

SCHEDULE "B"

Contract No. 4400015677

SCOPE OF WORK AND TECHNICAL PROVISIONS
"ITC MANPOWER CONTRACT"

1. INTRODUCTION

- 1.1 This Schedule "B" establishes the scope and schedule of work and means of initiating the WORK to be performed by the CONTRACTOR pursuant to this Contract and describes or references the specifications, instructions, standards, and other documents, including the specifications for any materials, tools or equipment, which CONTRACTOR shall satisfy or adhere to in the performance of the WORK.
- 1.2 Because of the technical nature of the documents referenced in this Schedule "B", these documents have not been translated into Arabic. Both the CONTRACTOR and the COMPANY agree to be bound by the English text.

2. COMPANY - SUPPLIED MATERIALS, TOOLS AND EQUIPMENT

COMPANY shall furnish office supplies to be used at COMPANY's offices in Saudi Arabia including:

- 2.1 Personal computers with all required softwares and access to the relevant work manuals, forms, and systems under the supervision of company's representative
- 2.2 Telephones and office equipment.

3. GENERAL DESCRIPTION OF THE WORK

To provide experienced and qualified Information Technology and Communications (ITC) resources (including but not limited to, technical support for infrastructure, datacenters, network, information systems development and maintenance, project management office activities, strategic planning, services, etc.) to cover all COMPANY Operating areas in order to increase the system availability, reliability with high performance and to meet COMPANY service level agreements.

3.1 SCHEDULED SERVICES:

CONTRACTOR shall perform the following WORK in accordance with the schedule set forth:

"NOTHING"

3.2 SERVICE ORDER WORK:

With the exception of the WORK indicated in paragraph 3 above, CONTRACTOR shall perform the following WORK when specified in the SERVICE ORDERS issued in accordance with **Appendix I & II** to this Schedule "B" .

Appendix I (Qualifications)

Appendix II (salary Range)

- 3.2.1 If and when directed in SERVICE ORDER(S) issued in accordance with the provisions of Attachment "I" to this Schedule "B", CONTRACTOR shall provide the required qualified manpower (herein referred to as "CONTRACTOR PERSONNEL" as defined in Paragraph 1.4 of Schedule "A") to perform the sourcing and commercial contracts management activities under the supervision and according to the instructions of the COMPANY REPRESENTATIVE.
- 3.2.2 Each SERVICE ORDER shall specify the required quantity and Job category of CONTRACTOR'S Personnel, WORK Start Date & WORK Completion Date; and work location. Payment to CONTRACTOR shall be in accordance with applicable provisions in Schedule "C" of this CONTRACT.
- 3.2.3 The required CONTRACTOR'S Personnel categories shall perform the procurement and commercial contracts management under the following Labor categories, in accordance with the COMPANY's contracting rules, manuals & guidelines, and under the COMPANY supervision and instructions.
- 3.2.4 COMPANY reserves the right to terminate Service Order issued to any CONTRACTOR personnel on a Yearly basis, by providing thirty (30) days prior written notice to CONTRACTOR.
- 3.2.5 COMPANY reserves the right to terminate SOs as Monthly Basis and Daily Basis by providing CONTRACTOR written notice of one month.

3.3 SPECIFIC DESCRIPTION OF THE WORK :

- 3.3.1 CONTRACTOR, from the CONTRACT signing date, to provide to COMPANY the following experienced and qualified personnel.
- 3.3.1.1 ITC Technical Support Resources as per Schedule-B **Appendix I**.
- 3.3.1.2 CONTRACTOR to fully mobilize required resources within Thirty (30) days from SERVICE ORDER issuance date.

3.4 CONTRACTOR PERSONNEL QUALIFICATIONS AND EXPERIENCE :

- 3.4.1 COMPANY reserves the right to:
- 3.4.1.1 Accept or reject any or all the CONTRACTOR candidates based on submitted resumes and supporting documents.
- 3.4.1.2 Reject CONTRACTOR candidates if submitted certificate copies are not identical to the original ones.
- 3.4.1.3 Adjust (upward or downward) the CONTRACTOR personnel position and associated pay at any time during the CONTRACT upon

- a thirty (30) days written notice followed by a new SERVICE ORDER.
- 3.4.1.4 Waive some of the job description requirements.
 - 3.4.1.5 Reject any CONTRACTOR personnel found unable to perform COMPANY requirements with written notice to CONTRACTOR within ninety (90) days from reporting date, without presenting the reject reasons.
 - 3.4.2 All of CONTRACTOR personnel assigned to a SERVICE ORDER shall meet the minimum category prerequisites and be able to perform the role/function set forth in Schedule "B" - **Appendix I**.
 - 3.4.3 COMPANY shall specify in each SERVICE ORDER the job categories and nationality required to be provided by the CONTRACTOR.
 - 3.4.4 All the assigned CONTRACTOR personnel for this CONTRACT to be:
 - 3.4.4.1 Dedicated to work exclusively under COMPANY authority and the CONTRACTOR will not, under any circumstance, hire, replace, reclassify or fire, any of them, without COMPANY prior written approval.
 - 3.4.4.2 Work only for COMPANY for the duration of the SERVICE ORDER (including but not limited to, weekends, holidays and vacations). Under no circumstances the CONTRACTOR is allowed to transfer, replace, and/or engage any of the personnel in any work outside the scope of this CONTRACT, without prior approval of the COMPANY ITC Executive Director.
 - 3.4.5 CONTRACTOR to ensure that their personnel are fit and able to work at all COMPANY locations.
 - 3.4.6 CONTRACTOR to replace the following personnel categories (matching the job requirements and resolving COMPANY objections and/or comments, at no additional cost to COMPANY after obtaining COMPANY ITC Executive Director) written approval:
 - 3.4.6.1 Unsuitable candidates to be replaced within seven (7) days from COMPANY notification.
 - 3.4.6.2 Unsuitable personnel to be replaced within fifteen (15) days from COMPANY notification.
 - 3.4.6.3 Personnel who qualify for annual leave must be replaced 3 days prior to last working day.
 - 3.4.6.4 Personnel on sick leave for more than two (2) days must be replaced immediately.
 - 3.4.6.5 Resigning personnel must be replaced 3 days prior to departure of incumbent contractor employee.
 - 3.4.6.6 The contractor is obligated to notify Saudi Electricity Company officially within a period of no less than two(2) months in the following cases:
 - 3.4.6.6.1 The contractor employee's desire to leave work in Saudi Electricity Company during the validity of the service order, and the work contract valid during the notification period, and both parties are obligated to implement all obligations arising from it.
 - 3.4.6.6.2 Unwillingness of The contractor employee's to renew according to the period specified above and before the end of the service order.

- 3.4.7 CONTRACTOR may subcontract any portion of the WORK under this CONTRACT with COMPANY prior approval.
- 3.4.7.1 In addition to the Subcontractor Approval , CONTRACTOR shall be responsible in explaining the complete Scope of Work/Schedule B; Pricing Attachments/Schedule C and Contract Attachments information to the Sub-Contractor and must obtain in writing that, Subcontractor fully understands the Main Contract and will fully cooperate with the Main Contractor to fulfill the Contractual Terms & Conditions.
- 3.4.7.2 The Main-Contractor shall not be relieve of any responsibility from the Terms and Conditions of the main contract, should the subcontractor fail to perform as per Contract.

4. **CONTRACTOR PERSONNEL SALARIES AND OTHER BENEFITS**

• **For (Monthly Payment) Employee**

- 4.1 COMPANY shall determine and advise CONTRACTOR, prior to awarding the SERVICE ORDER, the monthly basic salary applicable to CONTRACTOR personnel. The monthly basic salary will be within the salary range for such category of manpower set forth in **Appendix II of this Schedule "B"**. Accordingly, CONTRACTOR shall pay its personnel assigned under this CONTRACT the following monthly compensation:
- 4.1.1 The monthly basic salary determined by COMPANY;
- 4.1.2 A monthly housing allowance equivalent to 25% of monthly basic salary; and
- 4.1.3 A fixed monthly transportation allowance of **SR: 600**.
- 4.2 CONTRACTOR shall also pay all its personnel the following other benefits, payments, awards and allowances **as applicable and as properly approved by COMPANY**:
- 4.2.1 **Overtime Payments** as indicated in Paragraph 2.2 of Schedule "C" of this CONTRACT.
- 4.2.2 **Payments for Business Assignments** as indicated in Paragraph 2.3 of Schedule "C" of this CONTRACT.
- 4.2.3 **Payments for Permanent Change in Work Location** as indicated in Paragraph 2.4 of Schedule "C" of this CONTRACT.
- 4.2.4 **Vacation pay** as indicated in Paragraph 2.5 of Schedule "C" of this CONTRACT.

4.2.5 **End of Service Award** as indicated in Paragraph 2.6 of Schedule “C” of this CONTRACT.

4.2.6 **Family Status Allowance**, if applicable, as indicated in Paragraph 2.7 of Schedule “C” of this CONTRACT.

COMPANY shall reimburse CONTRACTOR for the actual amount paid by CONTRACTOR to its personnel for the above indicated benefits subject to submission of proof of payment.

4.3 CONTRACTOR shall include in its Employment Contracts with its personnel assigned under this CONTRACT the Salaries, Allowances and Other Benefits indicated above in this Paragraph 4. CONTRACTOR shall, at COMPANY’s request, provide COMPANY with copies of such Employment Contracts.

4.4 CONTRACTOR shall provide its personnel assigned under this CONTRACT with the summary list of CONTRACTOR’s personnel benefits in accordance with the provisions stipulated under this CONTRACT.

4.5 For offshore

COMPANY shall determine and advise CONTRACTOR, prior to awarding the SERVICE ORDER, the daily basic salary applicable to CONTRACTOR personnel. The daily basic salary will be within the salary range for such category of manpower set forth in **Appendix II of this Schedule “B”**. Accordingly, CONTRACTOR shall pay its personnel **working offshore** assigned under this CONTRACT the following daily compensation:

4.5.1 The Daily salary determined by COMPANY as indicated in Paragraph 2.1.2 of Schedule “C” of this CONTRACT From the basic salary only

4.5.2 if the offshore employee work for less than month the daily contractor fee will be calculated by daily rate

5. WORK LOCATION

5.1 CONTRACTOR shall perform the WORK specified on an approved SERVICE ORDER issued in accordance with the provisions of Attachment I to this Schedule ‘B’ and pursuant to this CONTRACT, anywhere within COMPANY’s Operating Areas (SEC-COA; SEC-EOA; SEC-WOA and SEC-SOA) in the Kingdom of Saudi Arabia.

5.2 COMPANY reserves the right to change the WORK location of any CONTRACTOR personnel at any time during the SERVICE ORDER duration. Change in WORK location shall entail the necessary SERVICE ORDER revision

duly approved according to COMPANY's approval authority. No transfer of CONTRACTOR personnel shall take effect without the duly approved revised SERVICE ORDER. In the event of permanent change in WORK location, CONTRACTOR personnel shall bear all personal expenses incurred to him due this re-location, however; CONTRACTOR shall pay One Monthly Basic Salary to its personnel to cover this re-location expenses. CONTRACTOR shall be compensated for that in accordance with Paragraph 2.4 of Schedule "C" of this CONTRACT. CONTRACTOR shall be given a written notice, fifteen (15) days in advance, prior to such permanent change in WORK location.

5.3 BUSINESS ASSIGNMENT

- 5.3.1 COMPANY may, from time to time, assign CONTRACTOR personnel on business assignments. In such cases, CONTRACTOR shall be compensated in accordance with Paragraph 2.3 of Schedule "C" of this CONTRACT.
- 5.3.2 CONTRACTOR personnel shall prepare the relevant business assignment application as per COMPANY guidelines and procedures and obtain appropriate approval prior to proceeding with the business assignment using the form set forth in Exhibit II to this Schedule "B", which by reference is made an integral part of this CONTRACT.
- 5.3.3 CONTRACTOR personnel shall make all required arrangements and bear all expenses of any kind for any business assignment, however; CONTRACTOR shall pay its personnel the applicable business assignment allowances as per paragraph 2.3 of Schedule "C" of this CONTRACT.

6. WORK SCHEDULE, HOLIDAYS AND LEAVES

- 6.1 The COMPANY REPRESENTATIVE shall assign the WORK schedule for each CONTRACTOR personnel assigned to a SERVICE ORDER. The CONTRACTOR's personnel shall report to their assigned WORK location on time.
- 6.2 CONTRACTOR's personnel assigned to a SERVICE ORDER shall work Sunday through Thursdays or as solely determined by COMPANY REPRESENTATIVE, however, not exceeding forty (40) hours per work-week.
- 6.3 CONTRACTOR's personnel shall be entitled with pay for the following holidays:
 - 6.3.1 **Eid Al Fitr**: As per SEC holiday.
 - 6.3.2 **Eid Al Adha**: As per SEC holiday.
 - 6.3.3 One (1) day for Saudi National day

CONTRACTOR personnel assigned to a SERVICE ORDER who is on vacation during the above holidays shall also be entitled for such holidays as per COMPANY policy.

- 6.4 During the month of Ramadan, the WORK schedule for Muslims and non-Muslims personnel assigned to a SERVICE ORDER shall be according to COMPANY's internal policy on this matter.

6.5 **Overtime Work:**

CONTRACTOR's personnel shall be available to work overtime as and when requested by COMPANY REPRESENTATIVE. CONTRACTOR shall pay its personnel all the properly approved Overtime Payments within sixty (60) days from the date of approved Overtime, and in accordance with Paragraph 2.2 of Schedule "C" of this CONTRACT.

6.6 **Sick Leaves:**

Any CONTRACTOR personnel who proved his sickness by medical report from a medical facility approved by the COMPANY and his medical condition does not allow him temporarily to work shall have the right to have a sick leave and COMPANY shall pay his salary in full for the days he is on sick leave up to a maximum of Thirty (30) days per Gregorian year. Sick leave beyond shall be without pay.

CONTRACTOR personnel will not be granted any leave of absence with pay to accompany a sick of immediate family member, any leave for such reasons will be without pay.

- 6.7 CONTRACTOR's personnel shall be entitled for leave on the following occasions:

- 6.7.1 five (5) (work) days leave with pay for first Marriage (only)
- 6.7.2 Three (3) (work) days leave with pay for Birth of Child and
- 6.7.3 Five (5) (work) days leave with pay for death immediate family member.

- 6.8 The immediate family members of CONTRACTOR's personnel are defined in this CONTRACT as the following:

- 6.8.1 Mother & Father
- 6.8.2 Wife
- 6.8.3 Children (sons & daughters)

- 6.8 CONTRACTOR personnel assigned under this CONTRACT shall not be engaged at any time to any other work, services or clients except COMPANY during the duration of SERVICE ORDER.

7. VACATION FOR CONTRACTOR'S PERSONNEL

- 7.1 CONTRACTOR personnel assigned under this CONTRACT shall be entitled to thirty (30) days payable vacation per Gregorian year. For periods less than full Gregorian Year, the Number of entitled Paid Vacation Days shall be prorated.
- 7.2 CONTRACTOR shall submit his proposed personnel vacation schedule for COMPANY REPRESENTATIVE's approval not less than Thirty (30) calendar days prior to personnel's vacation departure.
- 7.3 CONTRACTOR's Personnel shall utilize all their eligible payable vacation days before the end of CONTRACT. Otherwise, it shall be forfeited.
- 7.4 CONTRACTOR shall pay the applicable Vacation Pay to its personnel in accordance with Paragraph 2.5 of Schedule "C" of this CONTRACT.
- 7.5 If CONTRACTOR's personnel requests additional days more than his eligible credit vacation for his leave, then it may be considered as payable borrowed vacation subject to COMPANY approval, provided that it will not exceed his maximum possible eligible credit vacation days in the current calendar year or current SERVICE ORDER whichever is smaller.
- 7.6 CONTRACTOR's personnel, after the exhaust of his annual credit vacation days may (if necessary) avail leave without pay subject to the approval of the COMPANY.
- 7.7 As a clarification to Paragraph 7.5 and Paragraph 7.6 above, if for example a CONTRACTOR's personnel is hired under a SERVICE ORDER with effective date start on 01 August 2020 and valid up to 31 July 2021 requested a vacation to start in 01 February 2021, in this case, by the end of January 2021 the personnel has credit payable vacation of 15 days, and he/she can maximum borrow a total of 15 additional days credit for the forthcoming months up to end of July 2021. Any day requested more than the 30 days (credit payable vacation + borrow vacation) will be considered as leave without pay. All subject to COMPANY approval.

8. EMPLOYMENT STATUS OF CONTRACTOR PERSONNEL:

- 8.1 The Employment Status of all Expatriate CONTRACTOR personnel upon commencement of work in Kingdom of Saudi Arabia shall be Bachelor Status.

- 8.2 New Hired CONTRACTOR personnel shall be on probationary period for the first ninety (90) days of employment. After completing this probationary period, the employment status may be changed from Bachelor to Family upon the written consent of COMPANY. Shifted CONTRACTOR personnel from Previous manpower contract is eligible and can apply immediately to changed employment status from Bachelor to Family upon the written consent of COMPANY.
- 8.3 COMPANY at its sole discretion, and as per COMPANY proper internal regulations and policies shall have the right to approve request of the Expatriate CONTRACTOR personnel to bring his family to the Kingdom, but this approval is not considered a right for the CONTRACTOR personnel. In case request is approved, CONTRACTOR personnel should satisfy all the following requirements:
- A. Meet the conditions set out by government of the KSA in this respect (bringing families to the Kingdom).
 - B. CONTRACTOR personnel should have passed his probationary period (the first (90) days of his service.)
 - C. CONTRACTOR personnel's family members should be (mentally and physically) fit.
- 8.4 If CONTRACTOR personnel is bringing his family/legal dependents to Saudi Arabia, CONTRACTOR personnel shall make all required arrangements and bear all expenses, taxes and fees related to their travel, residence permit, housing, medical treatment, exit and re-entry visa, final exit visa and renewal of passports and any other fees which may be imposed in the future and other expenses of any kind.
- 8.5 If COMPANY approved a CONTRACTOR personnel Request to change his employment status from Bachelor to Family Status, this CONTRACTOR personnel will be eligible for Monthly Family Allowance for each Family member upon accomplishment of Application for Family Allowance (Exhibit - V to Schedule C) and approved by COMPANY with Maximum of 3 members in accordance with Paragraph 2.7 of Schedule "C" of this CONTRACT. This Family Allowance is to support CONTRACTOR personnel in covering some of the expenses for bringing his family/legal dependents to Saudi Arabia.
- 8.6 CONTRACTOR shall pay its Personnel all the properly approved Monthly Family Allowances along with their monthly salary, and COMPANY will compensate CONTRACOTR as per paragraph 2.7 of Schedule "C" of this CONTRACT.



9. ANNUAL MERIT INCREASE

- 9.1 COMPANY may, at its sole discretion, grant annual merit increases to deserving CONTRACTOR's personnel assigned under this CONTRACT.
- 9.2 Merit increases shall be based on performance category solely determined by COMPANY and the increase in monthly basic salary will be solely calculated by COMPANY as per its proper internal regulations and policies.

10. COMPANY OPTION TO TRANSFER CONTRACTOR'S PERSONNEL

- 10.1 For any CONTRACTOR Personnel who have rendered continuous services for at least one (1) years under a SERVICE ORDER under this CONTRACT, COMPANY shall have the right to transfer him to COMPANY or to any other Contractor. CONTRACTOR shall, at COMPANY's request, provide a "Letter of No Objection" to transfer any or all of CONTRACTOR's personnel provided under this CONTRACT as identified by COMPANY. The Letter of No Objection shall be in favor of COMPANY or any other Contractor to be designated by COMPANY. The Letter of No Objection shall be **at no cost to COMPANY or to other Contractor** designated by COMPANY. However, the Actual government **Visa Transfer Fee** shall be paid by COMPANY or the other Contractor designated by COMPANY, as the case may be
- 10.2 At any time during the tenure of Contract or at expiration or termination of this CONTRACT due to any reason as recommended by COMPANY, CONTRACTOR shall provide NO Objection Certification (NOC) to release any of his Personnel working under this CONTRACT either to transfer him/them to COMPANY or to any other Contractor as COMPANY will recommend.

11. DISCIPLINARY ACTION AGAINST ERRING CONTRACTOR PERSONNEL

- 11.1 Upon receipt of written notice from COMPANY REPRESENTATIVE of any misdemeanor of CONTRACTOR's personnel, CONTRACTOR shall conduct an investigation. When disciplinary action is necessary, CONTRACTOR shall discipline its personnel in writing with copies provided to COMPANY REPRESENTATIVE. COMPANY has the right to request CONTRACTOR to replace and/or demobilize such personnel immediately.
- 11.2 The demobilization cost shall be as specified in Paragraph 2.10 of Schedule "C" of this CONTRACT.
- 11.3 If COMPANY requires a replacement, COMPANY shall compensate CONTRACTOR for the mobilization of the new personnel in accordance with Paragraph 2.9 of Schedule "C" of this CONTRACT.

- 11.4 Replacement candidate shall be mobilized within thirty (30) calendar days from the effective date of removal of CONTRACTOR personnel.

12. CONTRACTOR PERSONNEL RESIGNATION

- 12.1 CONTRACTOR Personnel who wishes to resign shall be required to submit a notice sixty (60) days in advance in order for CONTRACTOR to propose and for COMPANY to accept his replacement OR Notice Period less than 60 days as COMPANY Representative recommends and accepts after finding the requirements.
- 12.2 The demobilization cost shall be as specified in Paragraph 2.10 of Schedule "C" of this CONTRACT.

13. OTHER WORK REQUIREMENTS

- 13.1 CONTRACTOR shall process and obtain Resident IQAMA for each CONTRACTOR personnel prior to the start of WORK. CONTRACTOR personnel must carry COMPANY I.D. cards at all times while performing the WORK. CONTRACTOR shall process renewal of any CONTRACTOR personnel I.D. Card Fourteen (14) days before its expiry date, penalty will be applied per clause 3.1.1 of Schedule "C".
- 13.2 At no additional cost to COMPANY, CONTRACTOR shall provide personal safety equipment (such as but not limited to Safety Shoes, Helmet, Goggles and Hearing aids) to all of its personnel assigned to a SERVICE ORDER which are required in the performance of their assigned tasks. In relation with personnel safety equipment, CONTRACTOR shall comply with the following:
- 13.2.1 CONTRACTOR shall replace any worn out personnel safety equipment with new units on regular basis, at no additional cost to COMPANY.
- 13.2.2 CONTRACTOR shall not deduct the corresponding amount of personnel safety equipment from their personnel assigned under this CONTRACT.
- 13.3 CONTRACTOR shall obtain from COMPANY all current COMPANY specifications, standards, manuals and other documents as may be required to complete the WORK. CONTRACTOR shall maintain such documents to reflect the latest revision. All COMPANY supplied documents shall be returned to COMPANY upon completion of the SERVICE ORDER.
- 13.4 CONTRACTOR shall make all CONTRACTOR's WORK schedule, calculations and documents, and reports available to COMPANY on request at all times during the execution of the SERVICE ORDER.

14. CONFIDENTIALITY AND DATA PROTECTION

CONTRACTOR and its Personnel shall be responsible and shall assure confidentiality, data protection and intellectual property of all information they are exposed to during the work under this CONTRACT.

14.1 DECLARATION OF INDEPENDENCE, COMMITMENT, CONFIDENTIALITY AND ABSENCE OF CONFLICT OF INTEREST:

14.1.1 CONTRACTOR will ensure that his Personnel will treat all COMPANY information and data as confidential by enforcing an individual Declaration of Non-Disclosure/Confidentiality Agreement - DND (Schedule "B" Attachment II) for all his personnel involved in this CONTRACT and submit all signed individual DND at least fifteen (15) days prior to personnel mobilization.

14.1.2 CONTRACTOR to ensure that his departing personnel perform a proper handover (including but not limited to, COMPANY devices, information, documents both hard and softcopies, e-mails etc.) based on COMPANY signed "Declaration and Commitment" (Schedule "B" Attachment II).

15 SUMMARY OF DOCUMENTS

This Schedule "B" includes all of the documents listed below which are hereby made part of this CONTRACT.

a. Technical Proposal, Commercial Proposal and Post Bid Clarifications

- i. The CONTRACTOR's Technical proposal (Ref: _____ dated DD/MM/YEAR) and the Commercial Proposal (Ref: _____ dated DD/MM/YEAR), as clarified by the clarification correspondence listed below and by the minutes of the Bid Clarification meetings, are made part of this Contract and may not be changed except by a CHANGE ORDER or an AMENDMENT.

The Technical Proposal is a supplement to the Technical Specification.

The Technical Proposal and Commercial Proposal shall not govern over the Technical Specification, Scope of Work or any other part of this Contract.

ii. Post Bid Clarification Letters

The post-bid clarification letters listed below, describe modifications and clarifications of the Technical Proposal and Commercial Proposal agreed to between the parties. If there is a conflict between the provisions of the post-bid clarification letters and the Technical Proposal, the Commercial Proposal or the

Scope of Work and Technical Specifications, the post-bid clarification letters shall govern. Except for the Technical Proposal, the Commercial Proposal and the Scope of Work and Technical Specifications, the post-bid clarification letters do not govern over any other part of the CONTRACT. The post-bid clarification letters are part of this CONTRACT and may not be changed except by a CHANGE ORDER or an AMENDMENT.

A. COMPANY Letter(s)

S/N	Reference Number	Date
1.	Post Bid Clarification No. 1	DD/MM/YEAR

B. CONTRACTOR Letter(s)

S/N	Reference Number	Date
1.	Post Bid Clarification No. 1	DD/MM/YEAR

iii. Minutes of Bid Clarification Meetings ("The Minutes")

The Minutes of the Bid Clarification Meetings dated **DD/MM/YEAR**, and signed both by CONTRACTOR and COMPANY; describe modifications and clarifications of the Technical Proposal and clarifications of the Commercial Proposal agreed to between the parties. If there is a conflict between the provisions of the Minutes and the Technical Proposal, Technical Specification, Commercial Proposal, or the Scope of Work, the Minutes shall govern. Except for the Technical Proposal, Technical Specification, Commercial Proposal, and the Scope of Work, the Minutes do not govern over any other part of the Contract. The Minutes are part of this Contract, and may not be altered except by a Change Order or and AMENDMENT.

b. INSTRUCTIONS TO BIDDERS, CLARIFICATIONS, MINUTES OF MEETINGS AND ADDENDA TO BID DOCUMENTS

This Schedule "B" includes the Instructions to Bidders for Commercial Proposal (Form CD 013B), and the clarifications and addenda to the bid documents indicated below, which was issued to CONTRACTOR during the preparation of its Commercial Proposal for this contract, which by reference is made part of this contract.

Pre-Bid Clarification Letter(s) Issued to Bidders:

S/N	Reference Number	Date
1.	Pre-Bid Clarification Letter #1	11/10/2021

Addenda to the Bid Documents Issued to Bidders:



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نعمل باتقان من أجلكم

S/N	Reference Number	Date
1.	Addendum #1	12/10/2021

END OF SCHEDULE "B"



SCHEDULE "B"
ATTACHMENT "I"

CONTRACT NO. 4400015677

TERMS AND CONDITIONS APPLYING TO SERVICE ORDERS

1. DEFINITION AND FORM OF SERVICE ORDER

A SERVICE ORDER is a written direction to CONTRACTOR to perform specified WORK under the terms and conditions of this CONTRACT. It shall be issued by the COMPANY REPRESENTATIVE on a SERVICE ORDER form, set forth in Exhibit I to this Schedule "B" which by reference is made an integral part of this CONTRACT, and shall stipulate the description and type of WORK to be performed, the method of pricing and payment pursuant to Schedule "C", the maximum Not-To-Exceed SERVICE ORDER Amount (an estimate of all billable activities), the name of the CONTRACTOR and its address, the Scheduled Start and Completion Dates, the SERVICE ORDER Number, CONTRACT and Charge Account Numbers and the name of CONTRACTOR's authorized representative and his position. No SERVICE ORDER shall be issued pursuant to this CONTRACT which has a completion date extending beyond the expiration of the CONTRACT or any authorized extension thereof.

2. ISSUANCE OF SERVICE ORDER

- 2.1 COMPANY shall issue a SERVICE ORDER for specific WORK against CONTRACTOR's bid accepted by COMPANY.
- 2.2. COMPANY shall request CONTRACTOR for specific services of supply of manpower. COMPANY shall provide CONTRACTOR the detailed requirements of COMPANY and shall specify the submission date.
- 2.3 CONTRACTOR shall, when responding to a COMPANY requests for supply of manpower, prepare and submit the following
 - 2.3.1 Names and resume of proposed personnel
 - 2.3.2 Mobilization plan
 - 2.3.3 Any other information as requested by COMPANY
- 2.4 If COMPANY decides in its sole discretion to direct CONTRACTOR to perform WORK, then CONTRACTOR shall be notified by COMPANY and shall be issued a COMPANY SERVICE ORDER in accordance with this Schedule "B". When CONTRACTOR is issued a SERVICE ORDER for WORK, the SERVICE ORDER shall specify a maximum Not-To-Exceed SERVICE ORDER Amount based on CONTRACTOR's Fee and COMPANY determined salary for CONTRACTOR's personnel, and the applicable housing and transportation allowances.

SCHEDULE "B"
ATTACHMENT "I"

3. CONTRACTOR'S OBLIGATIONS

CONTRACTOR shall acknowledge receipt of every SERVICE ORDER by signing it in the presence of the COMPANY REPRESENTATIVE. CONTRACTOR specifically agrees to perform the required WORK within the stipulated period.

4. FAILURE TO PERFORM

If CONTRACTOR is unable to perform the required WORK within the stipulated period, COMPANY may accomplish the WORK which CONTRACTOR is unable to perform through any other person or contractor it deems appropriate. COMPANY shall be entitled to set off against amounts due to the CONTRACTOR those amounts payable to others on account of any WORK performed by them in so far as such amounts exceed what would have been paid to CONTRACTOR.

5. CANCELLATION AND MODIFICATION

5.1 Notwithstanding Paragraphs 11 and 12 of Schedule "A", COMPANY may cancel a SERVICE ORDER at any time by giving CONTRACTOR a written notice of such cancellation. Upon receipt and verification of CONTRACTOR's invoices, COMPANY shall pay CONTRACTOR all amounts properly due pursuant to Schedule "C" for work performed up to the date CONTRACTOR received such cancellation notice.

5.2 COMPANY may, by giving CONTRACTOR notice in writing, make modifications in the SERVICE ORDER in terms of WORK, personnel, duration, not-to-exceed amount, etc. If COMPANY wishes to modify a SERVICE ORDER, COMPANY shall cancel the existing SERVICE ORDER and issue a revised SERVICE ORDER covering the WORK as modified. COMPANY shall notify CONTRACTOR in writing not less than thirty (30) calendar days prior to the effective date of such SERVICE ORDER modification.



الشركة السعودية للكهرباء
Saudi Electricity Company
نعمل بإتقان من أجلكم

SCHEDULE "B"
ATTACHMENT "I"

6. PENALTY FOR DELAY

- 6.1 A penalty shall be assessed against CONTRACTOR for failure by CONTRACTOR's personnel to start the WORK or delay by CONTRACTOR in providing personnel as specified in a SERVICE ORDER. The penalty shall be calculated for each calendar day of delay up to the date the CONTRACTOR personnel actually starts the WORK. The penalty shall be assessed at one-fourth of the "Daily Rate" for CONTRACTOR's personnel in Paragraphs 2.1.2 of Schedule "C" of this CONTRACT.
- 6.2 The penalty assessed against CONTRACTOR shall not exceed ten percent (10%) of the maximum Not-To-Exceed SERVICE ORDER Price.

7. NON-EXCLUSIVE CONTRACT

This CONTRACT is not an exclusive CONTRACT and COMPANY may request similar services from others. COMPANY does not guarantee that any minimum amount of the WORK will be specified during the term of this CONTRACT or extension thereto or by any SERVICE ORDER.

End of Attachment "I" to Schedule "B"

Declaration of Non-Disclosure / Confidentiality Agreement (DND)

With reference to the Non-Disclosure / Confidentiality Agreement signed by Saudi Electricity Company (SEC) and _____ Company dated _____.

I, hereby admit:

Reading and understanding the contents of all its articles that extends and imposes duty upon me and all staff of the project to deal with disclosed or provided data, information or material with high care and awareness, so accordingly:

- I admit that all written and oral information and materials (tangible or intangible) disclosed or provided under above stated Agreement are Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to me or to any other member of the project staff,
- I acknowledge and admit that all rights, title and interest in any Confidential Information will remain the exclusive property of SEC, accordingly I agree and acknowledge that I have no interest in such information currently nor shall have interest in such in future.
- I acknowledge and accept that any kind of dealing with disclosed data or information outside the course of work is absolutely not allowed.
- I accept to use said confidential information only for work purposes and not to enable others to misuse the information.
- I accept responsibility and duty to protect, all confidential and/or sensitive information disclosed to me personally or as a teamwork against any kind of misuse, infringements and to immediately inform SEC about such instant(s). Failure to carry out such duty shall be regarded as breach of duty on my part.
- I acknowledge and accept full responsibility for any act that might be legally construed as breach of this DND, and the right of SEC to be legally indemnified against me for such breach or breaches.
- I am personally and / or jointly responsible for any participation in violation to the Confidentiality Agreement whether such violation been committed intentionally or not. So I agree to be responsible for, and indemnify SEC for any such breach or breaches.
- In case of any violation of this Declaration, SEC shall have the right to take any administrative or legal actions or proceedings to protect data, materials or otherwise. Such procedures might extend and not limited to:
 - Restrictions to data access,
 - Imposing rectification or restoring process,

- Temporary Travel Restriction during inquiry or investigation period.
- Claim for compensation and etc.,

Governing Law & Jurisdiction

This Declaration shall be governed and construed in all aspects by the laws of the Kingdom of Saudi Arabia. The Parties submit to the exclusive jurisdiction of the competent judicial authorities in the Kingdom of Saudi Arabia, and any dispute or claim arising out of or in connection with this Declaration shall be settled amicably between the Parties. Should amicable settlement(s) is/are not be possible, the matter shall be referred to the competent judicial authority in the Kingdom of Saudi Arabia for final resolution.

IN WITNESS WHEREOF, I hereby declare my full awareness and eligibility as legally considered, that I, by signing this document, admit full understanding and acceptance to all what above stated.

Consultant / Contractor Personnel :

First Name : _____

Last Name : _____

Nationality : _____

Iqama / National Identity N° : _____

Date: _____

Passport N° : _____

Date: _____

Signature : _____

Date : _____

Witness :

First Name : _____

Last Name : _____

Iqama / National Identity N° : _____

Date: _____

Signature : _____

Date : _____

Attested by / On Behalf of Contractor :

First Name : _____

Last Name : _____

Title : _____

Company Name : _____

Company ID : _____

Signature : _____

Date : _____

CONTRACTOR
STAMP



الشركة السعودية للكهرباء
Saudi Electricity Company
نعمل بإتقان من أجلكم

SCHEDULE "B"

ATTACHMENT III

Contract documents list

CONTRACTOR will perform the WORK in accordance with the documents identified below

<u>Name</u>	<u>Title/Description</u>
3.3 Sch B-App-I- rev	Qualifications (Attached)
Sch B-App II	Salary Range
Sch B-Exhibit I	Service Order Form
Sch B-Exhibit II	Business Assignment Form
Sch B_Attachment II	Declaration of Non-Disclosure / Confidentiality Agreement
Sch C-Exh-I	Manpower Timesheet
Sch C-Exh-II	Invoice-Final
Sch C-Exh-III-	Cost Summary
Sch C-Exh-IV-	PERSONNEL COMPENSATION CERTIFICATE
Sch C-Exh-V,	Application for Family Allowance_modified
TIMESHEET SUMMARY	TIMESHEET SUMMARY

End of Schedule "B", Attachment "III"

B-III-1

				Final Basic Salary Range Per Gregorian Month in Saudi			
				Saudi National		Non-Saudi	
A	Description	JOB TITLE	UOM	MINIMUM SALARY	MAXIMUM SALARY	MINIMUM SALARY	MAXIMUM SALARY
A.1	Breakdown	IT Strategy Senior Associate	mon	19,000.00	31,000.00	16,000.00	34,000.00
A.2	Breakdown	IT Strategy Associate	mon	10,000.00	16,000.00	8,000.00	18,000.00
A.3	Breakdown	IT Planning Senior Associate	mon	20,000.00	32,000.00	18,000.00	35,000.00
A.4	Breakdown	IT Planning Associate	mon	10,000.00	16,000.00	8,000.00	18,000.00
A.5	Breakdown	Chief Architect	mon	25,000.00	41,000.00	20,000.00	43,000.00
A.6	Breakdown	Business Architect	mon	13,000.00	21,000.00	11,000.00	23,000.00
A.7	Breakdown	Applications Architect	mon	16,000.00	26,000.00	13,000.00	28,000.00
A.8	Breakdown	Data Architect	mon	13,000.00	21,000.00	11,000.00	23,000.00
A.9	Breakdown	Infrastructure Architect	mon	13,000.00	21,000.00	11,000.00	23,000.00
A.10	Breakdown	Technology Broker	mon	10,000.00	15,000.00	8,000.00	17,000.00
A.11	Breakdown	IT Finance and Performance Management Manager	mon	14,000.00	22,000.00	11,000.00	24,000.00
A.12	Breakdown	IT Finance Manager	mon	9,000.00	15,000.00	7,000.00	16,000.00
A.13	Breakdown	IT Workforce Planning Manager	mon	10,000.00	17,000.00	8,000.00	19,000.00
A.14	Breakdown	IT Workforce Planning Assistant	mon	8,000.00	13,000.00	6,000.00	14,000.00
A.15	Breakdown	IT Performance Manager	mon	13,000.00	21,000.00	11,000.00	23,000.00
A.16	Breakdown	IT Performance Analyst	mon	8,000.00	14,000.00	7,000.00	15,000.00
A.17	Breakdown	Business Relationship Manager	mon	11,000.00	18,000.00	10,000.00	21,000.00
A.18	Breakdown	IT Services Portfolio Manager	mon	11,000.00	18,000.00	9,000.00	19,000.00
A.19	Breakdown	IT SLA Performance Manager	mon	10,000.00	17,000.00	9,000.00	18,000.00
A.20	Breakdown	IT SLA Performance Analyst	mon	7,000.00	12,000.00	6,000.00	13,000.00
A.21	Breakdown	IT Suppliers, Licensing and Contracts Manager	mon	10,000.00	16,000.00	8,000.00	20,000.00
A.22	Breakdown	IT Contracts Engineering Manager	mon	11,000.00	17,000.00	9,000.00	20,000.00
A.23	Breakdown	IT Contracts Engineering Analyst	mon	8,000.00	14,000.00	6,000.00	14,000.00
A.24	Breakdown	IT Suppliers Relationship Manager	mon	10,000.00	16,000.00	7,000.00	19,000.00
A.25	Breakdown	IT Suppliers Risk Manager	mon	10,000.00	16,000.00	7,000.00	19,000.00
A.26	Breakdown	IT Suppliers Analyst	mon	6,000.00	10,000.00	6,000.00	11,000.00
A.27	Breakdown	Demand and Capacity Manager	mon	11,000.00	18,000.00	10,000.00	21,000.00
A.28	Breakdown	Demand and Capacity Specialist	mon	10,000.00	16,000.00	8,000.00	17,000.00
A.29	Breakdown	PMO Expert	mon	27,000.00	44,000.00	23,000.00	48,000.00
A.30	Breakdown	PMO Specialist	mon	17,000.00	28,000.00	14,000.00	32,000.00
A.31	Breakdown	IT Projects Portfolio Expert	mon	17,000.00	28,000.00	14,000.00	30,000.00
A.32	Breakdown	Senior IT Projects Portfolio Analyst	mon	11,000.00	18,000.00	10,000.00	21,000.00
A.33	Breakdown	IT Projects Portfolio Specialist	mon	14,000.00	22,000.00	11,000.00	23,000.00
A.34	Breakdown	IT Project Portfolio Analyst I	mon	9,000.00	15,000.00	8,000.00	19,000.00
A.35	Breakdown	IT Project Portfolio Analyst II	mon	8,000.00	13,000.00	7,000.00	17,000.00
A.36	Breakdown	IT Project Portfolio Analyst III	mon	7,000.00	12,000.00	6,000.00	16,000.00
A.37	Breakdown	IT Projects Standards and Support Expert	mon	15,000.00	24,000.00	12,000.00	25,000.00
A.38	Breakdown	IT Projects Standards and Support Specialist	mon	13,000.00	20,000.00	10,000.00	21,000.00
A.39	Breakdown	Senior IT Projects Standards and Support Analyst	mon	11,000.00	18,000.00	9,000.00	20,000.00
A.40	Breakdown	IT Projects Standards and Support Analyst	mon	9,000.00	15,000.00	7,000.00	16,000.00
A.41	Breakdown	IT Projects Support Associate	mon	7,000.00	11,000.00	6,000.00	14,000.00
A.42	Breakdown	Senior Projects Delivery Consultant	mon	11,000.00	18,000.00	10,000.00	23,000.00
A.43	Breakdown	Senior Project Manager	mon	13,000.00	21,000.00	9,000.00	29,000.00
A.44	Breakdown	Project Manager I	mon	10,000.00	16,000.00	7,000.00	20,000.00
A.45	Breakdown	Project Manager II	mon	9,000.00	14,000.00	6,000.00	18,000.00
A.46	Breakdown	Project Manager III	mon	8,000.00	13,000.00	6,000.00	16,000.00
A.47	Breakdown	Project Assistant	mon	6,000.00	9,000.00	5,000.00	10,000.00
A.48	Breakdown	IT Projects Expert	mon	13,000.00	21,000.00	11,000.00	25,000.00
A.49	Breakdown	Senior IT Projects Engineer	mon	12,000.00	19,000.00	11,000.00	20,000.00
A.50	Breakdown	IT Projects Engineering Analyst I	mon	10,000.00	16,000.00	9,000.00	17,000.00
A.51	Breakdown	IT Projects Engineering Analyst II	mon	9,000.00	14,000.00	8,000.00	15,000.00
A.52	Breakdown	IT Projects Engineering Analyst III	mon	8,000.00	14,000.00	8,000.00	13,000.00
A.53	Breakdown	Senior Cost Estimator	mon	10,000.00	16,000.00	9,000.00	19,000.00
A.54	Breakdown	Junior Cost Estimator	mon	7,000.00	11,000.00	6,000.00	14,000.00
A.55	Breakdown	Senior Administration Coordinator	mon	11,000.00	19,000.00	10,000.00	19,000.00
A.56	Breakdown	Administration Coordinator	mon	10,000.00	16,000.00	9,000.00	18,000.00

A.57	Breakdown	Administration Coordinator Assistant I	mon	8,000.00	14,000.00	7,000.00	14,000.00
A.58	Breakdown	Administration Coordinator Assistant II	mon	7,000.00	12,000.00	6,000.00	13,000.00
A.59	Breakdown	IT Governance, Risk and Compliance Expert	mon	16,000.00	26,000.00	14,000.00	29,000.00
A.60	Breakdown	IT Governance Administrator	mon	14,000.00	23,000.00	12,000.00	23,000.00
A.61	Breakdown	IT Risk Specialist	mon	12,000.00	20,000.00	12,000.00	22,000.00
A.62	Breakdown	Senior IT Risk Analyst	mon	12,000.00	19,000.00	10,000.00	22,000.00
A.63	Breakdown	IT Risk Analyst I	mon	9,000.00	15,000.00	8,000.00	16,000.00
A.64	Breakdown	IT Risk Analyst II	mon	9,000.00	14,000.00	7,000.00	14,000.00
A.65	Breakdown	IT Risk Analyst III	mon	8,000.00	13,000.00	6,000.00	13,000.00
A.66	Breakdown	IT Business Continuity Expert	mon	15,000.00	24,000.00	14,000.00	27,000.00
A.67	Breakdown	IT Business Continuity Specialist	mon	12,000.00	20,000.00	11,000.00	23,000.00
A.68	Breakdown	IT Business Continuity Analyst I	mon	11,000.00	17,000.00	10,000.00	18,000.00
A.69	Breakdown	IT Business Continuity Analyst II	mon	10,000.00	16,000.00	9,000.00	16,000.00
A.70	Breakdown	IT Business Continuity Analyst III	mon	9,000.00	14,000.00	8,000.00	15,000.00
A.71	Breakdown	IT Compliance Expert	mon	14,000.00	23,000.00	12,000.00	25,000.00
A.72	Breakdown	IT Compliance Specialist	mon	12,000.00	20,000.00	10,000.00	24,000.00
A.73	Breakdown	IT Compliance Analyst I	mon	8,000.00	13,000.00	8,000.00	18,000.00
A.74	Breakdown	IT Compliance Analyst II	mon	8,000.00	12,000.00	7,000.00	16,000.00
A.75	Breakdown	IT Compliance Analyst III	mon	6,000.00	10,000.00	6,000.00	13,000.00
A.76	Breakdown	IT Assurance Expert	mon	15,000.00	24,000.00	12,000.00	25,000.00
A.77	Breakdown	IT Assurance Specialist	mon	12,000.00	19,000.00	10,000.00	21,000.00
A.78	Breakdown	IT Assurance Analyst I	mon	9,000.00	15,000.00	8,000.00	18,000.00
A.79	Breakdown	IT Assurance Analyst II	mon	8,000.00	13,000.00	8,000.00	16,000.00
A.80	Breakdown	IT Assurance Analyst III	mon	7,000.00	12,000.00	7,000.00	15,000.00
A.81	Breakdown	IT Quality Expert	mon	14,000.00	23,000.00	13,000.00	25,000.00
A.82	Breakdown	IT Quality Analyst I	mon	11,000.00	18,000.00	10,000.00	18,000.00
A.83	Breakdown	IT Quality Analyst II	mon	10,000.00	16,000.00	9,000.00	16,000.00
A.84	Breakdown	IT Quality Analyst III	mon	8,000.00	13,000.00	8,000.00	13,000.00
A.85	Breakdown	Senior Engineering Aide	mon	10,000.00	16,000.00	8,000.00	18,000.00
A.86	Breakdown	Engineering Aide A	mon	7,000.00	11,000.00	6,000.00	15,000.00
A.87	Breakdown	Engineering Aide B	mon	6,000.00	10,000.00	6,000.00	13,000.00
A.88	Breakdown	Engineering Aide C	mon	6,000.00	9,000.00	5,000.00	12,000.00
A.89	Breakdown	Engineering Aide D	mon	4,000.00	7,000.00	4,000.00	10,000.00
A.90	Breakdown	Senior Business Analyst	mon	13,000.00	21,000.00	13,000.00	23,000.00
A.91	Breakdown	Junior Business Analyst	mon	7,000.00	12,000.00	7,000.00	15,000.00
A.92	Breakdown	Senior Business Intelligence Analyst	mon	10,000.00	16,000.00	10,000.00	21,000.00
A.93	Breakdown	Junior Business Intelligence Analyst	mon	7,000.00	12,000.00	6,000.00	14,000.00
A.94	Breakdown	Web Analytics Specialist	mon	9,000.00	15,000.00	7,000.00	18,000.00
A.95	Breakdown	User Experience Specialist	mon	9,000.00	14,000.00	8,000.00	16,000.00
A.96	Breakdown	User Experience Designer	mon	7,000.00	12,000.00	7,000.00	15,000.00
A.97	Breakdown	Senior Applications / Web Developer	mon	10,000.00	16,000.00	8,000.00	19,000.00
A.98	Breakdown	Applications / Web Developer	mon	7,000.00	12,000.00	7,000.00	13,000.00
A.99	Breakdown	Web / Graphic Designer	mon	9,000.00	14,000.00	8,000.00	16,000.00
A.100	Breakdown	Integration / Middleware Developer	mon	11,000.00	18,000.00	10,000.00	21,000.00
A.101	Breakdown	Cloud Integration Specialist	mon	9,000.00	15,000.00	9,000.00	17,000.00
A.102	Breakdown	Mobile Developer Specialist	mon	8,000.00	14,000.00	8,000.00	14,000.00
A.103	Breakdown	Mobile Developer	mon	7,000.00	12,000.00	7,000.00	12,000.00
A.104	Breakdown	Senior Cloud Developer	mon	12,000.00	20,000.00	12,000.00	23,000.00
A.105	Breakdown	Cloud Developer	mon	8,000.00	14,000.00	8,000.00	16,000.00
A.106	Breakdown	Senior Business Intelligence Developer	mon	11,000.00	17,000.00	11,000.00	22,000.00
A.107	Breakdown	Business Intelligence Developer	mon	8,000.00	14,000.00	7,000.00	15,000.00
A.108	Breakdown	Database Designer / Developer	mon	9,000.00	15,000.00	8,000.00	15,000.00
A.109	Breakdown	Industrial Control Systems Support Specialist	mon	9,000.00	14,000.00	7,000.00	18,000.00
A.110	Breakdown	Industrial Control Systems Support Analyst	mon	7,000.00	12,000.00	6,000.00	13,000.00
A.111	Breakdown	Integration / Middleware Specialist	mon	9,000.00	14,000.00	7,000.00	15,000.00
A.112	Breakdown	Senior Solutions Architect	mon	12,000.00	19,000.00	11,000.00	23,000.00
A.113	Breakdown	Solutions Architect	mon	9,000.00	15,000.00	7,000.00	17,000.00
A.114	Breakdown	Data Integration Specialist	mon	11,000.00	17,000.00	10,000.00	22,000.00
A.115	Breakdown	IT Assurance and Testing Specialist	mon	11,000.00	18,000.00	9,000.00	19,000.00
A.116	Breakdown	IT Assurance and Testing Analyst	mon	8,000.00	12,000.00	6,000.00	14,000.00
A.117	Breakdown	Technical Writer	mon	7,000.00	11,000.00	5,000.00	14,000.00
A.118	Breakdown	Information Systems Change Management Specialist	mon	11,000.00	19,000.00	10,000.00	23,000.00
A.119	Breakdown	Senior Network Engineer	mon	11,000.00	18,000.00	10,000.00	22,000.00

A.120	Breakdown	Network Engineer	mon	7,000.00	12,000.00	6,000.00	13,000.00
A.121	Breakdown	Network Administrator	mon	7,000.00	11,000.00	5,000.00	12,000.00
A.122	Breakdown	Network Technical Support Specialist	mon	7,000.00	11,000.00	7,000.00	13,000.00
A.123	Breakdown	Senior Communication and Collaboration Engineer	mon	12,000.00	20,000.00	10,000.00	23,000.00
A.124	Breakdown	Communication and Collaboration Engineer	mon	8,000.00	13,000.00	7,000.00	14,000.00
A.125	Breakdown	Communication and Collaboration Administrator	mon	7,000.00	12,000.00	6,000.00	13,000.00
A.126	Breakdown	Communication and Collaboration Technical Support Specialist	mon	7,000.00	12,000.00	7,000.00	12,000.00
A.127	Breakdown	Senior Telecom Engineer	mon	11,000.00	17,000.00	8,000.00	20,000.00
A.128	Breakdown	Telecom Engineer	mon	7,000.00	12,000.00	6,000.00	13,000.00
A.129	Breakdown	IT Infrastructure Operations and Maintenance Consultant	mon	11,000.00	17,000.00	10,000.00	21,000.00
A.130	Breakdown	Data Center Expert	mon	11,000.00	18,000.00	9,000.00	22,000.00
A.131	Breakdown	Data Center Operations Engineer	mon	7,000.00	12,000.00	6,000.00	14,000.00
A.132	Breakdown	Data Center Operations Technician	mon	3,000.00	5,000.00	3,000.00	5,000.00
A.133	Breakdown	Data Management Expert	mon	10,000.00	17,000.00	9,000.00	18,000.00
A.134	Breakdown	Database Administrator	mon	7,000.00	11,000.00	5,000.00	13,000.00
A.135	Breakdown	Infrastructure Control and Quality Expert	mon	12,000.00	19,000.00	10,000.00	22,000.00
A.136	Breakdown	Systems Administrator	mon	6,000.00	10,000.00	5,000.00	11,000.00
A.137	Breakdown	Storage Administrator	mon	6,000.00	10,000.00	6,000.00	11,000.00
A.138	Breakdown	Backup and Recovery Administrator	mon	5,000.00	7,000.00	4,000.00	8,000.00
A.139	Breakdown	Storage Management Expert	mon	8,000.00	14,000.00	6,000.00	17,000.00
A.140	Breakdown	Senior Storage Administrator	mon	9,000.00	14,000.00	7,000.00	17,000.00
A.141	Breakdown	Senior Systems Administrator	mon	8,000.00	13,000.00	7,000.00	14,000.00
A.142	Breakdown	Senior Backup and Recovery Administrator	mon	10,000.00	16,000.00	8,000.00	18,000.00
A.143	Breakdown	Senior Database Administrator	mon	11,000.00	17,000.00	9,000.00	19,000.00
A.144	Breakdown	Data Warehouse Expert	mon	9,000.00	14,000.00	7,000.00	16,000.00
A.145	Breakdown	Data Warehouse Specialist	mon	8,000.00	13,000.00	6,000.00	14,000.00
A.146	Breakdown	Junior Systems Administrator	mon	5,000.00	8,000.00	4,000.00	9,000.00
A.147	Breakdown	Junior Storage Administrator	mon	5,000.00	8,000.00	4,000.00	9,000.00
A.148	Breakdown	Junior Backup and Recovery Administrator	mon	5,000.00	8,000.00	4,000.00	8,000.00
A.149	Breakdown	Business Development Expert	mon	14,000.00	22,000.00	12,000.00	25,000.00
A.150	Breakdown	Business Development Specialist	mon	12,000.00	19,000.00	10,000.00	21,000.00
A.151	Breakdown	Senior Business Development Analyst	mon	9,000.00	15,000.00	8,000.00	20,000.00
A.152	Breakdown	Business Development Analyst A	mon	8,000.00	13,000.00	6,000.00	14,000.00
A.153	Breakdown	Business Development Analyst B	mon	7,000.00	12,000.00	5,000.00	12,000.00
A.154	Breakdown	Business Development Analyst C	mon	6,000.00	10,000.00	4,000.00	11,000.00
A.155	Breakdown	Senior Material Coordinator	mon	6,000.00	9,000.00	6,000.00	11,000.00
A.156	Breakdown	Material Coordinator A	mon	5,000.00	8,000.00	5,000.00	10,000.00
A.157	Breakdown	Material Coordinator B	mon	4,000.00	7,000.00	4,000.00	9,000.00
A.158	Breakdown	Material Coordinator C	mon	4,000.00	6,000.00	4,000.00	7,000.00
A.159	Breakdown	Senior Material Forecaster	mon	9,000.00	15,000.00	7,000.00	17,000.00
A.160	Breakdown	Material Forecaster A	mon	7,000.00	11,000.00	6,000.00	13,000.00
A.161	Breakdown	Material Forecaster B	mon	6,000.00	10,000.00	6,000.00	11,000.00
A.162	Breakdown	Material Forecaster C	mon	6,000.00	9,000.00	5,000.00	10,000.00
A.163	Breakdown	Training Coordinator Specialist	mon	10,000.00	16,000.00	9,000.00	19,000.00
A.164	Breakdown	Senior Training Coordinator	mon	9,000.00	15,000.00	7,000.00	17,000.00
A.165	Breakdown	Training Coordinator A	mon	6,000.00	9,000.00	5,000.00	12,000.00
A.166	Breakdown	Training Coordinator B	mon	5,000.00	8,000.00	4,000.00	10,000.00
A.167	Breakdown	Training Coordinator C	mon	4,000.00	6,000.00	4,000.00	9,000.00
A.168	Breakdown	Help Desk and Support Clerk	mon	3,000.00	6,000.00	2,000.00	6,000.00
A.169	Breakdown	L2 Equipment Support Specialist	mon	5,000.00	8,000.00	5,000.00	9,000.00
A.170	Breakdown	L2 Network Support Specialist	mon	5,000.00	8,000.00	5,000.00	9,000.00
A.171	Breakdown	L2 Applications Support Specialist	mon	5,000.00	8,000.00	5,000.00	9,000.00
A.172	Breakdown	IT Engineer	mon	6,000.00	10,000.00	5,000.00	11,000.00
A.173	Breakdown	Senior Operations Specialist	mon	7,000.00	11,000.00	6,000.00	12,000.00
A.174	Breakdown	Telecommunication Support Technician	mon	4,000.00	6,000.00	4,000.00	8,000.00
A.175	Breakdown	Contact Center CVP Programmer	mon	10,000.00	16,000.00	7,000.00	36,000.00
A.176	Breakdown	Senior Contact Center Engineer	mon	10,000.00	16,000.00	9,000.00	31,000.00
A.177	Breakdown	Contact Center Engineer	mon	9,000.00	15,000.00	7,000.00	16,000.00

		NEWLY GRADUNEWLY GRADUATESATES		MINIMUM SALARY	MAXIMUM SALARY	MINIMUM SALARY	MAXIMUM SALARY
I.E.1	Breakdown	IT Engineer	mon	7000	14000	7000	14000
I.E.2	Breakdown	IT Services Analyst	mon	5000	11000	5000	11000
I.E.3	Breakdown	IT Developer	mon	6000	12000	6000	12000

SCHEDULE "B"

EXHIBIT I

SERVICE ORDER FORM

Contract Number		Service Order No.	
Contractor		User Organization Name	
Contractor Address		User Organization Code	

This Service Order authorizes the above Contractor to perform the WORK (paragraph 3, Schedule "B") in accordance with the terms and conditions specified under this contract.

Personnel	Personnel Name		Job Classification	
	Nationality		Discipline	
WORK	Brief Description of Work			
	Work Location		Work Duration (Months)	

COST BREAKDOWN

Labor Cost	Monthly Basic Salary		
	Housing and Living Allowance		
	Transportation Allowance		
	Contractor's Fee		
	Less Discount (if any)		
	Monthly Labor Rate		
	S.O. Estimated Labor Cost		
		Other Reimbursable Costs	
		S.O. Estimated Not-To-Exceed Amount	

Service Order Start Date (Original)		Service Order Completion Date (Original)	
Service Order Actual Start Date		Service Order Actual Completion Date	
Service Order Start Date (Revision)		Service Order Completion Date (Revision)	

Special Instruction:	
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Requesting Proponent</td><td></td></tr> <tr><td>Title</td><td></td></tr> <tr><td>Signature and Date</td><td></td></tr> <tr><td>Contractor Acceptance</td><td></td></tr> </table>	Requesting Proponent		Title		Signature and Date		Contractor Acceptance		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Approved by:</td><td></td></tr> <tr><td>Title</td><td></td></tr> <tr><td>Signature and Date</td><td></td></tr> <tr><td>Certify S.O. Completion</td><td></td></tr> </table>	Approved by:		Title		Signature and Date		Certify S.O. Completion	
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SCHEDULE "B"
EXHIBIT II

**CONTRACTED EMPLOYEE BUSINESS
ASSIGNMENT AUTHORIZATION FORM**

إذن مهمة عمل / تدريب

Business Assignment ☐ مهمة عمل

(١) بيانات الموظف

1) PERSONNEL INFORMATION

Contract No.	Contractor Name:	Badge No.	Personnel Name	
Service Order No.	Job Title:			
Proponent Department	Operating Area:	Division: الإدارة/الدائرة	Work Tel No:	
			Mobile No.:	
Tel. No. رقم الهاتف	Job Title	مسمى الوظيفة	Supervisor's Name	إسم الرئيس المباشر

(٢) مهمة العمل

2) BUSINESS ASSIGNMENT

LOCATION OF ASSIGNMENT: مكان المهمة	تاريخ بداية المهمة Assignment Start Date 20XX-XX-XX	Total Estimated Cost (Compensation Rate Based on Paragraph 2.3, Schedule. 'C' of Contract) ريال سعودي (.....)
PURPOSE OF ASSIGNMENT: الغرض من المهمة	تاريخ نهاية المهمة Assignment End Date 20XX-XX-XX	عدد الأيام مهمة العمل DAYS (.....)

(٣) المسافة

3) DISTANCE

Distance between work & assignment location: المسافة بين موقع العمل وموقع المهمة: <input type="checkbox"/> More than 300 Km	Can commute daily نعم <input type="checkbox"/> Yes لا <input type="checkbox"/> No
Distance between the nearest departure airport & work location more than 100 km:	المسافة بين مكان العمل وأقرب مطار للمغادرة أكثر من ١٠٠ كم: Distance is Km كم () والمسافة تبلغ No Yes <input type="checkbox"/> نعم
Distance between arrival airport & assignment location more than 100km:	المسافة بين موقع المهمة ومطار الوصول أكثر من ١٠٠ كم: Distance is كم () والمسافة تبلغ No Yes <input type="checkbox"/> نعم
التكلفة الإجمالية لمهمة العمل: () ريال سعودي	

(٤) التوصية والاعتماد

4) RECOMMENDATION AND APPROVAL*

Recommended By:	Approved By: (More than 5-Working Days Business Assignment)
Division Manager:	
Approved By:	
Department Manager	Higher approval according to SEC HR Policy