

	W.O Ref. HPC/26-<XX>	
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APPENDIX D

SCOPE OF WORK

For

RFQ For Providing well workover operations and needed materials (based on call out basis).

الملحق الفني
لطلب عروض أسعار من أجل تقديم خدمات إصلاح
الآبار والمواد اللازمة (وذلك على أساس الخدمة عند
الطلب).

Technical Specifications For Well Workover Operations

1. INTRODUCTION

Hayyan Oil Company (HPC) requires well workover operations to perform well maintenance and enhance their production capacities. This project will be executed by contracting a qualified contractor who possesses the workover rig, equipment, and expert personnel necessary to execute the required scope of work safely and efficiently at HPC well sites.

2. DEFINITIONS & FIELD SETTING

- **The Company:** Hayyan Oil Company (HPC), the operating company responsible for the fields.
- **Fields:** The company's fields are located in the Northern Palmyra mountain range in central Syria, approximately 140 km east of Homs city and 65 km west of Palmyra. Access roads to the fields are asphalt-paved, while roads linking individual wells are unpaved (dirt roads).

3. PROJECT LOCATION

The operations will be conducted in the fields belonging to Hayyan Oil Company, which specifically comprise the following field locations: **Jihar, Jazal, Mazrur, and Al-Maher**

4. PROJECT OBJECTIVE

The objective of this project is to provide comprehensive well workover services at Hayyan Oil Company fields. This requires providing a mobile self-propelled workover rig with a power capacity of no less than **1000 HP**, together with the complete technical operating crew, tools, materials, and equipment necessary to restore wells back to production and increase the company's oil and gas field output.

5. CONTRACTOR'S OBLIGATIONS & DUTIES

5.1 Site Takeover: The Contractor shall receive the work site from Hayyan Oil Company completely prepared for rig operations and free of any previous works or occupancy. The Contractor is responsible for executing appropriate civil works necessary for the safe installation and operation of the rig, and providing the engineering machinery required for the operations as listed in the price schedule.

5.2 Workover Rig: Provide a self-propelled, highly mobile well workover rig with a capacity of no less than 1000 HP suitable for the planned workover program. The Contractor must submit a copy of the rig's technical specifications and documentation proving ownership of the drilling/workover rig within the Syrian Arab Republic with the technical proposal.



5.3 Technical Crew: Provide a full specialized technical crew (for both shifts) experienced in all workover and maintenance operations for oil and gas wells, along with operating crews for mechanical work and welding (including engineers, technicians, and rig crew as required by the operations). Site accommodation and catering services for the crew must be provided by the Contractor.

5.4 Rig Tanks & Mud Pumps: The workover rig must include water tanks with a minimum capacity of 80 m³ and mud tanks with a minimum capacity of 240 m³, at least two high-capacity mud pump, and all associated auxiliary equipment necessary to carry out the program.

5.5 Fuel and Lubricants: Provide all necessary fuel, lubricants, and oils required to run the rig, machinery, and support equipment during the contract period.

5.6 Water Supply: Secure and Provide water and tankers for transporting drinking water and service water required for the execution of the operations.

5.7 Equipment and Consumables: Secure and provide all specialized equipment, chemicals, tools, and emergency supplies required to execute the workover program, including but not limited to: fishing tools, casing mills, drill bits, drilling mud/fluid chemical additives, cementing equipment and cement, production tubing, production packers, and accessories. (Chemical additives for drilling fluid and other items listed in the materials table are invoiced separately from the daily rig rate based on actual approved consumption).

Equipments such: fishing tools, casing mills, drill bits must be new (unused and not renewed), and work efficiently

5.8 Workover Program: Submit a detailed execution program based on the preliminary program provided by HPC within a maximum of 3 days for review and approval.

5.9 Operational Supervision: Execute all operations strictly under the supervision and in coordination with HPC representatives.

5.10 Daily & Final Reports: Submit a comprehensive daily progress report by 8:00 AM, signed by the HPC site representative. Upon completion of each well, submit a detailed final well workover report written in English, outlining all completed activities, equipment used, and materials consumed.

5.11 HSE Incident Reports: Provide reports for all safety incidents, accidents, near misses, or unsafe behaviors, describing the corrective actions taken to guarantee the absolute safety of crew and assets during all phases of well operations.

5.12 Safety Equipment (HSE): Secure and Provide all safety equipments and requirements, Provide all public safety and personal protective equipment (PPE) for all personnel on site, ensuring strict and continuous compliance with HPC's health, safety, and environment (HSE) policies for drilling and workover. Mandatory PPE includes hard hats, safety overalls, safety boots, gloves, and eye protection for both Contractor employees and subcontractors. Secure and provide firefighting equipment on site.

5.13 Chemical Storage: Provide suitable storage facilities on site for chemical materials, maintaining safe storage conditions and attaching proper safety data labels for the safe handling of each product.

5.14 Transportation and Logistics: Provide full services and fuel and 4 × 4 FWD pickup truck for HPC's on-site supervision committee and representatives

5.15 HPC Personnel Catering: Provide full catering and meal services for HPC's on-site supervision committee and representatives

5.16 Environmental Incident Notification: Immediately notify HPC HSE representatives of any environmental issues, including soil contamination, oil spills, chemical leaks, or near misses.

6. OBLIGATIONS OF HAYYAN OIL COMPANY (HPC)

6.1 Well Data: HPC shall provide all technical data, historical files, and documents related to the wells designated for workover.

6.2 Administrative Support & Permits: HPC shall provide all possible administrative assistance to help the Contractor obtain security and transport permits for materials, equipment, and fuel required for operations, and will correspond with public sector companies to execute specialized works restricted to them when required, at the Contractor's expense.

6.3 Site Security: Provide the necessary protection and security services for the rig, auxiliary machinery, and Contractor's personnel within the operational field zones.

6.4 Mobilization & Demobilization Facilitation: Provide administrative facilitation to coordinate the mobilization of all equipment from the Contractor's warehouses at start-up and demobilization at contract completion, by coordinating transit permits for heavy machinery and transport convoys.

7. GENERAL CONDITIONS

7.1 Daily Logbooks: A standardized joint logbook, approved by both companies, shall be maintained on the rig. All daily work progress, activities, and events must be recorded and signed daily by the Contractor's rig manager and HPC's site supervisor.

7.2 24-Hour Work Day: The standard work day is defined as a continuous 24-hour cycle. A full day's operating rate is paid if the daily program is executed in full day. If the daily program is executed in less than full day it will be as time sheet.

7.3 Standby Day Application: A standby day (billed at the Standby Rate) is applied if operations are suspended by HPC due to reasons such as awaiting material supplies, modification of the technical program, or executing additional tasks by HPC that do not require rig operations.

7.4 10-Day Work Progress Cycles: Operations are executed on a continuous 24-hour shift basis. A daily work report signed by both parties is the primary basis. Every 10 days, a progress and completion report must be mutually signed, which serves as the essential supporting document for paying the Contractor's invoices every 10 days.

7.5 Contract Currency & Payments: Commercial bids, contract bookkeeping, shall be denominated in US Dollars (USD) for materials and Syrian pounds for services. Payments shall be settled in Syrian Pounds (SYP) based on the official exchange rate bulletin of the Central Bank of Syria, in compliance with the laws and regulations of the Syrian Arab Republic.



7.6 Material Delivery Guarantee: HPC guarantees the delivery of all agreed-upon materials during the work period on each well, and shall prepare and supply materials for all additional or emergency works if such materials are under HPC's scope of supply.

7.7 Payment Terms: HPC guarantees to review, approve, and settle the Contractor's invoices within twenty (20) calendar days from the receipt date of the invoice, provided it is accompanied by the approved progress report, daily work logs, and supporting documents.

7.8 Contractor Qualification: The Contractor must be fully pre-qualified in well workover operations and must submit verified credentials and references within the technical bid. Bids from unqualified contractors will be rejected. The Contractor must provide an experienced, specialized technical team and an organizational chart suitable for continuous 24-hour rig operations.

7.9 Force Majeure & Unforeseen Events: In the event of work stoppage due to natural disasters (severe winds, floods, etc.), security incidents, well control emergencies, or force majeure events not anticipated in the program, the stoppage period shall be treated as justified and excused.

8. CONTRACT DURATION & EXPECTED SCOPE OF WORKOVER

Commercial offers shall be evaluated based on workover operations for a hypothetical well at a depth of **3500 meters**, assuming a minimum duration of **20 working days per well** (the actual paid days will be determined by the final program executed for each well). This duration may be extended if unforeseen tasks arise. The standard workover program is expected to involve the following hypothetical sequential operations:

- Preparing the appropriate completion/killing fluid and performing well killing operations.
- Pulling out of hole (POOH) the existing completion string.
- Downhole milling and fishing operations for recovery of the stuck completion string or production packer.
- Formation stimulation and productivity enhancement, including matrix acidizing treatments.
- Zonal isolation operations by executing cement squeeze jobs under pressure.
- Running in hole (RIH) a new production completion string.
- Well kickoff and revival operations using a Coiled Tubing (CT) unit.
- Replacing and pressure-testing the wellhead assembly and Christmas tree.

8.1 Contract duration: only one year

8.2 Contract commencement date : it will be fixed later by written fax by HPC

General condition:

Standard Operations & Anti-Slowdown Clause :

Clause 1: Standard Operations and Prevention of Unintentional/Intentional Delays

The Contractor shall execute all well workover operations in accordance with recognized international petroleum industry standards, sound engineering practices, and standard operational timeframes. Any intentional or willful delay, operational slowdown, or unwarranted protraction of work by the Contractor or its personnel to exceed specified daily hours or extend contract duration shall constitute a material breach of contract. In such events, the Company reserves the right to withhold the daily operating rate for the affected periods and impose a penalty equivalent to the damages incurred due to such delay, without prejudice to any other remedies available under the contract

OEM Spare Parts Requirement Clause :

Clause 2: Provision of OEM Recommended Spare Parts

"The Contractor warrants and guarantees that the workover rig and all associated equipment shall be fully equipped with Original Equipment Manufacturer (OEM) recommended spare parts sufficient to maintain continuous, uninterrupted 24/7 operations for a minimum period of one (1) full calendar year from the commencement date. Failure to proceed with operations due to a lack or unavailability of required OEM spare parts shall be categorized as zero-rate downtime (Shut-Down Day), and all direct and indirect losses arising from such stoppage shall be borne solely by the Contractor."

Well Control Responsibilities & Liabilities Clause

Clause 3: Well Control Liabilities and Cost Allocation

In the event of a well control incident, well kick, blowout, or loss of well integrity during the operations, full liability, financial responsibility, and technical consequences for re-establishing well control, snubbing, relief well drilling, dynamic kill operations, pollution containment, and environmental remediation shall be borne strictly by the Party whose fault, negligence, failure of equipment (including BOP failures), or non-compliance with the approved program caused the incident. If the incident is attributed to the Contractor's operational failure, crew error, or defective equipment, no standby or operating daily rates shall be payable during the entire period of the well control operations until the well is safely restored.

The Contractor shall, at its own expense and as an integral part of the rig equipment package included in the daily Rig Operating Rate, provide and maintain fully operational on-site at all times:

One (1) Hydraulic Mobile Crane with a minimum lifting capacity of fifty (50) Metric Tons, fully certified with valid inspection certificates.

One (1) Heavy-Duty All-Terrain Forklift with a minimum lifting capacity of five (5) Metric Tons.

The Contractor shall provide qualified, fully licensed, and experienced operators for both the crane and forklift on a 24-hour continuous basis, utilizing a two-shift roster (One (1) Day-Shift Operator and One (1) Night-Shift Operator for each piece of equipment), along with all required fuel, maintenance, and support personnel. No additional charges, hourly rates, or standby fees shall apply for these equipment or their operators.

Important Note: Rig Yard Technical Inspection & Verification

Upon the closure of the bid submission deadline, an authorized technical committee from site inspection visit to the Contractor's Rig Yard. The-the Company shall conduct an on purpose of this visit is to thoroughly inspect the rig, auxiliary equipment, and machinery to verify full compliance with the required technical specifications, operational integrity, and ight to reject any readiness as stipulated in this contract. The Company reserves the r bid/tender if the inspected rig and equipment fail to meet the specified requirements during .the yard inspection

