

Terms and Conditions

Overview

These Terms and Conditions establish the contractual framework between our company ("We," "Us," "Our") and the client ("You," "Your") concerning the services rendered. By utilizing our services, you acknowledge and consent to adhere to these terms. It is essential that you review these terms carefully to understand your rights and obligations. These terms will govern our relationship and any disputes that may arise, ensuring a clear and mutual understanding.

Offerings

Our firm provides a comprehensive range of services, including but not limited to:

- Project Feasibility Studies
- Design Development and Coordination
- Estimation and Costing
- Tendering and Contract Management
- Project Cost Control
- Planning and Schedule Management
- Reporting and Documentation
- Construction Management
- Quality Control
- Bill Checking and Certification
- Project Handover and Completion Reporting

These services are designed to ensure the successful execution and management of your projects. Our expertise and meticulous approach help mitigate risks and optimize outcomes, delivering value and excellence at every stage of the project lifecycle. We are committed to providing tailored solutions that meet your specific needs and objectives.

3. Feasibility Assessments

Our feasibility studies are grounded in preliminary evaluations, which encompass visual site inspections and logistical assessments. These studies are designed to provide an initial understanding of the project's viability; however, they do not constitute a guarantee of project success. They serve as a foundation for informed decision-making, highlighting potential challenges and opportunities. For a comprehensive risk assessment and detailed planning, further in-depth analysis may be required as the project progresses.

4. Design Planning and Coordination

We will collaborate closely with you to create designs that align with your specifications. Design updates will be provided on a weekly basis to ensure transparency and ongoing alignment with your needs. Please note that any modifications requested after the design has been finalized may incur additional charges. Our goal is to ensure that every detail meets your expectations, and we are committed to addressing any concerns promptly. Open communication throughout this process is key to achieving the best possible outcome for your project.

5. Cost Estimation and Analysis

The initial budget estimates and bills of quantities are derived from the information available at the outset of the project. Please be aware that these estimates are subject to adjustment as the project evolves. We will promptly notify you of any significant changes to the budget to ensure transparency and informed decision-making. Additionally, our team will provide detailed reports and analyses to help you understand the reasons behind any adjustments. This proactive approach ensures that you remain fully informed and can make timely decisions to manage costs effectively.

6. Bidding and Contract Administration

We will support you in identifying suitable contractors and managing the tendering process. Although we endeavour to recommend reputable and qualified contractors, we do not assume responsibility for the performance or actions of any third-party contractors. Our role is to facilitate the selection process and assist in contract negotiations to ensure that terms are clear and fair. However, the final decision and oversight of contractor performance remain with you, and we advise maintaining diligent communication and monitoring throughout the project.

7. Cost Management

We will diligently monitor project costs and provide regular updates on expenditures. However, the responsibility for making decisions related to budget adjustments and approving expenditures rests with you. Our team will offer detailed insights and recommendations to help you make informed financial decisions. We are committed to transparency and will work closely with you to manage costs effectively and keep the project within budget.

8. Project Planning and Scheduling

We will create and oversee the project schedule, incorporating detailed weekly activity planning. Please note that delays resulting from unforeseen circumstances, changes in project scope, or actions by third parties may affect the project timeline. Our team will work proactively to address and mitigate any issues that arise, providing timely updates and adjusting the schedule as needed. Effective coordination and communication will be essential to minimize disruptions and keep the project on track.

9. Documentation and Reporting

We will maintain comprehensive records of daily progress, quality reports, warranties, and guarantees. These documents will be accessible to you upon request, ensuring transparency and thorough documentation throughout the project. These detailed reports keep you informed of key milestones and any issues encountered.

10. Construction Oversight

Our team will oversee and coordinate all construction activities to ensure the project is completed on schedule and to the highest quality standards. We will diligently maintain detailed records of all construction-related activities to ensure comprehensive oversight and accountability. Regular site inspections and progress reviews will be conducted to address any issues promptly and keep the project aligned with its objectives. By fostering clear communication and close supervision, we aim to ensure that every aspect of construction meets your expectations and adheres to industry standards.

11. Quality Assurance

We will implement a quality management plan to ensure that the project meets the agreed-upon standards. You will be informed of any deviations from these standards along with our proposed corrective actions. Our commitment to quality involves rigorous inspections and testing throughout the project to maintain high standards of workmanship and materials.

12. Invoice Verification and Certification

We will meticulously review and verify project billing and certification throughout the tender stage up to the final invoice. It remains your responsibility to review and approve all billing documents to ensure accuracy and alignment with project agreements. Our thorough verification process is designed to catch discrepancies and ensure that all charges are legitimate and justified. We will provide detailed explanations and support for any billing queries you may have, helping you make well-informed decisions regarding payments.

13. Project Handover and Completion Report

Upon the successful completion of the project, we will deliver a comprehensive final report that outlines all phases of the project. This report will serve as the official documentation of the project's completion and provide a detailed record of its execution. It will include a summary of key milestones, a review of any deviations or issues encountered, and final assessments of quality and performance. Additionally, we will provide all relevant documentation, warranties, and maintenance information to support the ongoing management and upkeep of the completed project.

14. Payment Conditions

Payment terms will be specified in the project contract. Non-compliance with the agreed payment schedule may lead to project delays or the termination of services. Timely payments are crucial for maintaining project momentum and ensuring that all parties fulfil their obligations. We will provide clear invoices and reminders in advance of due dates to facilitate smooth financial transactions.

15. Privacy

We are committed to safeguarding the confidentiality of all information provided by you. Similarly, you agree to maintain the confidentiality of any proprietary information shared by us. This mutual commitment ensures that sensitive data remains secure and is used solely for the purpose of the project. We implement stringent data protection measures and will promptly address any concerns related to privacy breaches.

16. Responsibility

We shall not be liable for any indirect, incidental, or consequential damages resulting from the use of our services. Our total liability for any claim will be limited to the amount paid for the services in question. We strive to deliver high-quality service and address any issues that arise, but this limitation is in place to manage risk and ensure fair compensation.

17. Applicable Law

These Terms and Conditions shall be governed by and interpreted in accordance with the laws of [Jurisdiction]. Any disputes arising out of or in connection with these terms will be subject to the exclusive jurisdiction of the courts in [Jurisdiction]. This ensures that all legal matters are handled within a specific legal framework, providing clarity and consistency in the resolution of any issues.

18. Modifications

We reserve the right to modify these Terms and Conditions at any time. Any amendments will be communicated to you in writing, ensuring that you are promptly informed of any changes. It is your responsibility to review these modifications to stay informed about the current terms governing our services.