

**JUBILEE ALLIANZ GENERAL INSURANCE (K) LIMITED
REINSTATEMENT OF THE ASSESSMENT CENTER**

SCOPE

- 1 Contractor to carry out a mandatory site survey before quoting. The site visit will be held on 13th September at 1000hrs to 1500hrs. Please have the site visit form attached
- 2 Allow for preliminaries such as County Government Permit, Hoarding and Transport
- 3 Allow for carting away of all debris to a disposal site approved by the County Government
- 4 The contractor must complete the works within 4 weeks from date of award.

Painting of Interior Walls & Ceiling

- 1 Repair the holes on the walls (where the removed storage racks were anchored onto the walls) by applying filler, sanding and skimming of points)
- 2 Supply and apply two coats of soft white silk paint from Crown Paints on all the interior walls as follows:
 - i.) Ground Floor (main building)
 - ii.) First Floor
 - iii.) Gowdown 1
 - iv.) Gowdown
 - v.) Assessment & Valuation Office
 - vi.) Archiving Room
 - vii.) Washrooms
 - viii.) Gate House
- 3 Supply and apply two coats of brilliant white emulsion from Crown Paints for the ceiling
 - i.) Ground Floor main building
 - ii.) First Floor (main building)
 - iii.) Assessment & Valuation Office
 - iv.) Washrooms
 - v.) Gate House

General Repairs

- 1 Repair by tightening loose window fasteners and locks
- 2 Repair the holes on the floors (where the removed storage racks were anchored onto the floor) by applying grouting to match the existing.

Points to Note

- 1 Share a work programme detailing deliverables, staff and timelines for Client's review.
- 2 Obtain the necessary permit from the local authority.
- 3 Ensure team has the right PPEs before and during the works. Prepare the surface to Client's satisfaction and ensure to clean the area regularly during the works.
- 4 Clean the site before handing over to the Client after completion.



SITE FORM

This is to certify that (REPRESENTATIVE NAME IN BLOCK LETTERS)

Name: Cell Phone No:

Email:

Being the authorized representative of (COMPANY NAME IN BLOCK LETTERS)

M/S: Official Tel No.....

Official Email:

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Participated in the organized inspection visit of the site of the works for ***Provision of Building Repair and Rebranding Services (Including Asbestos Removal) held on 13th September 2021***

(JUBILEE ALLIANZ'S) REPRESENTATIVE

Signed and Stamped by:

Name:

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Designation:

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Stamp:

NOTE:

1. This form is to be completed at the time of the organized site visit.
2. This form shall form part of the tender documents.