

The Japan Foundation, Bangkok

Office and Classroom Interior Renovation

【 Bid Specification-Request for Proposal 】

October 2019

The Japan Foundation, Bangkok

【Table of Contents】

1. General
2. Bid outline
3. Bid schedule
4. Handouts (Reproduction prohibited)
5. Scope of work
6. Requirements regarding the construction and the content of the cost estimation
7. Documents to be submitted and precautionary statements
8. Bid method

Attachment

Appendix 1: Construction target area and office desk layout plan

Appendix 2: Project master schedule

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

Appendix 4: Current floor plan of facility

1. General

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

The Japan Foundation, Bangkok plans to complete the office and classroom interior renovation by February 28 (Friday), 2020. In line with this, as it is going to select the design and construction company for the office and classroom interior renovation, e.g. the design and the interior equipment work, please prepare the required documents according to the following guidelines, and submit them between November 13, 2019 (Wednesday), 10:00 and November 14, 2019 (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, Office and Classroom Interior Renovation |
| (3) Project outline | Office and Classroom renovation at Serm-Mit Tower 10th Fl., South-west side,
(approx. 340 sq.m. in total) |
| (4) Construction period | From January 6, 2020 ~
To February 28, 2020 (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; | Thursday, October 17, 2019 |
| Pre-bid briefing; | Thursday, October 24, 2019 (10:00 a.m.) |
| Inquiry closing day; | Tuesday, October 29, 2019 (5:00 p.m.) |
| Answer inquiries; | Thursday, October 31, 2019 (5:00 p.m.) |
| Period for submission of bid documents; | |
| | From Wednesday, November 13, 2019 (10:00 a.m.) |
| | No later than Thursday, November 14, 2019 (5:00 p.m.) |

※ See item 8. and appendix 2: Project master schedule for further details

4. Handouts (Reproduction prohibited)

- Bid specification (this document)
- Appendix 1: Construction target area and office desk layout plan
- Appendix 2: Project master schedule
- Appendix 3: Priority items (e.g. specification of each space)

- Appendix 4: Current floor plan of facility

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
 - Telephone line system, 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 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 (VAT)

The unit price or the price breakdown of each item in the bid submission quotation shall not include VAT. However, the proposed final total amount shall be the sum of the total amount of construction work, VAT and other related expenses.

*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; Thursday, October 17, 2019

(2) Holding pre-bid briefing;

[Date and time] Friday, October 24, 2019 (10:00 a.m.) ~

[Venue] The Japan Foundation, Bangkok

※The interested bidders must participate in the pre-bid briefing. Those 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 12:00 p.m. on October 22, 2019 (Tuesday).

(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 October 31 (Thursday).

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

【Inquiry closing】 Tuesday, October 29, 2019 (5:00 p.m.)

【Answer inquiries】 Thursday, October 31, 2019 (5:00 p.m.)

(4) Period for submission of bid documents

From Wednesday, November 13, 2019 (10:00 a.m.)

No later than Thursday, November 14, 2019 (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 15, 2019 (Friday), 17:00. In addition, the presentation will be held on November 19, 2019 (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.