

Korea IT Cooperation Center
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Request for Proposals (RFP)

Interior Renovation of Office Space: KICC

Background

Korea IT Cooperation Center (KICC), in Singapore, which opened on July 11, 2014, serves as National IT Promotion Agency (NIPA)'s strategic hub for boosting vigorous business opportunities between South Korea and ASEAN countries in the ICT industry. The center, currently located at AXA Tower, had 9 offices for Korean ICT SMEs whose intention is to make Singapore as its headquarter in ASEAN.

1. Introduction

The purpose of this Request for Proposal (RFP) is soliciting proposals from qualified professional vendors for interior renovation service, to undertake and manage the interior design, planning, construction, and fitting works required for the renovation of the new KICC Singapore office @ One Finlayson Green (OFG) #18-01. The selected vendor shall coordinate with KICC Singapore to minimize disruption to the KICC Singapore's operations during and after the renovation. Service responsibility of the selected vendor will include all aspects of the renovation process during the pre-renovation, renovation and post-renovation phases of the project.

2. Scope of Services

A full range of professional design and renovation services is required, including but not limited to the following:

- Space planning for the office fit-out (3,251 square feet)
- Initial conceptual layout designs
- Responsible for acquiring any and all permits necessary for project
- Mechanical and electrical engineering works
- Project management and on-site supervision, including the control of the work quality, project progress, project schedule and costs
- Packing, moval and re-installing of office furniture & equipment from AXA Tower to OFG.
- Re-instatement of AXA Tower (Optional)
- Adhere to timeline as agreed upon unless interrupted due to events beyond control of selected contractor or KICC

Locations	Remarks
Meeting Room 1 (fits 4 pax)	Repurpose the current furniture including a TV and projector
Conference Room 2 (fits 10 pax)	Repurpose the current furniture including projector and projector screen
Director's room	Repurpose the current furniture including a TV
Staff Office (5 pax)	Repurpose the current furniture
Small offices (2-3pax)	<ul style="list-style-type: none"> ● 9 of such small offices ● Repurpose the current furniture including a TV
Waiting & Reception Area	Repurpose the current furniture
Pantry & Server Area	Supply and install new furniture
General Workstations (fits 4 to 8 pax)	Supply and install new furniture

3. Proposal Requirements

- Provide detailed/conceptual design concepts
- Propose cost of services including costs of: painting, electrical works, carpentry, cabling, furniture, glass, partition & ceiling works, over time charges if required, Insurance. etc.
- Advise KICC of any legal work that needs to be done according to the local regulations and OFG's requirements
- Provide firm's qualifications: include the contact details, general history of the firm

4. Work Schedule

The planning schedule shall cover all phases of the project including design and renovation works. Renovation works should commence by mid-Sept 2021 and the expected date of completion is end October 2021, allowing a day or two for moving. Official handover to be completed by 1st Nov 2021.

5. Evaluation Criteria

Evaluation of submitted proposals performed under the following criteria:

- Relevant experience and qualifications of the design team personnel assigned to the project
- Fee structure, cost estimation
- Project schedule
- Proposed methodology
- Ability to communicate with KICC staff about its needs and legal requirements
- Overall evaluation of team's ability to accomplish the project
- Understanding of the project objectives/ scope/ completeness or proposal
- Reputation of the firm, based on references and visit

(Evaluation criteria and weight for each: Price: 30%, Vendor's design concept: 30%, Vendor's experience/reputation: 30%, Timeline: 10%)

6. Submittal

Prospective vendors may submit either electronically by email or in person

Proposals may be sent electronically to: yvonne.lee@kicc.sg by **30 July 2021 (Friday)**.

7. Selection and Notification

Bidders may be required to conduct a final presentation to KICC Singapore. Written notification will be sent to the selected vendor in writing via email and phone call.