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|  | **REQUEST FOR QUOTATION: MINOR WORKS** | **G:\sifa.jpg** |

**Demolition and Removal of Old Court House Building SIFA RFQ 2020/01**

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**PART 1: Instructions to Bidders**

1. **Scope** 
   1. the Principal is the Government of the Independent State of Samoa, represented by **Samoa International Finance Authority*.***
   2. the Engineer or Project Manager is the Principal’s Supervising Technical Entity representative stated on the Request for Quotation.
   3. this Request for Quotation applies to the provision of WORKS of a minor, simple nature and not exceeding SAT$ 150,000.00.
2. **Bidder Eligibility -** the Bidder shall
   1. be a bona fide small contractor known by the Principal to be suitably qualified, experienced and financially resourced.
   2. provide an authenticated copy of its currently valid Business Licence.
   3. sign the Quotation and accept a Letter of Award.

Notwithstanding that requirements b, & c, may be waived if previously submitted documents are valid for the specified Completion Period.

The Principal reserves all rights to reject any or all quotations submitted and re-advertise/retender the Works.

1. **Bidder Qualification -** the Bidder shall provide
   1. a list of works of a similar nature & value satisfactorily completed within the last two years – these shall have an annual average value of SAT$ **25 000 or more.**
   2. details of all works currently contracted or in progress
   3. a bank statement for the immediately past three months.
   4. references & contact details of past and present clients who can attest to good character & reliability.
2. **Responding to the Request for Quotation**
   1. the Contractor shall take care to comprehend applicable drawings, specifications & activity schedule work items to be provided by the Principal.
   2. the Contractor shall enter Work Item unit prices, extended prices and total price on the Request for Quotation form.
   3. in submitting its quotation, the Contractor must conform to the provisions for quotation validity, completion period,. All proposed variations from stated conditions shall be justified in a covering letter.
   4. The Bidder is responsible for providing a complete and correct quotation. An incomplete quotation may be grounds to rejected the quotation.
3. **Quotation Price :**
   1. all prices shall be quoted in Samoan Tala (SAT$).
   2. prices shall be fixed for the duration of the specified completion period.
   3. Unless the works is exempted from VAGST pursuant to the VAGST Act 1992/1993, the total quoted price shall be inclusive of VAGST and any relevant tax.
4. **Site Inspection**
   1. the Bidder shall arrange site inspection with the Engineer to enable quotation preparation.
5. **Bid Security**
   1. a Bid Security is not required.
   2. the Bid shall be valid for the period identified in the Request for Quotation.
   3. a Bidder who, without good cause, withdraws during the period of quotation validity, does not accept corrections of errors, fails to accept the Letter of Award if offered or fails to produce the Performance Security (if required) will be excluded from participating in Request for Quotation processes for one year.
6. **Quotation Submission**
   1. bidders shall submit only one quotation.
   2. quotations shall be submitted to **the Principal’s/Employers address stated on the Request for Quotation,** no later than the specified time & date.
   3. late quotation will not be considered and shall be returned to the Bidder unopened. However, the Principal reserves the right to retain and open late quotations if the number of quotations received is less than three.
7. **Quotation Opening**
   1. the opening of quotations will be undertaken by officers of the Principal & representatives of the concerned line Ministry;
   2. the opening of the quotation shall be opened to interested members of the public to attend;
   3. the results of the quotation evaluation shall be available on request, denoting only the successful Bidder.
8. **Quotation Evaluation & Contract Award**
   1. quotations shall be evaluated to establish substantial responsiveness to eligibility & qualification requirements, specified technical schedules and instructions to Bidders.
   2. the bidder found to be substantially responsive after the evaluation shall be awarded the contract. That bidder than becomes the Contractor.
   3. award notification shall be effected by the Principal issuing a Letter of Award(see Part B) to the most substantially responsive bidder.
   4. Once the Letter of Award is signed by both parties the:
      * 1. Request for Quotation at Part 3; and
        2. the General and Special Conditions at Part 4; and
        3. Drawings, bill of quantities’ & specifications provided by the Employer at Part 5.

shall become the contract that governs the execution of the Works. The Principal shall be termed that ‘Employer’ and the most substantially responsive bidder shall be termed the ‘Contractor’.

* 1. notwithstanding the above, the Principal reserves the right to accept or reject any quotations, or to cancel the quotation process at any time prior to award.

1. **Performance Security**
   1. the Principal shall issue a Letter of Award which shall serve as notification of award of contract.
2. **Insurance**
   1. the successful Bidder shall bear all risks during the works and within the agreed completion period.
   2. accordingly the successful Bidder shall arrange appropriate insurance cover.
3. **Inspection & Completion**
   1. the successful Bidder shall ensure that all Works are completed within the agreed Completion Period, without exceeding the agreed Price and in accordance with applicable drawings & quality requirements.
4. **Corrupt & Fraudulent Practices**

The Principal requires that Bidder observe the highest standards of ethics during the procurement and execution of Government of Samoa contracts, to the extent that corrupt, fraudulent, collusive and coercive practices and conflict of interest occurring in quotation, delivery & completion processes may result in disqualification, termination of purchase order and penal sanctions.

**Eligibility/ Qualifications Compliance**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Complies? tick | No. | Complies? tick |
| 2a |  | 3a |  |
| 2b |  | 3b |  |
| 2c |  | 3c |  |
| 2d |  | 3d |  |

**PART 2: LETTER OF AWARD**

**>SIFA LETTERHEAD<**

XX January 2020

>insert the address of the Contractor<

**LETTER OF AWARD: *Demolition and Removal of Old Court House Building***

**RfQ: *SIFA RFQ* *2020/01.***

1. The >*Samoa International Finance Authority<* (the ‘Employer’) issued the above request for quotation on >insert date< for the above works. The deadline for the request for quotation closed on >insert date<. Your company (the ‘Contractor’), as *>insert description of the contractor<* submitted a quotation on >insert date<. The evaluation of the said took place on *>insert date<.*
2. We wish to inform that your quotation has been successful. We, as the Employer, for and on behalf of Government is desirous for you, the Contractor, to perform the Works and in accordance with the:
   1. the Request for Quotation, RfQ Ref No. >SIFA RFQ 2020/01.< (the ‘RfQ’) inclusive of Instructions to Contractors;
   2. General Conditions of Contract attached to the RfQ;
   3. Special Conditions of Contract attached to the RfQ;
   4. Specifications & scope of services provided by the Employer and attached to the RfQ.
3. The Employer, acting by and through the Chief Executive Officer of the >Samoa International Finance Authority< now signs this letter to confirm that it accepts RfQ by the Contractor. Please sign the space indicated as confirmation of your acceptance to carry out the work in accordance with documents cavassed in paragraph 2 of this letter.

**SIGNED AND EXECUTED** by the **)**

**HONOURABLE [insert Minister’s name] )** ............................................................

In the presence of: **)**

*…………………..………………………………*

*(Witness)*

…………………………………………….

*(Name & Designation)*

**AFFIXED HERETO** is the **COMMON** **)**

**SEAL** of [insert name of Contractor] **)** ………………………………………

(Director)

In the presence of:

……………………………………………..

*(Director/Secretary)*

**PART 3: REQUEST FOR QUOTATION – MINOR WORKS**

|  |  |  |
| --- | --- | --- |
|  | **GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA** | |
| ***Employer Name*** | **Samoa International Finance Authority** |
| ***Employer Address*** | **Level 6, DBS Building, APIA** |
| ***Contact Details*** | **66400, sifa@sifa.ws** |

**REQUEST FOR QUOTATION: Minor Works**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RFQ NAME**. | | **Demolition and Removal of Old Court House Building** | | **RFQ No.** | ***SIFA RFQ 2020/01*** |
| **TO** | **CONTRACTOR NAME** | | *(enter Bidder name)* | | |
| **CONTACT PERSON** | | *(enter name of coordinator/ liaison person)* | **TEL No:** | |
|  | **OFFICE ADDRESS** | | *(enter street/ road name and township name)* | | |

**Please provide your quotation to above office for the following MINOR WORKS by *10.00am Monday 27 January 2020***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Quotation/Bid Validity** | | | **45 days** | | | | | | | | | | | **RFQ APPROVAL** | | | | | **TY11B APPROVAL** | | | |
| **Required Completion Period** | | | **8 weeks** | | | | | | | | | | | *(initial)* | | | | | *(initial/ date)* | | | |
| **Required Completion Date** | | | **03 April 2020** | | | | | | | | | | |
| **Defects Liability Period** | | | **3 months** | | | | | | | | | | | *(enter approving office name)* | | | | | | | | |
| **Performance Security** | | | **N/A** | | | | | | | | | | | *(enter approving officer title)* | | | | | | | | |
| **Performance Security type** | | | **N/A** | | | | | | | | | | | **Date** | | | | | | | | |
| **THE SUPERVISING TECHNICAL ENTITY IS :** | | | | | | *(enter name of Entity: e.g. MWTI Building Division)* | | | | | | | | | | | | | | | | |
| **THE ENGINEER IS :** | | | | | | *(enter name of supervising engineer/ contact tel. no.)* | | | | | | | | | | | | | | | | |
| **No.** | **Work Item Description** | | | | | | **Quantity** | | | | | **Unit** | | | | | **Unit Price** | | | **Extended Price** | **Days from the commencement Day** | |
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|  | *ATTACH SHEET FOR ADDITIONAL ITEMS* | | | | | |  | | | | |  | | | | | **TOTAL** | | |  |  | |
| ***PLEASE SUBMIT THE FOLLOWING TECHNICAL SCHEDULES MARKED X***  ***( put “X” for required attachments)*** | | | | | | | | | | | | | | | | | | | | | | |
| **WORK SCHEDULE/ BAR CHART** | | | |  | **CASH FLOW** | | | |  | **WORK PROGRAMME/ METHODOLOGY** | | | | | | | | | | | | **x** |
| **PAYMENT SCHEDULE** | |  | | **EQUIPMENT SCHEDULE** | | | | | |  | | | **KEY PERSONNEL** | | | | | | | | | **x** |
| **ORGANIZATION CHART** | |  | | **SUBCONTRACTORS** | | | |  | | | **SUPPLIER LIST** | | | | |  | | **MATERIAL SOURCES** | | | |  |
| I certify that the Contractor complies with eligibility requirements of the Instructions to Bidders clauses 2a to 2d (overleaf); and that I am an authorized officer of the Contractor, authorized to sign on its behalf. If our offer is accepted, we undertake: (a) to carry out minor works in accordance with the General Conditions of Contract (‘GCC’), the Special Conditions of Contract (‘SCC’) and terms of our offer above; and the drawings, bill of quantities & specifications provided by the Employer; (b) to provide the Performance Security in the prescribed form, amount & time; and (c) to abide by this quotation for the Validity Period stated above. | | | | | | | | | | | | | | | **Contractor’s Authorized Officer**  **Date: .…. / …... / 2020.** | | | | | | | |

**PART 4:**

**GENERAL CONDITIONS OF CONTRACT: MINOR WORKS**

1. APPLICATION CONTEXT: These Conditions apply only for use within the Independent State of Samoa for contracts awarded through Minor Request for Quotation processes for Minor Works in accordance with Instructions 3.7 of Part K of the Treasury Instruction 2013.
2. NAMES OF PARTIES: relative to the categories name in #1 above, the Principal will also be named the Employer.
3. CONTRACT DOCUMENTS: Subject to the order of precedence set forth clause 4 of these GCC, all documents forming the Contract (and all of its parts) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.
4. ENTIRE AGREEMENT: The Contract constitutes the entire Agreement between the Principal and the Contractor and includes the following documents which replaces all communications, negotiations and agreements (whether written or oral):
   1. the Request for Quotation, RfQ Ref No. *SIFA RFQ 2020/01* (the ‘RfQ’) inclusive of Instructions to Contractors;
   2. these General Conditions of Contract;
   3. Special Conditions of Contract;
   4. Specifications & Scope of Services provided by the Employer.
5. CONTRACT PERIOD: This Contract shall commence on the date specified in the SCC and shall be for a period as identified in the SCC (the ‘Completion Period’) and shall be completed by the Completion Date identified in the SCC.
6. CONTRACT PRICE: The Employer shall ONLY pay to the Contractor the Contract Price set out in the SCC. The Contractor shall provide the Employer or the Project Manager with a Claims for Payment which shall:
   1. state the amount of the contract price received to date each head of costs;
   2. the amount of the Claim for Payment including the Head of Cost under which it is claimed;
   3. detail the Works performed and completed since the previous claim for Payments including the materials used;
   4. report on the progress of the Works.

The Project Manager shall issue a Progress Payment Certificate once he/she is satisfied that the Claim for Payment is bona fide. The Employer must pay the amount in the Claims for Payment 14 days from when he/she is satisfied with the Claim for Payments.

The Principal shall retain up to percentage, set out in the SCC, of the total quoted price until the completion of the Defects Liability Period.

1. PROJECT MANAGER: The Project Manager shall be Engineer of the Employers delegate and is responsible for liaising with the Contractor and general administration and supervision of the Works. The Project Manager is set out in the SCC.
2. AMENDMENT: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to this Contract and is signed by a duly authorized representative of each of the Parties to the Contract.
3. LANGUAGE: The applicable language of the Contract is English.
4. LAW: The applicable law of the Contract is the law of the Independent State of Samoa.
5. INTERPRETATION: If the context requires it, singular means plural and vice versa. The reference to one gender shall mean the other gender.
6. COMMUNICATIONS/NOTICES: Communications between parties to the Contract shall be effective only when communicated or delivered in written form with proof of receipt, to the address specified in the SCC.
7. COPYRIGHT: Both parties shall observe requirements of the Samoa Copyright Act 1998 and international conventions concerning material produced by third parties.
8. DOCUMENT OWNERSHIP: Unless otherwise provided in Contract schedules and as applicable to Contract category, all plans, specifications, designs, reports, other documents and software prepared by the Contractor shall become and remain the property of the Employer, without encumbrances of ownership by other parties. The Employer shall establish proof of ownership of existing materials provided to the Contractor for contract performance and the Contractor shall establish the right to use and reproduce any materials produced by third parties to be used in contract performance.
9. CONFIDENTIALITY: The Parties shall keep confidential and shall not divulge to any third party any documents, data or other information furnished directly or indirectly in regard to the Contract, without written consent of the other Party.
10. CONFLICT OF INTEREST: The Contractor shall not have a conflict of interest. The Contractor warrants that to the best of its knowledge and after making diligent inquiry, at the date of signing the contract, does not have a conflict with the interests of the Employer or is likely to arise in the performance of the Works. If during the performance of the Works a conflict of interest arises or appears likely to arise, the Contractor agrees to:
11. Immediately notify the Employer in writing;
12. make full disclosure of all relevant information relating to the conflict; and
13. take such steps as the Employer may reasonable require to resolve or otherwise deal with the conflict.
14. CURRENCY OF PAYMENT: The currency for payment shall be in Samoan Tala.
15. PRICE ADJUSTMENT: Price adjustment for changes in economic conditions shall not apply to any contract resulting from RFQ processes.
16. TAXES AND DUTIES: The Contractor is liable for all taxes and duties, in accordance with the particular application context and the laws of the Independent State of Samoa.
17. ACCOUNTING, INSPECTION & AUDIT: The Contractor shall permit and also require its subcontractors and consultants to permit, the Government and/or its authorized appointees to inspect the Contractor’s office and all accounts and records relating to contract performance and/or tender submission and to have such accounts and records audited by the Government’s appointed auditors. Moreover, acts by the Contractor to materially impede inspections and audits are a prohibited practice subject to termination and declaration of ineligibility.
18. LIMITATION OF LIABILITY: Except for its negligence or misconduct in performing the Contract and its related obligation to pay liquidated damages, the Contractor will not be liable to the Principal for any form of consequential loss or damage, loss of use, loss of production or loss of profits plus interest cost. The total liability of the Contractor under the Contract or civil law shall not exceed one hundred and fifty percent of the Contract Price, except that this shall not apply to costs of rectifying defective equipment, works or other deliverables.
19. SUSPENSION: The Employer may, with written notice of the nature of default, suspend all payments to the Contractor if the Contractor fails to perform particular requirements of the Contract and shall require the Contractor to remedy the default within thirty (30) days of Contractor receiving the suspension notice.
20. TERMINATION: Where a party defaults on any of its obligations under this Contract, the other party may give notice requiring that the failure be remedied within fourteen (14) days and if not remedied within that time, may terminate the Contract immediately.

The Principal may terminate the contract if any of the events set out in the SCC occurs.

1. FORCE MAJEURE: If, because of the result of an event of Force Majeure causing delay and the Contractor is unable to perform its Contract obligations, it shall not be liable for its Performance Security forfeiture, liquidated damages or termination for default. The Contractor shall notify the Principal in writing of such condition, its cause and the nature of the delay or its inability to perform its Contract obligations as soon as practicable.
2. LIQUIDATED DAMAGES: Unless the Completion Date is extended in accordance with clause 7, the Contractor shall pay damages to the Principal at a rate per day stated in the SCC for each day that the Completion Date is later than the intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. Payments under this provision shall not affect the Contractors Liability. The Principal may deduct liquidated damages from payments due to the Contractor.
3. GOOD FAITH: The Parties undertake to act in good faith with respect to each other’s rights under this Contract and to adopt all reasonable measures to ensure the realization of the contract’s objectives, operate fairly together without detriment to each other and exercise their best efforts to agree on actions which may be needed to remove causes of unfairness. Provided that failure of such action shall not be the subject of formal legal redress indicated in Clause 24 following
4. AMICABLE SETTLEMENT: Either Party with an unresolved issue concerning actions or inaction of the other Party may seek resolution through an independent third party empowered to enable resolution.
5. DISPUTE SETTLEMENT: Any dispute arising out of the Contract which cannot be settled amicably according to Clause 23 shall be settled in accordance with the provisions of the Arbitration Act 1976 of Samoa and best international practice.
6. INDEMNITY: The Contractor shall, subject to Clause 18, at all times indemnify, hold harmless and defend the Principal, its officers, employees and agents from and against any loss or liability reasonably incurred or suffered by any of those indemnified arising from any claim, suit, demand action or proceeding by any person against any of those indemnified where such loss or liability was caused by any willful, unlawful or negligent act or omission of the Contractor, its employees, agents or Subcontractors in connection with the Contract.
7. DEFECTS LIABILITY: At the Completion Date, the Employer or its representative shall check the Contractor’s work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractors responsibilities. If the Principal finds any latent or patent defects in the works carried out, the Principal shall then notify the Contractor and the contract shall remedy the said defects prior to the expiration of the defect period. The Principal shall give the said notice to the Contractor before the expiration period which is set out in the RfQ.
8. COMPLIANCE WITH POLICIES AND PROCEDURES: The Contractor must, when using the Principal’s Premises or facilities, comply with all reasonable directions of the Principal and all procedures and policies of the Principals including those relating to occupational health (including no smoking), safety and security in effect a those premises or in regard to those facilities, as notified by the Principal or as might reasonably be inferred from the use to which the Premises or facilities are being put.
9. INSURANCE: The Contractor will be responsible for taking out any appropriate insurance coverage during the duration of the Contract.
10. ASSIGNMENT: The Contractor shall not assign this Contract or sub-contract any portion of it without the Principal's prior written consent.

31 WAIVER: If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights. A single or partial exercise by a party of any of its rights does not prevent the further exercise of any right. In this clause, “rights” means rights or remedies provided by this Contract or at law.

**SPECIAL CONDITIONS OF CONTRACT: MINOR WORKS**

|  |  |
| --- | --- |
| **GCC** | **Details** |
| Clause 5 | Commencement date: *>03 February 2020<*  Completion Period: *>8 weeks<*  Completion Date: *>03 April 2020<* |
| Clause 6 | The Contract Price shall be an amount not exceeding *>$150,000<* (incl. all taxes) |
| Clause 6 | % of the Retention: |
| Clause 7 | Project Manager shall be:  < |
| Clause 11 | For communications to the:   1. Principal   It must be delivered to the following address:  *>Level 6, DBS Building, Apia<*   1. Contractor   It must be delivered to the following address:  *>insert address<* |
| Clause 22 | 1. The Contractor stops the work for 14 days when no stoppage of the work is shown on the current Program. 2. The Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation. 3. The Contractor does not maintain a Security, which is required; 4. The Contractor has delayed the completion of the works by the number of days for which the maximum amount of liquidated damages can be paid i.e. 0.5% of the contract price per day. The total amount must not exceed 15% of the Contract Price) |
| Clause 24 | Rate per day: 0.5%  Maximum amount: 15% of the Contract Price |

**PART 5: SPECIFICATIONS AND SCOPE OF SERVICES**

**Project Name – Demolition and Removal of Old Court House Building.**

1. **Description of Site**

The site of the proposed works is at Beach Road, Apia on land described as Lots 1 & 4 on Plan 11508.

1. **Objectives**

The primary objective of this project is the demolition of the existing buildings and removal of the Trees on the site. The Demolition of Structures on the site must result in no harm to people, the environment or neighboring properties.

All demolition materials that are recyclable and salvageable shall be the property of the contractor. Any and all demolition waste that is not recycled must be disposed of properly by the contractor at an approved landfill for such waste.

1. **Work Plan**

The contractor shall prepare a Work Programme and a Demolition Plan as per para 11.4.

1. **Site Safety Management System**

The contractor shall at all times ensure equipment’s that are used are in compliance with the relevant current safety standards.

1. **Environmental Control**

The Contractor shall comply with all environmental protection provisions in the law and the requirements of any statute, by law, standard and the like related to environmental protection.

1. **Protection of People and Property**

The contractor shall keep all persons (workers) under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works, safety of the workers generally until completion.

1. **Duration of Work**

The expected duration for the completion of work shall be Eight (8) weeks.

1. **Storage of Materials and Equipment’s**

Materials and equipment’s stored on site must not pose any danger to property and minimize hazards to persons, materials and equipment. Keep storage area neat and tidy. The Contractor must take proper precautions to keep poisonous and other injurious substance in place secured against access by unauthorised person.

1. **Daily Diary Reports**

Progress reports shall be submitted daily to the Employer.

1. **Clearing Away**

The contractor shall take the removed rubbish and debris to an approved location for such rubbish and debris.

1. **Detailed Specifications**

The Contractor should take into account the following;

11.1. Procedures and methods of demolition must be adequate to prevent death and injury to persons and avoid damage to adjacent property;

11.2. The demolition of the Building must be carried out in a way that avoids the likelihood of premature collapse;

11.3. As per the National Building Code of Samoa that was published on 1 February 2017(“the NBC”), a Demolition Plan is required for the Demolition of buildings which:

(a) are located close enough to the property boundary such that the HEIGHT of the structure exceeds the distance between its base and the property boundary

(b) contain HAZARDOUS SUBSTANCES;

(c) may cause harm to people or neighbouring property upon its demolition; or

(d) are located in the urban area of Apia.

11.4. Accordingly, the Contractor must provide a Demolition Plan in their proposal. The Demolition Plan must contain provisions for:

(a) handling HAZARDOUS SUBSTANCES;

(b) termination of utilities;

(c) handling of ON-SITE WASTEWATER MANAGEMENT system;

(d) prevention of damage to WATER SUPPLY, UTILITIES and WASTEWATER PIPES, and telecommunication lines, and allow their continued use

(d) protection of workers and visitors such as construction railings, barriers;

(e) hoarding and protection of adjacent property;

(f) environmental protection from noise, dust, air pollution, water contamination;

(g) waste handling - waste avoidance at source, plans for reuse;

(h) recycling and re-use of building products - identification, stockpiling, transportation;

(i) scheduling;

(j) sequence of events;

(k) final condition of the property.

Ultimately the Goal is to provide a Demolition Plan that meets all PERFORMANCE REQUIREMENTS indicating a safe and proper method for removal of a BUILDING or STRUCTURES and ensuring the SITE is left in a safe and stable condition.

11.5. As per the NBC of Samoa, the method and sequence of demolition must be planned in detail with due allowance for the following:

(a) sudden release of locked up forces such as with pre-stressed concrete, arches, cantilevers etc;

(b) the HEIGHT of the structure;

(c) clear space available;

(d) the presence of HAZARDOUS SUBSTANCES such as gas cylinders, aerosol spray cans, drums containing flammable material or explosive dusts, foam plastics, asbestos, etc;

(e) the structural condition of the BUILDING;

(f) the presence of basements, cellars, vaults and other voids and the effect of removal of structural walls;

(g) the requirement for any cutting, welding or burning;

(h) the requirement for temporary supports, shoring scaffolding and the like and the loads including impact loads that they may have to take;

(i) the loads from the stationing and operation of demolition equipment especially if supported on parts of the BUILDING being demolished; and

(j) any other likely factors that could present a danger to human activity or the environment.

* 1. When demolishing the building, the Contractor should be careful with HAZARDOUS SUBSTANCES that may have been used to build the building and must be careful that Emission of harmful quantities of HAZARDOUS gas, liquid, radiation or solid particles during demolition of the BUILDING or SITE must not give rise to harmful concentrations at the surface or in the atmosphere of any space.
  2. The Demolition of the Building must be administered according to the Government of Samoa Code of Environmental Practice and any other policies, guidelines or legislation of the Government of Samoa.

1. **Scope of Services**

The general scope of work for the project includes but is not limited to:

* Demolish the whole Old Court House building and ensure proper disposal of asbestos containing material and lead glazing as may otherwise be found during demolition process;
* Demolish, transport and properly dispose of demolished building/site materials that is of no value to an approved landfill;
* Remove surrounding Trees on the site;
* Remove foundations/footings to a depth of 24 inches below bottom of concrete pad;
* Grade footprint of removed building to a level pad consistent with the elevation immediately adjacent to +the building footprint;
* All demolition materials that are recyclable and salvageable shall be the property of the contractor. All demolition waste that is not recycled must be disposed of properly at an approved landfill for such waste;
* Contractor is required to bring the existing building sewer line to final grade and cap line. It will be the contractor’s responsibility to coordinate with Public Works Department for a sewer line inspection;
* Contractor is responsible to verify that the building’s waterline has been disconnected in the water meter pit prior to demolition commencement;
* Stub, seal/cap and install above ground markers for water, wastewater, stormwater and natural gas utility connections; and
* Contractor shall prevent mud from tracking onto city streets.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Demolition - Stage 1** |  |  |  |  | |
|  | Note : |  |  |  |  | |
|  | - The existing two storey is to be fully demolished. |  |  |  |  | |
|  | * And all demolished materials are to be removed from site. |  |  |  |  | |
|  | - The existing timber floor structure and timber floor for the upper floor level are rotted and it is not safe to walk into the upper floor building. |  |  |  |  | |
|  | - Contractor to find means of demolishing the building as entering the building poses a risk. |  |  |  |  | |
|  | - All Safety precautions to be taken when the demolition of building is in progress. |  |  |  |  | |
|  | - Safety of the Public to be considered before commencing of the demolition works. |  |  |  |  | |
|  |  |  |  |  |  | |
| 1 | Construct temporary hoarding around property. Hoarding to be 2.4m high, and also a protection to keep the public away from the demolition area. |  |  |  |  | |
|  |  |  |  |  |  | |
| 2 | Demolish existing concrete balustrading alongside |  |  |  |  | |
|  | frontage - 800mm high |  |  |  |  | |
|  |  |  |  |  |  | |
| 3 | Cut and uproot existing tree at front. |  |  |  |  | |
|  |  |  |  |  |  | |
|  | **DEMOLISH BUILDING** |  |  |  |  | |
| 4 | Demolish complete existing single storey structure inclusive of car park. |  |  |  |  | |
|  | 14500mm long x 16000mm wide |  |  |  |  | |
|  |  |  |  |  |  | |
| 5 | Remove existing Roofing and roof structure to main building |  |  |  |  | |
|  | 51m Long x 12m wide |  |  |  |  | |
|  | 35m Long x 16m wide |  |  |  |  | |
|  |  |  |  |  |  | |
| 6 | Carefully Demolish the whole two structure buildings. |  |  |  |  | |
|  | - 46900mm Long x 9800mm wide |  |  |  |  | |
|  | - 33700mm Long x 14800mm wide |  |  |  |  | |
|  |  |  |  |  |  | |
| 9 | Cart away all demolished materials from site. |  |  |  |  | |
|  |  |  |  |  |  | |
|  | **DEMOLISH FLOOR SLABS & FOUNDATIONS** |  |  |  |  | |
| 10 | Demolishing existing concrete floor slabs 400-600mm thick |  |  |  |  | |
|  | 46.9m Long x 2.4m wide (112.56m2) |  |  |  |  | |
|  | 33.7 Long x 14.80m Wide (498.76m2) |  |  |  |  | |
|  | 14.50m Long x 6m wide (87m2) |  |  |  |  | |
|  |  |  |  |  |  | |
| 11 | Demolish existing foundation |  |  |  |  | |
|  | 46.90m Long x 9.80m wide (459.62m2) |  |  |  |  | |
|  | 33.70m Long x 14.80m wide (498.76m2) |  |  |  |  | |
|  | 16m Long x 14.5m wide (232m2) |  |  |  |  | |
|  |  |  |  |  |  | |
| 12 | Remove all demolition debris from site |  |  |  |  | |
|  |  |  |  |  | |  |
|  | **Demolition - Stage 2** |  |  |  | |  |
|  | Note : |  |  |  | |  |
|  | - The existing two storey is to be fully demolished and all demolished materials are to be removed from site. |  |  |  | |  |
|  | - The existing timber floor structure and timber flooring for the upper floor level are rotted and it is not safe to walk into the upper floor building. |  |  |  | |  |
|  | - Contractor to find means of demolishing the building as entering the building poses a risk. |  |  |  | |  |
|  | - All Safety precautions to be taken when the demolition of building is in progress. |  |  |  | |  |
|  | - Safety of the Public to be considered before commencing of the demolition works. |  |  |  | |  |
|  |  |  |  |  | |  |
|  | **DEMOLISH BUILDING** |  |  |  | |  |
| 1 | Remove existing Roofing and roof structure to main building |  |  |  | |  |
|  | *28m Long x 11.5m wide* |  |  |  | |  |
|  |  |  |  |  | |  |
| 2 | Carefully Demolish the whole two structure buildings |  |  |  | |  |
|  | *28000mm Long x 11500mm wide* |  |  |  | |  |
|  |  |  |  |  | |  |
| 3 | Cart away all demolished materials from site |  |  |  | |  |
|  |  |  |  |  | |  |
|  | **DEMOLISH FLOOR SLABS AND FOUNDATIONS** |  |  |  | |  |
| 4 | Demolish existing concrete floor slabs - 200 - 300mm thick |  |  |  | |  |
|  | 28m Long x 11.5m wide - (322 m2) |  |  |  | |  |
|  |  |  |  |  | |  |
| 5 | Demolish existing foundation |  |  |  | |  |
|  | *28m Long x 11.5m wide - (322 m2)* |  |  |  | |  |
|  |  |  |  |  | |  |
| 6 | Remove all demolished DEBRIS from site |  |  |  | |  |
|  |  |  |  |  | |  |

**12.1. Unforeseen Hazards**

* If a septic tank, water tank or other unknown cavern is discovered below existing grade, the Contractor must notify the responsible organization (eg Samoa Water Authority) as soon as possible for inspection. No burning of demolition waste is permitted within the Building site.

**12.2. Additional Requirements**

* Pavement Protection: The contractor shall use utmost care not to damage or destroy any existing pavement. Any pavement damaged or destroyed due to the operations of the contractor or his/her Sub contractor, which is not within the contract limits shall be the responsibility of the Contractor and replaced by the Contractor at the satisfaction of the owner of such property.
* Damages: The contractor shall exercise care to prevent damage to existing roadways, highways, alleyways, culverts, sidewalks, existing structures, trees and underground and aboveground utilities adjacent to or at the demolition site.

**12.3. DISPOSAL**

* All rubbish, debris and other waste materials whatsoever, found on the work site, whether created by the demolition activities or otherwise, throughout the duration of the work shall be removed and legally disposed of by the Contractor at an approved landfill, at no additional cost to the Employer.

**12.4. CONFORMITY TO PLANS, SPECIFICATIONS, AND CONTRACT DOCUMENTS**

* All work shall conform to the plans, specifications, and contract documents submitted by the bidder and authorized by the Employer.











