

Korea IT Cooperation Center
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Request for Proposals (RFP)

Office Reinstatement @ AXA Tower

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

- Project : Office Reinstatement @ AXA Tower
- Budget : SGD 40,000 (included GST)
- Contract : 15th Oct to 1st Dec 2021

The purpose of this Request for Proposal (RFP) is soliciting proposals from qualified professional vendors for the reinstatement of office, to undertake and manage the hacking, dismantling, replacement and necessary paperwork required for the reinstatement of the KICC Singapore office @ AXA Tower #04-01. Service responsibility of the selected vendor will include all aspects of the restoration works during the pre-restoration, restoration and post-restoration phases (including disposal) of the project.

2. Scope of Services

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

- Project Insurance, Project site protection, site mobilization, cleaning and final cleaning prior to satisfactory handover
- Demolishment of existing ceiling finishes, wall partition, wall finishes, floor finishes, cabinets, including proper disposal to approved dumping ground.
- Reinstatement of all sprinkler point. Proper turn-on must be approved by in-house contractor.
- All lighting points, cabling (including sub-min cable, main cable, DB etc) to be removed.
- Restoration works to be done in accordance to MCST plans and guidelines provided by the building management.
- Final scope of services must be approved by building management for final acceptance.

3. Proposal Requirements

- Provide detailed cost of services including costs of over time charges and insurance if required.
- Advise KICC of any legal work that needs to be done according to the local regulations and AXA'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. Restoration works should commence by 1st Nov 2021 and the expected date of completion is 30th Nov 2021. Official handover to be completed by 1st Dec 2021. All parties (esp. building management) must be satisfied with the reinstatement during handover.

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 (Final approval from building management)
- 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: 10%, Vendor's scope of work: 30%, Vendor's experience/reputation: 30%, Timeline: 30%)

6. Submittal

Prospective vendors may submit either electronically by email or in person
Proposals may be sent electronically to: yvonne.lee@kicc.sg by **17 Sept 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.