



Ref: 201A22002/K100/SK/qa/0022  
 Joseph Advertisers L.L.C.  
 P.O. Box 80298  
 Dubai  
 United Arab Emirates  
 Tel No. 04 285 8681

19<sup>th</sup> May 2022

Email. afroz.khan@josephgroup.ae

Attn; Mr. Afroz Khan - Sr. Project Manager

Dear Sir,

**Dorchester Hotel & Residences****Design, Supply, Installation of Signage Works - Post Tender Meeting**

Further to the meetings held at our site offices on 12<sup>th</sup> May 2022, we enclose herewith for your information and further action the following;

- |                                |            |
|--------------------------------|------------|
| 1. Minutes of Kick off meeting | (13 pages) |
| 2. Relevant Correspondence     | (01 page)  |
| 3. K5 Summary of Requirements  | (3 pages)  |
| 4. Bill of Quantities          | (1 page)   |

Please sign the minutes of meeting (page 12) and the K5 form and return these pages to our offices for record.

We trust the enclosed is an accurate representation of the meeting held, however, should you have any comments please advise in writing within 5 days of the date of this letter, failing which you will be deemed to have accepted the attached as a true record.

Thank you for your attention.

Yours faithfully,  
 for and on behalf of Khansaheb Civil Engineering LLC.

Chris McCann  
 Senior Project Manager

Encl. as noted

**KHANSAHEB CIVIL ENGINEERING LLC**  
**SUBCONTRACTOR'S POST TENDER REVIEW MEETING**

Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
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Subcontractor (SC):	Joseph Advertisers L.L.C.	Meeting Date:	12.05.22
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**Purpose of Meeting:** To review the technical & commercial aspects of the Subcontractor's tender, to ensure the bid is compliant with the tender enquiry, ascertain if the Subcontractor has fully understood the scope of the package & has the current capacity to execute the works and manage any associated risks.

**SCOPE OF WORK:**

The design (to the extent defined in the Subcontract), procurement, fabrication, delivery, handling, offloading, distribution, installation, maintenance of all works associated with the Signage Works.

<b>SUBCONTRACTOR DETAILS (SC)</b>		<b>KHANSAHEB DETAILS (KCE)</b>	
Name: Address: Tel No.	Joseph Advertisers L.L.C. P.O Box 80298 Dubai, UAE  04 285 8681	Name: Address: Tel No.	Khansaheb Civil Engineering LLC P.O.Box 2716 Dubai, UAE  04 605 7200

<b>NAME (SC)</b>	<b>DESIGNATION</b>	<b>NAME (KCE)</b>	<b>DESIGNATION</b>
Present:  Afroz Khan Mithun Bhasker	Sr.Project Manager Project Engineer	Present:  Kevin Davies Sukesh Nair Saman Kulsooriya	Commercial Manager Senior Site Agent Sr. Quantity Surveyor

**Khansaheb point of contact (KCE):**

Name:	Chris McCann
Position:	Senior Project Manager
Mobile No:	056 507 6171
Email:	chris.mccann@khansaheb.ae

**Project Commercial Manager (KCE):**

Name:	Kevin Davies
Mobile No:	050 651 1597
Email:	kevin.davies@khansaheb.ae

**Subcontractor point of Contact (SC):**

Name:	Afroz Khan
Position:	Sr.Project Manager
Mobile No:	055-552 9341 / 052- 104 8861
Email:	afroz.khan@josephgroup.ae

**Correspondence:**

All correspondence issued in connection with this Subcontract is to be addressed to the Contractor's / Subcontractor's designated 'point of contact' noted above.

The SC confirmed that their point of contact named above is deemed to be duly authorised to act on behalf of and agree matters on behalf of the Subcontractor and to act as the Subcontractor's Representative under the Subcontract.

**KHANSAHEB CIVIL ENGINEERING LLC**  
**SUBCONTRACTOR'S POST TENDER REVIEW MEETING**

Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
Item	Minute	Action by	Date
2.0	Commercial Sufficiency		
2.1	<b>Khansaheb Tender Enquiry</b>  SC confirmed receipt of KCE tender Enquiry: Reference: Roberts(Shanu) email(15.16 P.M.) Dated: 04.10.21  Further communication is listed in the Schedule of Relevant Correspondence attached in Appendix No. 1 of these minutes.		
2.2	<b>Validity of the Subcontractor's Tender</b>  2.2.1 The SC confirmed its tender reference dated 12.12.21 remained valid until 12.12.21  2.2.2 SC confirmed its tender price as: AED 999,150.00  2.2.3 SC confirmed its tender price was: Lump Sum Fixed Price  2.2.4 SC confirmed that its rates and prices are fixed until: See Continuation Sheet  2.2.5 SC confirmed that after discount its final offer is: AED 999,150.00		
2.3	<b>Insurance, Bonds &amp; Warranties</b>  2.3.1 SC confirmed that an Advance Payment would not be required No  2.3.2 KCE and SC agreed that the Advance Payment would be 20 % of the Subcontract price.  2.3.3 The Advance Payment will be recovered at 20 % of the gross amount certified to the SC in interim payment certificates, until the advance payment has been fully recovered.  2.3.4 KCE and SC agreed that a Performance Bond would be 10% of the Subcontract price		

Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
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Item	Minute	Action by	Date
2.0	Commercial Sufficiency		
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2.2	<b>Validity of the Subcontractor's Tender</b>		
2.2.1	The SC confirmed its tender reference dated 12.12.21 remained valid until 12038 31.05.22		
2.2.2	SC confirmed its tender price as: AED 999,150.00		
2.2.3	SC confirmed its tender price was:  Lump Sum  Fixed Price		
2.2.4	SC confirmed that its rates and prices are fixed until: See Continuation Sheet		
2.2.5	SC confirmed that after discount its final offer is: AED 999,150.00		
2.3	<b>Insurance, Bonds &amp; Warranties</b>		
2.3.1	SC confirmed that an Advance Payment would not be required	No	
2.3.2	KCE and SC agreed that the Advance Payment would be 20 % of the Subcontract price.		
2.3.3	The Advance Payment will be recovered at 20 % of the gross amount certified to the SC in interim payment certificates, until the advance payment has been fully recovered.		
2.3.4	KCE and SC agreed that a Performance Bond would be 10% of the Subcontract price		

**KHANSAHEB CIVIL ENGINEERING LLC**  
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Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
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Item	Minute	Action by	Date
2.3	<b>Insurance, Bonds &amp; Warranties continued</b>		
2.3.5	SC confirmed that their tender included the provision of all warranties and guarantees required by the tender document and to satisfy the Employer's Requirements. Where a warranty or guarantee for a particular item is not clear from the tender documentation, the SC agreed to obtain the maximum warranty / guarantee available from the specified suppliers.		
2.3.6	SC agreed to provide a Collateral Warranty if required	Yes	
2.3.7	The SC confirmed and agreed that the cost of supplying the above bonds and warranties is included in their Subcontract price and that failure to provide them will result in interim payments being withheld.		
2.3.8	KCE and SC agreed that the following insurances are to be provided:  Workmen's Compensation                      S/C              Plant & Equipment              S/C Professional Indemnity                      N/A              CAR / Third Party              Employer		
2.3.9	The SC agreed to provide copies of their up to date policies and confirmed that if any insurances expire during the currency of the Project, the Subcontractor is to provide evidence of renewal.		
2.4	<b>Valuation &amp; Payment</b>		
2.4.1	KCE and SC agreed that valuations are to be submitted on:  30th of each month		
	KCE confirmed that payment would be made within of receipt of the corresponding payment from the Employer	15 days	
2.4.2	KCE confirmed and the SC agreed that the retention percentage on the work is 10 %		
2.4.3	The release of retention will take place in line with the conditions of the Main Contract which states that the first half will be released:  On receipt of the Taking Over Certificate for the Main Contract works		
2.4.4	The Balance of retention release will occur: See Continuation Sheet		
2.4.5	KCE and SC agreed that all retention payments will be made within days of receipt of the corresponding payment from the Employer	15	

Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
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Item	Minute	Action by	Date
2.4	Valuation & Payment continued		
2.4.6	If the SC fails to comply with the agreed programme (section 6) then Liquidated Damages / Penalties for the whole of the Works and any section, where applicable, will be applied, <del>in line with the amounts under the Main Contract</del>		See continuation page
2.4.7	KCE and SC agreed that the Defect Liability Period would be: 365 days from date of Taking over certificate		
	Further commercial terms were recorded in the continuation sheets: <input checked="" type="checkbox"/> Yes		
2.5	Conditions of Contract		
2.5.1	<b>Main Contract</b> Project Description: All outstanding Works required to bring the Project known as the Dorchester Hotel & Residences to completion		
2.5.2	Form of Contract: <input checked="" type="checkbox"/> FIDIC first ed. 1999 Red Book as amended by Particular Conditions (see continuation sheet)		
2.5.3	KCE confirmed and the SC agreed that the Main Contract documents, including drawings, specifications and other schedules / appendices (excluding commercially sensitive information) are available for inspection by the SC.		
2.5.4	The SC confirmed that his offer is fully technically and commercially compliant with the Main Contract and any future Subcontract agreement will be performed on a back to back basis, except as noted herein.		
2.5.5	The SC confirmed that he has made due allowance for the above in his price.		
2.5.6	<b>Subcontract</b> Form of Subcontract: <input checked="" type="checkbox"/> FIDIC Subcontract 2011 with Part II Particular Conditions		
2.5.7	KCE and SC agreed that the Subcontractor's tender qualifications, exclusions, attendances, terms and conditions are superseded by the amendments / agreements made in:  Appendix 2 Clarification schedule		
2.5.8	KCE and SC confirmed their responsibility for the provision of certain attendances / facilities by reviewing the K5 form.  The K5 was agreed and will be signed and returned by the SC within 2 days of the date of this meeting		

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Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
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Item	Minute	Action by	Date
3.0	Design		
3.1	<p>The following design responsibilities were identified as being the responsibility of the SC (if none state none):</p> <p>Design Responsibilities as per the Main Contract for the Subcontract works and/or as set out in the previous Subcontract order.</p>		
3.2	<p>The following temporary works design responsibilities were identified as being the responsibility of the SC (if none state none):</p> <p>The SC will be responsible for the design of temporary works as necessary to execute the Subcontract Works.</p>		
3.3	The SC confirmed that his design, will be in accordance with the Tender and Main Contract documents and all design obligations shown and / or described therein are included.		
3.4	SC confirmed that it has sufficient and competent design resource available to deliver the above design responsibilities for this project.		
3.5	SC confirmed that his tender is fully compliant with all applicable Building Standards, Statutory Authority Regulations, Civil Defence and Municipality requirements etc.		
3.6	<p>SC confirmed that he has included for the provision of shop drawings:</p> <p>Yes</p>		
3.7	<p>SC agreed to provide all necessary as-built information and records:</p> <p>Yes</p>		
3.8	SC agreed to provide all necessary information and records necessary for incorporation into the projects operating and maintenance manuals:		
3.9	<p>YCE confirmed and SC agreed that for the purposes of payment, unless the as-built details / O &amp; M manuals and any other close out documentation to be provided by the SC are in compliance with the Subcontract, that KCE may withhold payments.</p>		

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Item	Minute	Action by	Date										
4.0	Change Management												
4.1	<p>KCE confirmed and SC agreed that payment for additional work will not be made without prior written instruction from the following named persons:</p> <table> <thead> <tr> <th>Title</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>Chris McCann</td> </tr> <tr> <td>Sr. Quantity Surveyor</td> <td>Saman Kulasooryia</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Title	Name	Project Manager	Chris McCann	Sr. Quantity Surveyor	Saman Kulasooryia						
Title	Name												
Project Manager	Chris McCann												
Sr. Quantity Surveyor	Saman Kulasooryia												
4.2	<p>KCE and SC agreed that the valuation of works on a daywork basis: <span style="border: 1px solid black; padding: 2px;">will not be</span> permitted on this contract.</p> <p>If permissible KCE and SC agreed that the rules of 4.1 above would apply and the SC would submit comprehensive record sheets within 24 hours of the work being carried out.</p>												
4.3	The SC agreed to promptly advise KCE, in writing, of the impact that any instruction may have on the Subcontract works and to comply with the requirements of the Subcontract in all cases.												
4.4	Instructions issued by the Client / Consultants direct to the Subcontractor should not be acted on, unless relating to H&S matters. The SC agreed to notify KCE in writing about any instruction issued by the client.												
4.5	SC agreed to proceed with all instructions issued by the above named persons, including cases where the value has not been agreed.												
5.0	Technical Sufficiency												
5.1	<p>SC stated that its tender was technically fully compliant with the tender enquiry documents including but not limited to specifications, drawings, BOQ etc. and all applicable Building Standards / Statutory Authority Regulations, including Civil Defence and Municipality requirements etc. current at the date of its tender.</p> <p><span style="border: 1px solid black; padding: 2px;">Yes</span></p> <p>If no, the variance were identified as;  [refer to appendix 2 for a complete list of clarifications / agreements]</p>												

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Item	Minute	Action by	Date						
5	Technical Sufficiency continued								
5.2	<p>KCE and SC reviewed the KCE Trade Checklist:</p> <p>If yes, the following pertinent points were identified: N/A</p>	N/A							
	<p>Further minutes were recorded in the continuation sheets:</p> <p>SC summarised what innovation, construction and material alternative options can be offered with potential cost savings: Not Applicable</p>	No							
5.3									
6.0	Programme								
6.1	<p>KCE confirmed that the site working hours are:</p> <table> <tr> <td>Sunday to Thursday</td> <td>7am - 5pm</td> </tr> <tr> <td>Friday</td> <td>7am - 5pm</td> </tr> <tr> <td>Saturday</td> <td>Closed</td> </tr> </table> <p>If the SC wishes to work outside the above hours then permission must be requested / obtained from KCE's Project Manager in writing with 24 hours notice. Additional supervision / attendance cost incurred by KCE as a consequence will be charged to the SC's account.</p>	Sunday to Thursday	7am - 5pm	Friday	7am - 5pm	Saturday	Closed		
Sunday to Thursday	7am - 5pm								
Friday	7am - 5pm								
Saturday	Closed								
6.2	<p>The SC confirmed that the Subcontract works will be carried out in accordance with the durations and sequence indicated in KCE programme reference:</p> <p>Programme to be agreed to align with Main Contract Programme.</p>								
	<p>A copy of which has been enclosed within Appendix 4</p>	No							
6.3	<p>SC confirmed receipt of KCE Main Contract programme rev and confirmed their acceptance of the same.</p>	No	N/A						

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Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
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Item	Minute	Action by	Date
6.0	Programme continued		
6.4	SC confirmed that it was fully able to resource the works, including all necessary management, supervision, labour and plant in order to meet the requirements of the project and programme.		
6.5	SC confirmed that it would submit a detailed programme for approval within: 7 days from receipt of an LOI.		
6.6	SC confirmed that it would submit a resource histogram for labour & plant within: 7 days from receipt of an LOI.		
6.7	SC confirmed that it would submit procurement / submittal / shop drawing / information release schedules within: 7 days from receipt of an LOI.  SC is to ensure that all schedules are comprehensive and that information is requested / submitted in time to meet the requirements of the above referenced programme.		
6.8	SC confirmed that it would commence the production of shop / design drawings on receipt of the IFC drawings from KCE.		
6.9	SC agreed to provide a comprehensive schedule of long lead items for KCE's review including all documentation to evidence that all suppliers / manufacturers are working toward the agreed programme dates: N/A S/C Confirmed no long lead in items		
6.10	KCE advised the SC of other critical interfaces or factors affecting the programme and the SC agreed to co-ordinate their works with other Subcontractor trades:  Structural works, finishes, MEP & façade		
6.11	KCE confirmed and the SC agreed that continuity of work cannot be guaranteed and the SC has allowed for an adequate number of visits to execute and complete the Subcontract works.		
6.12	SC confirmed that method statements and risk assessments will be submitted for approval within a minimum of 14 days prior to the commencement of the Subcontract works on site or as required to comply with the programme current at that time.		
6.13	KCE stated that from time to time the Project Manager may amend the programme. The SC acknowledged this and confirmed that it would comply with any amendment.		

Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
Item	Minute	Action by	Date
7.0	<b>Management of the Subcontract Works</b>		
7.1	SC confirmed that it would provide full time competent supervision whilst the Subcontract works are ongoing and the level of supervision would be commensurate with the extent of the SC's works. SC also agreed that CV's of proposed supervisor(s) would be provided 1 week from award for KCE's review and approval.		
7.2	SC agreed that if the number of supervisors is inadequate and / or the knowledge, capability and experience of those supervisors is not to KCE's satisfaction, then the SC will be given the opportunity to resolve this within a set timeframe. Should the SC fail to take the appropriate action then KCE shall take whatever measures are necessary to ensure the safe and timely delivery of the works. Any additional costs, charges or expenses incurred by KCE as a consequence will be charged to the Subcontractor's account.		
7.3	The SC agreed to attend regular progress / co-ordination meetings at the request of KCE and the SC agreed to prepare a progress report prior to each meeting detailing the status of both on and off site activities.		
7.4	SC agreed to submit its proposed organisation chart for the project.		
8.0	<b>Safety, Quality &amp; Environmental</b>		
8.1	SC confirmed its intention to sub-let part of the Subcontract works:  No  If yes, the SC requested permission to sub-let the following works to the named companies below, and agreed that all KCE's conditions, standards, worker welfare polices etc. would also be applied to its subcontractors:		
8.2	SC confirmed that its labour for this project would be supplied by:  Direct & Hired legally employed resource  If hired resource, SC confirmed the name of the labour supply company under item 8.1.		
8.3	SC confirmed that should any element of the works at any stage be required to be sub-let outside of the above list the SC would, prior to starting the works, obtain KCE's approval and provide details of the scope being sub-let and of the proposed companies. The SC also confirmed that it would warrant that the performance of all of their supply chain would be in line with the SC's own obligations as outlined in section 8.1 in every regard.		

Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
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Item	Minute	Action by	Date					
8.4	The SC confirmed that all subcontractors listed in 8.1 or any future subcontractors referred to in 8.3 would be pre-qualified and assessed to ensure their competence and capacity to complete the sub-let element of works. The SC agreed to provide prequalification records upon request.							
8.5	KCE explained to the SC the requirements of their K-Standards that relate to the package works and the SC confirmed that they would fully comply with these standards and that the associated costs are included in their tender price.							
8.6	KCE confirmed that a copy of the company health, safety, environmental & sustainability policies and company procedure are available for inspection on site and stated that the content of this document was the minimum standard to be achieved by the SC. The SC confirmed and agreed to its application.							
8.7	KCE confirmed that a copy of the company Worker Welfare Procedure is available for inspection at KCE's Head Office and that the requirements of this document must be respected and adhered to in relation to the employment of labour in every regard. The SC confirmed and agreed to its application.							
8.8	KCE confirmed that all persons entering site must attend a site induction and provide all required documentation.  The site inductions would be held on site at the following times: <table border="1"><tr><td>Day</td><td>Daily</td><td>Time</td><td>7am</td></tr></table>	Day	Daily	Time	7am			
Day	Daily	Time	7am					
	KCE confirmed and SC agreed that should their persons fail to attend the above induction then they must leave site and return for the next available induction. All cost associated with this will be the responsibility of the SC.							
8.9	SC confirmed that it would provide weekly tool box talks to its operatives along with daily briefings on the methodology and controls required to complete the works  From time to time KCE may request the SC to carry out a tool box talk on a specific subject matter. The SC agreed to comply with any such request.							
8.10	The SC confirmed that the below named person would be their Safety Officer(s) on the project and confirmed that this person held the following qualifications:  <table border="1"><tr><td>Name</td><td>to be advised</td></tr><tr><td>Qualifications</td><td>to be advised</td></tr></table> <i>Note: minimum requirement of NEEBOSH qualification. Alternatives qualifications will be subject to prior approval from KCE Safety Department</i>  SC agreed that the above named person would be on site during the execution of the works <table border="1"><tr><td>full time</td></tr></table>  SC agreed to comply with the DM code of construction safety practice as a minimum, ensuring that the required attendance & qualifications of its Safety Officers are met.  SC agreed to provide a copy of its proposed Safety Officers CV for KCE's review and approval. Dependant on the number of operatives the SC has on site the number of Safety Officers required may increase as described in the DM code. The SC agreed to promptly provide further names and CV's of any additional Safety Officers required, for KCE's prior approval.	Name	to be advised	Qualifications	to be advised	full time		
Name	to be advised							
Qualifications	to be advised							
full time								

Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
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Item	Minute	Action by	Date
8.11	KCE confirmed that the OSP19 Disciplinary Action Procedure for safety violations would be incorporated into the Subcontract. Any fines will be deducted from interim payments due to the SC.		
8.12	<p>KCE explained the key details of the project safety plan as outlined below and the SC confirmed its understanding:</p> <p>A full copy of the Project HSE Plan &amp; logistics plan is available for the SC to inspect / review</p>		
8.13	KCE explained the key details of its Sustainability's policy and confirmed its commitments to a sustainable construction.		
8.14	<p>SC confirmed its commitment to sustainability in line with KCE's policy and outlined some of the sustainability initiatives it was currently undertaking:</p> <p>Yes</p>		
8.15	SC agreed to comply with KCE's Quality plan and QA procedures currently in force, a copy of which is available on site for the SC to review.		
8.16	SC agreed to provide compliance certificates for all workmanship, materials, plant & equipment supplied for the Project and agreed to provide an inspection & test plan prior to commencing the works on site, to which the plan relates.		
<b>9.0</b>	<b>Further Matters</b>		
9.1	Further matters raised by KCE / SC are recorded on the continuation sheets attached.  Yes		
<b>10.0</b>	<b>Intention to Subcontract</b>		
10.1	<p>KCE having considered the SC tender and the SC representations during this meeting advised that the following option as described below will be taken:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Option 1:</b> KCE stated that other Subcontract tenders are under consideration and will contact the SC in the near future.</li> <li><input checked="" type="checkbox"/> <b>Option 2:</b> KCE stated its intention to proceed to complete a Subcontract agreement.</li> <li><input type="checkbox"/> <b>Option 3:</b> KCE requested that the SC provide further and better particulars as identified in these minutes to enable evaluation of the SC tender to be completed.</li> <li><input type="checkbox"/> <b>Option 4:</b> KCE will not proceed further on this occasion.</li> </ul>		

**KHANSAHEB CIVIL ENGINEERING LLC**  
**SUBCONTRACTOR'S POST TENDER REVIEW MEETING**

Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
Item	Minute	Action by	Date
10.2	KCE stated that in the event of a Subcontract award a Letter of Intent (LOI) would be issued. The SC agreed to proceed on this basis whilst the formal Subcontract Agreement was being collated.		
10.3	<p>KCE confirmed the list of documentation appropriate for incorporation into the formal Subcontract order in the event of award is:</p> <p>As listed in Appendix 1 of these minutes</p> <p>These minutes and attachments</p> <p>Any further documents issued from the date of these minutes until placement of order</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No	
11.0	<b>Statement of Agreement</b>		
11.1	These minutes together with the below referenced attachments are issued 'subject to contract' but are agreed and accepted to be a complete and accurate record of discussions and as such may form part of a future Subcontract agreement and then be binding on the parties. In the event that they are not issued immediately after the meeting, the SC is requested to return them to KCE within 5 calendar days of receipt having previously raised and agreed with KCE's representative below any matter that will reasonably require amendment.		
11.2	<p><b>Signed for Khansaheb:</b></p> <p>Name (print): Saman K.</p>  <p>Date: 19.05.22</p> <p>Signature:</p>		
11.3	<p><b>Signed for SC:</b></p> <p>Name (print):</p> <p>Signature:</p>		
12.0	<b>Attachments</b>		
12.1	No. of continuation pages	1	
12.2	Appendix 1 - Relevant Correspondence	Yes	
12.3	Appendix 2 - Tender Clarification Schedule / hand marked copy of SC tender	Yes	
12.4	Appendix 3 - K05 Summary of Attendances	Yes	
12.5	Appendix 4 - Programme of Works <i>bill of Quantities</i>	No YES.	

Contract:	Dorchester Hotel & Residences, Business Bay	Contract No:	201A22002
Item	Minute	Action by	Date
	Continuation Sheets		
2.1	The enquiry send by Previous Main Contractor considered as tender enquiry		
2.2.4	Issuance of the Performance Certificate		
2.3.2	Subcontractor is to provide advance payment bond		
2.4.1	KCE will issue a payment certificate within 10 days of receipt of the corresponding payment certificate issued under the Main Contract.		
2.4.4	The balance of retention release will occur upon receipt of the Performance Certificate for the main Contract Works.		
2.4.6	The daily rate / limit of Liquidated damages / penalties will be calculated based on 0.1 % per day maximum of 10% of the subcontract value		
2.5.2	FIDIC Conditions of Contract for Building & Engineering Works designed by the Employer, first edition 1999 (Red Book) as amended by Particular Conditions		
	<b>General:</b>		
1	The SC will provide HS staff, including 1st Aider, in accordance with statutory requirements		
2	KCE advised that storage space on site if restricted and so all materials are to be delivered on a 'just in time' basis. Materials are to be delivered in sequence and are to be lifted & fixed directly into place upon delivery.		
3	KCE will provide craneage in accordance with its site logistics plan or other such arrangement to off-load & erect materials. The SC's representative is to attend daily crane co-ordination meetings with KCE to agree crane usage / timings for the following days. Notwithstanding that KCE is providing the craneage the SC is responsible for submission of lifting plans, Risk Assessments Method Statements for KCE's approval.		
4	The SC retains responsibility for providing lifting equipment, suitably trained & qualified riggers / banksman and supervision at all times during the SC Works		
5	The SC confirmed it has allowed for all costs associated with reduced working hours and / or changes in shift patterns during the Holy Month of Ramadan, 'summertime working' restrictions, night shifts & public holidays etc		
6	There will only be one site induction per day, should the SC require additional inductions additional costs will be incurred and charged to the SC		



**APPENDIX 1**  
**SCHEDULE OF RELEVANT CORRESPONDENCE**

**KHANSAHEB CIVIL ENGINEERING LLC**  
**SUBCONTRACTOR'S POST TENDER REVIEW MEETING**

APPENDIX 1

**SCHEDULE OF RELEVANT CORRESPONDENCE**

Joseph Advertisers L.L.C.

No.	Subject	Reference	Date
1	Post Tender Addendum 02 - Signage Works (Dorchester Collection)	Roberts(Shanu) email,15.16 P.M.( Enquiry Email )	04.10.21
2	Subcontractor Quotation	Quotation ref. 12038	12.12.21
3	Signage Works - Dorchester Hotel & Residences	KCE(Saman) email,17.10 P.M.( Client's Appointment Letter)	09.05.22
4	Minutes of Post Tender Review Meeting	KCE Letter ref. 201A22002/K100/KD/SK/0021	19.05.22



## APPENDIX 2

### TENDER CLARIFICATION SCHEDULE

and  
Awarded Quot.





TRN: 10025177770003 Q P O Box 80298, Dubai - UAE + 971 4 880 3277 971 4 880 3166 ja\_invoicing@josephgroup.ae

Document No. Document Date Page  
12038 12.12.21 1/2

## SALES QUOTATION

**Customer No.**  
LC01350 - Roberts Constructions

**Project Name**  
Business Bay (Dorchester)

**Address:** PO Box 184886, Dubai, UAE

**TRN - Customer**

**Contact Person:** Sharu Shines  
**Tel:** 0501896088  
**Email:** Sharu.Shines@roberts.co

**Sales Executive:** RIJO RAPHAEL  
0529010440  
rijo.rafael@josephgroup.ae

<b>Description</b>		<b>QTY</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Tax %</b>	<b>Currency: AED Total Cost</b>
001	External, Hotel & FOH Areas	1	LUM	999,150.00	5.00	999,150.00

Manufacture, supply and installation of signage  
as per attached BOQ.

Size: As per provided drawings

Quotation Subtotal:	999,150.00
Total Before Tax:	999,150.00
Tax Amount @ 5%:	49,957.50
<b>Total Amount:</b>	<b>1,049,107.50</b>

### Please Note:

- The offered price is subject to 5% value added tax (VAT) as per UAE Government Law, effective 01st Jan 2018.
- All applicable Govt. Dept./Landlord / Mall approvals are to be arranged by the Client.
- Access in order to install the sign (Scaffolding, Cradle,Crane,Boomlift etc.) is to be provided by the Client. *As per Kos*
- Power till the point of signage to be provided by the client. *As per Kos*
- Structural calculations are considered in our costs and undertaken internally. However, if the Client/Others require a Government Approved Engineer to authenticate any drawings/calculations then such costs at actuals will be approved and borne by the Client/Others.
- Any changes in the specifications mentioned above will alter the quotation accordingly.
- Terms of Payment:  
- 20% advance payment against bank guarantee.

Currency: AED

- 10% on submission of shop drawings and mockup. (Approved shop drawings & mockups)
- 60% on materials on site.
- 10% on completion of installation.

*Back to back  
with main contract*

8. Validity of the Quote: 90 days from this date.

9. Upon completion of fabrication of signage, if the Client's site is not ready for the signs to be installed, arrangements have to be made by the Client to store the signs safely, as Joseph Advertisers will not be able to store the signs. Furthermore, in such cases, Joseph Advertisers will raise the Invoice and the Client will be liable to pay for the manufactured signs. Later, when the site is ready, Joseph Advertisers will install the signs for the Client.

10. If client/Others are unable to provide storage at site then Joseph Advertisers will lease space at 3rd party premises and the costs for packing, loading, unloading, to and for transport will be borne by the Client/Others.

11. BIM Drawings is not included.

**Thanking You,**

**Authorized Signature**



### APPENDIX 3

#### K05 SUMMARY OF ATTENDANCES & FACILITIES

## APPENDIX - 3: SUMMARY OF ATTENDANCES & FACILITIES

K05

This schedule outlines the attendances and facilities which are to be provided by KCE and those that are to be provided by the Subcontractor. Those facilities provided by KCE shall be used in common with other Subcontractors. All facilities provided by the Subcontractor are to meet the minimum requirements described in KCE's procedures and K Standards. Failure to meet these requirements may result in KCE taking remedial action with all associated charges being levied against the Subcontractor's account.

Ref	Description	KCE	Sub-Contractor
1	<b>Site Facilities</b>		
1.1	Area for Subcontractor's offices	✓	<input type="checkbox"/>
1.2	Area for Subcontractor's storage	✓	<input type="checkbox"/>
1.3	Offices for Subcontractor's staff ( 1 Desk Space )	✓	<input type="checkbox"/>
1.4	Buildings / containers for Subcontractor's storage	<input type="checkbox"/>	✓
1.5	Specific security of Subcontractor's facilities and material (general security by KCE as 1.8)	<input type="checkbox"/>	✓
1.6	Toilet and washing facilities	✓	<input type="checkbox"/>
1.7	Canteen facilities (if applicable)	n/a	n/a
1.8	General security / hoarding to perimeter of site / laydown areas	✓	<input type="checkbox"/>
1.9	Provision of first aider(s) & all equipment	<input type="checkbox"/>	✓
1.10	Provision of telephone and internet connection	<input type="checkbox"/>	✓
1.11	Telephone and internet monthly charges	<input type="checkbox"/>	✓
1.12	Computers, printers & other electrical office equipment	<input type="checkbox"/>	✓
1.13	Provision of office furniture	<input type="checkbox"/>	✓
1.14	Provision of office stationary	<input type="checkbox"/>	✓
1.15	Provision of office consumables (milk, tea, coffee etc.)	<input type="checkbox"/>	✓
2	<b>Temporary Services</b>		
2.1	Provision of temporary power & water to office & storage buildings	✓	<input type="checkbox"/>
2.2	Provision of a temporary power connection for the works 50m from the workface (110v)	✓	<input type="checkbox"/>
2.3	Safe distribution of power from the above connection (item 2.2)	<input type="checkbox"/>	✓
2.4	Provision of a water connection point 50m from the workface	✓	<input type="checkbox"/>
2.5	Distribution of water to the workface 50m from the above connection point (item 2.4)	<input type="checkbox"/>	✓
2.6	Task lighting	<input type="checkbox"/>	✓
2.7	Safety lighting (in order to provide safe access and egress)	✓	<input type="checkbox"/>
3	<b>The Works</b>		
3.1	Setting out - main grid lines & datum points (at SC cost as main Contract matrix)	✓	<input type="checkbox"/>
3.2	Setting out of the Subcontract works	<input type="checkbox"/>	✓
3.3	Competent Supervision of the Subcontract works and labour	<input type="checkbox"/>	✓
3.4	Protection of the Subcontract works & removal of protection on completion	<input type="checkbox"/>	✓
3.5	Disposal of waste to site refuse area	<input type="checkbox"/>	✓
3.6	Segregation of waste in to the designated waste skip	<input type="checkbox"/>	✓
3.7	Disposal of waste off site to an approved location	✓	<input type="checkbox"/>
3.8	Disposal of hazardous waste off site to an approved location (if Applicable)	✓	<input type="checkbox"/>
3.9	Provision of personal protective equipment ( <i>KCE Gloves &amp; Eye protect Policy</i> )	<input type="checkbox"/>	✓
3.10	Provision of samples & mock ups	<input type="checkbox"/>	✓
3.11	Testing / commissioning (where applicable to SC Works)	<input type="checkbox"/>	✓
3.12	Cleanings and housekeeping Labour- Dedicated team for daily regular progressive clean-up	<input type="checkbox"/>	✓
3.13	Final clean of Subcontract Works	<input type="checkbox"/>	✓
3.14	Temporary works (if applicable)	<input type="checkbox"/>	✓

Ref	Description	KCE	Sub-Contractor
4	Cranage & Hoisting		
4.1	Shared use of KCE tower cranes (if available on site)	✓	<input type="checkbox"/>
4.2	Mobile cranes (If available on site)	✓	<input type="checkbox"/>
4.3	Shared use of hoists and / or service lifts	✓	<input type="checkbox"/>
4.4	Offloading Subcontractor's deliveries (within the areas identified in KCE's logistic / crane plan & within maximum crane lifting limits)	✓	<input type="checkbox"/>
4.5	Offloading Subcontractor's deliveries (Outside of areas shown in KCE logistic / crane plan)	<input type="checkbox"/>	✓
4.6	Loading out Subcontractor materials to the place of installation	<input type="checkbox"/>	✓
4.7	Specialist lifting accessories i.e Spreader beams, frames etc	<input type="checkbox"/>	✓
5	Access & Equipment		
5.1	Provision of small tools & hand held power tools (110 volt only)	<input type="checkbox"/>	✓
5.2	Small mechanical plant & equipment	<input type="checkbox"/>	✓
5.3	Driver operated plant & equipment (if required)	<input type="checkbox"/>	✓
5.4	Operators for mechanical plant & equipment (if required)	<input type="checkbox"/>	✓
5.5	Provision of fuel, water, gas and the like to power mechanical equipment	<input type="checkbox"/>	✓
5.6	Mobile scaffold towers (where permitted by KCE SPM, see also 7.2)	<input type="checkbox"/>	✓
5.7	Mechanical/electrical working platforms - scissor lifts, cherry pickers and the like	<input type="checkbox"/>	✓
5.8	Independent access scaffold up to platform height of 3.5m by SC	<input type="checkbox"/>	✓
5.9	Independent access scaffold platform height above 3.5m	✓	<input type="checkbox"/>
5.10	Birdcages & specialist crash decks	<input type="checkbox"/>	✓
5.11	Handrail edge protection	✓	<input type="checkbox"/>
5.12	Debris netting & protection	✓	<input type="checkbox"/>
5.13	Access stairs to the works	✓	<input type="checkbox"/>
5.14	Task specific fire extinguishers where required (e.g. for hot works)	<input type="checkbox"/>	✓
5.15	Task specific safety signage	<input type="checkbox"/>	✓
6	Personal Protective Equipment (PPE)		
6.1	Provision of all KCE mandatory PPE including but not limited to, branded overalls & high visibility vests, safety footwear, heavy duty safety helmets, safety gloves, safety glasses. Note; Any operative attending site with poor quality PPE or without the mandatory PPE, will either be refused entry or issued with the correct PPE with the cost being deducted from the Subcontractor's account.	<input type="checkbox"/>	✓
6.2	All task specific PPE required to comply with the approved safe system of work documented through KCE's K-Standards or the method statement, risk assessment and COSHH assessment must be provided.	<input type="checkbox"/>	✓
7	Any Other Specific Facilities & Attendances Identified Below		
7.1	The SC shall use its best endeavours to ensure the collection & removal of recyclable waste materials generated by the Subcontractor (& its supply chain) is returned to source and not included in skips to be disposed off as waste.	<input type="checkbox"/>	✓
7.2	MEWP's to be used wherever possible, mobile scaffold towers use to be approved by KCE SPM	<input type="checkbox"/>	✓
7.3	High visibility vests with company name, designation	<input type="checkbox"/>	✓
7.4	Safety Helmet with names/ designation	<input type="checkbox"/>	✓
		<input type="checkbox"/>	<input type="checkbox"/>
8	Confined Space Works (only to extent applicable for the SC Works)		
8.1	Multi gas monitor	<input type="checkbox"/>	✓
8.2	Rescue harness per entrant	<input type="checkbox"/>	✓
8.3	Rescue tripods & winches	<input type="checkbox"/>	✓
8.4	Mechanical ventilation, extraction & air movement equipment	<input type="checkbox"/>	✓
8.5	Emergency rescue escape sets (for medium & high risk works).	<input type="checkbox"/>	✓
8.6	Means of communication (e.g. Radio)	<input type="checkbox"/>	✓

Ref	Description	KCE	Sub-Contractor
9	MEP Specific Attendances (only to extent applicable for the SC Works)		
9.1	Provision of power for testing & commissioning	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.2	Provision of water for testing & commissioning	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Disposal of water for testing & commissioning	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Provision of concrete plinths for MEP support	<input type="checkbox"/>	<input type="checkbox"/>
9.5	Provision of other MEP support - steelwork, service pads and the like (to extent applicable to SC Works)	<input type="checkbox"/>	<input type="checkbox"/>
9.6	Antivibration pads / floating floors and the like (to the extent applicable to the SC Works)	<input type="checkbox"/>	<input type="checkbox"/>
9.7	Provision of spares & tools	<input type="checkbox"/>	<input type="checkbox"/>
9.8	Marking of BWIC openings	<input type="checkbox"/>	<input type="checkbox"/>
9.9	Preparation of builders work drawings prior to the works being undertaken	<input type="checkbox"/>	<input type="checkbox"/>
9.10	SC to provide all necessary details and information for MC to prepare co-ordinated shop drawings	<input type="checkbox"/>	<input type="checkbox"/>
9.11	Sealant around services, sanitary ware, equipment etc.	<input type="checkbox"/>	<input type="checkbox"/>
9.12	Provision of fire extinguishers (permanent works)	<input type="checkbox"/>	<input type="checkbox"/>
9.13	Replacement of fused bulbs until handing over the works	<input type="checkbox"/>	<input type="checkbox"/>
9.14	Provision of acoustic requirements around services / service penetrations	<input type="checkbox"/>	<input type="checkbox"/>
9.15	Provision of manhole covers & frames ( Gratings / Covers etc inside pool )	<input type="checkbox"/>	<input type="checkbox"/>
9.16	Provision of temporary cap ends to drainage, vent & RW pipes during the works	<input type="checkbox"/>	<input type="checkbox"/>
9.17	Coring & drilling through walls & floors less than 200mm dia. (Where due to WM errors)	<input type="checkbox"/>	<input type="checkbox"/>
9.18	Coring & drilling through walls & floors greater than 200mm dia.	<input type="checkbox"/>	<input type="checkbox"/>
9.19	Chasing out walls & floors	<input type="checkbox"/>	<input type="checkbox"/>
9.20	Forming openings in new walls (subject to conformance with item 9.9)	<input type="checkbox"/>	<input type="checkbox"/>
9.21	Fire stopping generally	<input type="checkbox"/>	<input type="checkbox"/>
9.22	Fire stopping between MEP services & the service sleeve	<input type="checkbox"/>	<input type="checkbox"/>
9.23	Fire stopping between service sleeve and the opening	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

.....  
Signed on behalf of the SC

.....  
Date



**APPENDIX 4**  
**BILL OF QUANTITIES**

BOQ SUMMARY - REVISION 03									
Sign Type	Sign Code	External	Hotel	FOH Areas of Service Apartment	Total	UNIT RATE (AED)	AMOUNT (AED)	Remarks	MEP
Room Number		Qty	Qty	Qty					
Room Number	1.1		229		229	170	38,930	Panel Sign for Hotel. Additional 2mm thick aluminum painted panel (150 x 420mm)	
Room Number	1.1				0	135	-	Rate only	
Door Sign									
Door Sign FOH	2.1	172	91	263	242	63,646			
Door Sign BOH	2.2	259	178	437	80	34,960			
Door Sign Picto FOH	2.3	20	6	26	180	4,680	Laser Cut Pictogram		
Door Sign Picto BOH	2.4	4		4	77	308	Sign Panel with UV print Pictogram		
Technical Room FOH	2.5	7	84	91	162	14,742	Consider same as previous detail		
Technical Room BOH	2.6	105	64	169	120	20,280			
Leaf Sign FOH (double sided)	2.7	8		8	746	5,968			
Directional Sign									
Room Directional	3.1	37		37	349	12,913			
Directional Sign Wall	3.2		5		5	1,640	8,200		
Vehicular Directional Sign (freestanding)	3.3a	3		3	18,181	54,543	Aluminum to GRC Panel	Power & Illumination: approx. 300 watts (max) - final power rating to be provided by supplier	
Vehicular Directional Sign (pole mounted)	3.3b	5		5	21,085	105,425	Aluminum to GRC Panel. Price excludes top lighting feature	Power & Illumination: approx. 300 watts (max) - final power rating to be provided by supplier	
Pedestrian Directional Sign (freestanding)	3.4a	5		5	12,825	64,125	Aluminum to GRC Panel	Power & Illumination: approx. 300 watts (max) - final power rating to be provided by supplier	
Pedestrian Directional Sign (pole mounted)	3.4b	2		2	19,582	39,164	Aluminum to GRC Panel. Price excludes top lighting feature	Power & Illumination: approx. 300 watts (max) - final power rating to be provided by supplier	
Car Park Ceiling Directional	3.5		2	6	8	1,742	13,936		Power & Illumination: approx. 200 watts (max) - final power rating to be provided by supplier
Wall graphics signs	3.6		1	2	3	987	2,961		
Column graphics signs	3.7			8	8	498	3,984		
Lift Lobby ID	3.8			6	6	829	4,974		
Integrated Directional	3.9	3	2	8	13	335	4,355		
Floor Graphics signs	3.10	1			1	1,554	1,554	Consider same as previous detail	
Column Directional signs	3.11	2			2	1,310	2,620		
Directory Signs									
Directory Sign	4.1		3	11	14	2,964	41,496		
Lift Cabin Directory Hotel	4.2		6	5	11	192	2,112		
Digital Signs									
Digital Screen Sign	5.3		7		7	334	2,338		Power & Data: approx. 300 watts (max) - final power rating to be provided by supplier
Level Signs									
Level Sign FOH	6.1		4	7	11	190	2,090		
Level Sign BOH	6.2		88	35	123	80	9,840		
Level Sign BOH / Staircase	6.3		84	88	172	172	29,584		
Identity Signs									
Monument ID	7.3	2			2	36,126	72,252		Power & Illumination: approx. 1000 watts (max) - final power rating to be provided by supplier
Entrance ID	7.4			1	1	673	673		
Car Park Entrance ID	7.5	1			1	5,785	5,785		Power & Illumination: approx. 250 watts (max) - final power rating to be provided by supplier
Low Level Building ID	7.6	1			1	13,366	13,366		Power & Illumination: approx. 250 watts (max) - final power rating to be provided by supplier
F&B / Retail ID	7.7	28			28	5,246	146,888	Hanging sign. Considered ceiling as 500mm H max and 6 letters are considered, if any change in no of letters price will vary.	Power & Illumination: approx. 250 watts (max) - final power rating to be provided by supplier
Desktop Sign	7.8		2	1	3	271	813		
Function ID	7.9		2	2	4	592	2,368		
Building Entrance Sign	7.10	8			8	673	5,384	Drawing Consider same as 7.4	Power & Illumination: approx. 250 watts (max) - final power rating to be provided by supplier
Lift Entrance ID	7.11	1			1	1,133	1,133		
Elevator Signs									
Elevator Sign FOH	8.1		112	47	159	64	10,176		
Elevator Sign BOH	8.2		147	35	182	54	9,828		
Emergency Signs									
Escape Route Plan FOH	9.1		28	23	51	257	13,107		
Escape Route Plan BOH	9.2		53	35	88	172	15,136		
Fire Hose Cabinet	9.3		52		52	55	2,860		
Rules & Regulations									
Rules and Regulation Internal	10.1		1	1	2	1,394	2,788		
Rules and Regulation External	10.2		3	4	7	1,923	13,461		
Pool Depth Marking	10.3			6	6	285	1,710	Material to be provided to us for engraving off site (without installation)	
Assembly Point Sign	10.4	TBC			0	1,012		Rate only	
Misc. Signs									
Escape Route Plan FOH (guest room)	9.1		229		229	229	52,441		Located in Every guest rooms
Qibla Sign	12.1		229		229	75	17,175		Located in Every guest rooms
Preliminaries									
Shop Drawings					1	14,500	14,500		
Project Management & Coordination					1	7,578	7,578		
<b>GRAND TOTAL (AED)</b>						<b>999,230</b>			