

Scope of Work: Construction Tea Room and additional offices Admin Building

| PROJECT NO. RGM..... | DATE SUBMITTED |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Construction of tea/coffee room and additional offices in Admin Building | 22/08/2025 (dd/mm/yyyy) |
| PROJECT OBJECTIVES | |
| This project involves the conversion of an existing restroom area (~60 m ²) within the Admin Building into a fully functional tea/coffee room and two small office spaces (each 3m x 3.5m). The works include: | |
| <p>Tea/Coffee room: Complete demolition of the existing washroom, redesign of the area, and construction of a business-style tea/coffee lounge that connects to the Admin Conference Room via a door (noise proof), and also, its own entrance. The separation wall between the tea room and admin conference room must be noise proof. The facility must be turnkey and fully furnished, including cabinetry, seating, refrigeration, and finishing touches. The design should be sleek and modern, seamlessly integrating with the existing admin building style without appearing out of place.</p> <p>The supplier is responsible for preparing at least 3 concept designs/renderings and drawings prior to execution for client approval.</p> <p>Office Spaces: Construction of two new office rooms adjacent to/within the allocated footprint, fully finished and ready for use.</p> | |

Step 1. Project Deliverables

| TASK NO. | DESCRIPTION |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Full demolition of the existing restroom area, including removal and closure of all plumbing infrastructure. The space will be converted into a business-style tea/coffee room featuring new flooring, ceiling, lighting, and paint finishes. The new room will connect to the existing conference room through a soundproof door and will also include a main access entry. |
| 2 | Supply and install cabinetry, including a 6-meter low cabinet with drawers and sink, with space for refrigerator, printer, and water dispenser. |
| 3 | Fully furnish the tea/coffee room with: - Long table & chairs - Single-seat sofas - Small round tea table (sits 3 people) - Refrigerator included |
| | Construction of two office spaces (3m x 3.5m each), including walls, flooring, electrical, lighting, and paint finishes. |
| 4 | Provide minimum of 3 concept designs/renderings and drawings for client review and approval prior to build. |
| 5 | Turnkey completion, including electrical, plumbing adjustments, and finishing works. |

Step 2. List of project Tasks

| Work breakdown structure (WBS) attached | NO | X | YES |
|-----------------------------------------|----|---|-----|
| Provide link, if applicable. | | | |

| TASK NO. | DESCRIPTION | FOR DELIVERABLE NO. ... ENTER TASK # |
|----------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1 | Design phase: Preparation of 3 renderings, drawings, and layout plans. | Deliverable 1 |
| 2 | Demolition of existing restroom and removal of plumbing fixtures. | Deliverable 2 |
| 3 | Civil and interior works to rebuild room with insulation, paint, lighting, flooring, and ceiling finishes. | Deliverable 2 |
| 4 | Supply and installation of cabinetry with integrated sink and designated appliance spaces. | Deliverable 3 |
| 5 | Procurement and installation of furniture and refrigerator. | Deliverable 4 |
| | Build two office spaces (3m x 3.5m each) with partitions, doors, flooring, and electrical. | Deliverable 5 |
| 6 | Final handover of turnkey tea/coffee room, fully furnished and operational and two additional office spaces ready for use. | Deliverable 6 |

Step 3. Out of Scope

| | |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This project will NOT accomplish or include the following: | <ul style="list-style-type: none"> Structural modifications beyond current restroom footprint. HVAC upgrades (unless required for ventilation compliance). Audio/visual systems or conference equipment. Long-term maintenance or service contracts. |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Step 4. Project outcomes

| NO. | OUTCOMES |
|-----|------------------------------------------------------------------------------------------------------|
| 1 | Existing restroom demolished and area converted into a fully operational, furnished tea/coffee room. |
| 2 | Business-style environment provided with work-friendly layout and furnishing. |
| | Two fully constructed offices (3m x 3.5m each) built within project footprint. |
| 3 | Ready for use by staff and visitors immediately upon handover (turnkey). |



Step 5. Project Constraints

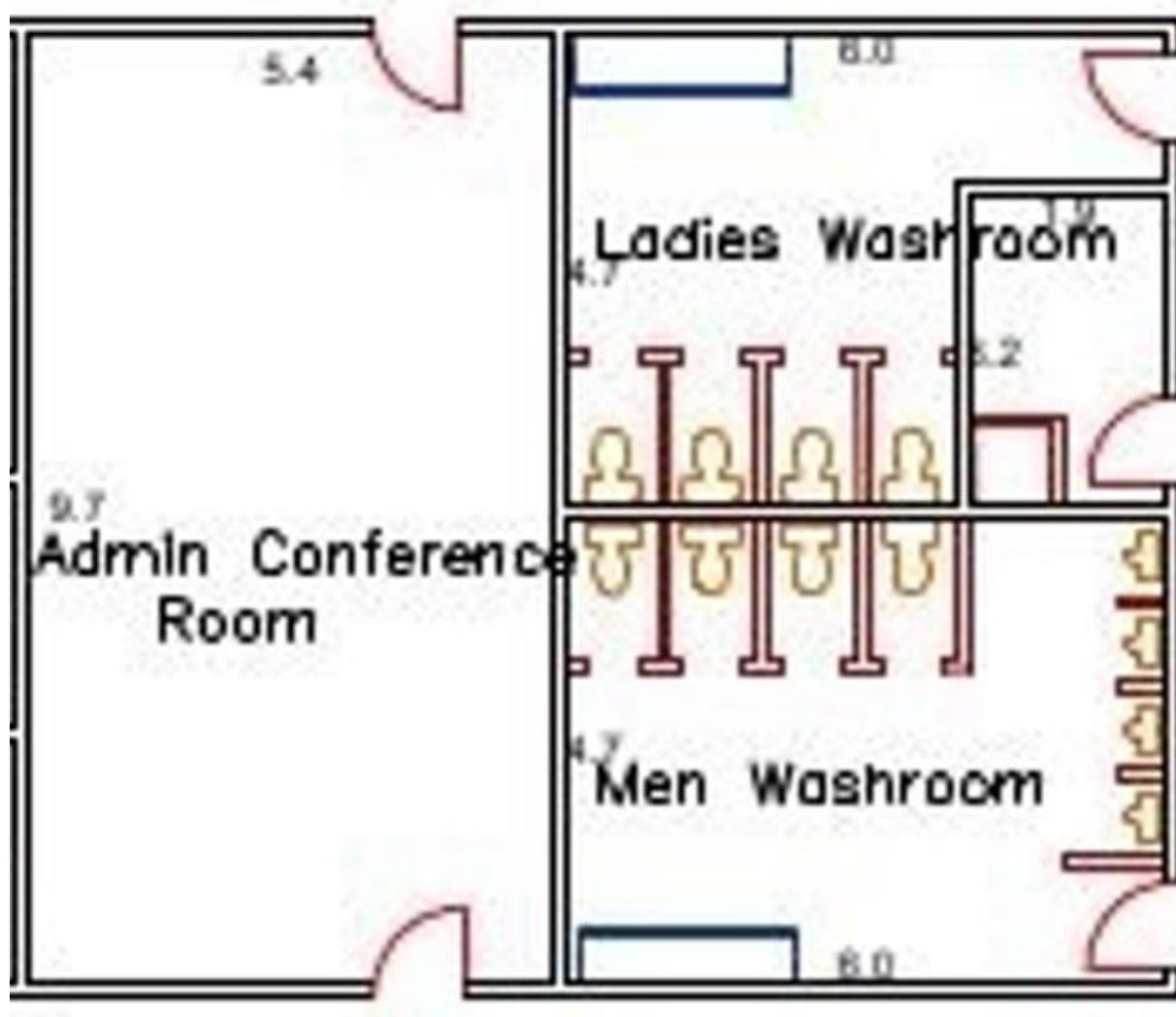
| | |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROJECT START DATE | 08/10/2025 (dd/mm/yyyy) |
| LAUNCH / GO-LIVE DATE | 22/10/2025 (dd/mm/yyyy) |
| PROJECT END DATE | 03/12/2025 (dd/mm/yyyy) |
| LIST ANY HARD DEADLINE(S) | |
| LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES | 8 weeks from start date to completion. |
| FACILITIES TO BE PROVIDED BY RGM | <ul style="list-style-type: none">Map of the areaUtility access (power, water, drainage)Site access and security clearanceSand and gravel |
| FACILITIES TO BE PROVIDED BY CONTRACTOR | <ul style="list-style-type: none">Insurance.All required material for construction.All required drawings, cost breakdown and Gantt chart.Project supervision.Survey during construction.Safety procedures.All Personal Protective Equipment.TransportationFood supplyLodging |
| QUALITY OR PERFORMANCE CONSTRAINTS | <ul style="list-style-type: none">The Contracting Company will be measured against safety, quality, cost and people-based metrics.Weekly performed progress will be monitored by the Infrastructure Services Department.The contractor will report to the Infrastructure Services dept.Any tasks or modifications not specified in the scope of work must receive approval from the infrastructure team before proceeding.Safety meetings and JHA's are required. |
| EQUIPMENT / PERSONNEL CONSTRAINTS | <ul style="list-style-type: none">No equipment nor personnel of the contractor should be used for other projects during the construction.All equipment and personnel must meet the necessary safety and performance requirement. |



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REGULATORY CONSTRAINTS

- The project must follow safety regulations, including worker protective equipment.
- This scope of work forms the basis of the agreement between the client and the contractor. Any changes or deviations from this scope must be documented and mutually agreed upon.

Figure 1 Current Admin Restroom Layout

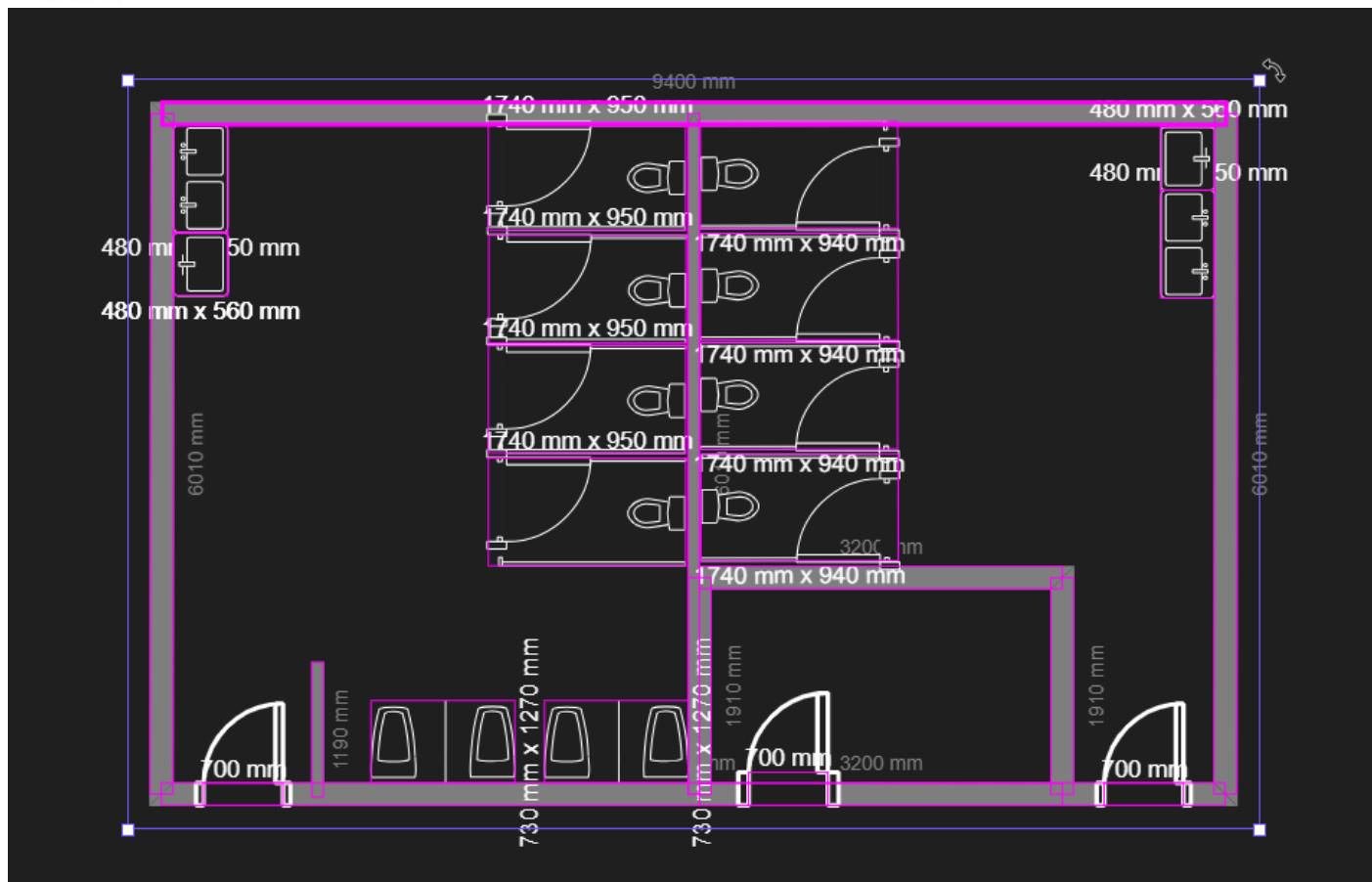
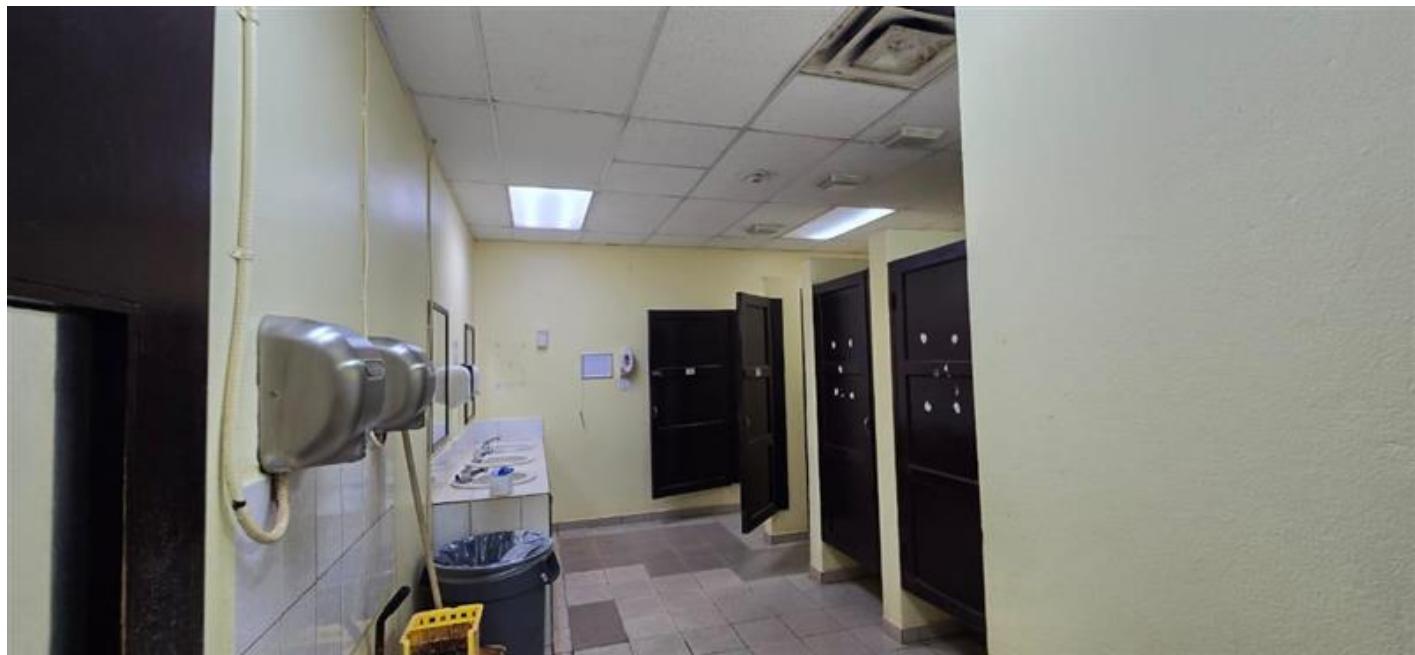


Figure 2 Pictures Current Admin Restroom Layout





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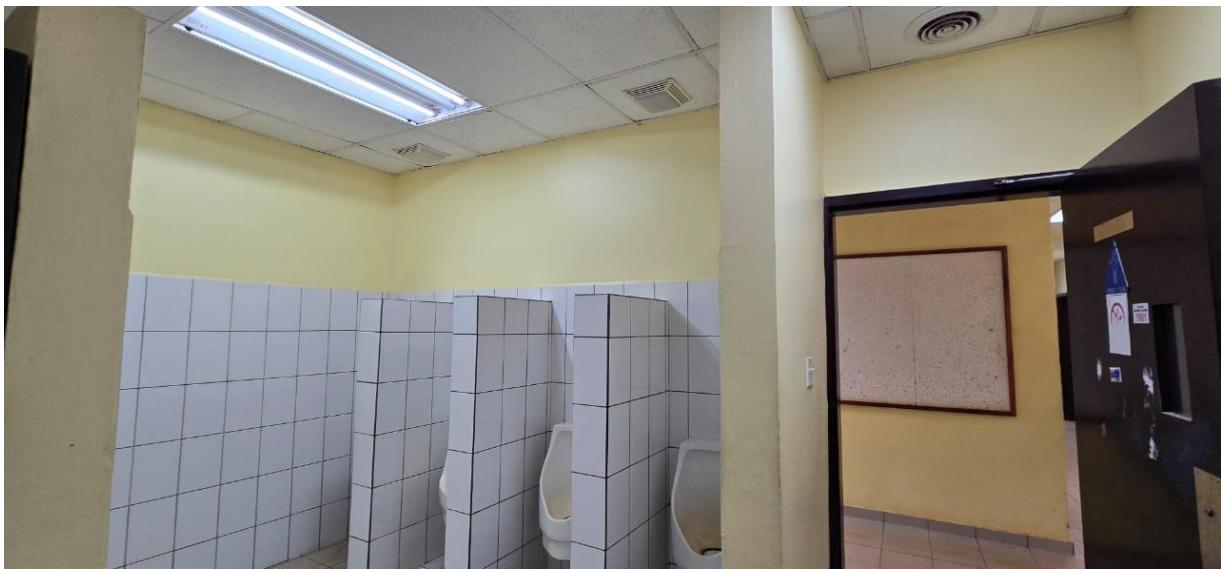


Figure 3 Draft Layout Outcome