

	<p>Contract Ref. HPC/25-</p>	<p>Appendix D</p> <p>For Water, Fuel & Manpower</p>
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APPENDIX D **SCOPE OF WORK** **OF**

CONTRACT REF.
HPC/25---

For

**Providing Services, Equipment & Manpower
for Maintenance of HPC Facilities**

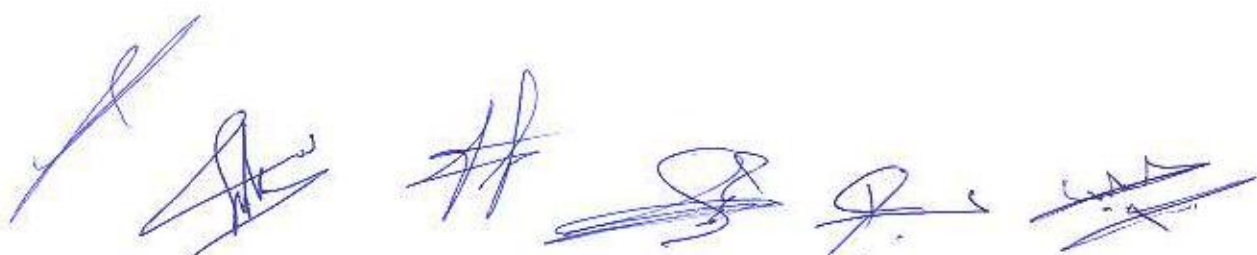


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1 SCOPE OF WORK AND PLACE OF PERFORMANCE:

Hayan gas plant GTP about 125 km East Homs City, is located 45 Km West from Palmyra City.

Contractor shall perform to furnish the services described here in accordance with the requirements described therein, at the locations, to be called the place of performance.

The scope of work covers the requirement for all required activities.

Contractor scope shall cover the provision of all necessary services, equipment, and personnel required to execute Maintenance service, within the COMPANY Work Areas that is described below.

The WORK shall be performed in accordance with the terms and conditions of the CONTRACT.

The contractor should carry out required works as per Internationally Recognized Standards and Codes and HPC Specifications may raise to contractor for special Cases.

2 LOCATIONS:

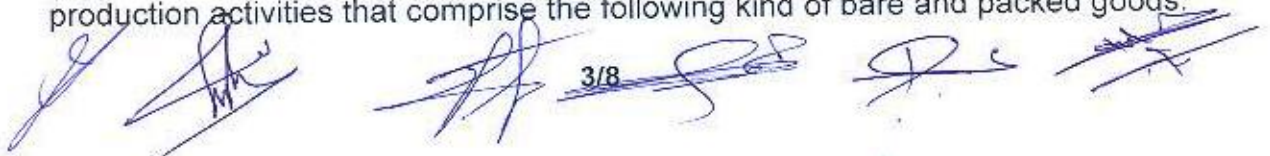
HAYAN BLOCK FIELDS: GTP, Jihar, Al-Maher, Palmyra Collecting Point, Jazal, Al-mustadira, Mazror, T4 Station, Arak, and all other locations related to HPC.

3 MANPOWER AND EQUIPMENTS:

Permanently the contractor must be ready to provide the required manpower and equipment to work.

The company will define the required numbers of manpower and the rate of manpower.

- a) Candidate for foreman position should enclose CV.
- b) All candidates must pass medical test according to Syrian law in force.
- c) The prices of this article will submit according to Appendix E.
- d) The contractor should be ready permanently to provide the required work.
- e) The company will define the required kind, and numbers of workers.
- f) The company will define the rate of works.
- g) The kinds of work-means that will be used is according to list below.
- h) According to work means time sheets will calculate periods of work and the bill of work order will prepared according to that.
- i) COMPANY shall have the right to request CONTRACTOR to remove any CONTRACTOR personnel who in the opinion of COMPANY is incompetent, negligent, working or behaving in such a way as to make their presence undesirable, and/or is a risk to the successful execution of the WORK, or a risk to lives and property, or contravenes COMPANY's safety regulations, or is guilty of misbehavior prejudicial to the interest of COMPANY or is found not to have the qualifications or training.
- j) In addition to the services listed Below which is required in the technical Appendix (Appendix. D) Loading, unloading and storage materials & equipment for oil production activities that comprise the following kind of bare and packed goods:



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- ❖ Steel pipe line
- ❖ Equipment packed in wooden boxes.
- ❖ Metal or plastic drums.
- ❖ Any other kind of materials or equipment used in oil and gas industrials.

Some kinds of mud materials or additives are flammable, irritated or corrosive. Hence during the handling and storage with such kind of materials, personal protective equipment must be worn, according to material data sheet.

4 FUEL AND WATER SUPPLY:

4.1 DEFINITIONS

- Fuel means: fuel for all activities sites on HAYAN.
- Water means: potable water or service water for technological purpose needed for all activities sites on Hayan.

4.2 CONDITIONS AND PURSUANT

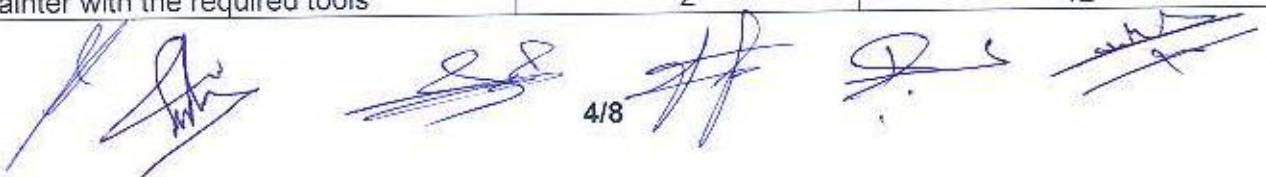
Contractor shall take in consideration the below listed conditions and pursuant to them submit their offer:

- A) Service Water will be provided for any activities on HAYAN
- B) Fuel will be transported from Jihar Diesel Station to Hayan Block fields Location
- C) The contractor should carry out Daily cleanup of work sites and removal of plants and equipment, and materials from the worksite locations after completion of the WORK.
- D) COMPANY shall have the right to inspect and reject for sound reasons and safety, any of the CONTRACTOR's Manpower, plant and equipment, vehicles, PPE and hand tools proposed for use under the Contract.

5 TABELS OF SERVICES.

The following manpower will be requested under call, and will be paid according to the Price List in Appendix E .

Item	Description	Estimated Quantity Per Month (days)	Estimated Quantity per 6 Months (days)
1	HVAC with tools (tool box + gauges + welding equipment and its consumables+etc)	12	72
2	Pipe fitter (measuring tools, alignment, cold cutter, oxy acetylene, threading taper, or chain block, clamp... etc)	3	18
3	Plumber with the required tools	20	120
4	Carpenter with the required tools	4	24
5	Aluminum Fixer with the required tools	4	24
6	Blacksmith with the required tools	4	24
7	Painter with the required tools	2	12



8	General Laborer with hand tools (Quantity 5)	30	900
9	Welder certified (subject for testing prior job) with welding machine & grinder with all consumables.	240	1440
Item	Description	Monthly Estimated Quantity (Kg)	Total Estimated Quantity per 6 Months (KG)
10	GRE WELDER with his tools and welding machine & required materials	2	12

CIVIL WORK

Item	Description	Unit of measure	Monthly Estimated Quantity	Contract Estimated Quantity
11	Supply & Concreting plain concrete 250 kg/m ³	M ³	1.5	9
12	Supply & Concreting reinforced concrete 350 kg/m ³ with 50 kg/m ³ steel bars	M ³	1.5	9

Equipment Requirement

Item	Equipment	Capacity	Monthly Estimated Quantity (Days)	total Estimated Quantity (Days)
13	Telescopic truck crane (Inside HPC Fields)	6-7 Ton	10	60
14	Telescopic truck crane (outside HPC Fields)	6-7 Ton	2	12
15	Telescopic truck crane (long reach 40 to 44 meter boom)	30 ~ 40 Tons	2	12
16	Forklift	4-6 T	10	60
17	Flatbed truck	20 ton and bed Dimensions is Not less than (20*8) feet	2	12
18	Water or oil pump with operator	Not less than 40 m ³ /hr, 5 bar, 20 m Head	4	24
19	air compressor (diesel drive) with operator	2 outlet \ 8 bar 150 m ³ /hr	4	24

Sewage Transportation And Disposal

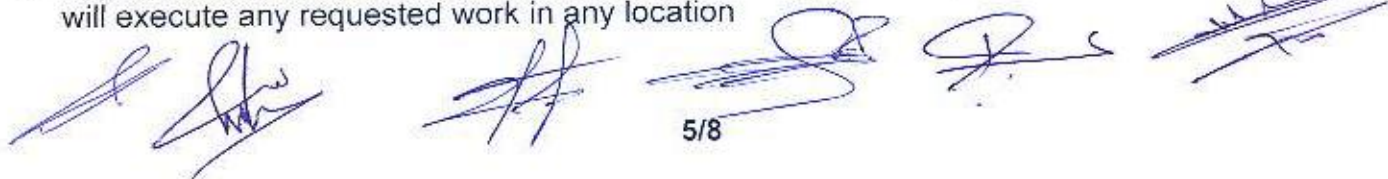
Item	Services	monthly Estimated Quantity	total Estimated Quantity
20	Sewage transportation And Disposal m ³	25	150

Supply And Transport Water

21	Transport of services water m ³	200	1200
22	Supply of potable water (purchase) and transporting m ³	200	1200

Notice:

- The WORK shall cover the provision of all necessary services, and The above manpower will execute any requested work in any location



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2. CONTRACTOR shall provide all CONTRACTOR personnel with the required standard of PPE appropriate to the WORK. Standard PPE shall consist of but not limited to :safety boots, hard hat, glasses and work gloves , which will be subject to Company Approval
3. Company will decide for each service order, the rate and quantities which will be applied
4. Payment for the above mentioned all services shall be effected on monthly invoice with enclosed monthly summary sheets, all sheets must be approved and signed by company representative.
5. The driver and operator nominal wages and loading are including in the rental charges with all consumables.
6. **All daily rates includes the Mob/ De-mob costs.**
7. In case of urgent or emergency necessities of any items not mentioned in monthly work request, HPC has all rights to get the services after 24 hours of contractor representative has been informed.
8. transporting of service water and potable water will be from water sources which will be approved by HPC representative to HPC locations.
9. The Price List for the item (21) with distance is not more than 130 km.
10. The Price List for the item (22) with distance is not more than 130 km.
11. For item (22) purchasing invoices shall be attached with monthly summary sheets.
12. For potable water sources, Contractor shall provide water analysis that shows their suitability for human use.
13. All equipment should be in good conditions and ready to use during contract period.
14. The company has all rights to inspect and test any one of above Equipment at any time, if it is not ready, the contractor should replace it within 24 hours on his cost, so that be ready when requested by the company
15. The rates for non-mobile equipment to include one operator.
16. The rental of above equipment will include the diesel, transportation, driver, operator and Mob/Demob to/from the work area.
17. All works of the equipment should be under the company supervision.
18. Crane (including operator) shall be equipped with steel wire (slings), ropes, tools eyes and hook adequate for loading /unloading all kind of production materials and for other purposes.
19. For each work; Company shall give its instructions to Contractor's representative who shall be responsible to deal with Contractor's employee.

6 **GENERAL NOTES:**

1. The financial offer must include a detailed list of the works of Includes individual prices according to appendix E.
2. The quantities mentioned in the table here above are only for the evaluation purpose and there will be no obligations on the Company for such quantities.
3. The Contractor shall distribute works in parallel to ensure the delivery of the Works to HPC as soon as possible.
4. The information mentioned in the tender book is preliminary information and The Contractor shall undertake a field visit to ensure that the data provided by HPC are correct.
5. The Contractor undertakes to carry out the work in accordance with the Safety and security rules of HPC.
6. The Contractor's entitlements shall be disbursed according to the quantities already executed so that the Contractor shall submit a monthly report for the executed works.

including the executed quantities, after the report has been audited by the Supervision Committee.

7. In the event that the executed quantities exceed the Total estimated quantities of items which approved by HPC , as a result of an emergency or necessary situation, Technical justification Report from the contract supervision committee approved by HPC will be attached with a monthly report for the executed works to justify these quantities
8. The company represented by the Supervision Committee shall request the contractor to execute a list of the required works, the contractor shall within 24 hours study the required works and submit the implementation plan and all the necessary requirements to be studied and approved by the company.
9. Contractor's documents and drawings are considered informal unless they are stamped with the official contractor's stamp.
10. Contractor shall provide all required testing equipment for the quality of the executed works.
11. The lifting equipment must always be ready (valid load test certificate) and subject to periodic inspections (load tests) that prove their readiness.
12. With regard to civil works, it is the contractor's responsibility to complete the required work with all necessary (including manpower, material...) in accordance with the instructions of the supervision committee.

7 PRICES AND RATES

- The Prices are deemed to cover Contractor's expenses of whatever nature for implementing the Contract such as but not limited to (taxes, stamp duties, Contractor representative, working hours, social security subscriptions, bonuses, sundry expenses, leave and vacation payment, food, accommodation, overhead etc...).
- Daily Rate is applied for 9 hours
- For Item 10 (GRE WELDER with his tools and welding machine & required materials): The Weight by KG means, the weight of the materials used for repairing.
- The Price Comprises as the following:
 - Transportation to company locations (location of requested work).
 - Loading and wages.
 - Contractor will provide any one of the above manpower with PPE, tools, equipment, devices, and any services or requirements for accomplishment his required job.
- For emergency and necessary situation, HPC has the right to call manpower to execute the work in any time (within or outside the work period) and the Rates specified in manpower and equipment tables shall apply for normal work within or outside the work period depend on HPC request.

8 CONTRACTOR OBLIGATIONS.

- Contractor shall within one month after the effective date establish a field camp at Jihar GTP site.
- The place of Contractor's camp should be approved by Company.
- The site location shall be determined jointly by HPC and Contractor's representatives.
- The Field Camp shall consist of minimum one caravans.
- The Contractor's obligation is to connect the supply potable water and sewage for his camp, according to HPC approval.



- Electric power for the camp is available at HPC battery limit; with max power available 10 KVA, which is enough for office power supply only. The company will determine the power source, and the contractor will submit and connect all necessary materials (cables, camp panel,...).
- Contractor's obligation is to equip the offices with telephone, internet and fax machine in order to ensure proper communication with the Company.
- Contractor shall at this camp permanently base one service coordinator – foreman who will daily communicate with Company's representatives and agree on service activities on daily basis – 9 hr. working day, 7 days a week. In case of absence of the Coordinator, Contractor's obligation is to ensure a qualified replacement.
- Supply of food and accommodation for the a/m permanent staff is Contractor's obligation.

