

**The Japan Foundation, Bangkok**

Library Interior Construction

**【 Bid Specification-Request for Proposal 】**

October 2018

**The Japan Foundation, Bangkok**

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### Attachment

Form1 : Present floor plan of facility and Construction target area

Form 2 : Project master schedule

Form 3 : Priority items (e.g. specification of each space)

Form 4 : Specification details in reinstatement

## 1. General

This specification prescribes the requirements regarding the execution design outsourcing and the contract of the complete library interior construction project of The Japan Foundation, Bangkok.

The Japan Foundation, Bangkok plans to complete the library interior construction by March 15 (Friday), 2019. In line with this, as it is going to select the design and construction company for the library interior construction, e.g. the design and the interior equipment work, please prepare the required documents according to the following guidelines, and submit them between November 14, 2018 (Wednesday), 10:00 and November 15, 2018 (Thursday), 17:00 (the documents must be submitted strictly within the specified period and only during working hours).

## 2. Bid outline

- |                         |   |
|-------------------------|---|
| (1) Owner               | The Japan Foundation, Bangkok (hereinafter referred to as “client”)   |
| (2) Name of bid         | The Japan Foundation, Bangkok, Library Interior Construction  |
| (3) Project outline     | Library renovation at Serm-Mit Tower 10th Fl., East side,<br>(approx. 614 sq.m.) consists of;<br>Library renewal; approx.. 384 sq.m.<br>Partial reinstatement of existing libraries; approx.. 230 sq.m. |
| (4) Construction period | From January 7, 2019 ~<br>To March 15, 2019 (estimated schedule date)   |
| (5) Construction venue  | 10th Fl. Serm-Mit Tower, 159 Asoke Montri Rd., Bangkok 10110  |
| (6) Building outline    | Office Building/Completion in 1993/27 Stories   |

## 3. Bid schedule

- |   |   |
|---|---|
| Date of the public notice of the bid outline; | Wednesday, October 17, 2018                           |
| Pre-bid briefing;                             | Friday, October 26, 2018 (10:00 a.m.)                 |
| Inquiry closing day;                          | Tuesday, October 30, 2018 (5:00 p.m.)                 |
| Answer inquiries;                             | Thursday, November 1, 2018 (5:00 p.m.)                |
| Period for submission of bid documents;       |   |
|   | From Wednesday, November 14, 2018 (10:00 a.m.)        |
|   | No later than Thursday, November 15, 2018 (5:00 p.m.) |

※ See item 8. for further details

## 4. Handouts (Reproduction prohibited)

- Bid specification (this document)

- Attachment Form 1: Present floor plan of facility and Construction target area
- Attachment Form 2: Project master schedule
- Attachment Form 3: Priority items (e.g. specification of each space)
- Attachment Form 4: Specification details in reinstatement

## 5. Scope of work

### (1) Scope of work

The designer and constructor (hereinafter referred to as “contractor”) shall carry out the following works:

- Following design work and approved construction drawings based on the bid specification, and construction contract based on the documents;
  - Interior design and construction
  - Built-in furniture construction
  - Lighting and electrical equipment construction
  - Network construction, AV equipment work, Security work
- Overall site daily management (management of locking and unlocking of the keys, management of adjustment between construction and time schedule, report to the client)
- Adjustment of site management (adjustment of time schedule and construction works in connection with other construction(s))
- Overall management of safety and health (please comply with the Industrial Safety and Health Act)
- Adjustment and consultation with building manager or the management company and the submission of the construction application
- Site Survey
- Preparation of the construction time schedule and submission of its details
- Marking work on the date specified by the client
- Complete procurement, supply and installation of the scaffolds, the materials and the secondary materials
- Transportation and lifting of the materials procured by the contractor
- Curing of the walls, floors and other necessary points in order to prevent damages due to the material transportation, the product delivery and during the construction (including the goods disposal points, corridors and ELV. Please also do the curing on, for example, room entrances, interior floors and walls, along with the construction scope)
- Protection and curing of the finishing materials
- Industrial waste disposal of the emerging materials, remaining materials and trashes, etc. based on the law (transportation to and loading on specified area within the site)
- Site cleaning after the end of the work (organizing and cleaning the site)
- Repair works of the minor flaws due to the causes of other companies after the completion of the remaining works and correction works, and the completion of the targeted construction

### (2) Scope of other works

Following items which are incidental to the works specified in aforementioned No. (1) is included as the scope of work:

- Preparation of the design drawings and the construction drawings based on the bid specification
- Preparation of the construction time schedule
- Preparation and submission of the application documents needed for the construction to the building and client
- Preliminary meetings, inspection application procedures and attendance at proceedings of the inspection (if applicable)
- Obtaining the insurance necessary for the contractor
- Submission of as-built drawings (quantities and time will be specified separately)
- Submission of construction photos (quantities and time will be specified separately)
- Submission of manuals, warranties, maintenance manual procedures (if applicable)
- Transportation of furniture and equipment from existing libraries including during the construction period, and disposal of unnecessary goods
- Other items written in the special instructions
- As for the electrical lights and outlets, execution design shall be done after the confirmation of the site. Electrical capacity shall be deemed as adequate, and construction work done and paid by owner of the building shall not be carried out.

### (3) Out of scope of work

Following items are out of the scope of work:

- Works other than the constructions in No. 4 of the bid specification including the items written in the handouts or specified orally or in written and the constructions and the works specified in the scope of work written in No. 5 (1) and No. 5 (2) of this bid specification.

## 6. Requirements regarding the construction and the content of the cost estimation

As for the construction cost, please do the estimation item-by-item for the following items:

- (1) Design and management
- (2) Interior construction (all necessary items based on the specification in Annex 3, e.g. partitions, doors and door frames, lighting equipment, furniture and shelves, etc.);
- (3) Mechanical and electrical work (all necessary items based on the specification in Annex 3, e.g. works related to air conditioning, electricity, telephone, LAN, security system, etc.)
- (4) Moving cost (costs for transport of equipment, e.g. furniture and disposal of unnecessary goods, together with replacement of goods as appropriate, including the period of construction)
- (5) Other miscellaneous costs

As for the design cost, cost for application and attendance at proceedings for inspection, management cost, company expenses, cost for drawing preparation, other working costs, the ground for calculation (rates or fixed, etc.) shall be made clear before being added up.

\*About price estimation

The estimated price of library renewal space (approx.384sq.m.) and reinstated space (approx.230sq.m.) must be submitted separately. The breakdown of construction cost must be written down into items, amount, unit price of each material, construction labor cost and the total cost.

\*About value added tax

Value added tax shall not be included in the prices and unit prices written in the documents submitted for the bid and the cost estimation breakdown.

\*About bid price

Bid price shall include the preparation cost of design drawings and construction drawings, meeting cost, business traveling expenses, accommodation expenses, transportation cost, site management cost, health insurance, vacation and epidemic allowances, general management cost, construction insurance fee and other related costs or profit.

7. Documents to be submitted and precautionary statements

(1) Documents to be submitted (submit 5 sets each)

- 1) Bid document: Estimated price (including detail list) including estimate condition and term of payment
- 2) Design package (drawing, design proposal, specification): Specific layout diagram and visual material must be attached as a design proposal
- 3) Construction time schedule
- 4) Staff organization chart: including the organization chart for design and construction management, resumes of the (planned) site responsible person
- 5) Copy of business operator registration certificate, seal registration certificate, copy of corporate registration certificate (one copy each)
- 6) Past record of the construction contracts within 3 years
- 7) Copy of the interior architecture certificate (issued by the specialized association)
- 8) Company brochure
- 9) Financial statements: submission is required only for the company that participates in the presentation

\*All documents shall be written in Japanese or English. A successful bidder must attach the translation in Japanese or Thai if documents are submitted only in English.

\*Submitted documents will not be returned.

(2) Criteria for selection

- Whether the submitted documents comply with the bid specification or not;
- Whether the estimated price and the unit prices in the breakdown statements for

this construction are appropriate or not;

- Whether the design and the cost estimation are prepared with adequate understanding of the intension of this plan or not;
- Whether the working process is reasonable and appropriate or not;
- Whether the proposal is, from a technical perspective, conscientious and appropriate or not;
- All elements of, for example, design ability;
- Past record of the company and past record of the person in charge, the framework for design and construction management;
- Correction construction, framework during the repair, and actions after the completion of the construction.

As the final decision on the selection of the contracting company will be done after the overall consideration of abovementioned criteria, please note that appropriate design and construction plan together with the estimated price shall be submitted.

## 8. Bid method

(1) Date of the public notice of the bid outline;      Wednesday, October 17, 2018

(2) Holding pre-bid briefing;

[Date and time]      Friday, October 26, 2018 (10:00 a.m.) ~

[Venue]      The Japan Foundation, Bangkok

※The interested bidders who wish to participate in the pre-bid briefing session must notify by e-mail to the prescribed address in item 8(3) with specifying the bidder's company name, information of person in charge, contact information and the number of participants by 5:00 p.m. on October 24, 2018 (Wednesday).

(3) Question and answer

If you have any questions, please contact by e-mail. The Japan Foundation, Bangkok, will simultaneously answer inquiries from every company that participated in the pre-bid briefing by e-mail before 5:00 p.m. on November 1 (Thursday).

【Addressee】      Person in charge: Mr.Matsuo   e-mail (matsuo@jfbkk.or.th)

【Inquiry closing】      Tuesday, October 30, 2018 (5:00 p.m.)

【Answer inquiries】      Thursday, November 1, 2018 (5:00 p.m.)

(4) Period for submission of bid documents

From      Wednesday, November 14, 2018 (10:00 a.m.)

No later than      Thursday, November 15, 2018 (5:00 p.m.)

(5) Address for submission

The Japan Foundation, Bangkok

10th Fl. Serm-Mit Tower, 159 Asoke Montri Rd., Bangkok 10110 Thailand

(6) Submission method

Any bid documents shall be submitted within the prescribed time period (from 10:00 a.m. to 5:00 p.m.). The submission by registered post is also acceptable (No late bids will be accepted under any circumstances).

(7) Presentation

We will consider the submitted documents, and individually contact the participants of presentation by November 16, 2017 (Friday), 17:00. In addition, the presentation will be held at 14:00 on November 20, 2018 (Tuesday) at The Japan Foundation, Bangkok, 10th floor, Serm-Mit Tower.

(8) Notice of results

The client will comprehensively consider the bidding price and the contents of the submitted documents, and make final decision. Results will be noticed by e-mail.

(9) As for the submission of the quotation and the proposal, please note that there is no rewards/compensation for participation.



## **Attachment Form 2: Project master schedule**

2018

|                                     |  |
|-------------------------------------|--|
| Wednesday, November 14 (10:00 a.m.) | Start accepting bid documents submission   |
| Thursday, November 15 (5:00 p.m.)   | Submission deadline  |
| Friday, November 16                 | Contact to the presentation participants   |
| Tuesday, November 20 (2:00 p.m.)    | Presentation   |
| Friday, November 23                 | Decision of the vendor for design and construction   |
| At the end of December              | Confirmation of design and construction details<br>Contract conclusion, Application for Permission |

2019

|                   |   |
|-------------------|---|
| Monday, January 7 | Start of construction work                |
| Friday, March 8   | Interior work completion and inspection   |
| Monday, March 11  | Furniture and equipment carry-in/out work |
| Friday, March 15  | Project completion (No delay)             |

### Attachment Form 3: Priority items

#### [Entire Library]

- The area subject to construction is as follows (total 614 m<sup>2</sup>, see Attachment 1)  
New library and Storage; 384 m<sup>2</sup>  
Reinstatement area: 230 m<sup>2</sup> (see Attachment 4 for details of specification)
- High quality library, shall be an embodiment of cool Japan, having the image of the international cultural exchange organization, and the organization working with culture and art.
- Bright, innovative and comfortable space design to appeal to youth generation in Thailand.
- Contrive ways of guidance, and personnel flow from the elevator hall and devise a line of sight that secures perspective view of the new library from the entrance.
- Maintain a certain degree of privacy from outside.
- Appropriate signature planning that is easier to understand and get access for visitors.  
(Including removal and reinstallation of signboard of JASSO and JSPS)
- Maintain appropriate temperature and humidity environment with consideration for regulations of landowner and building management companies regarding air conditioning equipment.
- Pay attention to the sound insulation for the walls and doors.
- Renovate the severely aging deteriorated floor surface and ceiling.

#### ○ Main Target

- High school and university students who study Japanese
- General public who study Japanese
- High school and university students who are interested in Japanese arts and culture (not necessarily studying Japanese)
- General public who are interested in Japanese arts and culture (not necessarily studying Japanese)
- Japanese in Thailand (Japanese teachers, Japanese family with kids, and lastly, Japanese elders)

#### ○ Furniture and Book Shelf

- Reuse existing furniture and equipment is possible.
- Dispose of inappropriate or old furniture and fixtures with permission.
- Consider the reuse of existing furniture from the viewpoint of cost management and, the harmony of furniture when mixing newly-furnished and existing furniture

#### [New Library]

#### ○ Reading Space

- Smart and stylish space for art and culture lovers from children to adults, which can satisfy individual purpose of use by simple but not boring design.
- Arrange bookshelves that are easy to find and organize books. Also consider as display that can impressively and effectively show the cover of books, magazines, DVDs etc.
- Arrange bookshelves that can stock more than 15,163 books in total. Also,

devise capability of storage that can flexibly correspond to collection books that increase every year.

- The design proposal should include signage planning and proposal of a signage concerning classification of book collection. (e.g. "Japanese education", "music", "contemporary art" etc.)
- Arrange multipurpose tables (use by 4 to 6 people) that visitors can learn together or use for conversation etc. Meanwhile, to ensure space where visitors can concentrate on reading and studying. These areas shall be arranged not to interfere each other.
- Desks for browsing without partitions should be arranged appropriately.
- Each desk should have electrical outlets at appropriate height on the walls as far as possible.
- Number of total seats is about 30 to 40 seats.
- Make good use of natural light from the window.
- Install blinds in windows in order to maintain heat shielding and privacy.
- When necessary in design and the budget permits, it is possible to allocate up to two thirds of the book collection in the closed stacks. In closed stack system area, existing floor finishing and bookshelf are reusable.
- The illuminance of the visiting space for visitors shall be 500 lux or more. (JIS standard)

#### ○ Library Counter

- Secure work space for one librarian.
- Install a desk with extension telephone.
- In order to prevent theft of books, arrange the counter that librarian can overlook the entire library.
- Enable entrance of outside light from the openings so as not to feel cooped-up.

#### ○ Working Space

- Allocate desks and chairs for 2 staff and 1 part-time staff as working space.
- Install extension telephone for each desk.
- Use 3 PC with internet connection.
- Prepare a rack which can accommodate the installation of 1 network printer (can use the existing one if available).
- Prepare working book shelves for librarians.
- Prepare the cabinets to store all types of documents and stationary, and set up storage space on the walls or under the tables.
- Enable entrance of outside light from the openings so as not to feel cooped-up.

#### ○ Entrance

- The entrance glass door in an easily accessible position from the elevator hall.
- The entrance door shall be tempered glass and able to be locked from inside.
- Relocate the existing library security gate near the new entrance.
- Place a side entrance for storage space, apart from the main entrance. However, security shall be taken into consideration.

#### ○ Return Box

- Set a return box on the corridor side for book return at closing time.

#### ○ Media Corner

- Place 2 to 3 paired seats that allow to browse the DVD with the monitor and

DVD deck.

○ Books

- The approximate number of the books that we will keep in library is around 15,163 books that is divided into 3 languages;
  1. Japanese books; approximately 10,604 books
    - 1.1 Normal books; 8,068 books
    - 1.2 Dictionary and reference books; 693 books
    - 1.3 Comics; 741 books
    - 1.4 Children books; 715 books
    - 1.5 Complete work of literature; 57 books
    - 1.6 Arts in big size (longer than 38cm from bottom to top); 330 books
  2. English books; approximately 2,622 books
    - 2.1 Normal books; 2,011 books
    - 2.2 Arts in big size (longer than 38cm from bottom to top); 85 books
    - 2.3 Arts in normal size (shorter than 38cm); 526 books
  3. Thai books; approximately 1,937 books (first priority for display)

[Storage Area]

The following use area can keep the existing floor finish

1. Server Space
  - Use the existing server rack
  - Not necessary to make as a room
2. Space for Cultural Items
  - Not necessary to make as a room
3. Old Films Storage Space (at least width 4.8m × depth 2.74m)
  - Use the existing 2 cabinets
  - Cabinet dimension; 2.5m (height) × 4.8m (width) × 0.92m (depth)
  - Secure accessible space between cabinets, at least 0.9m
4. Film Technician's Working Space (approximately width 5m × depth 4m)
  - Use existing cabinets and working desk to store documents and DVDs
  - Not necessary to make as a room
5. Miscellaneous Items Storage
  - Fully utilize the space for storage up to ceiling
  - Not necessary to make as a room

[Reinstatement Area]

Regarding the specification detail of reinstatement area (230 m<sup>2</sup>), see Attachment Form4.

[Others]

- Design the ceiling and floor according to the size and use of each space. Provide lighting, air conditioning, ventilation system, sprinklers, etc. as necessary (if there is existing one, use preferentially)
- Equip lights, air conditioners, ventilation systems and sprinklers as needed basis (give prior attention and use the existing ones if available).
- As for, for example, the electricity and lighting, they shall be designed to meet with the size and the intended purpose of each room, and appropriately installed to be convenient for the staff and the users.
- The door, passage and floor of the entrance of the library and the reading room shall be barrier-free in order not to block the passage of a wheelchair.
- Pay adequate attention to the sound insulation measures.
- The entrance door, storage entrance, shelves and other areas where safety measures are required shall be able to be locked by key.
- Design and construct so as to conform to all laws and regulations of which the compliance is required in Thailand, such as fire regulations.
- Appropriately apply for referrals and permissions from all related ministries and agencies or building management company, as necessary.
- As for the air conditioning, ventilation, water supply and drainage, electricity, telephone, fire-alarm equipment, fire extinguishing equipment, cable TV, etc. or other information necessary at the time of design and construction, appropriately confirm with the client and the building management company through the responsible person of The Japan Foundation, Bangkok.

End of the annex