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Office renovation

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**Project number/  
cost centre:**

20.2045.1-017.51

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## 0. Context

GMAC Baghdad needs to implement RMO security recommendations + some renovation work in its new office in Al-Jadiriya area.

## 1. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- The contractor shall implement the required work specified in the attached BoQ and as per the physically needed quantities (a visual elaboration can be found below with all work needed)
- The contractor shall implement any other tasks that may arise during implementation or after signing the ToR & BoQ after negotiating the price within the market values at the time.

Other specific requirements

- The contractor shall ensure no damage is dealt to the building, paint, fixtures, electrics, walls, floor tiles; as a result of the work of his/her/its workers operating in the building.
- shall ensure that the building shall be clean of any debris, stains, paint drops, garbage... in the building left as a result of the work the contractor is implementing in the building. And the building is to be cleaned comprehensively after the work is done.
- The total cost and the final receipt provided by the contractor should be on the basis of work done (per meter/unit/item) and not as a lump sum (where applicable).
- All required works are subjected to the Iraqi's Standard Specifications and attached specifications. The measurements of all quantities of the implemented works will be calculated based on the actual findings and dimensions according to the engineering specifications.
- The contractor is required to obtain an official approval by the supervisory committee before supplying any required raw materials and items to be installed/used.
- The contractor is responsible for the safety of all activities in the site including the provision of all occupational safety requirements for all employees and workers (PPE).
- The contractor cannot demand all the quantities mentioned in the BOQ, if the final measurement will show less quantities.
- All provided material to be installed/used should have a laboratory quality control/assurance certificate to be approved by GIZ engineers before the actual implementation.
- The contractor shall acquire all necessary security approvals for his workers and materials to have access to the compound into which the building is located.

Period of assignment: From January 2023 until March 2023. all work required/requested is to be done optimally within a period of 45 days of the construction starting date.

### Visual elaboration of required work

*Please note that the map dimensions are not based on real-time measurements and are merely for the purpose of presentation (low accuracy).*

## First floor (Ground floor)

### 1. Street area

- The caravan on the sidewalk outside the building to be moved to the roof-top of the building and be rebuilt there.
- The area Infront of the main gate and the sidewalk to be built with cement along the house front to serve as a cars parking space, fix any problems that might show when removing the Caravan.
- Treat the front wall to be aesthetically acceptable.

### 2. Front Yard

- Main gate to be maintained, renovated and a lock installed.
- A water drain system installed along the main gate (from the inside)
- The main wooden door to be maintained, treated and locks installed.

### 3. Meeting Room

- The 4-piece door between the two front halls to be blocked as per the specifications in the BoQ.
- The space behind the wall portrait to be blocked with sound-proof glass from the stairs side without removing or effecting the painting.

### 4. Consultation Room

- A sound-proof glass booth with a glass door. A silent alarm connected to the guard's room (back-end room) to be installed.

### 5. Guests Bathroom

- The Turkish style toilet to be removed in the gusts room. The floor replaced with better anti-slip tiles. the sink be treated and maintained.
- Everything else to be treated and cleaned adequately.
- Any extra water tabs be cancelled. The area around them be treated to look presentable. (all floors)
- Any damaged floor to be fixed/replaced (all bathrooms).

### 6. Back-end Bathroom

- Fixing the floor damaged tiles.

### 7. kitchen + corridor

- The termite issue to be treated and the wall painted afterwards (back end of kitchen + above the back-end toilet door)

### 8. Skylight Area

- The linings/gaps of the floor tiles to be sealed properly to avoid moisture damage.
- The walls to be treated/painted if necessary.



## Second Floor

### 1. Back End Room

- a minimum of 10 mm thick steel door with 3 heavy-duty weld-on hinges (minimum thickness of 100mmx42mm. In addition to using bolts, the door must be fixed on the wall using 2 iron rods penetrating both sidewalls (not replacing the wooden door).

### 2. Server Room

- A glass separation to be installed (with a glass door).

### 3. Front end room (right side)

- Replacing the door leading to the balcony.
- A sound-proof glass partition + its glass door to be installed  
Dimensions 294 \* 287

### 4. Front end room (left side)

- Replacing the door leading to the balcony
- The area of the old AC device to be cleaned painted and treated to be of acceptable looks.



### Third floor + Roof top

#### Inside

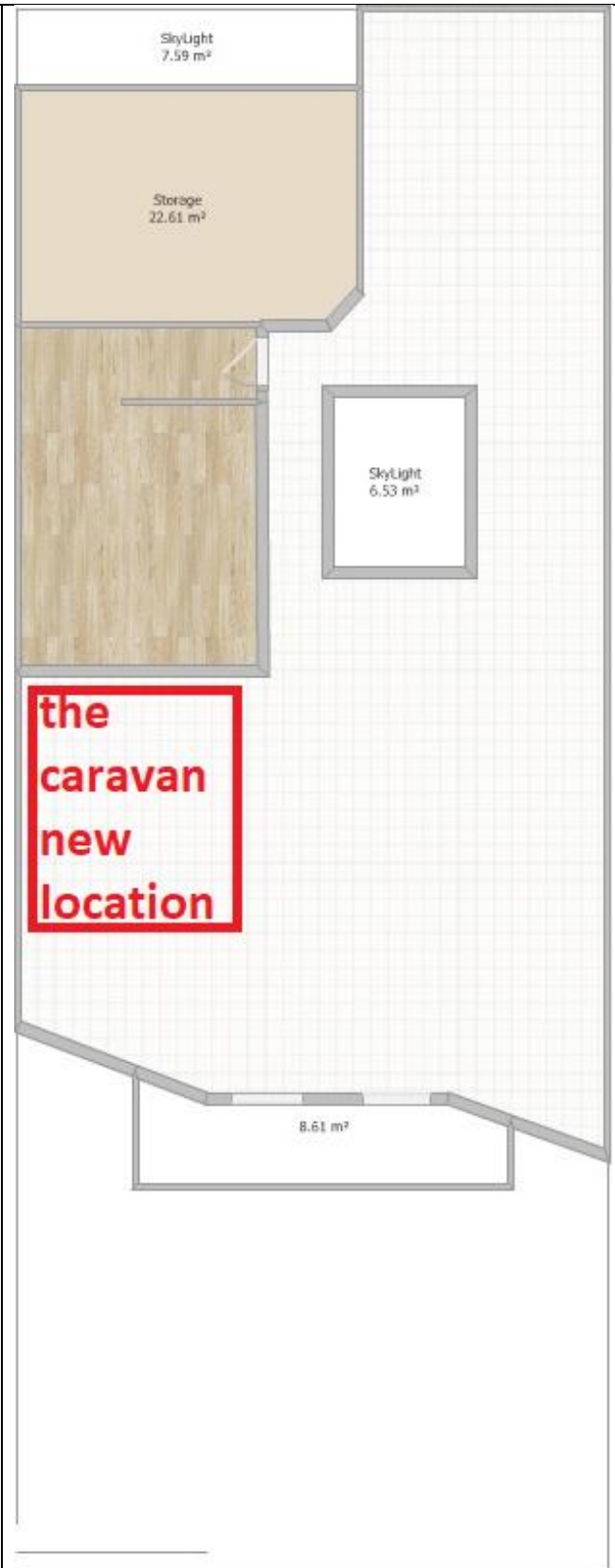
- N/A

#### Outside

- The rooftop floor be treated (locally called “Mastic”)
- The Caravane from the street to be reinstalled on pressure pyramids in the location indicated in the map.

#### General work (all floors)

- A minimum of 4 mils thick blast and anti-shatter film is required for all windows on all floors.
- smoke detectors be installed in all rooms on all floors in the building (2 two smoke detectors be installed in the 3<sup>rd</sup> floor room).
- Exhaust fans to be installed for all bathrooms on all floors of the building + the kitchen.
- The windows frame outline edges to be sealed with glue to fix the cracks.
- Any malfunctioning door locks to be replaced.
- Any malfunctioning electrical sockets to be replaced.
- Any malfunctioning Light, sanitary fixtures to be replaced.
- fireballs installed for the (exterior circuit boards + 3<sup>rd</sup> floor room)
- doors edges to have a sound proofing material (Rubber or otherwise to ensure that the sounds inside the rooms are isolated)
- ceiling lights be installed where needed on the first floor rooms.
- Any floor tiles be treated if gaps are visible to avoid water damage.
- Any electricity plug, socket, wires to be sorted and hidden using plastic channels.



## **5. Annexes**

- Bill of Quantity (BoQ)
- maps depicting the layout of the building