related to the Works.		
Typical Crew:	Typical Hand tools/Equipment:		
Contractor	• Rubbish bag		
Materials:			
☐ Not applicable			
Work Specification:			

1. The Contractor shall ensure that the required vegetation to be cleared has been given written consent by the relevant Community and that only trees marked and approved for clearing are removed and recorded.
2. The Contractor shall ensure that all cuttings from vegetation clearance from the Site are gathered and disposed of in unobtrusive and uncultivated areas at least 15 meters from the road. The burning of cuttings is not permitted.
3. The Contractor shall ensure that all non-hazardous solid wastes (e.g. used cement bags) are collected and disposed in a landfill. If there is no landfill nearby, a small hole could be dug and used. The hole shall be an adequate size and depth. However after completion of the Works, this hole should be filled with the excavated material dug from the hole that covers the materials to a depth of at least 1-metre.
4. The Contractor shall ensure that any fuels (diesel/petrol), oils and lubricants (engine oil, transmission oil, hydraulic oil) used are stored in drums on a plastic bounded surface storage area, and to ensure that the equipment using these fuels, oils and lubricants do not leak. Dirty oil (used oil) should be kept in drums and shipped back to the supplier in Port Vila for appropriate disposal or can be used in formwork.
5. The Contractor shall ensure that dust generated from work activities are minimised by watering and to avoid burning (smoke pollution) in all forms on site. Contractor shall reduce dust and air emissions including those from delivery vehicles and workers' transport. Vehicles hauling materials will limit speeds through residential areas, including villages located by roadsides on haul routes. Dust control measures to be used for demolition works.
6. When working near or on water bodies (streams, rivers and the sea), the Contractor shall ensure that the required latrines and fuel/oil storage areas are constructed at a minimum of 30 metres away from the stream/river/sea; that solid waste such as left over concrete, cement bags, plastic bags, tree cuttings etc. are not dumped in the water body; and to avoid the washing of tools and equipment that is soiled with oil/lubricant in the water body. The Contractor is also to ensure that silt traps, silt fences and other appropriate drainage measures are installed to prevent soil erosion and thus siltation of the water bodies.
7. When it is necessary to create steep slopes and embankments, the Contractor is to ensure that the steep slopes are stabilized and protected by spreading topsoil on all exposed formed slopes and embankments, and to plant grass on them, and to slope all vertical faces especially in catch water drains, mitre drains and culvert outlet channels. Other erosion mitigation measures include the construction of masonry (wet/dry), stone pitching, rip rapping in steep side drains, culvert inlets and outlet channels.
8. In the matter of material extraction of sand, coral and limestone, the Contractor shall ensure that there is a valid PWD quarry permit and that the volume of material extracted must not exceed the amount stated in the permit and must not go beyond the area permitted, and that volume of material extracted is recorded either by way of receipt for payment of such material or other. The Contractor shall ensure that excavations of borrow material are done in such a way to avoid possible cause of erosion to the ground surface or ponding of water, and upon completion, the site restoration shall consist of the sloping of any vertical faces, the re-spreading of overburden topsoil and the planting of grass.
9. Construction vehicles shall be regularly serviced and maintained to prevent emission of visible particulates;
10. Number and size of materials stockpiles shall be minimised and be contained to prevent dust and sediment discharges;

11. There shall be no visible discharge of sediment or pollutants into receiving waters from construction sites;
12. No mechanical works within the inter-tidal zone;
13. Effective stormwater management shall divert clean water away from construction areas and stockpiles, and divert contaminated water/run-off to sediment control devices such as excavated traps and bunds. Any discharges associated with sediment shall be directed into an excavated pit to allow sediment to settle before discharging into any river or sea;
14. Stockpiles to be appropriately contained to prevent discharge of sediment offsite;
15. Stockpiles to be located at least 20m from watercourses, coast and/or the inter-tidal zone;
16. Vegetation clearance shall be minimized as much as possible;
17. Areas of exposed soil shall be grass-seeded and/or re-vegetated and stabilized after completion of earthworks;
18. No earth works shall be undertaken during periods of heavy rainfall
19. All hazardous substances and chemicals to be clearly marked and labelled;
20. Storage of all hazardous substances and chemicals (including fuel) in bunded areas and at least 20m for watercourses and/or the coast and any habitations;
21. No re-fueling of machinery to occur within 20m of watercourses and/or the coast and any habitations;
22. Concrete shall only be poured during dry weather conditions;
23. Proper formwork will be in place to prevent concrete discharges;
24. Contractors shall conduct daily inspections of machinery with particular attention paid to repair of hydraulic and fuel systems;
25. The Contractor shall have a spill kit in every vehicle and staff be trained in their use.
26. At work sites and accommodation, waste shall be separated into different waste streams for appropriate disposal;
27. All demolition wastes (concrete, steel and fixings) not reused will be disposed of in a pit dug for that purpose at an agreed location on the site
28. Contractor to remove and ship all residual and hazardous wastes to a licensed facility for disposal at completion of works;
29. Dumping of any waste and burning of inorganic wastes or hydrocarbons (plastic, oils etc) shall be strictly prohibited
30. Only aggregate and sand sourced from a licensed supply will be used for works;
31. The Contractor shall provide a record of the quarry license and DEPC approval from aggregate and sand supplier(s) prior to commencement of construction;
32. The Contractor shall ensure that aggregates are properly covered or stored when transported to project site.
33. Vegetation, clearance limits to be identified on site-plan and clearly marked, including any mature trees (and their drip-lines) to be protected;
34. Vegetation clearance will be limited to the minimum amount necessary;
35. Cutting of timber or removal of wood by workforce shall be prohibited;

36. Topsoil and cleared vegetation shall be mulched and stockpiled for later re-use
37. No native fauna to be caught trapped, killed or poached by workforce.
38. Any discharges associated with sediment shall be directed into an excavated pit to allow sediment to settle before discharging into any river or sea;
39. The Contractor should cease work during heavy rainfall to prevent any extensive sediment discharge into any river or coastline which could affect both freshwater organisms and marine life.
40. Apart from abovementioned points the Contractor shall follow and comply following documents
 - PWD Environmental Guide
 - Code of Environmental Practice (COEP)
 - PWD Environmental Management Plan

Measurement:

The activity shall be measured in lump sum (LS) quantity as agreed in BoQ and the weekly compliance monitoring will be done. The weekly compliance monitoring will be signed by the Site Supervisor/Site Inspector and Contractor's representative. The unit rate shall include full compensation for all steps necessary to comply with the above.

Payment

The agreed lump sum amount will be paid on Final Payment Certificate upon the successful completion of the contract and all requirements are fully complied with to the satisfaction of the Construction Supervisor.

Item No. / Name:	A.1.8 Demobilisation from Site				
Category:	Labour Intensive	Scope:	Preliminaries & General Items	Unit:	Lump Sum (LS)
Description: The work consists of the demobilization of the Contractor's forces and equipment necessary for performing the work required					
Typical Crew: Contractor Supervisor		Typical Hand tools/Equipment: Pick-up Truck, Tipper Truck, Hammer, Pickaxes, Spades, Bush knife,			
Materials: Timber, Nails, First Aid Kit, Water Containers, Paint,					
Work Specification: Demobilisation from Site 1. At the end of the works, take appropriate measures to make good all defects issued by the Construction Supervisor and clean the site 2. Ensure that all community workers are fully paid 3. Reinstate all borrow pits and properly cover all pit latrines and rubbish dumps 4. Clean and return all PWD equipment and tools, remove left over materials and dismantle camp structures 5. Demobilise finally from site after a final inspection and a completion certificate is issued by PWD					

6. Disassembly, removal, and site cleanup of offices, buildings, and other facilities assembled on the site.
7. Repair of access roads, temporary haul roads, and equipment parking areas leaving the project site in the same or better condition than at the start of the project.
8. General clean-up and housekeeping needed to restore a neat and orderly project site.
9. Prepare a Decommissioning Plan for any campsites, which define how the site will be restored and PWD should approve such plans. The Decommissioning Plan should have the following:
 - Relocation of machinery used and all the parts and accessories
 - The systematic demobilisation of the work force, which should take into account their payments in terms of salaries and wages, other benefits and compensation, should there be any claim.
 - Due payment of the compensations and claims relating to the lease or purchase of camp site land.
 - Safe distance from the structures must be established to eliminate the hazard of debris falling on workers or the public during the process.
 - Competent persons to lead demolition must be identified.
 - The site should be inspected beforehand.
 - Utilities such as water and electricity must be disconnected.
 - Establish sites where the materials can be safely deposited.

Measurement for Payment:

The activity shall be measured as a lump sum (LS) item for demobilisation. Unit rates shall be the estimated amount as indicated above or a lump sum. Payment for demobilisation shall be made after a final measurement is made and the contractor had demobilised from the site as approved by the Construction Supervisor upon submission of an invoice for final payment

Item No. / Name:	A.1.9 Procure Workman's Compensation Insurance		
Category:	Labour Intensive	Scope:	Preliminaries & General Items
		Unit:	Lump Sum (LS)
Description :	This involves procuring the workman's compensation insurance in line with the Workmen's Compensation Act 1987 on behalf of the Contractor for the required number of workers before the commencing the works.		
Typical Crew: Contractor	Typical Hand tools/Equipment: Not Applicable		
Materials: ☐ Not applicable			
Work Specification: 1.Seek proof or confirmation of procured insurance in writing for a maximum number of 40 site staff (i.e. Contractor, Site supervisors, support and workers) BEFORE mobilising to the site			

2.The insured amount shall be in line with schedule of Workman's Compensation Act 1987. 3.Ensure that the maximum number of forty (40) site staff per day is NOT exceeded 4.Ensure that a first aid box is always available on the work site 5.It is the responsibility of the Contractor to report immediately any/all accidents in writing to the Employer.
Measurement for Payment: The activity shall be measured as a lump sum (LS) item for Workman's Compensation Insurance. Unit rates shall be the estimated amount as indicated above or a lump sum. Payment for Workman's Compensation Insurance shall be made after submitting the copy of evidence of insurance policy in line with the Workmen's Compensation Act 1987 is procured to the satisfaction of the Construction Supervisor.

Item No. / Name:	A.1.10 Public Liability Insurances of minimum VUV 50 million		
Category:	Labour Intensive	Scope:	Preliminaries & General Items
		Unit:	Lump Sum (LS)
Description :	It involves procuring the Public Liability Insurance on behalf of the Contractor covering injury/death and property damage of a third party.		
Typical Crew:	Typical Hand tools/Equipment:		
Contractor			
Materials:	N/A		
Work Specification: 1. The Contractor shall, prior to commencing the Works, effect and thereafter maintain insurances in the joint names of the Parties, or list PWD as an interested Party, for the liability of both Parties for loss, damage, death or injury to third parties or their property arising out of the Contractor's performance of the Contract, including the Contractor's liability for damage to the Employer's property other than the Works. 2. The insured amount shall be minimum of VUV 50,000,000. 3. The policies shall be issued by insurers and in terms approved by the Employer. The Contractor shall provide the Employer with evidence that any required policy is in force and that the premiums have been paid.			
Measurement for Payment: The activity shall be measured as a lump sum (LS) item for Public Liability Insurances. Unit rates shall be the estimated amount as indicated above or a lump sum. Payment for Public Liability Insurances shall be made after submitting the copy of evidence of insurance policy in line with the above specifications is procured to the satisfaction of the Construction Supervisor.			

Item No. / Name:	A.1.11 Implementation of Community Liaison and Gender Action Plan
-------------------------	--

Category:	Labour Intensive	Scope:	Preliminaries & General Items	Unit:	Lump Sum (LS)
Description:	The Contractor has an obligation to respect the rights, expectations, culture and property of local communities, and to work in harmony so as to avoid conflict with the communities at all times. This includes, but is not limited to respect for the rights of women and girls, people with disability and other vulnerable community members to live in safety and free from harassment and discrimination. There is zero tolerance for incidents of violence against members of the community, particularly women and girls, sexual relations and exploitation of community members and failure to protect children. The Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by and/or amongst Contractor's Personnel and for the preservation of peace and protection of all persons and property in the neighbourhood of the Works against the same.				
Typical Crew: Supervisor Labourers	Typical Hand tools/Equipment: • Community Liaison Officer (CLO) • Refer to the Social and Environmental Safeguards Facilitators Guide • Community Liaison Plan (CLP) • Gender Action Plan (GAP)				
Materials: d Not applicable					
Work Specification: A. Community Liaison The Contractor shall: a) Visit all affected communities before commencing work on Site to explain construction activities in company with the Provincial Safeguards Officer (POS), and the relevant Community Chief(s) or their nominated liaison persons. b) Treat all chiefs, elders, landowners and villagers with respect and ensure that all Contractor's Personnel do likewise. c) Socialise the Code of Conduct (attached) towards women, girls, children and community members to be adhered to by all Contractor Personnel. This Code of Conduct shall be included within the Contractor's Induction(s) and a copy shall be issued to the Construction Supervisor. d) Not discriminate against persons with disabilities either employed or seeking work provided that they would be able to adequately perform the duties of the position. e) Ensure that women, youth and people with disability receive equal pay for work of equal value and implement any Special Conditions of the Contract with regard to employment of women, youth and people with disability. f) Ensure that <u>no</u> underage children are employed as workers on the works. g) Contractors with a criminal record of any child related offence cannot be employed. If any contractor or employee is formally convicted of a child related offence they will be terminated. B. Contractor's Community Liaison Plan (CLP) and Gender Action Plan (GAP)					

The Contractor shall prepare and submit a Community Liaison Plan (CLP) and Gender Action Plan (GAP) for the Works for approval by the Construction Supervisor, twenty-one (21) days prior to commencement of work at Site (Date for Commencement). If the Contractor does not submit a CLP and GAP within the deadline or the Construction Supervisor does not approve, the Contractor cannot start works.

If the Construction Supervisor does not provide written comments within fourteen (14) days following submission, the CLP and GAP shall be deemed approved.

The CLP shall include but is not limited to the following:

- I. Name and contact details of the Community Liaison Officer.
- II. Details of how the Contractor intends to comply with induction programs for employees (as described in section D).
- III. Gender Action Plan (GAP) in section B1 below.

B1. Gender Action Plan

The Gender Action Plan is a part of the overall Community Liaison Plan. It is the responsibility of the Community Liaison Officer to implement the Gender Action Plan. The Gender Action Plan will outline the objectives of gender awareness, social behaviour and summarising the contractor's proposed plan for the works and include the following:

- (a) Develop a proposal and plan for a series of Gender Induction Meetings over the life of the works to:
 - I. promote opportunities for women as participants in, and beneficiaries, of development such as equal employment opportunities for women for income generation through labour- based construction methods on road works and proactively advocate for employment of women.
 - II. provide information on safe workplaces for women and combatting sexual harassment and discrimination.
 - III. provide information on zero tolerance for Violence Against Women and Girls; local support services for survivors of family violence, prostitution and trafficking.
 - IV. Provide awareness and referral on vulnerability of women to HIV/AIDS and other STI transmissions
 - V. Require employees to sign a 'Code of Conduct'.

The Gender Action Plan will specify how the Contractor will:

- (b) Ensure road works do not disrupt women's or people with disabilities pedestrian (on foot) access to water sources or other important areas and that pedestrian access in general is not decreased or made less safe.
- (c) Pay women in other ways than "cash in hand", for example, direct into bank account or mobile money to minimise exposure to violence or pressure from other members of the community, particularly men.
- (d) Provide safe, accessible and private toilet facilities for women such as construction of temporary pit latrines on-site. If existing toilets are not available two pit latrines will be used for the duration of the Works; one for males and one for females. They must be properly walled with black plastics or using local materials that best suit the community. After the completion of Works, the Contractor must ensure that all pit latrines are covered and properly buried.
- (e) Actively encourage compliance with the Code of Conduct and by monitoring compliance.

At bi-monthly intervals and also immediately before the issue of a Taking-Over Certificate, the Contractor shall prepare a progress report in relation to the Gender Action Plan and submit it to the Construction Supervisor. A Muster Roll must be completed accurately to reflect the ways in which women, youth and people with disabilities have been involved in the works.

If required the Contractor must:

- Subcontract a qualified individual to implement a Gender Induction Meeting based on the PWD Social and Environmental Safeguards Facilitators Guide
 - (a) within two weeks of being asked (the PWD Social Safeguards Team can provide names of qualified individuals)
 - (b) Provide suitable space for delivery of the Gender Induction Meeting and do nothing to dissuade the Contractor's Personnel from attending the Gender Induction Meeting.

Gender Induction Meeting

- address the topics above, and:
- provide information about services for survivors of family and sexual violence
- repeats the Gender Induction Programme bi-monthly.

C. Community Liaison Officer

The Contractor shall appoint a Community Liaison Officer who shall be responsible for all liaison with the Island Council of Chiefs, community chiefs and PWD Provincial Safeguards Officer (PSO) or their nominated liaison persons for undertaking community liaison management tasks as required herein.

The Contractor shall notify the Construction Supervisor who has been appointed at the CLO. Depending on the size of the project this may/may not be a full-time role and will be for assessment by Contractor.

The CLO shall liaise, meet, discuss, negotiate, and resolve issues and/or potential issues, and undertake any other duties as may be necessary to maintain a professional and cooperative working relationship with each Community group.

The responsibilities of the CLO shall include, but not be limited to, the following:

- (a) Develop and implement the Gender Action Plan (GAP) as described above.

- (b) Coordinate the induction of all Contractor's Personnel concerning social behaviour, relevant cultural practices, gender awareness (including elimination of violence against women), relations with local people, child protection and health and safety issues.
- (c) Coordinate the formation of a Stakeholder Committee to provide an open forum to discuss the Works and its effect upon the communities.
- (d) Coordinate the implementation of the HIV / AIDS Awareness and Information Program as required by the Contract.
- (e) Enhance public awareness of the works related to: the benefits to community; start and finish days and working hours; measures taken to minimise traffic and access disruptions, erosion and sedimentation and other environmental impacts.
- (f) Assisting to resolve community related issues, with the aim of preventing disputes.
- (g) Assisting the implementation of the Contractor's Environmental Management Plan (EMP).
- (h) Assisting in the social and general awareness for the Contractor's personnel, as required by the Contract including the 'Code of Conduct.'
- (i) Assisting in the employment of Local Labour as per the Contract and ensure that women, people with disabilities and youth have equal opportunities for paid work and that any targets or quotas are implemented.
- (j) Assisting to enhance road safety, access for people with disability and disability prevention awareness among the Contractor's Personnel and communities affected by the Contract.

D. Induction Program

The Contractor's Community Liaison Officer must induct all Contractor's Personnel concerning social behaviour, relevant cultural practices, gender awareness (including eliminating violence against women and girls), people with disabilities, relations with local people, child protection and health and safety issues. The format and contents of the induction program shall be approved by the Construction Supervisor as shown in the Community Liaison Plan.

The Contractor shall maintain records of the Induction to demonstrate that all Contractor's Personnel on the site have been inducted (refer to the PWD Social Safeguards Facilitators Guide).

The topics to be covered in the Induction Programme for contractor staff are:

- Gender (as in B1 above)
- Disability
- Child Protection

Measurement:

The activity shall be measured as record of meeting(s) and the weekly compliance monitoring which is signed by site supervisor/site inspector and Contractor's representative. The unit rate shall include full compensation for all steps necessary to comply with the above.

Payment

20% of the agreed lump sum amount will be paid upon the approval of the CLP and GAP. The remaining 80% will be paid on a pro-rata monthly basis if the Contractor is in compliance with the approved plans.

Item No. / Name:	B.2.1 Set Out Road Alignment/Re-establish Road Centre Line and Cross-Sections
-------------------------	--

Category: Labour Intensive		Scope: Setting Out	Unit: Linear Metre (lm)
Description : The scope of works involves setting out or re-establishing the centre line of the existing road, centre lines of structures and erection of chainage pegs along the road section awarded to the contractor.			
Typical Crew: Supervisor (part-time) Labourers		Typical Hand tools/Equipment: Setting out aids - Tape measure, Ranging Rods, Profile Boards, Sledge Hammer, Bush Knives, Paint Brushes, Line level, Crowbar, Wheelbarrow	
Materials: Twines, Strings, Pegs, Paint			
Work Specification: 1. Erect traffic warning signs at both ends of the work section, paid under A.1.6. 2. Provide pegs and set out/re-establish centre line of road and peg out every 10 m on straight section and 5 m on curved sections 3. Chain road along set out/re-established centre line and erect chainage pegs at 50 m intervals. 4. Determine drainage areas and record chainages of sags (low points) and crests (high points) 5. Determine average gradients of each drainage area 6. Set out cross-sections and establish control pegs			
Measurement for Payment: The works shall be measured in linear Metre (lm) of set out road that has been accepted. Physical measurements shall be recorded to confirm to the length of the contractor's work section. Only those areas that were directed by the Employer's Representative shall be measured and work outside this section will not be measured. Unit rate shall include full compensation for all steps necessary to comply with the above including labour, hand tools and materials necessary to complete the work as specified.			

Item No. / Name:	D.4.11 Dismantling of concrete pavement and dispose within 5km from construction site as approved by the Construction Supervisor		
Category: Labour Intensive	Scope: Drainage & Structures	Unit: Cubic Metres (m ³)	

Description :	The scope of works involves dismantling of concrete structure as specified in the contract, ensuring safe and controlled demolition. All dismantled materials shall be collected, loaded, and transported to a disposal site located approximately 5 km from the work area, as approved by the Construction Supervisor. The contractor shall ensure proper handling and disposal in compliance with environmental and safety requirements.
Typical Crew: Supervisor (part-time) Labourers	Typical Hand tools/Equipment: Road Works Traffic Warning/Safety Signs, Setting Out Aids, Jack hammer heavy duty, Concrete cutter, Wheelbarrows, Mattock, Spades, Spirit level, Club/Sledge Hammer, tape measure
Materials: Wooden Stakes, Twines	
Work Specification: 1. Ensure that approval is given for the dismantling of defective panels to commence after setting out and marking of defective panels. 2. Erect traffic warning signs at both ends of the work section, paid under A.1.5. 3. Set out the tasks and distribute the workers to commence work, making sure that they are not in each other's way to avoid accidents. 4. Commence cutting of defective concrete panel by either with concrete cutter or jack hammer heavy duty. 5. Remove the pieces of concrete which was dismantled from the roadway not to disturb the traffic flow or pedestrian way. 6. Transport the pieces of concrete which was dismantled from the defective concrete pavement panel and dispose to a site (5km from construction site) approved by the Construction Supervisor. 7. Check and control the quality of the dismantling of defective panel and should be cleared of debris 8. The Contractor shall transport the debris from the dismantling of the defective concrete panels at his own costs, but the site should be approved by the Construction Supervisor.	
Measurement for Payment: The unit of measurement shall be Cubic Metres (m³). The unit rates shall include full compensation for all steps necessary to comply with the above including labour, hand tools, production of templates and materials necessary to complete the work as specified.	

Item No. / Name:	E.5.5 Supply, cut and tie reinforcing steel bars in reinforced concrete		
Category:	Labour Intensive	Scope: Concrete Structures	Unit: Kilogram (Kg)

Description: This work shall consist of the supply for all reinforcing bars, mesh and fabric of the type, shape, size and grade required for concrete structures and incidental concrete construction and placing them in accordance with this Specification, as shown on the Drawings or as directed by the Construction Supervisor.	
Typical Crew: Supervisor Labourers Truck driver (part-time)	Typical Hand tools/Equipment: Rebar cutting tools, pillars, gloves, protective goggles, string-line, means of transport (part-time)
Materials: Reinforcing steel bars, wire mesh, annealed binding (Tie) Wire	
1. Materials: 1.1 Reinforcing Steel Steel for reinforcement shall conform to AS 4671. The grade shall be R250N or D500N as specified on the Drawings. If not so specified, the grade shall be D500N. 1.2 Protection of Steel Reinforcement Steel reinforcement shall be protected at all times from damage. It shall be stacked in racks above the ground and shall at all times be kept clear of mud. When placed in the work it shall be free from dirt, detrimental scale, paint, oil or other foreign substance. When steel has on its surface detrimental rust, loose scale and dust which is easily removable, it shall be cleaned by a method approved by the Construction Supervisor. 1.3 Placing & Fixing All steel reinforcement shall be accurately placed in the positions shown in the Drawings and firmly held during placing and setting of the concrete. Bars shall be held in position by wiring at all intersections with annealed wire not less than 1.25 mm diameter except where spacing is less than 300 mm in each direction when alternate intersections shall be tied. Cover to reinforcement shall be maintained by precast concrete blocks or other devices acceptable to the Construction Supervisor. Metal supports and tie wires which extend to the surface of the concrete shall not be permitted. Stirrups and ligatures shall pass around the main bars and be securely wired thereto. Welding of bars to form a rigid cage shall be kept to a minimum and not more than one third of the main reinforcement at any cross section shall be so welded. Welding of reinforcement shall only be permitted with the written approval of the Construction Supervisor. If fabric reinforcement is shipped in rolls, it shall be straightened into flat sheets before being placed. Reinforcement in any member shall be placed and then inspected and approved by the Construction Supervisor before the placing of concrete begins. Concrete placed in violation of this provision may be rejected and removal required. 1.4 Splicing All reinforcement shall be furnished in the full lengths indicated on the Drawings and bar bending schedules. Splicing of bars, except where shown on the Drawings, will not be permitted without written approval of the Construction Supervisor. Splices shall be	

staggered as far as possible. Where bars are spliced they shall be lapped the lengths shown on the Drawings and Reinforcement Bending Schedule.

Lapped bar splices not shown in the Drawings shall have lengths not less than the following:

Table 1: Lapped Bar Splice Lengths

Bar Type	Bar Diameter (mm)	Splice Length (mm)
Deformed	12	360
	16	480
	20	700
	24	950
	28, 32 and 36	1,250
Plain (fitment)	$d_b < 13 \text{ mm}$	40 d_b or 300 mm whichever is the greater

Note: “db” is the nominal diameter of a bar or wire.

Measurement for Payment:

The work shall be measured in kilograms (Kg). The quantity of steel reinforcement incorporated in the work in accordance with the Drawings or as directed by the Construction Supervisor will be determined from the calculated mass of the various sizes and lengths of the bars. The payment will only be certified, after the structure has been constructed according to drawing and the site cleaned. Unit rates shall be full compensation for all steps necessary to comply with the above, including all transport, materials handling, labour, hand tools and materials required to complete the work as specified in the contract.

Item No. / Name:		E.5.15 Fiber reinforced concrete work Grade M30 (1:1:2), Including supply, mixing, placing, compacting and curing all complete (Fibercon to be supplied by PWD)		
Category:	Equipment Supported Labour Intensive	Scope:	Fibre Reinforced Concrete Pavement	Unit: Cubic Metres (m3)
Description:	The work specified herein shall include the furnishing, placing, compacting and finishing concrete to the lines, levels and dimensions shown on the Drawings, or where not shown, as directed by the Construction Supervisor.			

Typical Crew: Supervisor Labourers	Typical Hand tools/Equipment: Wheelbarrow, Shovel, Safety goggle, Gloves, Loader, Tipper Truck, Plate Compactor, Concrete Mixer, Straight Edge, Concrete Needle Vibrator
Materials: ❑ Cement, sand (fine aggregate), stone (coarse aggregate), Fibre-reinforcement, Water	
1. Materials: 1.1 Portland Cement All cement used shall be Ordinary Portland Cement (OPC) of an approved brand and shall comply with AS 3972. • Cement should be stored in a dry place protected from atmospheric elements on a wooden platform raised at least 150mm above the floor • Avoid stacking more than ten to twelve bags as the bottom bags may burst. Generally, bags should not be stacked to a height exceeding 4.5 metres • Store the cement in close stacks to avoid air circulation and absorbance of moisture from the air • Avoid storing cement for more than two months from the date of leaving the Manufacturer's premises before usage. Cement stored for more than two months should not be used for critical structural members. Cement stored for more than two months but less than six months may be used in some minor works with the approval of the Construction Supervisor. Cement stored for more than six months should be discarded or at least re-tested before any reuse is considered. 1.2 Water Water used for concrete should generally be free from oils, acids, alkalis and organic impurities. As a guide water fit for drinking can be used in concrete. Salt water should not be used for any concrete works. Water shall be subject to the approval of the Construction Supervisor. The use of brackish water and/or water from the sea or tidal rivers shall not be permitted under any circumstances. 1.3 Fine Aggregate Fine aggregate shall consist of natural sand, a combination of natural sands, or a combination of natural and manufactured sands containing not less than 50 per cent natural sands. Where sand is only available from beach sources, the sand shall be stockpiled on a suitable plastic membrane at or near the batching plant and as far away from the coast as is practical. The sand stockpile shall be spread out to a maximum thickness of approximately 300mm and shall be washed with fresh water using either fixed or hand held sprinklers for a minimum overall period of 24 hours or shall undergo adequate natural rain washing as to be confirmed and approved by the Construction Supervisor. In general, adequate natural rain washing is defined as a total period of 72-hours exposure to rain. Sand stockpiles shall not be covered. 1.4 Coarse Aggregate Coarse aggregate shall consist of clean, durable, uncrushed gravel, crushed gravel, stone, or combinations thereof, free from coatings of clay or dirt, organic or other	

deleterious matter. Aggregates shall not contain harmful materials such as vegetable matter, iron pyrites, coal, mica, shale or similar laminated materials. Unless noted otherwise on the Drawings, the maximum nominal size of aggregate which may be used in all grades of concrete shall be 20 mm except in mass concrete where the maximum nominal size shall be 40 mm.

1.5 Fibre-Reinforcement

Concrete Fiber shall be Macrofibre synthetic polymer (Fibercon MP 47 or equivalent) with a minimum tensile strength of 500 Mpa. Filaments shall be approximately 47mm in length and must confirm to ASTM C 1116, Type III. Fiber reinforcement shall be protected at all times from damage. It shall be stacked in racks above the ground and shall at all times be kept clear of mud. When placed in the work it shall be free from dirt, detrimental scale, paint, oil or other foreign substance. When concrete fiber has on its surface detrimental rust, loose scale and dust which is easily removable, it shall be cleaned by a method approved by the Construction Supervisor.

2.0 Batching the Concrete

Batches involving the use of fractional bags will not be permitted. Water and admixtures may be batched by weight or volume. If batched by volume, water shall be measured in vessels clearly calibrated in litres or in a manner approved by the Construction Supervisor. The quantity of water and aggregate added to the mix shall be adjusted to allow for the water content of the aggregates.

2.1 Mixing of the Concrete

Concrete shall be mixed in a batch mixer of approved type and capacity with the drum rotating at the speed recommended by the manufacturer. The capacity of the mixer shall be such that one or more whole bags of cement can be used per batch of concrete. The mixer shall be set up level and the volume of mixed concrete in a batch shall not exceed the rated capacity of the mixer.

When concrete is to be placed at a rate of 15 or more cubic metres per day, a spare mixer, in serviceable condition, shall be kept on site. The batch shall be charged into the mixer so that some water will enter in advance of any aggregate. Materials shall be so placed in the hopper that at least two-thirds of the sand and gravel comprising the batch will enter the drum before the cement. Mixing shall continue until the concrete is thoroughly mixed. The minimum mixing time after all materials, including water, have entered the mixer shall be two minutes for drum type mixers.

When mixing fibre-reinforcement shall be unpacked, spread and load into the mixer gradually little by little and shall load the required quantity of fibre-reinforcement before halfway of mixing process. Fibre-reinforcement shall be mixed 6kg per cubic meter of concrete.

2.2 Placing Time

Site mixed concrete shall be placed and compacted with 45 minutes of charging the mixer for concrete temperatures up to 32°C and within thirty minutes of charging the mixer for concrete temperatures exceeding 32°C.

2.3 Water-cement ratio

The strength of concrete depends to a great extent on the amount of water used during mixing. The amount used should be the minimum necessary to give sufficient workability for efficient consolidation of the concrete. Using too much water compromises the ultimate strength of the concrete whilst using less water reduces its workability and also compromise quality. The amount of water is specified by weight and stated as a fraction of the cement used, alternatively weight of water divided by weight of cement:

If the sand is damp (moisture can amount to up to 25% of its weight) then the added water quantity has to be reduced.

2.4 Measuring the Ingredients

For ease of construction, the various concrete ingredients are measured by volume or by weight where accuracy and equipment permit. This is referred to as batching and are produced using a concrete mixer available on site. When volume batching, in order to achieve the required mix proportions gauge boxes are used to batch the dry aggregates.

Batching (measuring material proportions) can be done in two ways, namely by volume or by weight. A gauge box, made out of wood or steel, can easily be manufactured to same volume as a 40kg bag of cement - 28 litres when filled level with the top. The box is fitted with handles for ease of lifting and unloading within mixing areas or at concrete mixers as shown in Figure 1.

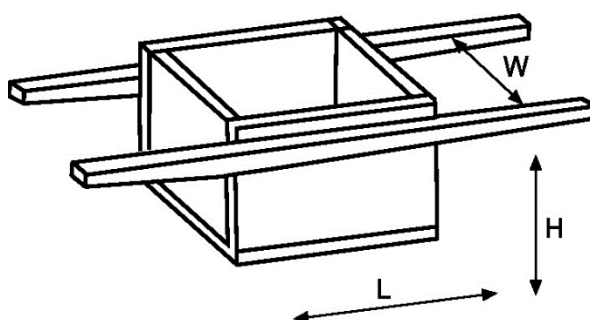


Figure 1: Concrete Mix Gauge Box

Table 2: Internal Dimensions of Concrete Gauge Box for 40 Kg Bag

L	=	Length	=	0.350m
W	=	Width	=	0.320m
H	=	Height	=	0.250m
Total Volume			=	0.028m ³
			=	28 Litres

2.5 Concrete Mixer

A mobile concrete mixer should be used to manufacture concrete. Concrete mixers sizes are designated by two numbers say 142/100; 199/142. The first figure indicates the drum capacity in litres and this is the capacity of the mixer for dry materials. The second indicates the approximate volume of concrete produced in litres. A 142/100 mixer produces 100litres of concrete from 142 litres of dry material. The following are typical steps for using concrete mixers:

1. All formwork needs to be ready and approved by the Construction Supervisor before commencing a concrete pour.
2. Transport batched materials close to the mixer.
3. Stone aggregate is placed first in mixer hopper followed by sand and then cement.
4. A small quantity of water is then added into the revolving drum to lubricate it followed by the dry mixture to achieve uniformity.
5. Add the remaining quantity of water gradually whilst mixing. The concrete should be mixed for at least two minutes until the concrete is uniform in colour and consistency.

6. After each batch is discharged the drum should be washed clean before placing the next batch.

Table 3: Concrete Mix Guide for Grade of Concrete

Grade	Strength	Mix Ratio				Maximum Water Cement Ratio by weight
		Cement Bag	Sand	Stone	Water Litres	
M10	10 MPa	1	3	6	21	0.52
M20	20 MPa	1	2	4	20	0.50
M25	25 MPa	1	1.5	3	18	0.45
M30	30 MPa	1	1	2	18	0.45

3.0 Placing and Compaction of Concrete

Concrete should be mixed as near as possible to the site it is to be placed to avoid segregation during transport and to shorten the time between mixing and placing. On site, concrete is usually transported in wheelbarrows, head pans or buckets.

Concrete should be placed as soon as possible and before it starts setting. It should be placed within one hour of discharge from a concrete mixer and within fifteen minutes of mixing if hand-mixed. The formwork, or shuttering, must be clean, secure from movement or leakage and should be wetted before the concrete is poured. Steel and wooden formwork should be oiled (used engine oil mixed with diesel is acceptable for this purpose) to allow it to be removed easily later on.

Compaction of concrete may be undertaken in two ways, either manually by hand ramming or by using a mechanized vibrator (poker vibrator). For concrete layers of thickness not exceeding 30cm hand vibration may be considered. This may be increased to 50cm when a vibrator is used. Each layer should be rammed or vibrated before the next layer is spread. As a rule of thumb, sufficient compaction is achieved when water appears on the surface and/or drips through the joints of the formwork, provided the water/cement ratio is correct and the formwork has been constructed with tight joints. Care must be taken not to over-vibrate the layers as this leads to segregation and compromises its ultimate strength.

Manual vibration can be carried out using a round steel reinforcement bar. Poke the bar in small distances deep into the concrete layer, twist the bar and move it up and down at the same time. Repeat this procedure at every 10cm to 15cm in all directions on the layer.

Before placing the concrete, ensure that the reinforcement is free from loose scales, scaly rust, oil and grease. A thin coat of light rust which firmly adheres to the steel bars is not considered harmful. When steel rods are stored for long periods they may be given a cement wash to mitigate against rust and placed off the ground with cover against rain. Loose rust can be removed by using wire brushes. Oil, grease and paint may be removed

by mild heat from a blow torch. Overheating of steel rods should be avoided at all costs.

4. Curing Concrete

Curing concrete is the process of providing moisture and favourable temperature to enable cement to continue to hydrate thereby increasing the strength of concrete. A chemical reaction, commonly known as hydration, takes place when water is added to cement, which result in the setting and hardening of cement. The concrete should be maintained at a temperature of between 5°C and 25°C in the first half day after casting as higher temperatures may retard future development in strength whilst lower temperatures may reduce significantly the ultimate strength of the concrete. This is achieved by using isolation mats to keep the concrete warm. Keeping the concrete moist lowers the temperature when the water evaporates. It is generally accepted that concrete continues to harden for at least one year after casting. Table 7-4 below shows the relationship of strength and concrete age over a period of one year.

It takes at least 28 days for concrete to gain design strength. This time span is called the curing period and special care must be provided during this time. The surface of the concrete should be kept constantly wet. Slabs can be covered with damp sand or wet canvas and watered regularly; or by covering the concrete with polyethylene sheets (additional water must be added from time to time); concrete should be protected from direct sunshine; walls and beams should be covered with wet canvas, polyethylene sheet or leaves.

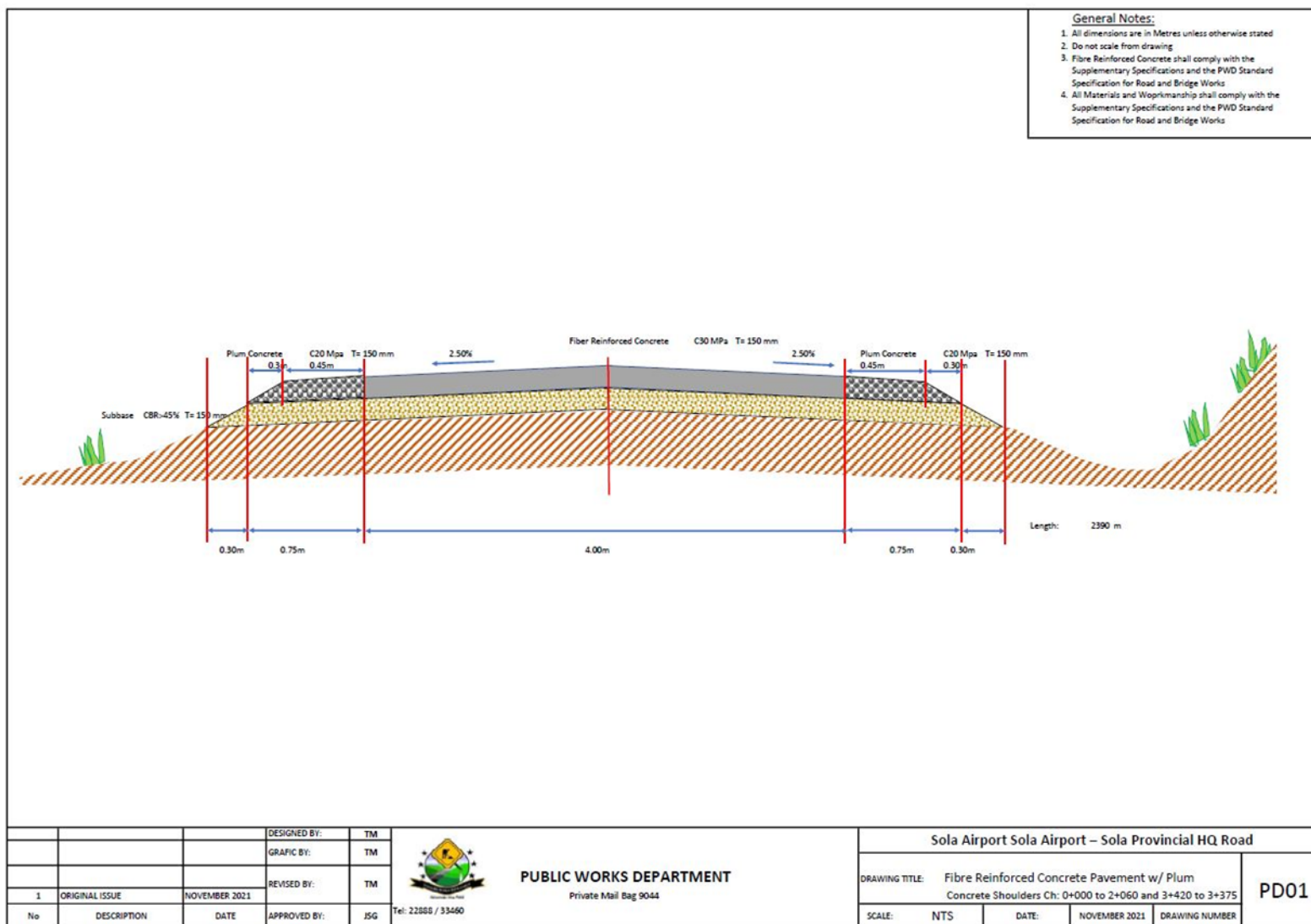
Measurement for Payment:

The quantity of concrete for structures will be calculated from dimensions on the Drawings or as revised by the Construction Supervisor. Deductions will not be made for the volume occupied by reinforcing steel, drainage facilities or expansion and contraction joint material. No deduction will be made for fillets and chamfers 40 mm or less nor for conduits 100 mm or less encased in the concrete.

The work measured as provided above for the various Grades of concrete shall be paid for at the unit price agreed according to the particular purpose provided in the Bill of Quantities per cubic metre. The payment shall include full compensation for furnishing all labour, material, plant, tools, equipment and all miscellaneous items necessary for the finished concrete including supply and storage of material, mixing, transporting, placing, finishing, curing and the furnishing and placing of all other incidental construction items not otherwise covered as a separate schedule item, all as required by this Specification and as directed by the Construction Supervisor.

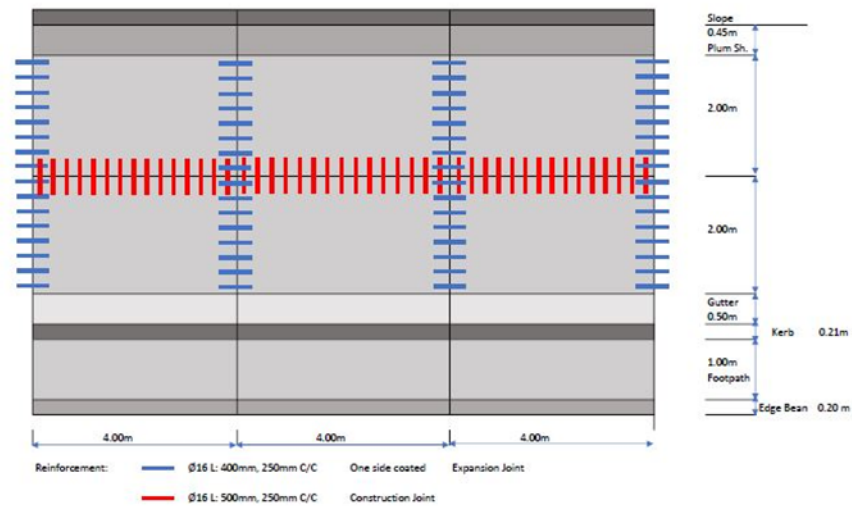
The unit rates provided in the Bill of Quantities for the various Grades of concrete will be inclusive for finishing of unformed surfaces to all finishes.

Section C.6: Drawings



General Notes:

1. All dimensions are in Metres unless otherwise stated
2. Do not scale from drawing
3. Fibre Reinforced Concrete shall comply with the Supplementary Specifications and the PWD Standard Specification for Road and Bridge Works
4. All Materials and Workmanship shall comply with the Supplementary Specifications and the PWD Standard Specification for Road and Bridge Works



			DESIGNED BY:	TM	Sola Airport Sola Airport – Sola Provincial HQ Road		
			GRAPHIC BY:	TM			
			REVISED BY:	TM	DRAWING TITLE: Construction / Expansion Joint Details Ch: 0-020 to 3+750		
1	ORIGINAL ISSUE	NOVEMBER 2021	APPROVED BY:	JSD			
No	DESCRIPTION	DATE			SCALE: NTS	DATE: NOVEMBER 2021	DRAWING NUMBER



PUBLIC WORKS DEPARTMENT
 Private Mail Bag 9044

Tel: 22888 / 33460

PD03

SECTION C7 - Construction Schedule

[Please complete and submit with the Quotation]

Item	Description of Work	Month 1				Month 2				Month 3				Month 4				Month 5			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

SECTION D: SCHEDULE OF RATES AND PRICES - PREAMBLE

For Contracts where Payment is to be based on Quantities of Work (BoQ) actually performed at the unit rates quoted

Note(s)	Preamble to Bill of Quantities (BoQ)
1	The Bill of Quantities shall be read in conjunction with the Quotation Requirements, General and Special Conditions of Contract, Specifications and Drawings.
2	A Unit Rate and cost shall be entered against each line item in the Bill of Quantities , whether quantities are stated as units of measure OR Lump Sum.
3	The cost of items against which the Bidder has failed to enter a price or rate shall be deemed to be covered by other prices or rates in the Bill of Quantities.
4	The rates and prices in the Bill of Quantities shall, except insofar as is otherwise provided under the contract, include all plant, labour, supervision, materials, erection, maintenance, overhead and profit, together with all general risks, liabilities and obligations set out or implied in the contract. <i>i.e. Where no specific BoQ line item is provided applicable costs shall be deemed to be distributed amongst the rates and prices for related items of works, for e.g. insurances required under the contract conditions.</i>
5	Errors will be corrected by the Employer for any arithmetic errors in computation or summation as follows: (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and (b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will govern.
6	Provisional Sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Employer in accordance with the Conditions of Contract.
7	Where applicable, rates provided for items marked Provisional Quantity shall be fixed rate items and not subject to adjustment.

SECTION E: SCHEDULE OF RATES AND PRICES – BILL OF QUANTITY (BOQ)

These prices are:

☐ Exclusive of VAT and duties

Item No	Ref to Supplementary Specification	Description	Unit	Quantities	Rate Per Unit Quantity (VUV)		Amount (VUV)
					In Figure	In Words	
Bill A.1: Preliminaries and General Items							
A1.1	A1.1	Consult Communities within the work section	LS	1			
A.1.2	A.1.2	Site Meetings with Local Community to promote Health & Safety & HIV/AIDS-STD Prevention.	LS	1			
A1.3	A1.3	Mobilisation to site and establishment	LS	1			
A1.5	A1.5	Development, approval and implementation of Traffic Management Plan	LS	1			
A1.6	A1.6	Development, approval and implementation of Workplace Health and Safety Management Plan.	LS	1			
A1.7	A1.7	Development, approval and implementation of the	LS	1			

		Environmental Management Plan					
A1.8	A1.8	Demobilization from Site	LS	1			
A1.9	A1.9	Procure Workman's Compensation Insurance	LS	1			
A1.10	A1.10	Procure Public Liability Insurance of minimum VUV 50 million	LS	1			
A1.11	A1.11	Development, approval and implementation of Community Liaison Plan and Gender Action Plan	LS	1			
A1.12	A1.12	Miscellaneous works as instructed by the Construction Supervisor	PS	1	7,000,000	Seven Million Million	7,000,000
Total Bill A.1: Preliminaries and General Items							
BILL D.4 DRAINAGE AND PROTECTION WORKS							
D.4.11	D.4.11	Dismantling of concrete pavement and dispose within 5km from construction site as approved by the Construction Supervisor	M3	235			
Total Bill D.4 Drainage and Protection Works							
Bill C.3: Cement Concrete for Pavement Works							
E.5.5	E.5.5	Supply, cut and tie reinforcing steel for Dowel bars	Kg	226			
E.5.9	E.5.5	Plum Concrete Works M20 (1:2:4, cement : beach sand : crushed stone aggregate), including supply, mixing, placing., compacting and curing	M3	21			

.....

		all complete					
E.5.15	E.5.5	Fiber reinforced concrete work Grade M30 (1:1:2, cement : beach sand : crushed stone aggregate), Including supply, mixing, placing, compacting and curing all complete (Fiber supplied by PWD)	M3	215			
Total Bill E.5: Cement Concrete for Structural Works							
K.11	K.11.2	Supply of Polyethene Pipe to cover the dowel bar	M	72			
Total Bill of K.11 Miscellaneous Works							
TOTAL WORK BILLS							

Signed:

Date:

Name:

Title/Position:

Authorised for and on behalf of Contractor:

Address:

SECTION F: GENERAL CONDITIONS OF CONTRACT (GCC)

GENERAL PROVISIONS

1. The Documents listed in the Contract represent the entire and integrated Contract between the Employer and the Contractor. The Contract is governed by and shall be construed in accordance with the Laws of the Republic of Vanuatu, and the ruling language of the Contract is English.
2. All prior negotiations, representations, and agreements, both oral and written, are superseded by the Contract. All correspondence and documents relating to the Contract between the parties and their representatives shall be in English.
3. Neither the Employer nor the Contractor shall assign, in whole or in part, their obligations under the Contract, except with the prior written consent of the other party.
4. In these Conditions of Contract, unless the context otherwise requires:

Construction Supervisor means the person, appointed by the Employer, who supervises the Construction and certifies the completion, or partial completion, of the Works;

Commencement Date means the date stated in the SCC by which the Contractor shall commence provision of the Services;

Completion Date means the date stated in the SCC by which the Contractor shall have completed provision of the Services;

Contract means the signed Contract Agreement, and the documentation specified therein, as entered into between the Employer and the Contractor for the provision of the Works;

Contract Cost means the total cost stated in the Contract Agreement both in words and figures;

Contractor means the person or organization stated in the Contract Agreement whose Quotation to provide the Works has been accepted by the Employer;

Days mean calendar days;

Defects Liability Certificate is the certificate issued by the Construction Supervisor upon verification of the completion of notified defects;

Defects Liability Period means the period stated in the SCC following the issuance of the Practical Completion ("Taking Over") Certificate, during which the Contractor shall rectify any defects arising as a result of the performance of the Works; **Drawings** include calculations and other information provided or approved by the Construction Supervisor for the execution of the Contract;

Employer means the Government of Vanuatu procuring entity stated in the Contract Agreement;

Force Majeure means an event or situation beyond the control of either party that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of either party. Such events may include, but not be limited to, wars or revolutions, natural disasters (such as earthquakes, tsunamis, fires, floods etc.), epidemics, quarantine restrictions, and freight embargo;

In writing means communicated in written form (e.g. by letter, e-mail or fax);

Months mean calendar months;

Site Manager means the person named in the Contract Agreement, who manages the implementation of the Contract on behalf of the Contractor;

Subcontractor means any person or organization that supplies goods, materials, works or services to the Contractor;

Technical Specifications means the Specifications of the Works included in the Contract Agreement and any modification or addition made or approved by the Construction Supervisor;

Variation is an instruction given by the Employer which varies the Contract Agreement.

Clause headings shall not be used in the interpretation of these Conditions.

Words in the singular also include the plural and vice versa when the context so requires.

Words indicating a gender include either gender.

OBLIGATIONS OF THE EMPLOYER

5. Construction Supervisor

- (1) The Employer shall appoint a Construction Supervisor to act on its behalf to supervise the

works and sign the Practical Completion ("Taking Over") Certificate, the Defects Liability Certificates, and any other partial completion certifications as provided for under the Contract Agreement. Any other powers delegated to the Construction Supervisor are listed in the **SCC**.

(2) The Employer shall pay to the Supplier sums due under the Contract.

OBLIGATIONS OF THE CONTRACTOR

6. Scope of Works

(1) The Contractor shall complete the Works at the locations specified in the Contract and shall obtain a signed Practical Completion ("Taking Over" Certificate) from the Construction Supervisor.

7. Subcontracting

(1) The Contractor shall obtain the Employer's prior approval in writing of all subcontractors who are not specified in its Quotation with whom the Contractor wishes to engage under the Contract. Such approval shall not relieve the Contractor from any of its obligations, duties, responsibilities, or liability under the Contract.

8. Specifications and Standards

(1) The Works provided under the Contract shall conform to the technical specifications (including the standards mentioned in the technical specifications). When no applicable standard is mentioned in the Technical Specifications or drawings, the standard shall be equivalent or superior to that given in the **SCC**.

(2) Where references are made in the Contract to codes or standards, the edition or the revised version of such codes and standards shall be those specified in the **SCC**.

(3) The Construction Supervisor shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities.

9. Copyright

(1) The intellectual property and copyright (IP) in all drawings, documents and other materials containing data and information furnished to the Employer by the Contractor shall remain vested in the Contractor or, if they are furnished to the Employer directly or through the Contractor by any third party, including, without limitation, Suppliers of materials, the copyright in such materials shall remain vested in such third party save insofar as the Contractor shall grant to the Employer a world-wide, non-exclusive, irrevocable and royalty-free license to use the IP to give effect to the provisions of this agreement.

10. Defects Liability

(1) The Construction Supervisor shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at the Date of Completion of the Works (i.e. the date of the Practical Completion ("Taking Over") Certificate). The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

(2) Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Construction Supervisor's notice. If the Contractor has not corrected a Defect within the time specified in the Construction Supervisor's notice, the Construction Supervisor will assess the cost of having the Defect corrected, and deduct such cost from the Retention Money.

(3) On completion of the Defects Liability Period and correction of all notified defects the Construction Supervisor shall issue a Defects Liability Certificate in the format as provided. Within 30 days of the signature of the Defects Liability Certificate the Performance Security shall be returned and the balance of the retention monies released.

11. Insurance

(1) The Contractor shall provide, in the joint names of the Employer and the Contractor, such insurances as are necessary to cover the liability of the Contractor and subcontractor(s) in respect of (a) personal injuries or deaths and damage to real or personal property arising out of or in the course of the carrying out of the Works; (b) all unfixed equipment, materials and goods intended for the Works, delivered to, or placed on or adjacent to the Works and intended for the Works, and for an amount not less than the full replacement cost of the works against all risks or physical loss or damage.

(2) Such insurances shall be in the type and amounts specified in the **SCC** and shall cover the period from the Start Date of the works as stated in the **SCC** to the end of the Defects Liability

Period. The Contractor shall not cancel, cause to be cancelled, or alter the terms and conditions of any insurance policy covering this Contract without the express permission of the Employer.

ACCEPTANCE AND REJECTION

12. Performance of the Works

(1) The Contractor shall complete the Works within the time period, and at the place(s) specified in the Schedule of Works and Quotation Schedule (or in the Technical Specifications, as applicable).

13. Acceptance of the Works

(1) Acceptance of the Works shall not be considered complete until receipt of the signed Practical Completion ("Taking Over") Certificate and any testing, as applicable, has taken place. To certify acceptance the Contractor shall provide to the Employer at the completion of the Works (or for each stage of construction if required) a Practical Completion ("Taking Over") Certificate signed and stamped by the Construction Supervisor in the format provided.

(2) Acceptance of the Works or payment shall not prejudice the right of the Employer to maintain an action for breach of condition or warranty should the Works prove to be of inferior quality or in any respect contrary to the requirements of the Contract Agreement.

14. Rejection of the Works

(1) The Employer may reject any Works which are not in accordance with the Contract. The Employer shall, upon rejection of any Works, notify the Contractor and may direct that the rejected Works be rectified at the Contractor's risk and expense within such reasonable time as the Employer may direct. Should the Contractor fail to rectify the rejected Works within the time directed the Employer may have the rejected Works completed at the Contractor's risk and expense.

VARIATION ORDERS

15. Employers and Contractors Rights

(1) The Employer may issue a Variation Order making changes to the Works, timing and/or cost of the Contract and submit it, with a brief justification for the variation, to the Contractor. If accepted, the Employer shall issue the Variation Order to the Contractor.

(2) The Contractor may submit a written proposal to the Employer requesting a variation in the Works. The proposal shall include a reasonable estimate of the time and/or cost of the variation, as well as a brief justification for the variation. If the Employer agrees to the proposal, it shall prepare and issue the Variation Order to the Contractor.

(3) Variation in or modification of the terms of the Contract shall be made by written amendment signed by both parties.

TERMS OF PAYMENT

16. Contract Cost

(1) Unit Costs charged by the Contractor for the Works provided under the Contract shall not vary from those stated in the Contract.

(2) The total payments to be made against the Contract shall not exceed the Contract Cost stated in the Contract, except for changes made to the Contract as provided for in Clause 15.

17. Advance Payment

(1) If specified in the **SCC**, the Employer will make an advance payment to the Contractor against submission by the Contractor of an unconditional Advance Payment Bank Guarantee in the format specified by the Employer.

(2) The advance payment shall be repaid by deducting amounts from payments otherwise due to the Contractor. The total advance payment shall be recovered during the period of the Contract.

18. Interim Payments

(1) Interim payments Payment(s) to the Contractor shall be made, at the intervals or for the periods as specified in the **SCC**. Interim payment shall be made in the currency of the Contract and will be the estimated value of the permanent works executed, as approved by the Employer, up to the end of the period for which payment is being made less any deductions for retention money and repayment of advance.

(2) Request(s) for payment(s) shall be made to the Employer in writing, accompanied by invoices describing, as appropriate, the Works completed, always provided that other obligations

stipulated in the Contract have been met.

(3) Payments shall be made by the Employer within 30 days after acceptance of the Invoice and other required documentation.

19. Retention

(1) A Payment Retention of the amount stated in the **SCC** shall be deducted from the payments due to the Contractor with respect to each interim payment up to a limit stated in the **SCC**. 50% of the total retention will be released on issue of the Practical Completion ("Taking Over" Certificate) and the balance shall be released at the end of the Defects Liability Period and issue of the Defects Liability Certificate.

20. Final Payment

(1) Within 30 days of the completion of the Defects Liability Period, the Contractor shall submit a Final Payment Statement to the Construction Supervision Engineer, in the form approved by the Construction Supervision Engineer, showing:

- (a) The value of all the work done in accordance with the Contract;
- (b) Any further sums which the Contractor considers to be due to him under the Contract;
- (c) Less the total of all interim payments received under the Contract.

(2) In the event that the Contractor fails or neglects to submit a Final Payment Statement, the Construction Supervisor may nevertheless issue a Final Payment Certificate provided he has sufficient information to calculate the value of such Certificate.

(3) The Employer shall within 30 days from the date of the Final Payment Certificate pay to the Contractor the amount due to the Contractor.

(4) If on the Final Payment Certificate, a payment is due to the Employer then the Contractor shall within 30 days from the date of the Final Payment Certificate pay the Employer that amount due.

21. Taxes and Duties

(1) Taxes and Duties as applicable are as stated in the **SCC**.

PERFORMANCE SECURITY

22. Requirement for Performance Security

1) Details of any Performance Security required are as stated in the **SCC** and it shall be furnished by the Contractor in the format provided.

LIQUIDATED DAMAGES

23. Provisions for Liquidated Damages

(1) Liquidated damages if applicable are as stated in the **SCC**.

SAFETY, HEALTH AND WELFARE

24. Requirements for Safety Health and Welfare

(1) The Contractor shall be responsible for all activities on the Site and shall comply with all relevant provisions of the laws in the Republic of Vanuatu.

TERMINATION AND SUSPENSION

25. Termination for Default

(1) The Employer may, without prejudice to any other remedy for breach of Contract and by written notice of default sent to the Contractor, terminate the Contract in whole or in part if the Contractor:

- (a) Fails to complete any or all of the Works within the period specified in the Contract Agreement, or within any extension thereof granted by the Employer; or
- (b) Fails to perform any other obligation under the Contract; or
- (c) Has engaged in fraudulent, corrupt, collusive, coercive or obstructive practices in competing for or in executing the Contract.

(2) In the event the Employer terminates the Contract, in whole or in part, the Employer, upon such terms and in such manner as it deems appropriate, may procure Works similar to those not complete, and the Contractor shall be liable to the Employer for any additional costs for such

.....

similar Works. However, the Contractor shall continue performance of the Contract to the extent not terminated.

26. Termination for Insolvency

(1) The Employer may at any time terminate the Contract by giving notice to the Contractor if the Contractor becomes bankrupt or otherwise insolvent. In such event, the Contractor shall be compensated for the Works completed and materials supplied up to the date of termination only, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Employer.

27. Termination for Convenience

(1) The Employer may, without cause, by written notice instruct the Contractor to terminate its engagement under the Contract. Upon such termination, the Contractor shall be paid for the Works completed and materials supplied up to the date of termination, provided that any such uncompleted Works were not late or otherwise overdue for completion at the date of termination. The Contractor shall promptly make every reasonable effort to effect cancellation upon terms acceptable to the Employer of all outstanding subcontracts.

28. Termination by the Contractor

(1) The Contractor may terminate the contract by giving not less than thirty days' written notice to the Employer in the event that:

- (a) The Employer fails to pay any money due to the Contractor;
- (b) As the result of an event of Force Majeure, the Contractor is unable to perform a material portion of the Contract; and / or
- (c) The Employer fails to comply with any negotiated settlement.

29. Suspension of Funding

(1) In the event that funding is suspended, from which payments to the Contractor are being made, the Employer is obliged to notify the Supplier of such suspension within seven days of having received advice of the suspension of funding.

DISPUTES AND SETTLEMENT

30. Negotiated Settlement

(1) The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to negotiate all disputes arising out of, or in connection, with this Contract or its interpretation.

(2) Failing successful negotiation any disputes will be settled by the courts in Vanuatu.

FORCE MAJEURE

31. No Breach of Contract

(1) The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as the inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract; and has informed the other Party as soon as possible about the occurrence of such an event.

32. Extension of Time

(1) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

33. Payments

(1) During the period of their inability to complete the Works as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract.

INTEGRITY/ PROBITY

34. Competing for and Executing the Contract

(1) Neither the Contractor, nor any Representative of the Contractor will engage in fraud, corruption, collusion, coercion and/or obstructive practices in competing for, or in executing the contract. Should the Contractor, or any Representative of the Contractor engage in the above, they could face any, or all, of the following sanctions:

- (a) Immediate termination of contract (refer Termination and Suspension above);
- (b) Liability for damages to the Government of Vanuatu and other competing bidders;
- (c) Debarment (blacklisting) for five years from engaging in any further contract with the Government of Vanuatu; and
- (d) Public Prosecution under the Penal Code Act.

(2) The Contractor, or any Representative of the Contractor, shall immediately report to the Police, Public Prosecutor and Chairman of the Public Service Commission any attempt by the Employer, or the Employer's Representative, to demand bribes or gifts in relation to this contract.

GENDER EQUALITY DISABILITY AND SOCIAL INCLUSION (GEDSI)

35 GEDSI Awareness and Employment Requirements

(1) The Contractor shall adhere to and follow the guidance set out in the documentation on GESI referred to in the **SCC**.

(2) The Contractor shall comply with any other GEDSI requirements set out in the **SCC**.

ENVIRONMENTAL PROTECTION

36 Environmental Requirements

(1) The Contractor shall comply with the requirements set out in the **SCC**.

SECTION G: Special Conditions of Contract (SCC)

In addition to any other general or specific issue mentioned in the General Conditions of Contract (GCC), the Special Conditions of Contracts which govern this contract are:

GCC Ref.	HEADING	SPECIAL CONDITIONS or AMENDMENTS	
4	General Provisions	Insert the following new definitions: Commencement Date means the date stated in the SCC by which the Contractor shall commence provision of the Services; Completion Date means the date stated in the SCC by which the Contractor shall have completed provision of the Services;	
4	Commencement Date	28 days after signing of the contract	
	Completion Date	270 days after contract commencement date	
5 (1)	Construction Supervisor	Ronald Matavusi Divisional Manager, Public Works Department, Torba Division, Sola, Vanua Lava Tel: 7330514 E-mail: mronald@vanuatu.gov.vu	
5 (1) (b)	Construction Supervisor	Add the following sub-provision 1 (b): The Construction Supervisor shall delegate part of its responsibilities to a Site Inspector/Foreman (PWD Officer): (i) To supervise the works on a full-time basis at the worksite. (ii) To prepare and provide reports and updates to the Construction Supervisor on weekly basis. (iii) And any other activities as directed by the CS	
8 (1) & (2)	Standards <i>Note: supplementary specifications take precedence over the STSRBW</i>	• 'Public Works Department Technical Specification for Small Scale Contractors' 2020. • 'Public Works Department Standard Technical Specification for Road and Bridge Works (STSRBW)', June 2017. • Associated Supplementary Specifications (specific to this contract).	
11 (2)	Insurances	Workman's Compensation / Personal Accident:	As per statutory minimum requirements of the Workmen's Compensation Act 1987
		Public Liability:	Vt 50 million (minimum)
		Replacement of Works:	Value of Contract
		Contractor's Equipment:	Contractor's Risk
		Contractor to provide evidence of valid insurance(s) upon request	
15 (4)	Variation Orders / Time Extensions	Add the following sub-provisions (4) (5) and (6): (4) For government contracts with a value of VT 1 Million and over but below VT 30 million the following criteria shall apply: a) Variations are permissible, but ONLY once; and b) The cost of the variation shall NOT be greater than 20% of the original contract value.	

		c) Time extensions are permissible, but ONLY once, and NOT more than 12 months; and d) A time extension for a contract shall NOT be longer than 100% of the original contract duration.
--	--	--

15 (5)		(5) All variations and time extensions that incur a cost will undergo the MFEM verification process. Where the revised contract value exceeds Vt 10 million the variation /extension is subject to review by the CTB.
15 (6)		(6) Changes made to the scope of works that are funded from the contract's contingency amount are not considered a variation of contract and therefore are not subject to MFEM review
17 (1)	Advance Payment	25% advance payment will be made upon the provision of an Unconditional Advance Payment Bank Guarantee in line with Form 3. The Formula for Recovery of Advance payment will be 50% deduction after 20% of Interim Payment and 100% recovery by 70% payment of contract amount.
18 (1)	Interim Payments	The Contractor is eligible to claim payments as an Interim payment for completed works.
18 (2)	Interim Payments	Amend sub-provision 18 (2) to read: Request(s) for payment(s) shall be made to the Employer in writing, accompanied by invoices describing, as appropriate, the Works completed, always provided that other obligations stipulated in the Contract have been met, including the submission of any required supporting documentation. Invoices and supporting documentation shall be correct and complete.
18 (3)	Interim Payments	Amend sub-provision 18 (3) to read: Payments shall be made by the Employer within 45 days after acceptance of the invoice and other required documentation.
19 (1)	Retention	Not applicable.
20 (3)	Final Payment	Amend sub-provision 20 (3) to read: Payments shall be made by the Employer within 45 days after acceptance of the invoice and other required documentation.
21 (1)	Taxes and Duties	Exclusive of TAX
22 (1)	Performance Security	Not applicable
23 (1)	Liquidated Damages	Not applicable
24 (2)	Safety, Health, Welfare	Refer to Scope or Works and Supplementary Specifications.
35 (1)	Gender Equality Disability and Social Inclusion (GEDSI)	Refer to document: <i>PWD Social & Environment Safeguards Facilitators Guide, 2017</i>

.....

35 (2)		The Contractor will endeavour to employ women, youths, and people with disability consistent with the targets of 20%, 20% and 5% respectively.
36 (1)	Environmental Protection	The Contractor shall comply with all measures outlined in 'Guideline 1 PWD Environment Guide (E Section)' Version 2017-2018 and 'PWD Quarry Guide', Version 00, dated 22 September 2014 and Code of Environmental Practice (COEP)

SECTION H: SAMPLE FORMS

Sample forms are attached for information and use as applicable:

Sample Forms

FORM 1 – Contract Agreement

FORM 2 – Practical Completion (“Taking Over”) Certificate

FORM 3 – Performance Security (Bank Guarantee)

FORM 4 – Advance Payment Security (Bank Guarantee)

FORM 5 – Defects Liability Certificate

FORM 6 – Key Personnel CV Template

FORM 1 – CONTRACT AGREEMENT	
Contract No:	[Employer to enter]
Brief Description of Contract:	[Employer to enter]

This Contract is made the [Enter date] by and between [Enter name and address of Employer] (the Employer), on the one part and [Enter name and address of Contractor] (the 'Contractor') on the other part;

Whereas the Employer has accepted the Quotation of the Contractor [enter reference number and date] for the performance of such Works in the sum of:
[Employer to enter currency and amount in words and figures]

In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of Contract hereinafter referred to.

The documents constituting the Contract are as shown below in order of precedence and shall be deemed to form and be read as part of this Contract.

- This Contract Agreement
- Special Conditions of Contract
- General Conditions of Contract
- The Contractors Quotation, including the Schedule of Requirements and associated Construction Schedule, the Schedule of Rates and Prices or (in the case of a Lump Sum Contract Activity and Price Schedules) [Employer to enter as required]
- Other documents [Employer to enter as required]

In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to provide Works as appropriate in conformity in all respects with the provisions of the Contract.

The Employer hereby agrees to pay the Contractor in consideration of the completed Works as appropriate the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS of the aforesaid, the parties hereto have caused this Contract to be executed in accordance with the Laws of the Republic of Vanuatu.

For the Employer		For the Contractor	
Signature:		Signature:	
Date:		Date:	

FORM 2 – PRACTICAL COMPLETION (“TAKING OVER”) CERTIFICATE

CONTRACT No.:	
CONTRACT TITLE/ DESCRIPTION:	
CONTRACTOR:	
LOCATION OF WORKS:	
CONTRACT START DATE:	
CONTRACT COMPLETION DATE:	
TOTAL COST OF WORKS	

DESCRIPTION OF WORKS COVERED BY THIS CERTIFICATE	
1.	

In accordance with the provisions set forth in the Contract Agreement and on the basis of the verification/inspection of completion of the works undertaken by the Employer's Representative on **[Enter date of inspection]**, we hereby certify that the Contractor has satisfactorily and fully completed the scope of works **[Employer to enter, including variations, if any]** as called for in the Contract Agreement, in accordance with the Schedule of Requirements and associated Construction Schedule, approved plans and technical specifications, and the Price Schedule (whether based on unit prices or lump sum). The defects liability period commences from the date of Practical Completion and shall remain in effect for **[Employer to enter defects liability period]** thereafter.

SCHEDULE OF DEFECTS AND/OR OUTSTANDING WORKS AT DATE OF ISSUE OF NOTICE	
LOCATION	DESCRIPTION

This Certificate likewise provides approval for the release of 50% of the Retention due to the Contractor in accordance with the terms and conditions of the Contract.

Practical Completion Date:	Date of Issuance of this Certificate:
For and on behalf of: [Employer]	Confirming Acceptance for and on behalf of: [Contractor]
By: [Employer to enter name]	By: [Contractor to enter name]
[Enter signature]	[Enter signature]

.....

FORM 3 - Performance Security (Bank Guarantee)

[To be provided on headed notepaper of the bank issuing the guarantee]

To:

Beneficiary: [Enter beneficiary]

Date: [Enter date]

PERFORMANCE GUARANTEE No.: [Enter Guarantee Number]

We have been informed that [Name of the Contractor] ('the Contractor') has entered into Contract No [Enter Contract Number] dated [Enter date] with you, for [Enter description] ('the Contract').

Furthermore, we understand that, according to the Terms and Conditions of the Contract, a Performance Guarantee is required.

At the request of the Contractor, we [Enter name and address of the Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [Enter name of the currency and amount in words and figures]¹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than [Enter date]² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one- time extension of this guarantee for a period not to exceed [insert number in words] months, in response to your written request for such extension, such request to be presented to us before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[Seal of Bank and Signature(s)]

Note:

.....

.....

¹ Insert the amount representing 10% of the Contract Price and denominated in the currency of the Contract.

² Enter the date thirty days after the expiry of the defects liability obligations, as established in the contract. The Beneficiary should note that in the event of an extension of the time for completion of the Contract (and therefore of the Defects Liability Period), the Beneficiary will need to request an extension of this guarantee from the Bank, accordingly. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

.....

FORM 4 - Advance Payment Security (Bank Guarantee)

[To be provided on headed notepaper of the bank issuing the guarantee]

To:

Beneficiary: [Enter beneficiary]

Date: [Enter date]

ADVANCE PAYMENT GUARANTEE No.: [Enter Guarantee Number]

We have been informed that [Name of the Contractor] ('the Contractor') has entered into Contract No. [Enter Contract Number] dated [enter date] with you, for [Enter description] ('the Contract').

Furthermore, we understand that, according to the Terms and Conditions of the Contract, an advance payment in the sum of [enter name of currency and amount in figures and words]¹ is to be made against an advance payment guarantee.

At the request of the Contractor, we [Enter name and address of the Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [Enter name of the currency and amount in figures and in words]¹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligations under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor in its account number [enter Contractor's account number] at [Enter name and address of the Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as stated in copies of submitted invoices which shall be presented to us. This guarantee shall remain valid and in full effect from the date the advance payment is received by the Contractor in its bank account until [Insert date]². Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. We agree to a one-time extension of this guarantee for a period not to exceed [Insert number] months, in response to the Beneficiary's written request for such extension, such request to be presented to us before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[Seal of Bank and Signature(s)]

Note:

¹ Insert the amount representing the amount of the advance payment.

² Insert the date stipulated in the Contract for completion of works. The Beneficiary should note that in the event of an extension of the time for completion of the Contract, the Beneficiary will need to request an extension of this guarantee from the Bank, accordingly. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

FORM 5 – DEFECTS LIABILITY CERTIFICATE

Contract No. [Employer to insert]

Description of Works	
Location of Works	
Name of Contractor	
Total Cost of Works	
Date Started	
Date Completion of Defects Liability Period	

In accordance with the provisions set forth in the Contract and on the basis of the verification of the completion of notified defects undertaken by the Construction Supervisor on **[Insert Date of inspection]**, we hereby certify that the Contractor has satisfactorily and fully completed the Contract in its entirety and in accordance with the Schedule of Works and Quotation Schedule, approved plans and technical specifications, and any other contractual documents.

This Certificate likewise provides approval for the release of the Performance Security and remaining Retention Monies due to the Contractor in accordance with the terms and conditions of the Contract.

Issued **[Enter date]**.

By:

[Employer to enter name]

Construction Supervision Engineer

**[Employer to enter name of recipient
who will also sign to confirm
acceptance of the works]**

[Enter signature]

.....

.....

FORM 6 – KEY PERSONNEL CV TEMPLATE

Position:	[Indicate proposed position in the team (i.e. contract manager, material specialist, etc ...)]		
Family Name:		First Name:	
Nationality:	Specify country: _____	Age (years):	
Education:	Names of tertiary education completed: 1. _____ 2. _____ For each establishment give dates of attendance: from _____ [month, year] to _____ [month, year] Attach certificate or diploma		
Knowledge of spoken English:	Indicate ability (Very Good, Good, Fair or Poor)	Knowledge of written English:	Indicate ability: (Very Good, Good, Fair or Poor)
Time with Company:	Indicate starting date and number of years/months of service with the company.		
Present Position:	Description of current post and responsibilities.		
Experience:	List all relevant projects or work carried out giving the following details: Contract/Project name _____ Date (from-to) _____ Position held _____ Description of duties/responsibilities: (Repeat for each relevant project)		
	I certify that all information and data in this form is accurate and correct. I further understand that supporting documentation proving data / information provided in this form may be required by the Employer during the evaluation of this application, and failure to provide such documentation, acceptable to the Employer, may result in the rejection of our application, and in disqualification from any further procurement exercises carried out by the Employer.		
Signature of Key Person:	_____ [Signature] _____	Date:	Day/ month/ year