SPECIFIC TECHNICAL SPECIFICATIONS FOR THE CONTRACTING OF TECHNICAL ASSISTANCE IN ARCHITECTURAL AND ENGINEERING CONSULTANCY, AUTHORISED IN EGYPT, FOR THE PRELIMINARY TECHNICAL STUDIES, DRAFTING OF THE EXECUTION PROJECT, WORKS MANAGEMENT AND HEALTH AND SAFETY COORDINATION OF THE COMPREHENSIVE REFURBISHMENT WORKS OF THE HEADQUARTERS BUILDING OF THE CERVANTES INSTITUTE LOCATED AT 101 EL HORREYA RD. FOUAD ST, ALEXANDRIA, EGYPT.

REF.: TSA 0081339

1 OBJECT OF THE SPECIFICATIONS

The purpose of these specifications is the contracting by Simplified Open Procedure by the Empresa de Transformación Agraria, S.A., S.M.E., M.P. (TRAGSA), of the ARCHITECTURAL AND ENGINEERING TECHNICAL ASSISTANCE FOR THE PREVIOUS TECHNICAL STUDIES, THE DRAWING UP OF THE EXECUTION PROJECT, THE MANAGEMENT OF THE WORKS AND THE HEALTH AND SAFETY COORDINATION FOR THE REHABILITATION OF THE HEADQUARTERS OF THE CERVANTES INSTITUTE IN ALEJANDRIA, EGYPT TO BE AWARDED BY SIMPLIFIED OPEN PROCEDURE.

These specifications govern the contract, its content and effects. These conditions shall apply to the entire service and shall be supervised and evaluated by TRAGSA's technical staff.

The mere submission of an offer implies the acceptance of the conditions established by TRAGSA, as well as its knowledge and understanding.

Language: The tender shall be written in ENGLISH. The language for the provision of the Technical Assistance shall be ENGLISH.

The project shall be submitted in EGYPT in ENGLISH; the consultant company must have the linguistic capacity to understand this language, as well as in Spanish or English if required.

Place of performance: the place of performance of the technical assistance shall be EGYPT.

2 DESCRIPTION OF THE SUBJECT OF THE CONTRACT

The works covered by the contract are based on the assignment by the Instituto Cervantes to the Empresa de Transformación Agraria, S.A., S.M.E., M. P. (TRAGSA) for the REHABILITATION OF THE HEADQUARTERS OF THE INSTITUTO CERVANTES SITUATED AT VILLA ALBANI 16, IN ALEGANDRIA, EGYPT.

2.1 PURPOSE OF THE CONTRACT

The purpose of the contract is the provision of TECHNICAL CONSULTANCY WORK IN ARCHITECTURE, ENGINEERING AND BUILDING STRUCTURES, consisting of:

- **PREVIOUS TECHNICAL STUDIES,** mandatory for the drafting of the Project, consisting of a **Geotechnical Study** to establish the type and depth of foundations and identify the geotechnical risks; and an **Analysis of the State of the Wooden Structures**, which identifies and documents any existing pathology.

- **DRAWING UP THE EXECUTION PROJECT** In this phase of the Project, the successful bidder must develop the technical solutions designed in the approved Preliminary Project, providing the technical specifications and construction details to completely define the architectural, technical and structural action required, with a level of definition such as to allow the execution of the works in the affected spaces following the technical prescriptions determined by TRAGSA. The correct development of the Project up to the Executive level must be guaranteed.
  Compliance with the applicable technical regulations must be verified.

All documents must be signed by competent technician/s authorised to sign and submit building projects in EGYPT, i.e. a registered member of the Egyptian Engineers Syndicate.

- **PROJECT MANAGEMENT OF THE WORKS.** In this phase of the Project, the successful bidder must ensure the management and monitoring of the works, control the execution and implementation of the structural and constructive solutions defined in the Project, as well as provide the development of specific technical solutions derived from the needs of the works during its material execution, as well as its conformity, and the reception of the same, for which he must be approved by the Egyptian authorities to perform his functions, i.e. belong to the Egyptian Engineers Syndicate.

- **HEALTH AND SAFETY COORDINATION OF THE WORKS.** The successful bidder shall perform the role of Health and Safety Coordinator in building works during the execution of the work in Egypt, also participating in the development of the project within the scope of its powers.

2.2. CONTENT OF THE WORKS COVERED BY THE CONTRACT

The Technical Consultancy work to be carried out, specialising in Architecture and Building Engineering, must include the development of the following aspects:

2.2.1 PRELIMINARY STUDIES

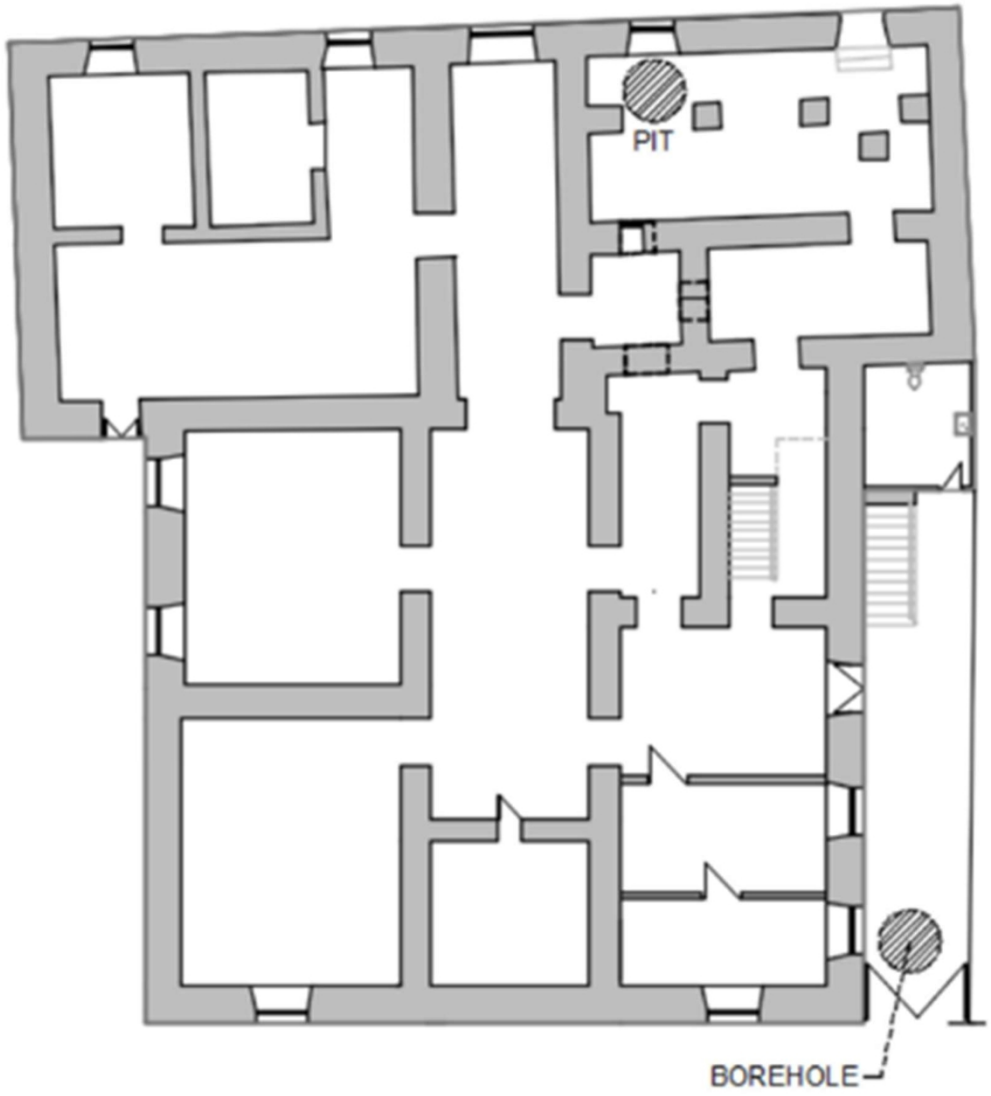
2.2.1.1 GEOTECHNICAL STUDY

The purpose of this study is to establish the type and depth of the existing foundation, identify the general geotechnical risks for the building and determine the stratigraphy and characteristics of the soil through a test excavation and a borehole. The main objectives of this geotechnical study are:

- Establish the type and depth of the existing foundation within the test excavation.
- Identify the risk posed to the building by the geotechnical conditions in the area.
- Determine the subsurface stratigraphy and soil/rock profile within the test excavation and at a location external to the building via a borehole.
- Evaluate the engineering properties of the soil and/or rock strata encountered within the test excavation and borehole.
- Provide a basic assessment of the groundwater conditions within the test excavation and borehole.
- Provide a preliminary assessment of the suitability of the soil for the existing foundation.
- Identify potential general geotechnical hazards, such as settlement, based on the location of the building within the city and information obtained from the test trench and borehole.

. The geotechnical investigation shall include, but not be limited to, the following tasks:

1. Review of available geologic maps and historical site records, focusing on the general geotechnical conditions of the applicable city area.
2. Identification of potential general geotechnical hazards relevant to the location in the city.
3. The location of the sewerage system, as well as other possible buried installations, shall be investigated beforehand to avoid damaging them during the works.

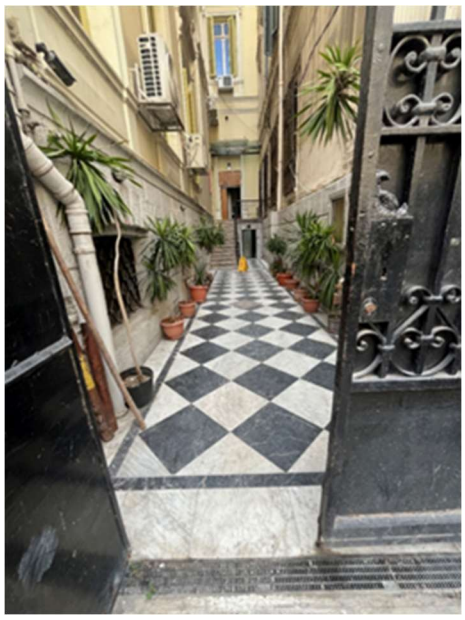


PLAN OF THE SEMI-BASEMENT

F Semi-basement room. Pit location

4. Excavation of a single test pit to a depth sufficient to expose the existing foundation with:

- Accurate location of the test pit on a site plan.
- Detailed logging of the test pit, including soil/rock descriptions and a detailed log of the existing foundations.
- Collection of representative soil samples for laboratory testing.
- Basic observation of groundwater conditions.



Entrance corridor. Borehole location

5. Drilling of one (1) borehole at a location outside the building. The depth of the borehole will be determined in co-ordination with the client, but should be sufficient to establish the local stratigraphy. With

- Precise location of the borehole on a plan
- Standard Penetration Tests (SPT) or other suitable in-situ tests will be performed within the borehole.
- Collection of representative soil samples from the borehole for laboratory testing.
- Detailed borehole logging, including soil/rock descriptions, SPT results and groundwater observations.

6. Conduct appropriate laboratory tests on soil samples from the test pit and borehole to determine:

- Particle size distribution.
- Atterberg limits (if applicable).
- Moisture content.
- Unit weight and bulk density.
- Plasticity index.
- Shear test
- Shear test
- Oedometer test / Consolidation test.
- Soil bearing capacity.

7. Preparation of a concise geotechnical report, including: o Executive summary. o Site description and investigation methods. o Geological profile and soil descriptions of the test pit and borehole. o Results of field and laboratory tests. o Data analysis and interpretation.

DELIVERABLES

The consultant shall provide a full geotechnical report, signed and sealed, including the following deliverables:

- An inception report detailing the proposed investigation methodology and schedule.
- A final geotechnical report in digital format (PDF) and hard copy.
- All test pit and borehole logs in digital format and hard copy - All laboratory test results in digital format and hard copy.
- A site plan showing the location of test pits and boreholes.
- Digital copies of all data collected.

REQUIREMENTS

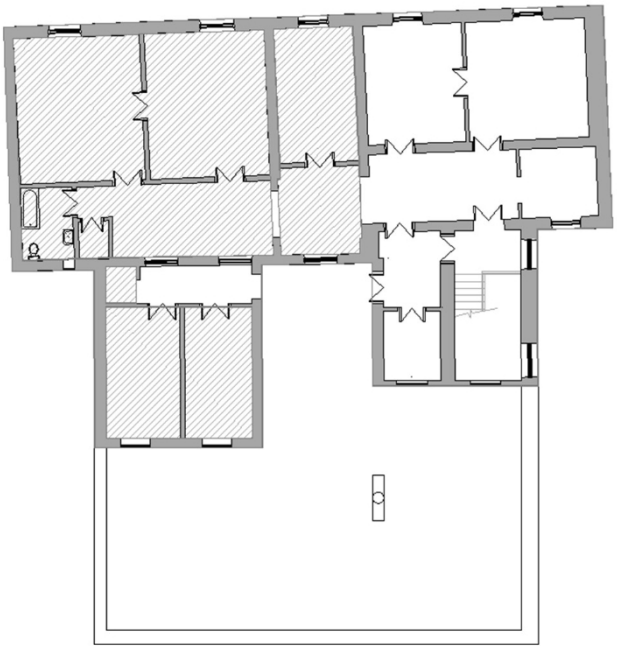
The consultant shall comply with CET ISO/TS 24283-1, including but not limited to:

- Provide a certified laboratory in Egypt for soil and materials testing.
- Have a proven track record in conducting geotechnical investigations for existing buildings.
- Possess the necessary equipment and resources to carry out the investigation.

2.2.1.2 TECHNICAL ASSESSMENT OF STRUCTURAL COMPONENTS OF TIMBER

The main objective of this research is to determine the current condition of the timber structures, identify and document any existing pathology, quantify the extent and severity of deterioration, and assess the residual structural capacity in relation to anticipated service loads. In addition, this study will formulate evidence-based recommendations for intervention strategies, encompassing appropriate repair methodologies and differentiation of areas requiring specific remediation or replacement. The study area is the horizontal roof structure located above the first floor. It has been observed that the roof has been subject to successive interventions, each including new layers of waterproofing and protection, which have added new dead loads to the structure. The project to be drawn up envisages the removal of all these additions and their replacement with new waterproofing and protection, relieving the timber structure of much of this overload.

The approximate built-up area of the study area is 165 m2, and is constructed with timber beams on load-bearing walls. The study area on the first floor is the area marked on the attached plan.



PLAN OF THE SECOND FLOOR

The study area of timber components in the second floor is the striped area.

The main objectives of this technical assessment are:

- Conduct a comprehensive assessment of the current condition of existing timber structural elements by quantifying the extent and severity of damage affecting timber structures, using both visual and instrumental techniques.
- Make an accurate identification of the xylophagous biological agents responsible for the observed pathologies.
- Determine the residual load capacity of timber structural members, using established engineering principles.
- Calculate the safety margin of timber structures, taking into account expected service loads and environmental factors.
- Formulate specific and practical recommendations for structural intervention, including: Selection of appropriate repair techniques/Development of replacement protocols for severely compromised elements/Spatial differentiation of intervention strategies based on severity of damage.

The scope of work shall cover at least the following technical procedures:

* 1. Visual Inspection:detail findings, analysis and recommendationsof all accessible timber structural components, complying with established inspection protocols.High resolution photographic documentation of all observed pathologies, with calibrated scale references....

•2. Detailed documentation of all observed defects, including but not limited to: Cracks and fractures/Decay and rot.o Insect infestation and damage/ Moisture induced deterioration.

*3. Development of a work plan indicating the actions to be taken, their type and location:

- Opening of samples
- Biological analysis-Non Destructive Testing (NDT):
- Implementation of appropriate NDT methodologies to assess the internal integrity of wood, e.g., to assess the internal integrity of wood:

  Determination of moisture content by calibrated electronic devices/Resistographic analysis for density profiling and deterioration detection/Ultrasonic testing for detection of internal defects.

*Identification of biological and non-biological pathological agents:

- Collection of representative samples for taxonomic identification of xylophagous biological agents.
- Laboratory analysis of collected samples to determine species and extent of infestation.
- Identification of non-biological agents affecting wood structure.

*Structural analysis (SA):

- Execution of SA using engineering software and established methodologies to determine the residual load capacity of timber structures.
- Calculation of safety margins based on anticipated service loads, incorporating appropriate load factors and material properties.
- Assessment of the impact of observed pathologies on the structural capacity of timber elements.

*6. Results and recommendations for intervention.

DELIVERABLES

The consultant shall provide the following technical deliverables:

- An initial report detailing the proposed technical methodology and project schedule.
- A comprehensive technical evaluation report, including all findings, analysis and recommendations.
- Raw data files of NDT and SA procedures.
- Laboratory results of the identification of xylophagous agents or other agents affecting wood.

REQUIREMENTS

- Documented experience in the technical assessment of timber structures in historic buildings.
- Employment of qualified structural engineers and NDT technicians with relevant certifications.
- Availability of calibrated NDT equipment and laboratory facilities for the identification of xylophagous agents.

2.2.2 DRAFTING OF PROJECT DESIGN EXECUTION

The team awarded the contract will receive from Tragsa the Preliminary Spatial Design Project with the required programmatic needs. Developing the solutions proposed in this preliminary project, the Execution Project will be drafted, subject to the applicable regulations.

The Preliminary Project may be subject to variations or specific modifications at the request of the Instituto Cervantes, and at the beginning of the drafting of the Project, a Programme of Requirements must be agreed upon.

The Execution Project will contain the complete development of the works, with the precise determination and specifications of all the elements that fully and in detail describe the spaces treated, with a sufficient degree of definition to allow both the correct tendering of the works and for these to be managed by technicians outside the process of drawing up this documentation.
The successful tenderer must maintain with the TRAGSA team the necessary coordination with Tragsa to establish the definition of the applicable technical and legal requirements.

CONTENT OF THE EXECUTION PROJECT

The execution project will include at least, in summary form, the following documents:

DOCUMENT 1: REPORT

It shall be as concise and complete as possible, and shall include the details necessary for the proper interpretation of the Project. The justifications of the solutions adopted in their technical and economic aspects and the characteristics of the projected works shall be set out. It shall indicate the preliminary data, measurement methods, the details and development of which shall be included in separate annexes.

It shall include:

- Descriptive report (Agents, previous information, description of the project, building services).
- Constructive memory (Building substantiation, structural system, envelope system, compartmentalisation system, finishes, fitting out of the installations, equipment):
  - Demolitions.
  - Interior divisions and finishes.
  - Plumbing and drainage installations.
  - Electrical and lighting installations.
  - Air conditioning and ventilation installations. Voice and data installations.
  - Fire protection installations.
  - Special installations, including audiovisual, protection and security.
  - acoustic conditioning.
- List of mandatory regulations.
- Compliance with regulations*:* Justification of the building's performance in terms of basic requirements, in relation to the demands of the applicable technical regulations. It will include the justification of the fulfilment of other compulsory regulations of application, or town planning regulations, according to the local regulations.
- It shall also include a table of useful and constructed surfaces, as well as their total surfaces.

In all cases, the adopted solutions and the different elements that compose them, the calculation memories and the justification of the compliance with the applicable regulations will be reasoned and described, and the control criteria of their execution will be established.

ANNEXES TO THE REPORT

The project shall contain as many annexes as are necessary for the definition and justification of the works. It shall at least include:

- Graphic report of the survey of the current state.
- Geotechnical and/or archaeological study, if applicable.
- Structural calculation report (foundations, load-bearing structure, horizontal structure).
- Calculation reports of the installations (both in the case of new installations and interventions on existing ones).
- Fire protection of the building.
- Waste management study.
- Quality control plan: which, depending on the works to be executed, will include the determination of tests, frequency and deadlines; the control of the execution of architecture, structure, masonry,

carpentry, painting and sanitation, plumbing, electricity and lighting installations, etc.; the control of documentation and reception of products on site; the determination of the necessary laboratory tests and trials, the inspection and final and service test sheets for the installations.

- Health and Safety Study. Health and Safety Study. The content of the Health and Safety Study will be limited to the work units described in the project and will include the following documents: Report, Plans, Specific Technical Specifications and Budget.
- Legal certificates, such as the Declaration of Complete Works, Certificate of Geometric Feasibility and the Act of Previous Stakeout. In addition, it will mention the execution and guarantee periods.
- Instructions on Use, Conservation and Maintenance of the finished building and Rules of Action in case of Emergency.

DOCUMENT 2: PLANS

In accordance with the Public Sector Contracts Act, all the plans necessary for a perfect definition of the Project and its execution and any others required by local regulations shall be included. They will serve as a basis for the measurement and valuation of the projected work units.

The project will contain as many plans as are necessary for the detailed definition of the works. They shall be sufficiently descriptive so that measurements can be deduced from them to serve as a basis for the relevant valuations. All plans shall be signed by the author of the project. In the case of refurbishment work, plans of the building before the intervention shall be included.

As this document is the graphic representation of the work to be carried out, it must contain the set and details of the elements that make it up, determining their shapes and dimensions. A complete index of plans shall be presented, indicating plan number, content and scale. It shall include, at least:

- Location and site plan.
- General plans of the current state (plans, elevations and sections).
- Demolition plans indicating the affected areas and identifying the elements to be demolished.
- General plans of the Reformed State. Dimensioned, with indication of scale and uses, reflecting the fixed elements and those of furniture when necessary for the verification of the functionality of the spaces.
- Elevations and sections. Dimensioned, with indication of scale and dimensions of floor heights, slab thicknesses, total heights, to check compliance with urban and functional requirements.
- Structural drawings. Graphic and dimensional description of any structural system affected, if any.
- Construction definition plans. Graphic documentation of construction details.
- Plans of finishes, walls, floors and ceilings.
- Graphic reports. Indication of specific solutions and singular elements: carpentry and locksmithery.
- Installation plans in the case of proposed new installations. Graphic and dimensional description of the networks of each installation, plans, sections and details:

a) Sanitary installations: Sanitation and plumbing (cold water, hot water and drains).
b) Electricity: lighting and power installations, special installations, emergency lighting, emergency lighting systems, emergency lighting systems, emergency lighting systems, emergency lighting systems, emergency lighting systems, emergency lighting systems.
c) Emergency lighting, Uninterruptible Power Supply Systems, etc.)
d) Air conditioning: Heating, Ventilation (air renewal), Air-conditioning
e) Voice and data
f) Fire protection: Passive safety plans (evacuation, sectorisation, fire resistance of elements, etc.) Active safety plans (fixed installations and portable elements, etc.).
g) Other installations: Accessibility and special facilities for the cultural use of the spaces of the intervention.

DOCUMENT 3: SPECIFICATIONS

It shall be sufficiently defined to permit the execution of the works to be regulated. It shall define the characteristics to be met by the materials to be used and the tests to which they must be subjected, and shall clearly define the specific requirements to be met for each unit of work and the rules for the preparation of the different units of work. It shall also detail the method of measurement of the various units of work and specify the rules and tests prior to acceptance.

It shall give a technical description of the work units and their conditions of execution, expressing the way in which this is to be carried out, the criteria for measuring the units executed, the quality control with the determination of the qualities of the materials, equipment, installation and assembly, and the technical obligations corresponding to the contractor. It shall be arranged according to the chapters of the budget.

DOCUMENT 4: MEASUREMENTS AND BUDGET

The budget shall be drawn up by items, grouped into chapters and sub-chapters, containing all the technical descriptions necessary for their specification and assessment. The budget shall contain:

- Detailed measurements, identifying measurement lines.
- Detailed budget including the following Price Schedules:
  - Unit prices: labour, materials and machinery.
  - Auxiliary prices
  - Breakdown prices
  - Price of the work units
  - Partial budgets
  - General summary of the budget by chapters
- Include the budget for Quality Control (in a separate chapter).
- Include the budget for the Health and Safety Study (in a separate chapter).
- Include the budget for waste management (in a separate chapter).

The budget for the material execution of the works is set at a maximum amount of 420,778.89 € (without VAT); that is, 479,687.93 € (14% VAT INCLUDED), FOUR HUNDRED SEVENTY-NINE THOUSAND SIX HUNDRED EIGHTY-SEVEN EUROS AND NINETY-THREE CENTS (TAXES INCLUDED). This
This amount represents the expenditure ceiling for the action, which may not be exceeded. It shall be the Consultant's responsibility to bring the measures proposed in the project into line with this budget availability.

The budget shall reflect the real cost of the work at market prices and the designer shall coordinate with the team the correct application of the project prices in accordance with current local costs.

DOCUMENT 5. WORK PLANNING

The economic documentation shall be supplemented by a programme of works and distribution of the investment (time and cost diagram). A detailed planning with a time schedule and an expression of the cost by chapters, quantified by monthly instalments, based on the project budget. The verifications and service tests that must be carried out to check the final performance of the building must also be included, with an indication of the start and end dates: the necessary final watertightness and acoustic tests, and the correct functioning of all the installations.

PRESENTATION OF THE EXECUTION PROJECT AND APPROVAL:

It will contain all the necessary and precise information and documentation to enable the tendering and material execution of the works. Of the documentation generated in each of the aforementioned parts, as many paper copies will be provided as are required to be presented in each case to the authorities and the property owner, plus two copies for the Instituto Cervantes. Likewise, another copy of the documentation will be delivered in computer support.

All the documents that make up the Execution Project must be signed by the technician who drafted the Project, who must be either the project architect or an architect or engineer specialising in structures, provided that he is registered with the Syndicate of Engineers and Architects of Alexandria, i.e. belonging to the Egyptian Engineers Syndicate.

In addition to the number of copies to be submitted on paper, at least one copy must be submitted on a digitally compatible medium. For the copies in electronic format, the documentation must be presented in the structure indicated above, and must be submitted in the following form:

- Report and specifications in Word and PDF format text files.
- Photographic material: Photographs, anagrams, logos, etc., in JPG or GIF formats.
- Drawings in AUTOCAD v. 2017 (or compatible) and PDF format.
- Measurements, budgets, unit prices, decomposed prices in PRESTO 8, PDF and BC3 format.

ADMINISTRATIVE AUTHORISATIONS

The Execution Project to be drawn up will be submitted by Tragsa for approval by the technical services and the Management of the Instituto Cervantes, who in turn will submit it to the Office of Technical Supervision of Projects (O.T.S.P) of the Ministry of Foreign Affairs for their report.
If necessary, the successful bidder must provide technical assistance to Tragsa in the preparation of responses to the request for corrections, repairs, requirements or requests for the provision of documentation, which may occur on the part of the Technical Project Supervision Office of the Spanish Administration, until the favourable supervision report is obtained.

In parallel, presentation of the Project to the competent local authorities,
TRAGSA will process the updating of the Works Licence previously granted by the ALEJANDRIA Town Council.

2.2.3 FACULTATIVE MANAGEMENT OF THE WORKS

During the execution phase of the works, Tragsa will be subject to the criteria of the Project Management of the works. The project management team will be authorised by the local authorities to carry out its functions. These functions will be exercised by the architect who is the author of the project and will be responsible for supervising the management of the technical and aesthetic aspects of the works, in accordance with the project that defines them, the licence and other mandatory authorisations and the conditions of the contract signed for their execution, with the aim of ensuring that they are suitable for the proposed purpose.
The Project Management includes the work corresponding to the Works Management and Execution Management to be carried out during the entire period of execution of the works, from the signing of the Act of Commencement until the signing of the Act of Reception.

The personnel acting as Site Manager, who must be the Architect or the structural specialist, must be qualified for this purpose, i.e. belong to the Egyptian Enineers Syndicat.

- During the execution of the works, he/she will be generally responsible for the following aspects:
- Coordination of work and planning.
- Monitoring of project planning and updating.
- Coordination of architecture with engineering.
- Coordination meetings for the correct execution of the work in its entirety.
- Drafting of the corresponding site meeting minutes.
- Preparation of the drafts of the site visit minutes, with proposal, where appropriate, of the texts to be included in the Book of Work Orders and the Book of Health and Safety Incidents.
- Qualitative and quantitative verification of the materials supplied to the site.
- Review of the assemblies carried out on site and resolution on site of possible variants.
- Checking and supervision of periodic works certifications.
- Validation of the drafts of the Works Certification, in collaboration with Tragsa, with verification of measurements.

- On handover of the work: Preparation of the Final Works Certificate, endorsed where appropriate.
- Reception of work (provisional and definitive)
- Verification of the final settlement certification of the works and installations executed by contractors.
- Preparation of the required Final Work Documentation.

In addition, at the technical level, he/she will carry out the following functions, in relation to the technical assistance work corresponding to the Works Management:

1. Advice on decision-making to obtain quality parameters in accordance with the project.
2. Advice on the decision making process regarding possible variations that may be introduced in relation to the project specifications.
3. Advice and resolution of specific technical problems.
4. Drawing up and providing detailed plans for the work.
5. Control of the material execution of the work in terms of cost and deadlines, checking its correspondence with the drafted project and its adaptation to the planned schedule, with the drafting of the necessary periodical reports relating to this control.
6. Documentary preparation of technical proposals on the incidents that occur in the development of the work.
7. Drawing up monthly reports accurately reflecting the different checks carried out, the incidents, observations and recommendations made, the elements that have been corrected and, where appropriate, complementary photographic documentation. Specific certification checks shall be incorporated in these reports.
8. Drafting of a summary report at the end of each activity that includes all the reports originating during the course of the activity. The specific and punctual activities will be reflected in a report at the end of the same.
9. General supervision of the work and the corresponding documentation prior to its reception, of the quality control of the materials, of the installations, of the compulsory tests and trials to be carried out by the contractor. Verification of the settlement project.
10. Preparation of the plans reflecting the final As-Built state of the construction at the end of the work and final measurement prior to its liquidation.
11. Drafting of the Building Use and Maintenance Manual.
12. Assistance to the property for the signing of the final acceptance of the work.
13. Review of the protocol for testing the operation of the installations and evaluation of the results obtained by the installation companies.

In order to carry out an adequate monitoring of these functions, the Site Manager Architect shall be obliged to make at least **one (1) WEEKLY VISIT** to the site during the entire construction phase (plus any additional visits that may be necessary when the particular circumstances of the work so require).

The Site Manager must inform Tragsa as soon as possible of any circumstance that requires extraordinary interventions such as modification of the work, suspension of the work or breach of contract by the contractor and, in the meantime, take the necessary measures to prevent or limit any damage.

A Monthly Certificate must be issued, signed by the Works Manager and the contractor, describing the state of the works in accordance with the model provided by Tragsa. On a monthly basis and together with the Monthly Works Certification (to be submitted within the first ten days of each month), the Works Manager must issue a **Monthly Progress Report** presenting the status of the works, any incidents that have occurred, any delays or progress in relation to the validated works programme and the measures adopted in relation to the incidents described, as well as their expected execution.
The *monthly progress report* must expressly mention the results of the tests and quality controls carried out, the rate of execution and the forecasts of compliance with the established deadlines and investments, as well as all the circumstances that are considered relevant, especially those that may modify the project, in which case it will contain the technical description of the solutions or modifications to the project that have been necessary to adopt during the execution of the work. It must be drawn up and signed by the Works Manager and submitted to Tragsa at the end of each month.

Reception of the Works:
Once the work has been completed, the Works Manager will provide the project with the incorporation, where applicable, of any duly approved modifications, and it will be provided to Tragsa by the Works Manager for the formalisation of the corresponding administrative formalities.
Once the execution works have been completed, TRAGSA will notify the IC that the work has been completed and the **Works Reception** will then be carried out, verifying that the requirements for this act have been met and verifying that the necessary conditions for the correct commissioning of the buildings and the installations incorporated therein are met. The corresponding MINUTES will be drawn up of the aforementioned act, to be signed by the Works Manager Architect.
As final documentation of the work, at least the said Act of Reception, the list identifying the Agents who have intervened during the building process, the As-Built plans, as well as the Manual with the instructions for use and maintenance of the building and its installations, in accordance with the applicable regulations, shall be attached. This documentation will constitute the Building Book, which will be given to the end users of the building.

2.2.4 HEALTH AND SAFETY COORDINATION OF THE WORKS

During the execution phase of the works, Tragsa will be subject to the criteria of the Health and Safety Coordinator for the works, in matters of Occupational Risk Prevention. The Health and Safety Coordinator will be authorised by the local authorities to carry out his functions.

On the basis of the Health and Safety Study of the Project, the measures necessary for the Prevention of Occupational Risks will be included in a detailed Health and Safety Plan, which must be drawn up by the Contractor awarded the contract for the material execution of the works, and which, prior to the execution of the same, Tragsa will submit to the Health and Safety Coordinator for information and, where appropriate, approval.

The Health and Safety Coordinator will carry out the following tasks:

a) Coordinate the application of the general principles of prevention and safety:

- When making technical and organisational decisions in order to plan the different jobs or phases of work to be carried out simultaneously or successively.
- In estimating the duration required for the execution of these different jobs or phases of work.

a. Coordinate the activities of the work to ensure that contractors and, where appropriate, subcontractors and self-employed workers apply in a coherent and responsible manner the principles of preventive action set out in the Law on Occupational Risk Prevention during the execution of the works.
b. Approve the Health and Safety Plan drawn up by the contractor and, where appropriate, the modifications made to it.
c. To organise the coordination of business activities in the area of Occupational Risk Prevention.
d. Coordinate the actions and functions of control of the correct application of work methods.
e. Adopting the necessary measures to ensure that only authorised persons have access to the work site.

In order to adequately monitor these functions, the Health and Safety Coordinator shall be obliged to visit the site at least **ONE (1) DAY A WEEK** throughout the construction phase (plus any additional visits that may be necessary when the particular circumstances of the site so require). These visits must be indicated and programmed by Tragsa.

3. TYPOLOGY OF THE WORKS INTENDED

The aim of this technical PROJECT must be to propose, in parallel to the structural consolidation of the building, an adaptation of the spaces to the current requirements of safety of use, reconsidering questions related to uses, accessibility and communication in the building as a whole, so that the Instituto Cervantes of Alexandria can make appropriate use of all the spaces in this building.

- Structural Consolidation, Repairs and Cladding
  - Removal of concrete ballast and dismantling of the temporary metal roof.
  - Demolition of current roofs and formation of roofs with their drainage system.
  - Reinforcement, consolidation and partial replacement of second floor ceiling slab
  - Reinforcement of load-bearing walls to the extent necessary
  - Sewing of the collapsed wall on the second floor with the party wall.
  - Repairing and taping of cracks in partition walls and false ceilings on the interior side

- Partial demolition and repair of cracked marble floorings
- Renewal of wooden flooring in classrooms with provisional floorboards
- New compression layer on metal floors where flooring is to be replaced
- Restoration of the rear façade

- Spatial adaptation

In addition, a spatial reorganisation aimed at rationalising spaces and generating accessible communications and premises for people with functional diversity is proposed, favouring the use of the entire building, which basically consists of the following:

- Introduction of a vertical communication lift to all floors.
- Formation of accessible toilets on each floor
- Optimisation of access and circulation space in general.

This reorganisation goes hand in hand with the elimination of small residual spaces: toilets and small office rooms of minimal dimensions.
On the other hand, the first floor, currently in disuse, will be completely recovered to provide it with a cultural use and enjoyment of the roof space, including:

- Assembly hall/conference room/cinema
- Library and reading areas
- Teachers' lounge
- Cafeteria and terrace

4. INTERVENTION CRITERIA

TECHNICAL QUALITY

The basic criterion will be the technical quality of the projects to be drawn up, in which compliance with all applicable technical regulations will be guaranteed. Particularly with regard to matters such as safety in use and accessibility, structural safety, fire safety, energy efficiency and sustainability, and hygiene, health and environmental protection, in accordance with the following Basic Requirements:

Energy Saving, establishing the energy efficiency requirements to be met by the building to ensure that the comfort of its occupants is achieved with a rational use of energy, especially in the case of an integral rehabilitation, whose intervention has a significant influence on the energy performance of the building.

The building will be designed to be thermally efficient, adapted to the local environment and climate to minimise the use of energy and resources. The airtightness of the building must be fundamental: leakage through openings must be kept to a minimum in relation to the total volume of the building. Hygrothermal comfort must be achieved by reducing condensation.

Hygiene, health and environmental protection. Basic requirements relating to protection against damp, waste collection and disposal, indoor air quality, water supply and drainage.

Structural safety, such that no damage occurs to the building, or parts of the building, which originates in or affects the foundations, load-bearing walls or other structural elements, and which directly compromises the mechanical strength and stability of the building.

Safety in case of fire, in such a way that the users of the installations can vacate them in safe conditions, (it shall have adequate means of evacuation so that the occupants can leave or reach a safe place inside the building in safe conditions), the spread of the fire inside and outside the building can be limited, adequate equipment and installations are available to enable the detection, control and extinction of the fire, as well as the transmission of the alarm to the occupants and to allow the action of the extinguishing and rescue teams.

The fire resistance of the load-bearing structure shall also be guaranteed and its fire resistance shall be maintained for the time necessary for the basic fire safety requirements to be met.

Safety in use, in such a way that the normal use of the spaces does not pose a risk of accident to persons.

Accessibility, in such a way as to allow people with reduced mobility and communication and to facilitate non-discriminatory, independent and safe access and use of the spaces for people with disabilities.

ARCHITECTURAL QUALITY

In particular, the action must be carried out in accordance with the architectural quality intervention criteria detailed below. The refurbishment project must enhance the unique character of the building, preserving, in essence, its characteristic typological configuration and, in its entirety, its differentiating architectural compositional language.

5. PLANNING OF THE WORKS

✓ **1 MONTH** for the preparation of the **PREVIOUS TECHNICAL STUDIES**, counted from the time Tragsa notifies the Order for the commencement of the works. This date will be formalised by the signing of the corresponding Project Commencement Act.

✓ **3 MONTHS** to **DRAW UP THE EXECUTION PROJECT** as from Tragsa's order to commence the works. A concise and detailed project will be drawn up in such a way as to enable the subsequent contracting and material execution of the works.

Once the executive project has been drawn up, TRAGSA will submit it for supervision by the Technical Office of Project Supervision of the Ministry of Foreign Affairs of the Spanish Government, which, among others, will

If, for the favourable Supervision of the Project by the competent Spanish Administration, there are any modifications, objections, requirements or requests to provide documentation, Tragsa will notify the successful bidder so that it can prepare and present a response to these objections with the utmost diligence.

Following the approval and technical supervision of the Execution Project by the Technical Project Supervision Office of the designated competent Spanish Administration, the next phase may commence, culminating in the material execution of the works included in said project.

✓ **6 MONTHS** FOR **THE MATERIAL EXECUTION OF THE WORKS,** starting from the date of signing the Act of commencement and Stakeout of the same, during this period, the successful bidder will provide technical assistance in the Works Execution Phase, through the established supervision and monitoring mechanisms.

✓ **1 MONTH** for the **CLOSURE OF THE WORKS AND AS-BUILT DOCUMENTATION.** In this phase, the successful bidder will collect and present to Tragsa, in an orderly and classified manner, all the documentation generated during the previous phase as a result of the technical assistance provided throughout the works.

-(*): the time required for the approval and supervision of the Deliverables of each phase has not been computed for the purposes of deadlines. These periods indicated above are executive periods for the performance of the contracted functions, from the communication by TRAGSA to initiate them, until the presentation of the Deliverables of each Phase.

6 .MEANS FOR THE EXECUTION OF WORKS

6.1 MEANS HUMAN RESOURCES

The Architecture and Structures Consultancy firm awarded the works must assign a qualified multidisciplinary technical team to the Contract, with the minimum composition necessary to carry out the works with the required quality standards. The technical personnel that will make up the Main Team for the provision of the architectural, construction, structural and installation design affected, as described in these Specifications, will be as follows:

-1 Project Architect with more than 15 years of experience in signing Architectural Projects and Construction Management, with previous experience in rehabilitation, restoration and conservation of buildings with historical protection or heritage value.

He/she will have the profile of a Senior Architect, and will hold a University degree.

You will have verifiable experience in the drafting of architectural projects for the restoration of buildings with historical protection or heritage value, as well as in the monitoring of the execution of these works, ensuring the architectural quality of the restoration by applying conservationist criteria.

He/she will be the main interlocutor of the team with the TRAGSA managers.

In the last (10) five years he/she must have drafted and directed the works of one (1) Project similar to the object of the present tender, i.e. a Refurbishment of a singular building with heritage value. You must provide a CV accrediting your experience.

-1 Senior Consultant specialising in Civil Engineering with more than 10 years' experience in Architectural Projects and Construction Management, with previous experience in refurbishments.

> He/she will have a higher degree profile (Civil Engineer/Structural Architect) and will have experience in Structural, Sanitation and Waterproofing studies and the corresponding management of these Works.
>
> In the last (10) years, he/she must have participated in the drafting and site management of a structural project similar to the object of the present tender, i.e. one (1) project for the rehabilitation and conservation of concrete structures in buildings. You must provide a CV accrediting your experience.

-1 Senior Consultant specialising in Building Installations with at least 10 years' experience in the drafting of building projects, design and execution control of electricity/gas/air conditioning/heating/plumbing and sanitation installations, as well as in the preparation of studies on energy saving and limitation of energy demand in buildings. He/she must be an expert in the handling, revision and application of Technical Regulations.

> Must have participated, in the last ten (10) years, in the drafting of the installation projects of at least one (1) building similar to the object of the present tender, that is, the refurbishment of a building for administrative, educational, cultural, public or equivalent use. You must provide a CV accrediting your experience.

This is the composition of the MAIN WORK TEAM described for the development of the Technical Assistance services required to carry out the works and therefore the technical personnel that will at least make up the team assigned to the Contract.

The personnel registering the project, who must be the Project Architect or the structural specialist, must be registered with the Engineers and Architects Syndicate of Alexandria, i.e. belong to the Egyptian Enineers Syndicate.

The personnel acting as Works Manager, who must be the project architect or the specialist in structures, must be qualified for this purpose, i .e. belong to the Egyptian Enineers Syndicate.

These professional profiles will form a cohesive professional team, which will work in a coordinated manner and must have continuity between the drafting phase of the Execution Project, as well as in the monitoring phase of the execution of the Works. The team assigned to the contract, in its entirety, must make at least 1 visit per month to the works.

In the event of force majeure or the need to change the members of the designated team, the new candidates appointed must be submitted for approval by Tragsa and must meet the requirements and experience demanded in each case.

CVs must be provided for all of them. Documents accrediting the academic qualifications of the technical personnel proposed must be included, as well as the characteristics of the projects and works presented by the bidders, in order to confirm whether the experience gained is understood to be analogous to the object of the present tender, in the terms set out above and whether it is the one required in accordance with the needs of the Project.

6.2 MEANS MATERIALS

The Architectural, Engineering and Building Structures Consultancy firm will also have a regular support team in the TECHNICAL OFFICE OR BACK-OFFICE, for the inspection and measurement, survey or data collection work required, in order to ensure the operability of the work of the technicians under this contract under any circumstances, both for the drafting of the project and for the works. It will provide support in drafting, design and calculation work; topography and photography or 3D scanner resources, complementary work in the preparation of documentation or presentations, reprographics and printing, as well as administrative tasks, invoicing, accounting, etc.

The Architecture, Engineering and Building Structures Consultancy firm will have at its disposal the computer, telematic, audiovisual and any other technological means necessary for the execution of the contracted work.

The Architecture, Engineering and Building Structures Consultancy firm must provide the Contract for the provision of the service, the ATTENDANCE to as many MEETINGS as called by TRAGSA -both in person and telematically-, as well as the possibility of being present in the building that is the object of the action in ALEJANDRÍA when the particular circumstances so require (for the initial data collection and evaluation, during the drafting of the different phases of the project and subsequently in the monitoring of the Work), having to go to the site on demand, when the project so requires.

They must also provide the auxiliary means necessary to guarantee the PREVENTION OF RISKS AT WORK in the scope of the work, providing their personnel with the individual protection equipment considered necessary in each case, for the provision of the contracted services.

7. PENALTIES ADMINISTRATIVE

If the Architectural, Engineering and Building Structures Consultancy company, for causes attributable to it, incurs in delays with respect to the total or partial deadline/s established in the contract, TRAGSA may opt for the termination of the contract or the imposition of penalties on the amount of the contract equivalent to 0.1% of the total amount offered for each day of delay, without the need for prior notice to the company of incursion in the delay. The payment of penalties will not exclude the compensation for damages to which TRAGSA may be entitled. The maximum amount of the penalty will be 5% of the total amount of the contract.

8. INVOICING

The works will be carried out in accordance with the milestones and deadlines established in the corresponding section of these Specifications. The items covered by the contract shall be certified as follows:

Preliminary studies

-Geotechnical Report

After delivery of the Complete Study and notification of its conformity by Tragsa, the successful bidder will proceed to certify 100% of the amount of the contract corresponding to this concept.

-Structural Analysis Structural Wood

After delivery of the complete study and notification of its conformity by Tragsa, the successful bidder will proceed to certify 100% of the amount of the contract corresponding to this concept.

Preparation of the Execution Project. After delivery of the Complete Dossier and notification of its conformity by Tragsa, the successful bidder will proceed to certify 90% of the contract amount corresponding to this concept.

For the correct monitoring of the execution of the work, the items will be certified in the following manner:

$$i = (Ci/Po)*Pc$$

Where:
Pc = the total amount to be certified by the successful bidder for the works of Works Management i = Monthly amount of the certification by the Works Management in each month.

Where:

Ci: Amount of the Monthly Certification of the Material Execution of the WORKS, issued in the month "i" of the same, where ΣCi = Po

Po: Total Award Budget of the WORKS of Phase 1 (amount to be determined after the corresponding contracting of the works to be carried out in Phase 1).

Ci/Po represents the percentage of work progress in month i, where ((ΣCi)/Po) =1 **Health and Safety Coordination.** The Award Budget of this concept of the contract will be paid by means of monthly certifications, linked to the progress of the work in an identical way to the approach of the previous concept, applied to the concept of Health and Safety Coordination of the works.

Works.

Delivery of the As Built and work closure documentation. After delivery of the complete As Built Dossier and notification of its conformity by Tragsa, the successful bidder will proceed to certify the remaining 10% of the **Execution Project** concept.

9. METHOD OF PAYMENT

TRAGSA will pay the invoices issued by the successful bidder within 30 DAYS following approval of the invoice by TRAGSA. TRAGSA will pay the amount of the invoices by bank transfer.

bank transfer from Spain to the account accredited by the successful tenderer (on presentation of a bank certificate).

10. ADVANCE PAYMENT

In order to undertake the necessary preparatory actions to cover the initial costs of the project, after the signing of the Contract, the successful bidder may request from TRAGSA an advance payment of up to 10% of the value of the Contract, subject to the provision of an advance payment guarantee. This Guarantee must be issued in Euros, by a financial entity with a minimum rating of "A" or equivalent granted by an international rating agency (Standard & Poor's and/or Moody's and/or Fichte) and confirmed by a Spanish financial entity.

The Guarantee shall be for an amount equal to the total amount of the advance payment requested (maximum 10% of the amount of the Contract) and shall be valid until the successful tenderer has reimbursed this advance payment in full. The amount advanced will be deducted progressively, in the same percentage, from the ordinary certifications established in these Specifications.

11. ADMINISTRATIVE PENALTIES

If, for reasons attributable to himself, the successful bidder incurs a delay with respect to the total period foreseen in the Schedule established in the Specifications, TRAGSA may choose between termination of the Contract or the imposition of daily penalties of 0.1% of the value of the amount of the works not executed on time. If the penalty for delay reaches 5% of the amount of the Contract (excluding VAT), TRAGSA will be entitled to terminate the Contract without the obligation to give prior notice to the successful bidder of non-compliance.

12. ENVIRONMENTAL CONDITIONS

The successful tenderer declares that he is aware of the legislative obligations in environmental matters that may be applicable to the activities carried out by him under this contract and undertakes to comply with all the legal requirements and demands that may be applicable to him in environmental matters.

The successful tenderer, in accordance with the regulations that affect it in terms of the activity to be carried out, declares its intention to reduce the consumption of raw materials that compromise the sustainability of the natural ecosystems from which they are obtained to what is strictly necessary.

13. PREVENTION OF CRIMINAL RISKS

The contracted party undertakes to know and accept the TRAGSA Group's Code of Ethics, which can be consulted on the website:

https://www.TRAGSA.es/es/grupo-TRAGSA/quienes-somos/Documents/codigo-etico/codigo-etico-grupoTRAGSA-2020.pdf and will share the basic principles contained in the same, as well as the

commitment to good corporate governance and transparency policies of the TRAGSA Group, complying with internationally accepted standards in these matters.

Likewise, the contracted party will be subject to compliance with the TRAGSA Group's Code of Ethics, undertaking to communicate any risk or non-compliance of which it becomes aware during the term of the contract.

14. CLAUSE ANTI-CORRUPTION

The contractor shall undertake and undertake in the contract that, at the date of its entry into force, neither the successful tenderer, nor its officers, directors, employees or collaborators, either personally or through an intermediary, will have offered, promised, given, authorised, solicited or accepted any benefit, undue advantage, financial or otherwise, or intimated that it would or might at any time in the future do so, or carry out any other act that might be carried out in the future, to any authority or public official connected in any way with the contract, or intimated that it would or might do so at any time in the future, or to do so in the future, to any authority or public official connected in any way with the contract, or performed or will perform any other act which might involve any conduct contrary to the OECD Convention, or to the Spanish or English Penal Code.

15. CONFIDENTIALITY

Both parties recognise the confidential nature of all documentation or information to which they may have access as a consequence of the performance of the object of the contract, undertaking to maintain the confidential nature of all details relating to the same, and, therefore, not to reveal to third parties, directly or indirectly, totally or partially, any data or information derived from the present contract.

Likewise, both parties undertake to adopt the necessary measures to prevent the disclosure of any information or document to which they have access, guaranteeing its security and undertaking, where appropriate, to warn their employees of the confidential nature of the information they may become aware of as a result of the exercise of their functions.

17.RESOLUTION OF CONFLICTS

In the event of litigation, conflict or claim arising directly or indirectly from the execution or interpretation of this contract and its non-amicable resolution, both parties will submit to arbitration by an expert appointed by the court of arbitration of the Official Chamber of Commerce, Industries and Services of Madrid (Spain), according to the arbitration rules in force on the date of submission of the arbitration claim.

The arbitration tribunal appointed for this purpose shall be composed of a single arbitrator and the language of arbitration shall be Spanish. The place of arbitration shall be Madrid and shall be governed by Spanish law.

Alexandria, July 2025

ANNEX. DESCRIPTION OF THE BUILDING SUBJECT OF THE CONSULTANCY

A.1 IDENTIFICATION

The project aims to restore and rehabilitate the building in compliance with all applicable local regulations and best practices. TRAGSA (the "Client") is seeking a qualified Consultant to provide expert technical guidance and project management support.

MaIn façade

Location

Instituto Cervantes. 101 El Horreya rd, St Fouad, Governorate 5422003, Egypt

Building Description

The building consists of five floors: semi-basement, ground floor, mezzanine, first floor and first floor with a terrace. The roof, whose horizontal structure is the subject of this study, is located on the first floor. The structure of the building consists of load-bearing walls with floor slabs of metal joists on the ground, first and first floors, and wooden beams on the roof.

A.2 CONTEXT

Roof Structure CollapseDue to the deterioration of the timber beams caused by moisture and overloading, in May 2022, part of the roof slab collapsed onto the floor below. The collapsed area has a surface area of approximately 25 m2 and locally affected several adjacent load-bearing walls. In January 2024, temporary shoring was installed in the area to structurally secure the load-bearing walls that had been affected by the collapse.

Collapsed slabs on the first floor

A.3 CERVANTES INSTITUTE NEEDS PROGRAMME

The programme of needs for the Instituto Cervantes is currently in the process of gestation and development, and will be outlined in a collaborative process of meetings with the architectural team of the successful bidder, the technical team of Tragsa and the Instituto Cervantes.

At an indicative level, without excluding or limiting character, the needs of the Instituto Cervantes in ALEJANDRIA propose a spatial reorganisation aimed at the rationalisation of spaces and the generation of accessible communications and premises, favouring the use of the entire building, by people with functional diversity.

Key points:

- Introduction of vertical communication lift to all floors.
- Installation of accessible toilets on each floor
- Optimisation of access space and circulation in general.

This reorganisation goes hand in hand with the elimination of small residual spaces: toilets and office rooms of minimal dimensions.

On the other hand, the first floor, currently in disuse, will be completely recovered to provide it with a cultural use and enjoyment of the roof space, including:

- Assembly hall/conference room/cinema
- Library and reading areas
- Teachers' room

The list of needs is as follows:

- It is necessary to carry out a refurbishment to allow accessibility to the Centre, as the ground floor is elevated above street level, and to install a lift to serve all floors.
- The second floor and the roof terrace need to be converted for cultural use.
- Renovation of installations and finishes/ Renovation of toilets.

A.4 DOCUMENTATION PROVIDED BY TRAGSA

*Building Licence

- Photographic report of the current state of the building
- Structural Technical Report of the building (year 2023)
- Preliminary project: Report
  Planimetría Levantamiento Estado Actual (PDF)
  Planimetría Demoliciones (PDF)
  Planimetry Reformed State (PDF)

A.5 DOCUMENTATION TO BE PROVIDED BY TRAGSA TO THE SUCCESSFUL BIDDER

Planimetry Survey Current State (CAD)

Planimetry Demolitions (CAD) Planimetry

Reformed State (CAD)

Madrid. 18 July 2025