

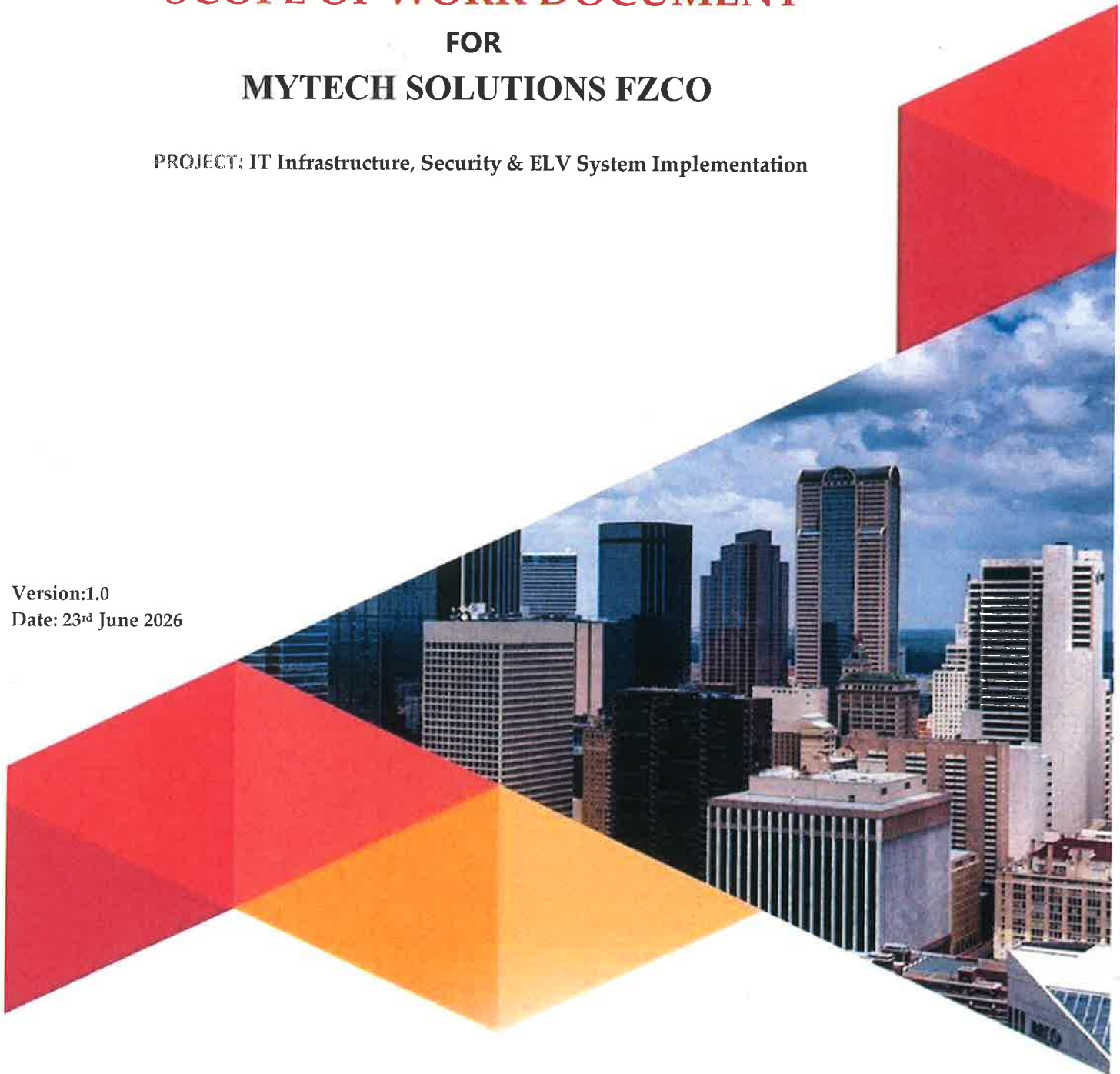
SCOPE OF WORK DOCUMENT

FOR

MYTECH SOLUTIONS FZCO

PROJECT: IT Infrastructure, Security & ELV System Implementation

Version:1.0
Date: 23rd June 2026



@2026 Kyoto Technologies LLC. All rights reserved. All trademarks acknowledged.

This document is published by the **Kyoto Technologies LLC** without any warranty. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose without the written permission of Kyoto Technologies LLC.

Improvements and changes of this text necessitated by typographical errors, inaccuracies of current information or improvements of software program and/ or equipment, may be made by KYOTO TECHNOLOGIES LLC, at any time and without notice. Such change will, however, be incorporated into new editions of this document. Any hard copies of this document are to be regarded as temporary reference copies only.

Document Version Control:

Document Date	: 23 June, 2026
Version	: 1.0
Author	: Sneha Pillai
Account Manager	: Saurabh Kothiyal

Kyoto Technologies LLC

PO Box: 126255,

Dubai, UAE

T: +9714 2268063

E: info@kyoto-tech.com

W: www.kyoto-tech.com

TABLE OF CONTENTS

1. INTRODUCTION	4
1.1. About Kyoto	4
1.2. About Customer	4
2. GENERAL INFORMATION	5
2.1. Purpose of the Document	5
2.2. Governing Agreement	5
2.3. Distribution List	5
2.4. Change Log	5
3. CUSTOMER PROJECT INFORMATION	6
3.1. Project Summary	6
4. GENERAL PROJECT SPECIFICATIONS	9
4.1. Assumptions and Responsibilities	9
5. PROJECT MANAGEMENT AND ADMINISTRATION	11
6. ACCEPTANCE AND REMEDIES	12
7. DELIVERY OF SERVICES	13
8. SIGN OFF CRITERIA	13
9. GENERAL INFORMATION	14

1. INTRODUCTION

1.1. About Kyoto

Kyoto is a leading Information and Communication Technologies (ICT) service provider. We operate internationally through our offices and antennas in Dubai, Abu Dhabi, Sharjah, Jeddah, and Gurgaon etc. We design, develop, support, and promote ICT software applications using integrated, state of art technologies. Our expertise covers.



Distribution



Integration



Services



Collaboration & Smart City

1.2. About Customer



MyTech Solutions is an organization for giving quality technology to travel industries after broad understanding and observing obstacles in travel industry since 2012. Our vision has been to build world class product and solve key issues in online travel interfaces. We create online booking platforms that integrate seamlessly to tour operator's existing websites and help integrating its Global Clients with Suppliers like Sabre, TravelPort, TravelFusion, Worldspan, Amadeus, Affordable Car, Hotel.com, Hotelbeds.com, Tourico, Multicom, RoomXML, TravelPort UAPI, JumboXML, Triton and many more. We offer solution for B2B, B2C and Corporate for best suited solutions at your benefits. Taking into consideration your customer's care by being able to generate your own CRM database, We offer better service by knowing the buying history, spends, extras and preferences of your customer. MyTech Solutions take care of Customer satisfaction by building strong Customer relationship by understanding user stories, fulfilling all their requirements within the deadlines. We understand each Client's vision for their business, then after designing smartest solution, delivering the Best Product/Service within the Timeline.

2. GENERAL INFORMATION

2.1. Purpose of this Document

This document defines the Project SOW and details within which Kyoto Technologies will provide. This document outlines the tasks and comprehensive plans for the “IT Infrastructure, Security & ELV System Implementation” for **MYTECH SOLUTIONS FZCO**. This document ensures everyone involved understands the project’s scope and objective, facilitating effective communication and successful execution.

2.2. Governing Agreement

This Statement of Work or “SOW” is hereby deemed part of and governed by the Services Agreement between **MYTECH SOLUTIONS FZCO** (also called “Customer”) and Kyoto Technologies.

2.3. Distribution List

This document is to be shared amongst the following people for review and approval purposes.

Last Name, First Name	Organization	Role
Saurabh Kothiyal	Kyoto Technologies	Account Manager
Ashish Chandra	Kyoto Technologies	AGM
Sneha Pillai	Kyoto Technologies	Service Operations Executive
Pranay Anchan	MYTECH SOLUTIONS FZCO	

2.4. Engineers Assigned

Kindly note that: **Man days = Total Days x No .of People and Man Hours = Man days x 8**

Name	Organization	Role
Fahad	Kyoto Technologies LLC	ELV Engineer
Usman	Kyoto Technologies LLC	ELV Engineer
Mohammed Khan	Kyoto Technologies LLC	ELV Engineer

3. CUSTOMER PROJECT INFORMATION

3.1. Project Summary

This document serves as a comprehensive guide outlining the key steps, prerequisites, and considerations for the successful implementation of the project “IT Infrastructure, Security & ELV System Implementation” for “MYTECH SOLUTIONS FZCO”. It aims to establish robust security, protection and to ensure a clear understanding among deployment team members regarding the tasks and requirements associated with the project’s pre-implementation phase, facilitating effective collaboration, and streamlined execution.

Anything not addressed by this SOW is out-of-scope and not included in the services. Either party may submit a Change Request to the other party in accordance with this SOW.

SCOPE AND REQUIREMENTS

This document is concerned with the project “IT Infrastructure, Security & ELV System Implementation for MYTECH SOLUTIONS FZCO.

Overall Project Deliverables

The following describes items in scope and out of scope across the entire project with all its project components. Inclusions and Exclusions relevant to specific project components are listed in their respective project component descriptions.

OVERALL, SCOPE INCLUSIONS

For the overall project, the following items are within scope being delivered by Kyoto Technologies.

S.NO	Item Description	QTY
1	FG-70G FortiGate-70G 10 x GE RJ45 ports (including 7 x Internal Ports, 2 x WAN Ports, 1 x DMZ Port).	1
2	FC-10-GT70G-950-02-12 FortiGate-70G 1 Year Unified Threat Protection (UTP) (IPS, Advanced Malware Protection, Application Control, URL, DNS & Video Filtering, Antispam Service, and FortiCare Premium)	1
3	Ubiquiti USW-PRO-24-POE-EU Managed PoE Switch – 24-Port Gigabit with PoE+	4
4	ACCESS POINT UBIQUITI U7-PRO WIFI7	8
5	CONTROLLER UBIQUITI CLOUD KEY+ UCK-G2-SSD	1

6	3CX Phone System Enterprise 16 SC incl. 12 months	1
7	3CX Appliance - Intel Celeron Quad Core, 8GB, 128GB SSD + 1TB HDD, 2 Ethernet, Rack Mount Kit (Supports Up to 200 Extension)	1
8	Fanvil X210 Receptionist and MD Cabin	2
9	Fanvil X3U pro basic phone	16
10	Yealink MB65Pro-A02 Meeting Board 65 Pro for Medium Rooms • Supports Teams mode/Zoom mode/General Mode • 1 x 65-inch all-in-one Collaboration Display, AC power cord, and cables. • 4 x stylus pen. • Including 2-year hardware warranty	1
11	A25 all in one collaboration Bar, CTP25 Touch consol	1
12	Yealink Wpp30 wireless sharing, W128925574	1
13	VMC36 Wireless mic	1
14	Hikvision 4MP-Smart Hybrid Light Fixed Bullet Network Camera With - Mic [DS 2CD1043G2-LIU(2.8mm) (O-STD)]	17
15	Hikvision 4MP Smart Hybrid Light Fixed Dome Network Camera WITH MIC [DS 2CD1143G2- LIU(2.8mm) (O-STD)]	3
16	Hikvision NVR-32 Channel without POE 4 SATA 4K [DS-7732NXI-K4]	1
17	Hikvision 4MP ANPR Camera	3
18	Hikvision 32 Inch LED Monitor (HDMI & VGA) [DS-D5032F3]	2
19	[TOS-HDD-10TB] Toshiba Hard Drive HDD 10TB Surveillance S30	2
20	5KVA Smart UPS SRTG5KXL	1
21	Installation and Fixing of GI Conduiting (Outdoor) & PVC Conduiting (Indoor) for CCTV components	1
22	Desktop System for ANPR Camera	1
23	GIOTTO BT A 60 U 230V50 (P94008000002)2600876 AQ5-5M-Rectangular Arm Boom/Moovi & Gitto (N728034) 2600782 Omega AQ (Fixing Bkt for Rect Boom 3/5 Mt) (N999507) RADIUS LED BT A R1 (D114093 00003) 2607539 COMPACTA A20-180 Photocell (P111782) 2601411	2

	MITTO COOL C2 (D112306) 2614118	
24	Cat6A Cable Work. Including cat 6 cable pulling, Cable Termination, Cable Laying, Cable Testing etc with all type of material required. CCTV, WIFI, AP, Biometric) (Brand-Belden)	90
25	Hardware Installation charges supply, installation, configuration and testing	
26	[42U 800x1000] 42U 800x1000 Cabinet Trolley Type	1
27	[9U 600x450] 9U 600*450 CABINET	1
28	Cat6A Faceplate Dual	35
29	Cat6A Faceplate Single	5
30	Cat6A Keystone Cat6 Jack 180	90
31	24 Port Patch Panel CAT6A	4
32	Cable Manager	4
33	Cat6A Patch Code 1M	75
34	Cat6A Patch Code 3M	75
35	PDU 6 WAY Normal	3
36	LT-9MM] 9mm Label Tape B/W	5
37	Fiber Cable Multi Mode 4 Core with material and Splicing	1

ESTIMATED WORK PLAN

Serial NO:	Work Effort	WORK EFFORTS		RESPONSIBILITY	
		Man – Hours	Man Days	Total Days+ Contingency days	
	Deliverables				
	IT Infrastructure, Security & ELV System Implementation				
A	Network & Security Infrastructure	720	90	25+5	Kyoto Team
	Supply and installation of FortiGate 70G Firewall Configuration: - Firewall policies, NAT, routing - VPN (if required) - IPS, antivirus, URL filtering, app control				
B	Switching & Wireless Network				
	- Deployment: 4 × Ubiquiti PoE Switches 8 × Wi-Fi 7 Access Points (U7-PRO) - Cloud Key Controller - Activities: - SSID creation (corporate & guest) - Coverage optimization & testing				
C	IP Telephony System				
1	- Implementation: 3CX Enterprise (16 SC) 3CX Appliance 18 IP Phones (Fanvil) - Configuration:				

	○ Extensions, IVR, call routing ○ Voicemail and testing system
D	Collaboration & Meeting Room
	• Installation of: ○ Yealink Meeting Board 65 Pro ○ Collaboration Bar (A25) + Touch Console ○ Wireless sharing and microphones • Setup: ○ Teams / Zoom integration ○ Audio-video optimization
E	CCTV Surveillance System • Deployment: ○ 20 Cameras + 3 ANPR Cameras ○ 32 Channel NVR ○ Storage (20TB total) • Configuration: ○ Recording schedules ○ Remote access and monitoring
F	Access Control / Barrier System
	• Installation of 2 Boom Barriers • Integration of safety and control accessories • Testing and commissioning
G	• Structured Cabling Cat6A Cabling (90 points) • Fiber backbone (4-core multimode) • Work includes: ○ Pulling, fibre Splicing, termination and labeling

H	• Rack, Power & UPS Installation: ○ 42U Rack + 9U Rack ○ PDUs and cable managers ○ 5KVA UPS				
I	• ELV Works GI conduiting (Warehouse) • PVC conduiting (Office Area) • Cable protection and routing				
J	• ANPR System Desktop installation • Integration with ANPR cameras				
K	• Testing & Commissioning Complete system validation: ○ Network ○ CCTV ○ Telephony ○ Access systems				
L	Deliverables • Fully functional IT and ELV systems • Configured firewall and network • Operational CCTV & ANPR system • Telephony and collaboration systems • Tested structured cabling				
M	Roles & Responsibilities Service Provider • Supply all materials • Installation and configuration • Testing & commissioning Client • Provide access and approvals • Ensure power and site readiness				

	• Provide ISP connectivity • Assign project coordinator				
N	• Exclusions Civil works beyond standard scope • ISP/service provider charges • Third-party licenses not mentioned • Annual maintenance (unless agreed separately)				
	Total	720	90	30	Kyoto Team

SCOPE INCLUSIONS

For the overall project, the following items are within scope being delivered by Kyoto Technologies.

Item	General Deliverable
1	Kyoto Technologies will provide MYTECH SOLUTIONS FZCO project specific documentation as seen by Kyoto Technologies based on Kyoto Technologies' best practices. The language this documentation will be provided in is English.
2	In case project stakeholders are located across multiple time zones, Kyoto Technologies will make best efforts to support all parties and make appropriate suggestions of when to commence work.

OVERALL, SCOPE EXCLUSIONS

For the overall project, the following items are outside of scope being delivered by Kyoto Technologies. There may be additional out-of-scope items within specific project sub-streams listed in the corresponding sub-chapters.

Item	Scope Exclusion
1	Kyoto Technologies will only provide the solutions and services detailed in this Statement of Work, all services outside the scope of this Statement of Work will require a change control process.
2	Any technical knowledge transfer sessions included are not suited to replace the Kyoto Technologies Administration and Certification.
3	Kyoto Technologies will not engage in any backup activity on Customer infrastructure prior Kyoto activity. It is within the Customer's sole responsibility to put in place any changes required within their systems.

- 4 In case Kyoto Technologies provides Customers with any scripts, tools, etc., it is the customer's responsibility to verify if they are fit for their purpose, if they can be used as is, or if any configuration or modifications are required, before making use of such tools. Furthermore, Kyoto Technologies is not responsible for enhancing, improving, or supporting any such scripts, etc.
- 5 Without the express approval of the consultants and their managers, no changes, cutovers, etc. will not be completed or shadowed by the consultants outside of their region's regular business hours, or on weekends or bank holidays of the consultant's region of residence. In the unlikely event of out-of-hours work to be completed, an additional cost will occur.
- 6 The documentation provided during this project will describe configurations pertaining to the Customer's Kyoto Technologies account. It is not intended for education on any technology, standards, or protocols.
- 7 Unless otherwise stated in a corresponding section of this document, any Technical Knowledge Transfer included in this project does not entail dedicated training sessions for administrators, SOC, helpdesk, or other operational teams.
Neither does the Technical Knowledge Transfer of Kyoto Technologies entail any end-user training. In case any end-user training is part of this project, the details will be laid out in the corresponding section of this Statement of Work.
- 8 Whilst Kyoto Technologies will advise on readily available materials for end-user education and enablement, and creation of new or customization of existing documentation tailored for end-users is not in the scope of this project unless stated otherwise in a corresponding section of this document.
- 9 Any tasks not explicitly mentioned in the scope inclusions.
Work outside the agreed project area or beyond the specified requirements.

4. GENERAL PROJECT SPECIFICATIONS

4.1. Assumptions and Responsibilities

Kyoto Technologies has made the following assumptions and identified the following Customer responsibilities in respect of the provisions of the services under this Statement of Work. The Customer is responsible for validating all assumptions and Customer responsibilities before signing this SOW. Any deviations from the assumptions and responsibilities outlined in this SOW may affect Kyoto Technologies' ability to successfully deliver the Project and could have cost implications. If deviations are required, they will need to be addressed as appropriate via a change request.

Item	General Assumption
1	During remote sessions, it is possible for Kyoto Technologies to shadow Customer staff, i.e., via remote sharing tools accessing all environments and systems belonging to MYTECH SOLUTIONS FZCO that is pertinent to Kyoto Technologies, account for this Project.
2	"In the event of device malfunction, data loss, or compliance issues during or after the specified activities, we disclaim liability for any associated consequences."
3	All Kyoto Technologies tasks will be performed during the scheduled date and time. During local Kyoto Technologies Office hours. Hours outside of this will need an exception and approval from the customer.
4	Kyoto Technologies provides estimates during the Project planning phase based on previous experience.
5	The Project plan is subject to change until baselined and signed off by the Customer.
6	All the services outlined in this SOW will be performed either onsite or remotely, as applicable.
7	The customer must provide Kyoto Technologies access to the appropriate staff members, Site readiness, Access to Network Resources, existing AD farm, O365, file servers, storage and any other necessary structural for wall mounting as it relates to the Customer's environment. This Customer staff can communicate in the English language.
8	All joint sessions between MYTECH SOLUTIONS FZCO and Kyoto Technologies will be in the English language.
9	Customers are required to make any changes to their own environment, which includes but is not limited to network and Firewall.
10	The customer is responsible for providing all hardware, software media, and software licenses unless stated otherwise in this SOW.
11	A review session with the Customer's System Admin will be required to discuss the Customer's existing solution that is being replaced.
12	Kyoto Technologies reserves the right to determine the format of the implementation plan. The plan typically is a document created in Project charter and may contain a tasks list, reference Knowledge Base links.

13	Kyoto Technologies reserves the right to adjust the cost of this engagement in the event the Customer wants to implement a Project Management process over and above Kyoto Technologies' standard process.
14	With any changes required in the current setup, which Kyoto Technologies is supposed to assist with or consult on, the information is provided in a readable and processible format.
15	MYTECH SOLUTIONS FZCO is responsible for providing Kyoto Technologies with any information or data from their third-party vendors and providers which is required for the project.
16	Kyoto Technologies may request modifications within Customer's office 365 environment on behalf of the Customer.
17	MYTECH SOLUTIONS FZCO is aware that the active project participation of MYTECH SOLUTIONS FZCO and its partners (if any) is a prerequisite for the timely and successful progression of the project. MYTECH SOLUTIONS FZCO , therefore, commits to the plans, timelines, work packages, and meetings agreed upon.
18	If the client delays the site when work is 80% completed, they are liable to pay the pending amount and provide signoff. Once the site is ready, we will complete any pending service.

5. PROJECT MANAGEMENT AND ADMINISTRATION

The following items detail the Project Management and Administration aspects of this Project:

- 1) This SOW must be executed by an authorized Customer representative prior to scheduling and execution of services described herein.
- 2) Customer will assign a member of its personnel who will be the main point of contact for scheduling any Customer resources, team meetings, and/or reviews ("Customer Project Lead"). Customer Project Lead will also be responsible for the collection of any requested data points or information relevant to this Project as requested by Kyoto Technologies.
- 3) Customer's Project Lead will identify the appropriate team members who are required to be part of the development and approval process for the stated Project deliverables.
- 4) Kyoto Technologies is not responsible for any delays caused by the Customer, Customer's contractors, or any of Customer's third-party vendors or third-party service providers, or delays that are otherwise outside the control of Kyoto Technologies. Any such delays may result in overall Project cost increases, delay of estimated delivery dates, and the re-assignment of the Kyoto Technologies Project resource(s) to other Kyoto Technologies projects. Kyoto Technologies may both resume the project later based on Kyoto Technologies' resource availability and assign an alternate Kyoto Technologies resource to resume the tasks defined in this SOW in the event of a delay as described herein.
- 5) If required, Kyoto Technologies will create Project deliverables using Smartsheet.
- 6) Where applicable, Kyoto Technologies will produce "final" document versions in standard PDF format.

6. ACCEPTANCE AND REMEDIES

Any deliverables provided under this SOW will meet the requirements stated herein as well as any additional acceptance criteria agreed to in writing by the parties ("**Acceptance Criteria**").

The customer will review/test the delivery as per the agreed baselined Project plan. If the deliveries meet the Acceptance Criteria, the Customer will provide confirmation to that effect. If not, the Customer will notify Kyoto Technologies of the unaccepted deliverable with a detailed explanation, promptly following completion of its review/testing. The customer will not unreasonably withhold or delay acceptance. Kyoto Technologies will assist in the resolution of the unaccepted deliverable in a timely manner.

Where there is no agreed baselined Project plan, or services are provided on a time and materials basis, then Customer's acceptance will be deemed to have occurred on delivery of the applicable service or deliverable.

7. DELIVERY OF SERVICES

All services will be performed either remotely using either Kyoto Technologies or Customer provided Web sharing technologies or onsite as agreed as part of the Project. Kyoto Technologies currently uses Quick Assist as the primary solution for remote meetings.

All delivery of services and timings are subject to Project planning as part of the kick-off process and are subject to change as the Project progresses.

8. SIGNOFF CRITERIA

If the client delays the site when work is 80% completed, they are liable to pay the pending amount and provide sign off.

Once the site is ready, we will complete any pending service

9. GENERAL INFORMATION

If any changes are required to the scope of the work described herein which significantly affect the deliverables, time frames, and resource requirements, will result in the need for an amended Statement of Work and agreement on the additional cost by Customer and Kyoto Technologies.

APPROVAL SIGNATURES

Both parties approve and accept the details as defined in this Statement of Work.

PROJECT ACCEPTANCE FROM BOTH SIDES			
Account Manager	GM	CEO	Client
Mr. Saurabh Kothiyal 	Mr. Ashish Chandra 	Mr. Pankaj Singh 	Mr. Pranay Anchan

SCOPE OF WORK DOCUMENT

PO Box: 126255

T: +97142268063

E: support@kyoto-tech.com

W: www.kyoto-tech.com

