



TERM OF REFERENCE (TOR)

**For
The Establishment Of University Of
Bengkulu's Hospital Project**

Employer:

**STATE UNIVERSITY OF BENGKULU
MINISTRY OF CULTURAL EDUCATION
RESEARCH AND TECHNOLOGY**

Country: The Republic Of Indonesia

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1. **PRELIMINARY**

A. GENERAL

The establishment of teaching hospitals is a form of participation in the world of universities in improving public access to optimal health services. This health service is the right of everyone guaranteed in the Constitution of the Republic of Indonesia year 1945 so that it must be realized as an effort to improve the highest level of public health. The Construction of the hospital building must be realized as well as possible, so that they can optimally fulfill the function part, reliably and can be as an example for the environment, and positively Contribute to the public service architectural development in Indonesia. In addition, the establishment of the hospital must be carried out in accordance with the rules and guidelines, among others as follow:

1. Each of state buildings must be planned, designed as best as possible, so that it can meet the technical criteria for eligible buildings in terms of quality, costs, and administrative criteria for building the state.
2. Each implementation of the physical construction of state buildings that conducted by the contractor should have Technical supervision in the field, so that the technical plans that have been prepared and used as the basis of the construction can take place effectively operational.
3. Terms of Reference (TOR) for the construction work needs to be prepared carefully so that it is able to encourage the realization of that complies these factors; safety, healthy, comfort, and accessibility.

B. BACKGROUND

Background work package 'Civil Works The Development and Upgrading of the State University of Bengkulu (1)' are:

1. RI government loan agreement with the Saudi Fund for Development LOAN N [REDACTED] , Register number:
2. The work is a part of the scope of the Task Force Bengkulu State University.
3. Holder budget items are GOI which in this case is the State University of Bengkulu.
4. For the implementation of the work unit, including, molded Unit labor organization business by Decree Rector of State University of Bengkulu No:

The Medical Education Study Program of the Faculty of Medicine and Health Sciences – the University of Bengkulu was officially founded in 2008 to promote excellent health services to the people of Bengkulu through the availability of professional doctors. It was established based on the Decree of the Director General of Higher Education (abbreviated: *Dirjen Dikti*) No.1661/D2.2/2008 dated on 11 July 2008 about consideration for the opening of the Medical Education course for a bachelor’s degree.

The Faculty of Medicine and Health Sciences of the University of Bengkulu as an educational institution has a main purpose in providing medical graduates who are able to work with the national service system that run with excellence in disaster management. In producing qualified medical graduates, it needs an educational vehicle in the form of a good teaching hospital in order to ensure the implementation of good health services based on education and research. It has been planned to be named ‘*Rumah Sakit Universitas Bengkulu*’ (in English: Hospital of University of Bengkulu).

2. OBJECTIVE

Terms of Reference (TOR) is an indication for the contractors that includes the input of principles, criteria, outputs and processes that must be met and observed and interpreted into the implementation of the construction task. By mastering the contractor is expected to carry out their responsibilities with baikuntuk generate sufficient output corresponding this TOR.

3. TARGET

The targets of the ToR are the construction of Hospital Buildings each with 6 floors and Teaching Laboratory each with 3 floors, and supporting infrastructure including connecting buildings, Pedestrian Road, Drainage and Landscape works, consisting of:

- Preparattion work
- Bored Pile Works and sub Structure Work
- Base Isolation
- Upper Structure Work and Steel structure Works.
- Architecture Works, Interior and Landscapes works
- Mechanical Works (elevator, Fire & Sprinkler, AC, Exhaust Fan)
- Plumbing Works (clean water, black water, and Rain Water)
- Electricals and Electronics Work
- Supporting Infrastructure Works/ Outer building Infrastructure.
- Other work as stated in the working drawings.

This activity must meet the requirements and regulations relating to the construction of State buildings through the construction process that will be carried out by the goods and service providers.

4. NAME OF ORGANIZATION OFFICERS AND COMMITTING OFFICER

User Services : State University of Bengkulu
Name committing Officer (PPK) : A [REDACTED]
Address : Jalan W.R. Supratman Kandang Limun Bengkulu 38371

5. SOURCE OF FUNDS

- 1. This construction cost has a Budget [REDACTED]
- 2. The construction and procedure for payment are regulated contractually after going through the stages of the process of procurement of goods and services in accordance with applicable regulations.
- 3. Payment of the cost of construction is based on the achievement of development work progress on a periodic basis (monthly certificate).
- 4. Funding from all construction works is charged to the Ministry of Education and Culture's DIPA c.q. DIPA [REDACTED] sourced from the Indonesian government's LOAN Agreement with The Saudi Fund for Development LOAN No: 12/756 Signed on [REDACTED]; Register number: [REDACTED]

6. LOCATION OF ACTIVITY, DATA AND SUPPORTING FACILITIES

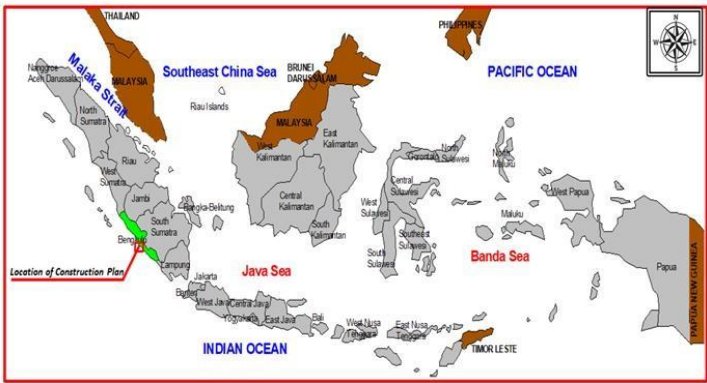
Scope of Activities : The Establishment of University of Bengkulu’s Hospital Project
University of Bengkulu (UNIB).
Location of Activity : Jl. Indragiri, Kelurahan Padang Harapan, di Kota Bengkulu,
Provinsi Bengkulu

Activity Data

- 1) To carry out its duties Contractors find the information needed other than those provided in this Terms of Reference.
- 2) The Implementing Contractor must re-measure to be set as Mutual Check 0 (MC-0), submit a Construction Safety Plan (RKK) which will be part of the Contract, submit a Construction Work Quality Plan (RMPK), make a shop drawings, submit material approval or submit material samples for approval, conducting quality-related test for which all costs are borne by the contractor (including not limited to load test, concrete compressive test, steel tensile test), foundation axial test and other tests as specified in the Work Plan and Requirements, making as built drawings and others.
- 3) Examples of materials, testing methods and test results must obtain approval from the PPK where the PPK can be assisted by a PMSC and / or Technical Team.
- 4) Testing and Commissioning.
The Contractor should perform testing and Commissioning associated with the work carried out and this is part of the job which is calculated in the progress of work. All testing activities commissioning must be carried out before the handover of the first / Provisional Hand Over (PHO).
- 5) Coordination with the owner of the work related to the substance of the implementation of the work in order to transfer the knowledge to the PPK, the technical team, Project Management & Supervision Consultants (PMSC) and Detail Engineering Design Consultant least once a week in the life of the contract.
- 6) Staff / Team technical implementation work.
Committing Officer will appoint officer as its representative that acts as the technical team for the supervisor, facilitator in the implementation of this work.

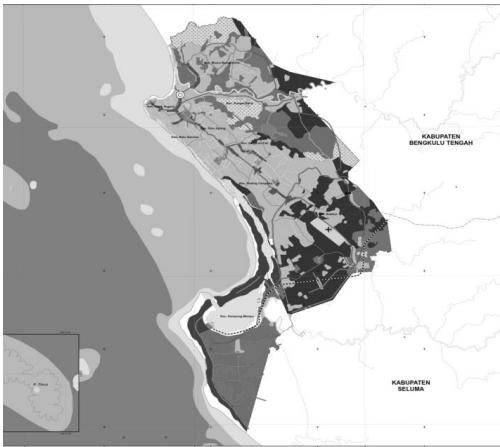
7. INFORMATION OF FIELD (SITE CONDITIONS)

Map of Indonesia



Note: Green color is the area of the province Bengkulu

Map of City of Bengkulu



Project site location from



Satellite Photo

RSPTN area is located in the government zone of Bengkulu Province located in Harapan District is a Central City that is located from the Bengkulu University Campus approximately 9km or 20 to 25 minutes by vehicle.

8. SCOPE OF WORK

8.1. SCOPE OF TASK

The activity scope of work for the construction of the University of Bengkulu’s Hospital and Laboratory, infrastructures and facilities the related consists of

- a. Standard Works
 - Sub Structure Works
 - Upper Structure Works
 - Architectural and Finishing Works
 - Mechanical and Electrical
- b. Non Standard Works
 - HVAC Works
 - Elevator/Escalator
 - Sound System
 - Telecommunication and PABX
 - Electrical Works (including power/emergency generator)
 - Fire protection
 - Waste water treatment plant installation
 - Deep Foundation
 - Site Development

[REDACTED] : [REDACTED]
[REDACTED]

8.2. RESPONSIBILITY

- a. Contractor Implementing professional responsible for services based construction applicable Law No. 2 Year 2017 About construction Services.
- b. In general the responsibility of the implementing contractor is to meet the minimum standards of security, safety and sustainability by taking into account at least the following:

1. Quality standard materials
 2. Equipment quality standards,
 3. Occupational safety and health standards,
 4. Standard procedure for implementing construction services,
 5. Quality standards resulting from the implementation of construction services,
 6. Operation and maintenance standards,
 7. Guidelines for the social protection of workers in the implementation of construction Services in accordance with statutory provisions; and
 8. Environmental management standards in accordance with statutory provisions.
- c. The Contractor's offer includes the costs incurred by the Contractor for work in the covid 19 pandemic period including the preparation of prevention facilities with the covid 19 protocol in accordance with the Minister of Public Works and Public Housing Instruction Number. 02 / IN / M / 2020 of 2020 concerning the Prevention Protocol for corona Virus Disease 2019 (COVID-19) in Providing construction Services.
 - d. Manage the process of licensing Building Permit (IMB) in accordance with the provisions established local government. To coordinate with the Detailed Engineering Design consultants (DEDC) in order to permit it.
 - e. Managing the licensing of Operation Eligibility Certificate (SLO) and Building Eligibility Certificate (SLF) of buildings that have been completed by the contractor.
 - f. conduct the consultations and coordination with local government regarding building permits so that project activities can be guaranteed smoothly.

9. JANGKA WAKTU PELAKSANAAN / IMPLEMENTATION PERIOD

The period of implementation, especially until the first handover / Provisional Hand Over (PHO) is a maximum of 360 (Three Hundred and sixty) Calendar days since the issuance of the Work Start Order and the maintenance period is at least 360 (Three Hundred and sixty) calendar days after the first handover at each PHO stage,

10. KEY PERSONELL AND ORGANIZATION

Requirements and Needs of Key Personnel, detailed in the following table (table 1):

TABLE 1 : KEY PERSONELL

No .	Position	Numbe r of Personnel	Total Works Experie nce (years)	In similar works Experien ce (years)*2	Qualificati on of Education *1	The other Requirement*3
1.	Project Leader	1	•	•	S1 - Civil Engineerin g /Architectu re	Copy of relevant professional certificate (Senior Level of Civil/ Structure/Architect ure and Project Management or Construction Management)

No .	Position	Number of Personnel	Total Works Experience (years)	In similar works Experience (years)*2	Qualification of Education *1	The other Requirement*3
2.	Site Manager	1		6	S1- Civil Engineerin g	Copy of relevant professional certificate (Middle Level of architecture)
3.	Architecture Engineer	1			S1- Architectur al Engineerin g	Copy of relevant professional certificate (Middle Level of architecture)
4.	Structure Engineer	2			S1 -Civil Engineerin g	Copy of relevant professional certificate (Middle Level of Civil/Structure)
5.	Mechanical Engineer	1			S1- Mechanical Engineerin g	Copy of relevant professional certificate (Middle Level of air condition system & refrigerate)
6.	Electrical Engineer	1			S1- Electrical Engineerin g	Copy of relevant professional certificate (Middle Level of electrical and telecommunication)
7.	Landscape Engineer	1			S1- Architectur al	Copy of relevant professional certificate (Middle Level of Landscape)
8.	SHE Engineer	1			S1- Civil Engineerin g	Copy of relevant professional certificate (Middle Level of Geodetic)
9.	Geotechnic al Engineer	1			S1- Civil/Geote ch nical Engineerin g	Copy of relevant professional certificate (Middle Level of Geotechnical)
10.	Cost and Quantity Surveyor	1			S1 - Civil Engineerin g /Architectu re	Copy of relevant professional certificate (Middle Level of Quantity Surveyor)
11.	Environme nt Engineer	1			S1-Civil/ Environme nt al Engineerin g	Copy of relevant professional certificate (Middle Level of Environment),
12.	Project Administrati on	1			D3	N/A
13.	Supervisor	4			D3	Work Skills

No .	Position	Numbe r of Personn el	Total Works Experie nce (years)	In similar works Experien ce (years)*2	Qualificati on of Education *1	The other Requirement*3
						Certificate for Building Work Field Implementers / Building Implementers

11. ANCILLARY EQUIPMENT

A. Supporting equipment consists of main equipment and additional equipment.

The need for supporting equipment is accompanied by a Statement of Guarantee of Functionality & Ready to be Placed in the Project, and a Permit to Operate the Equipment As well as being detailed at least in the following table with the technical age of the tool in general less than 5 years. The technical age of the equipment is not required / assessed in the bid but must be fulfilled prior to contracting (table 4 and table 5).

TABLE 2 : MAIN EQUIPMENT

No .	Equipment Type and Characteristics		Minimum Number required
1.	Tower Crane	2	1000
2.	Mobile Crane		
3.	Bore Pile Equipment		
4.	Truck Mixer	Min / m³	
5.	Concrete Pump 40 m		
6.	Bar Cutter / Banding Machine		
7.	Generator set		
8.	Pick-up		
9.	Excavator		
10.	Scaffolding (set/Unit)		

12. CONSTRUCTION SAFETY PLAN

- RKK Management (Construction Safety Plan) which must be submitted by the Service Provider at a minimum:
- a. Statement of Concern (Commitment) Chairman of the Internal and external issues
 - b. HSE Policy On Projects
 - c. Commitment to Safety Construction by the Management Company and signed by the Top Management.
 - d. Construction Safety Plan :
 - e. Construction safety support,
 - f. Construction safety operations,
 - g. Evaluation of Construction safety performance.

Hazard Identification, Risk Level Assessment, Control Risks and opportunities Levels Construction Safety Plan (RKK), Covering:

- 1. Risk management
- 2. Work safety
- 3. Construction safety hazard identification table:

Provider submits pact commitments and risk management as well as an explanation of the action plan according to the table type of work and the identification of hazards is not limited to the table below (table 6 and table 7):

TABLE 3 : RISK AT MANAGEMENT ASPECT :

No	Kind / type of work	Hazards identification	Tingkat Resiko
1	Time management (Network planning), cost, and energy.	- Progress late. - Warning letter. - Contract termination.	3 2 2
2	Arrangement IMB	- Target IMB processing time is not reached, Because the EIA report not finished. - The foundation job can not be started cause of not yet receipt The foundation license work from the government of Jakarta. - Results Loading test is not reached, so that delay in make the submission of the Results Loading test Report, as a precondition for permitting concrete casting of Pile Cap and Tie Beam.	16 2 2
3	Arrangement SLO and SLF	- Arrangement SLF and SLO late because IMB late - SLF and SLO were late because the results of testing for SLF and SLO requirement were not complete.	2 2
4	Semua pekerjaan / All work	- Late progress	20

TABLE 4 : RISK AT JOB ASPECT :

No	Kind / type of work	Hazards identification	Tingkat Resiko
1	Preparatory work	- Work accident. - Damage to public infrastructure. - Hit by heavy equipment.	12 6 12
	Install Tower Crane	- The sling broke off. - Struck during install.	10 10
	Install Hoist Lift	- The sling broke off. - Disconnected	10 10
	Dump Truck	- Heaped Quarry - Hit	6 6
2	Work structure:		
a	Substructurs i. Bore Piled	- Disconnect tremi when casting - Fall into the bore hole that has	16 12

	Work	not been cast. - Tool rolled over. - Workers hit.	9 16
	Dump Truck	- Heaped Quarry - Hit	6 6
b	CONcrete Structures: i. Reinforcing ii. Formwork iii. Casting iv. Base Isolation	- Hit by a loose iron. - Hit by loose formwork - Hit by an unstable pump tub / pipe. - Fall from a height.	16 16 9 12
c	Steel Structures	- Stuck / hit by steel to be installed. - Loose Connection. - The sling broke off. - Fall from a height. - Got Electric Shock	16 12 16 16 9
	Tower Crane	- The sling broke off. - Struck during install	10 10
	Hoist Lift	- The sling broke off. - Disconnected.	10 10
3	Architecture Work:		
a	The walls and plaster	- Hit by a wall that was attached because of the impact. - Skin irritation. - Fall. - Respiratory problems due to dust, sand / cement.	9 4 9 4
b	Floor	- Crushed by material. - Skin irritation. - Wounded. - Got electric shock	3 3 3 9
c	Ceiling	- Fall. - Skin irritation - Got hit by something. - Got electric shock	9 6 6 9
d	Aluminum Frame work	- Crushed by material. - Hit the tool	6 3
e	Paint	- Fall. - Sipping Paint. - Crushed by material.	9 3 3
f	Roof	- Crushed by material. - Workers fall from a height. - Wounded by tools.	12 16 9
g	Facade ACP	- Stuck by material that is not strong / loose. - Wounded by tools.	12 9
	Tower Crane	- The sling broke off. - Struck during install	10 10
	Hoist Lift	- The sling broke off. - Disconnected.	10 10
4	MEP Works:		
a	Plumbing (water	- Crushed by material.	9

	and sewage)	- Workers fall from a height.	9
b	Sanitary Equipment	- Crushed by material. - Wounded by tools.	9 6
c	electricity	- Got electric shock. - Workers fall from a height.	20 9
d	Generator Set	- Got electric shock. - Workers fall from a height. - Crushed by material.	12 9 6
e	Elevator	- Stuck during installation, because the material is loose / unstable. - Got electric shock. - Workers fall from a height.	9 12 9
f	Fire Protection System	- Got electric shock. - Workers fall from a height. - Crushed by material.	12 9 6
g	CCTV	- Got electric shock. - Workers fall from a height. - Crushed by material.	12 9 6
h	Gondola	- Got crushed because the sling broke. - Got electric shock. - Workers fall from a height.	9 12 6
i	Air Conditioning	- Got electric shock. - Workers fall from a height. - Crushed by material.	12 6 6
j	Sound system	- Got electric shock. - Workers fall from a height. - Crushed by material.	12 6 6
k	Data / IT	- Got electric shock. - Workers fall from a height. - Crushed by material.	12 6 6
	Tower Crane	- The sling broke off. - Struck during install	10 10
	Hoist Lift	- The sling broke off. - Disconnected.	10 10
5	Infrastructure Work		
a	Road / Pavement	- When it rains it can cause slippery roads - There was a traffic disruption. - Fall.	6 6 6
b	Drainage	- Exposed to work equipment - Exposed to material Collapse	6 6

6	Landscape Work	- Exposed to work equipment - Exposed to material Collapse	6 6
7	Demolish works	- Crushed by material. - Fall - Injured - Damage to public infrastructure.	12 9 9 9

Keterangan :

- 1 – 4 : Tingkat risiko kecil
- 5 – 12 : Tingkat risiko sedang
- 15 - 25 : Tingkat risiko besar

13.OUTPUT

The work that to be carried out by the contractors as specified in the ToR should pay attention to the general criteria of the building, adjusted based on the functionality and complexity of the building, namely:

1. In the implementation of state building construction has included the maintenance phase of construction.
2. construction is the stage of constructing buildings, whether new construction, partial or complete repairs, or existing expansion, and / or continued construction that has not been completed, and / or maintenance (rehabilitation, renovation, restoration) is carried out using service providers executor of construction in accordance with the provisions.
3. The Construction is carried out based on the planning documents prepared by the planning consultant, the selection documents compiled by the Bid committee, the bidding documents submitted by the tender participants, with all the additions and changes at the time of the explanation of the work / *aanwijzing*, and the technical provisions (guidelines and technical standards) provided required and minutes of pre award meeting.
4. The construction is carried out in accordance with: the quality of inputs (materials, personnel and tools), the quality of the process (procedures and methode for carrying out the work), and the quality target of the works , as stated in the Spesification, TOR, Working Drawings and other supporting documents.
5. The Construction of getting supervision of Project Management and Supervision consultant (PMSC) in addition to helping coin carrying out the task - the task of the technical team was formed.
6. Implementation of construction must be in accordance with the provisions of Occupational Safety and Health (HSE). Able to explain risk management which includes identification of hazards, assessing the level of risk, and controlling the level of risk in accordance with those stipulated in construction safety in the Minister of Public Works and Public Housing Regulation No. 21 / PRT / M / 2019 concerning the Guidelines for the construction Safety Management System.
7. Being able to explain the plan of action that includes the general objectives, specific objectives and programs of HSE.
8. Participants can describe a working method / method of implementation of the work from start to finish in outline and description of each - each job, was able to explain the suitability of the methods of work with major equipment offered, able to explain the methods of work with specifications / volume of work.
9. During the Construction of buildings use around buildings constructed still functioning, as well as study activities on campus.
10. Preparation of Employment Contracts of Construction Work and Job Advancement Minutes / Handover of Works and Construction Supervision of Construction Work only under the Conditions stated in the presidential decree No. 16 of 2018 on Procurement of Goods / Services, Regulatory Policy Institute for Government Procurement No. 9 Year 2018 on Guidelines for Procurement of Goods / Services Through Providers and Regulation of the Minister of Public Works No. 14 / PRT / M / 2020 About Standards and Guidelines for the

Procurement of construction Services Providers Through

11. Maintenance of Construction is an examination of the results of the implementation of the physical construction. Inside this maintenance period of the construction services provider is obliged to repair any defects or damage and shortcomings during the construction period.
12. During the maintenance of all the equipment installed inside and outside the building, should be operated functionally. If there is a deficiency or defect which causes the equipment does not work, then harus diperbaiki to function perfectly.
13. Construction maintenance period of at least twelve (12) months from the handover of the first construction work at every stage of Provisional Hand Over (PHO).
14. Final output to be produced at this stage are:
 - a. Building a Country that according to the documents for construction;
 - b. Construction Implementation of the outcome document, including:
 - 1) Drawings in accordance with the implementation (asbuilt drawings). which includes BIM model to be handed over as digital asset of the building.
 - 2) Construction work Contract implementation, monitoring work and all changes / the addendum.
 - 3) daily, weekly, monthly reports made during the execution of physical construction, the final report on construction management / supervision, and the final report on the periodic supervision of the Planning consultant.
 - 4) the minutes of a change of employment and / or occupation add / subtract (if any), the first handover (PHO), the final hand over (Final Hand Over/FHO), inspection work, as well as news of other events related to the implementation of the construction.
 - 5) documentation photographs taken at each stages of progress of implementation of physical construction.
 - 6) Video time lapse progress of work.
 - 7) Maintenance and repairing manuals of buildings, including instructions concerning the operation and maintenance of building mechanical-electrical equipment and equipment.

14. IMPLEMENTATION PROCESS

- a. In the process of implementation to generate the outputs required, the contractor must draw up a schedule of regular meetings minimum once a week or at any time when necessary with PMSC , DEDC, PPK / Technical Team.
- b. In this periodic meeting, the product of activities that must be produced by the implementing contractor is determined in accordance with the output plan stipulated in this TOR.
- c. In the execution of the task, the contractors must always take into account that the period of implementation of the work is binding.
- d. Work that must be done through sub providers / sub-contractor is not the main job or done by a specialist (completed with a letter of support from the Sub contractor):
 1. Structure Work (Major Work):
 - Bored Pile foundation work (Specialist Subcon works)
 2. Architecture Work (Major Work) :
 3. Mechanical / Plumbing, Electrical and Electronica Work (Major Work)

- Elevator Work (Specialist Subcon works)
- e. Work that is not the main must be subcontracted (complete with a letter of support from the sub-contractor) is :
 - a. Waterproofing Work
 - b. Air conditioning Work
- f. Work that can be calculated as material on site (MOS):
 1. Steel reinforcement that has been manufactured / assembled and are planted in the job.
 2. Construction steel that has been manufactured / assembled and are planted in the site .
 3. Aluminum Composite Panel, Expanded aluminum plate, GRC wall that has been fabricated and are planted in employment.
 4. AC unit procurement is already in the site / project location
 5. Procurement Genset arrive at the location and are planted in location of project.
 6. Procurement Lift up at the location and are planted in location of project.
 7. Procurement transformer arrived at the location and are in location of project.
 8. Procurement Main panel, arrived at the location and already in location of project.
 9. Procurement Gondola on location and are in location of project.

The quantity to be paid out of the material on site maximum = 50%.

15. WORK PROGRAM

- a. The implementing Contractor must immediately prepare a work program that includes as a minimum:
 1. The Common understanding of the work
 2. Prepare a method of implementation includes as a minimum:
 - **Preparation works :**
 - Site management system,
 - land clearing work,
 - determination of building coordinates,
 - project fence,
 - electrical system work.
 - **Structure works :**
 - Bore pile work
 - Foundation testing work
 - Excavation of Pile cap, base isolation and tie beam work
 - concrete work on pile cap and tie beam
 - concrete upper structure work (column, Beam and Slab, completed with scaffolding settings and casting methods)
 - Steel roof construction work.
 - GWT work
 - **Architectural work:**
 - Wall, plastering and smoothy work, including installation practical columns and beam (Lintle Beam).
 - Floor work
 - Plapond work
 - Facade / ACP work
 - Railing Work
 - Stage Work
 - Aluminum work, windows, doors and accesoriess

- Iron door work (fire resistant)
- Painting Work
- Sanitair work
- Landscape work

- Mechanical and Plumbing Work

- Clean water
- Dirty water
- Wastewater
- Rainwater
- STP work
- Hydrant and Sprinkler work
(Fire Extinguisher System)
- AC / Air Conditioning Works
- Elevator work
- Gondola work

- Electrical and Electronics Works

- Panel Work
- Lamp point work
- Cable Work
- Lightning protection work
- Electronics: (Fire Alarm, Sound System, Telephone, CCTV, IT / Data)
- Outside Building Installation Work

- Application of Green Building

- Explain the application during construction work:
- Field waste water management.
- Construction and Waste Management
- Application of Environmental OHS
- Application of water and energy saving

2. Organizational Structure and Implementing Experts

(the placement of the proposed experts will be evaluated and must obtain approval from the PPK).

3. The implementation schedule is made in the form of S Curve and network planning that can explain the sequence of work and describe the completion of the work.

(this document submitted at the contract preparation meeting).

4. Construction Safety Management System

- The work program as a whole must have the approval of the employer, after previously submitted by the Contractor to PMSC and get the technical opinion of the Technical Committee.

16. REPORTING

1. Site Instruction (if any)

2. Daily Report

Contains the work progress, obstacles and documentation on each day.

This report is submitted every day and no later than delivered on the next day a number of three (3) Copies after being approved by the supervisory work.

3. Weekly report

- Contains a recap of work progress, Constraints and documentation on a weekly basis.

This report is submitted no later than the first day of the following week in 3 (three) Copies after being approved by the work supervisor.

4. Monthly report:

- Contains recapitulation of work progress, constraints, documentation, backup quality (results of tests / tests if any),

This report is submitted no later than the first day of the following month in 3 (three) copies after being approved by the work supervisor.

5. Shop Drawing

- Contain change picture from picture plan which occurred in the field During profession. Reported regularly to the PMSC coordinated with DEDC and got permission PPK.

This report was submitted later than before done handover first profession construction number three (3) copies after approved by supervisors profession.

6. As-built Drawing.

- Contains the final Drawing according to work in the field.

This report is submitted no later than before the PHO of 3 (three) copies construction works after being approved by the work supervisor.

7. Documentation photographs taken at every stage of the progress of the implementation of the Construction.

8. Video time lapse progress of work.

- 9. Manual book as a guide in the maintenance of buildings, including instructions relating to the operation and maintenance of equipment and installation, equipment of mechanical-electrical of buildings.

And also certified training (on equipment operation and maintenance (for UNIB Personnel).

10. Final report

a. Final Report on PHO activities

Contains a checklist of checks on the results of construction work, documentation and defect lists (if any).

This report is submitted no later than 3 (three) days after the first handover of construction work (PHO) in the amount of 3 (three) copies after being approved by the work supervisor.

b. Final Report on FHO activities

Contains a checklist of the results of work during the maintenance period of construction work, documentation.

This report is submitted at the latest 3 (three) days after the handover of the two construction works (FHO) in a number of 3 (three) copies after being approved by the work supervisor.

Monthly reports and Contractor final reports (including drawings) are prepared in two languages (Indonesian and English).

17.PENUTUP / CLOSING

- A. After the Terms of Reference (TOR) is accepted, then the contractor should inspect all the material inputs and seek other input materials needed.
- B. Based on these materials contractors executive to immediately prepare a work program that to be discussed with the Employer.

Bengkulu, 2022

Commitment Making Officer/PPK


NIP: