

REQUEST FOR PROPOSALS

Investing in Infrastructure (3i)

Project number:	143
Project name:	Office fitout, design, and relocation
Issued on:	07 May 2018
Response closing date:	Extended to 24 May 2018
Response closing time:	4.00pm

1 Background

This document is a Request for Proposals (RFP) detailing information sought from potential suppliers to carry out the office design and fitout, including removals and installation, for the Investing in Infrastructure (3i) program, Cambodia.

This RFP is an invitation to suppliers to provide detailed information about fit out of the proposed new 3i program office in Phnom Penh which will enable Palladium to select a supplier capable of meeting its program requirements. This is a RFP for proposed activities only; there is no guarantee that works will proceed.

2 Program summary

Investing in Infrastructure (3i) is a five year, nationwide, social investment program funded by the Australian Government and being implemented by Palladium. The program promotes business growth in the infrastructure sector of Cambodia. It expands the delivery of key infrastructure services by partnering with the private sector to expand household and business access to utilities. Support is given to businesses in the drinking water and electricity sectors.

3 Overview and requirements

3.1 Background

The purpose of this RFP is to provide the basis on which suppliers can develop and lodge their proposals to supply services for the professional fit-out of the new Palladium office and relocation and installation of company furniture and equipment in the new office from an existing office.

3.2 Aims

The aims of this project are:

- Refine office floor layout plans for Palladium's approval
- Fully cost the fit-out for Palladium approval, including costs to remove and install all office furniture and equipment
- Undertake fit-out works in a timely and professional manner
- Removal of existing office furniture and equipment from current office and installation in new office

3.3 Desired outcomes

As a result of this project, the Palladium 3i program team will have a professional, fit-for-purpose office space that has been constructed on time and within budget.

3.4 Office location and leasing arrangements

- The services are to be conducted at the **proposed** new Palladium 3i office located on the 4th floor, Keystone Building, Norodom Boulevard (41), Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia.
- Keystone Development Co. Ltd are the lessor. CBRE is the property manager. Palladium are the lessee and tenant.
- The current Palladium 3i office is located on the 3rd Floor, Phnom Penh Commercial Bank (PPCB), No. 217-219, Preah Norodom Blvd (41), Sangkat Tonle Basac, Khan Chamkarmon, Phnom Penh, Cambodia.
- Palladium will undertake the contracting with the successful fit-out company. CBRE will facilitate building access to the building with the fit-out company and arrange formal approval of the fit-out plans from Keystone before any installation work is started.

3.5 Plans

Plans for the proposed new office space are as follows:

- Annex A: Base plan for the office space. 3i will occupy the striped area
- Annex B: CAD plan showing mechanical features (forthcoming –please email to request)
- Annex C: Floor plan outlining the required distribution of functional spaces, offices, storage and ITC services

3.6 Design elements

The design and look of the office should help build and support the image of 3i as a professional entity providing development assistance to private sector operators in Cambodia. The intention is that 3i is - and is seen to be - a business-like entity, working closely and in partnership with the private sector – whether that is operators of water and electricity infrastructure, investment bankers or the financial sector. 3i and its offices are not intended to be overtly branded or presented as Palladium or as an entity funded by the Australian Government.

The design should be characterised by clean lines and be bright, open and airy and take advantage of natural light entering the building through the northern and eastern facing windows. Where available the fit-out should use local materials and fittings to give the office a “local” flavour and save costs. However, use of local materials should not involve selection of inferior quality products and fittings which would diminish the overall quality of the office.

The design should connect the various spaces to create a pleasant working and meeting environment that promotes collaboration and teamwork. Other than the staff room (3.7.9), there should be no ‘hidden spaces’ where staff are tucked away in isolation. The use of glass partitions should be considered to create this effect. Glass partitions will double as whiteboards.

Existing shelving/storage cabinets and work tables and other elements should be used as design features. Glass, natural stone (no marble), and wood should be used to give the space character, and should make creative use of textures and colours (light and warm colours, not clinical).

The staffing profile of the program team calls for an office with:

- Open office design conducive to collaborative, hot-desking arrangements
- Fixed desks for administrative support services
- A common, relaxed staff room
- Manager offices (2)
- Medium sized (2) and small (1) meeting rooms

3.7 Specific requirements for whole-of-office

3.7.1 Flooring

The office space will have raised flooring provided. The successful firm is required to provide advice and flooring options (eg. carpet tiles, laminated timber, and mixed materials) that will minimise noise impacts and echoing, and give a high quality appearance. Consideration should be given to inclusion of laminated timber/linoleum (or similar water resistant flooring) in the Staff Room and entrance way.

3.7.2 Lighting

The successful firm is required to provide advice on and options for lighting with consideration to minimising electricity usage and costs.

3.7.3 Window coverings

The eastern facing part of the office may require installation of roller blinds or similar to reduce heat impacts in the morning. Advice and options are required.

3.7.4 Furniture

All existing furniture and equipment will be used to fit out the new office. The successful firm is required to provide a design that accommodates and complements use of existing items. Palladium will provide specifications of existing furniture to aide in the development of the design.

3.7.5 Large, open space work area

The floor plan is a large, open work area where a team of 10-15 technical staff can work together in a collaborative way that maximises team work and allows for physical movement. This space should not feature permanent work stations for staff – instead it should promote open communication and discussion and encourage mobility within and around that space (e.g. staff moving around with laptops).

Six large, existing tables (able to be moved around the space as needed) will furnish this area. Electrical cabling and outlets in this space should provide for maximum flexibility.

3.7.6 Administration area

The administration area is more traditional in style and will feature permanent workstations. This area will also need to have space for existing filing cabinets and shelving.

3.7.7 Manager offices

Two enclosed offices for managers are required. Glass partitioning with strategic use of solid partitions to give some privacy, should be used. These offices should be sufficient in size to accommodate existing workstation furniture and built-in shelving.

3.7.8 Meeting rooms

A reception area is not required. Rather the office layout should be such that visitors can be directly shown to a meeting room. Meeting rooms therefore should be accessible directly from the entrance without visitors having to walk through the internal work areas. The entrance to the office and arrival of any visitors, should be visible to staff seated in the administration area (3.7.6).

Two of the three meeting rooms should have capacity to seat 6-8 people. The third meeting room should be smaller in size and have capacity to seat 2-3 people. All meeting rooms should offer a degree of privacy yet still allow for natural light and openness.

One meeting room will require installation of an existing, 48" TV screen. The proposal should therefore factor in installation and cabling. Power outlets will be required in all meeting rooms.

The style of the meeting rooms should be consistent with other parts of the office. Meeting rooms can have a higher overall finish than work areas, however should not be dramatically different.

3.7.9 Staff room

This area will serve multiple purposes including acting as a locker room for storage of staff personal items (existing lockers to be used), lounge, staff lunch room, and kitchen with tea/coffee making facilities, fridge and microwave. Suitable storage will be required for cutlery, crockery etc and large, bottled drinking water. This is a social area and should be separated from workstations to reduce noise disruption.

Note that this area will NOT have access to running water or dish washing facilities; these facilities are provided for in common areas on the building floor.

3.7.10 Server and Storage Room

This area should be lockable and provide enough room for housing of the office IT server and storage shelving. Provision should also be made for location and fixing of a heavy duty safe in this room.

3.8 Project specifications

- The office space covers one 252 sqm space. The office space will be partially fitted out as follows:
 - External door (one), external partitioning, and raised flooring, ceiling vents.
 - There is electrical and data cabling into the office space.
 - Set of six 24000BTU/hr Samsung ceiling AC units to be installed once office layout/design agreed. Successful supplier will be required to advise on positioning of units.
- The floor plan is included in Annex A, mechanical plan at Annex B (forthcoming) and functional layout of spaces and individual offices is at Annex C. Annex C is to be considered a firm definition of requirements and layout; it is however subject to feedback and improvements from the successful firm. The successful supplier must provide feedback and suggestions on this design and a detailed floor plan for approval.
- Internal partition walls are to be glass apart from where explicitly specified otherwise (refer floor plan at Annex C for details).
- The supplier will need to provide in the proposal two costed options for the ceiling: 1) painted ceiling, maintaining an exposed industrial-look ceiling, and 2) install a drop/suspended ceiling
- Fit out is to, wherever practicable, position partition walls in line with existing structural beams and to avoid dividing windows.
- Fit out is to optimise air flow from six ceiling mounted AC units and ceiling vents available for the space (ie. by strategic positioning of any floor to ceiling partition walls).
- Fit out must also optimise flow of natural light throughout the office. Natural light is not required in the Server and Storage room.
- Fit out must take account of ICT connections and networking as follows:
 - Power points for desks, meeting rooms and other spaces will be required.
 - Data points (cat 5e data points) for select desks and printer will be required
 - Each outlet will need two (2) double GPO power points. Cabling is to be installed in such a way as to minimise risks of trip hazards and visual impacts.
 - If not already in place, safety switches/residual current devices (RCDs) must be installed to minimise the risk of electrocution and electric shocks.
- The server and storage room is to have the following features:
 - a minimum area of 12sqm
 - solid wall partitioned with lockable door
 - 24 hour dedicated AC (existing split-system AC unit to be installed)

- Minimal exposure to direct sunlight
- A secured access system to the office will need to be included in the supplier's proposal.
- Access to the offices
 - Arrangements for access to the office for fit-out works plus any landlord requirements about working hours (including any after-hours and weekend work) and noise mitigation will be determined and the successful firm advised. Compliance with these arrangements will be required.
- We will pay for electricity that is used by the supplier while working on-site.
- The supplier is required to remove all building waste and any other rubbish/refuse off-site and not use the landlord's waste facilities.
- The supplier will be required to procure removalist services and deliver as part of the overall contract.

3.9 Financial Proposal

Potential suppliers are requested to present an overall proposal for activities described in section 3.2. The fee proposal should be presented as a fixed price proposal for all work, to include any necessary costs for the supplier to carry out the work in the specified location. All relevant assumptions should be detailed in writing in the Financial Proposal.

3.10 Payment Terms

3i will pay suppliers on receipt of a correctly rendered invoice.

3.11 Contract Duration

TBC

3.12 Timeframes

The services are expected to be performed between start June – end July 2018:

Task/activity	Due Date
RFP released	07 May 2018
Proposals received from interested suppliers	24 May 2018
Evaluation and decision on successful vendor; contracting	30 May 2018
Start date	1 st week of June 2018
Provide draft plan floor layout for Palladium approval	+2
Palladium approval	+3
Work commences on site	+4
Work completed	+30
Any remedial works to address defects, omissions	+35
Removal of office furniture and equipment from existing office to new office and installation	+37
Physical completion	Target date for completion is no later than 16 July 2018

4 Proposals

Interested suppliers must use and adhere to the 3i Response Form when submitting proposals.

5 Evaluation

- 5.1 3i will use an objective and reliable process to evaluate proposals. Responses to this RFP will be evaluated based on:
1. Compliance with this Request for Proposals (RFP).
 2. Understanding of and ability to meet the requirements and deadlines as specified.
 3. Overall value for money including:
 - Supplier expertise and experience with delivery of projects similar in nature to this RFP.
 - Expertise of particular individual(s) and overall team nominated to perform the services
 - Past performance relevant to this RFP (as determined by referee checks).
 - Approach - how you propose to provide the services specified in this RFP including timing.
 4. The fee to be charged for providing the Services.
- 5.2 Note that price will not be the sole criteria used to evaluate proposals.
- 5.3 3i reserves the right to contract more than one supplier for these services, and may actively seek to contract more than one supplier to ensure supply of technical services.
- 5.4 3i reserves the right to vary the contract term, and to exercise the option period at its sole discretion.
- 5.5 3i reserves the right to choose not to proceed with contracting for these services.

6 Further information

- 6.1 Bidders are required to comply with all terms and conditions set out in this RFP.
- 6.2 No unsuccessful bidders will be entitled to any redress against Palladium in the event that Palladium enters into an agreement with any other Supplier or person.

7 Terms and conditions

- 7.1 Potential suppliers should ensure that they understand and can comply with the terms outlined below.
- 7.2 All responses must be received by 4.00pm on 24 May 2018 by email to RFP@3iCambodia.org with "143_Office Fitout and Design– RFP" in the subject line. Any proposals received after this time and date will not be considered.
- 7.3 The supplier is to complete the Response Form (provided separately).
- 7.4 The Response Form shall be submitted in English.
- 7.5 All services will be subjected to the terms and conditions outlined in a purchase order or contract to be negotiated between the successful supplier and 3i.
- 7.6 The successful Bidder will be required to adhere to and sign a Palladium Business Partner Code of Conduct, a copy of which will be made available in the contracting stage.
- 7.7 Payments tied to project milestones or progress payments will be made in accordance with the purchase order or contract.
- 7.8 Unsuccessful bidders will be advised by email and letter as soon as 3i has made the final decision; no further correspondence will be entered into.
- 7.9 All services must be supplied within the timeframes specified in the purchase order or contract agreement. If for any reason the supplier cannot supply the services in this time frame, 3i will have the option of declaring the contract void and selecting another supplier to meet its needs.

- 7.10 Palladium is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Due diligence procedures reflect this commitment and will include relevant criminal record and other background checks.
- 7.11 Further information about this RFP can be obtained as follows:
Holly Lawton, Operations Manager
Email: holly.lawton@thepalladiumgroup.com