



REQUEST FOR PROPOSAL

Project Name

Integrated Fitting-Out Works at #13-03 to #13-08 MAS
Building for The Institute of Banking and Finance

RFP.CS.2018.0001

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The Institute of Banking & Finance

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10 Shenton Way

#13-07/08, MAS Building

1 ABOUT IBF

- 1.1 The Institute of Banking and Finance Singapore (“IBF”) was established in 1974 as a not-for-profit industry association to foster and develop the professional competencies of the financial sector. The principal activities of IBF are:
- (a) To administer licensing examinations on behalf of the Monetary Authority of Singapore (“MAS”) and industry examinations on behalf of industry bodies;
 - (b) To develop industry standards, competency roadmaps and professional development pathways for financial sector practitioners;
 - (c) To act as the national accreditation and certification agency for financial industry competency in Singapore;
 - (d) To administer training grant schemes offered under the Financial Sector Development Fund (“FSDF”) on behalf of the MAS; and
 - (e) To provide career advisory and job placement services for the financial sector.

2 PROJECT BRIEF AND SCOPE OF SERVICES

- 2.1 The purpose of this Request for Proposal (RFP) is to select a Design-Build company (D-B) with the capability to provide integrated design and fitting-out works for The Institute of Banking and Finance office at 10 Shenton Way, #13-03/08 (“the Premises”) MAS Building with an approximate office area of 11,000 sq. ft.
- 2.2 The key objective of the project is to transform IBF’s office into a one-stop career centre that will allow IBF to deliver a comprehensive suite of services ranging from setting competency standards and promoting skills development, to career advisory, job matching and placement by seamlessly integrating the following work spaces/facilities:
- (a) Welcome area;
 - (b) Career advisory rooms;
 - (c) Assessment room;
 - (d) Management rooms;
 - (e) Office workstations;
 - (f) Meeting rooms; and
 - (g) Multi-functional/Board room.
- 2.3 The scope of works includes, but is not limited, to the following:
- Interior design and space planning
 - Architectural and interior fitting-out works
 - M&E works (e.g. lighting, air conditioning, fire protection related works, etc)
 - Structural works (if any)
 - Loose furniture provision
 - Audio & Visual system
 - Construction management

- Project management and on-site supervision, including the control of the work quality, project progress, project schedule and costs
- Statutory and/or authority submissions and approvals
- Any other items that may be included to achieve the Tenderer's design proposal

2.4 Design & Sourcing

- (a) Provide comprehensive consultant services for the conceptualisation, design and development of the overall theme and layout, including all design and specifications of the individual areas within the Premises.
- (b) Rework/refine proposed designs according to the IBF's needs and objectives.
- (c) Take accurate measurement of the job site(s), and draw floor plans.
- (d) Procure, supply, build, deliver and install any furnishings, materials and accessories needed.

2.5 Building & Development

- (a) Perform all necessary demolition to existing walls and partitions, removal and disposal of floor and wall finishes, workstations, loose furniture, fixtures, ceiling mounted fan coil unit (above false ceiling) within the existing space, as well as any other ancillary works deemed necessary for the completion of the project.
- (b) Provide all materials (include venue hoarding), plants, machinery, tools, supervision, labour, transportation, handling, insurances, storage, import/export permits, excises and necessary incidentals for the satisfactory completion of the works.
- (c) Provide all related M&E services and any other ancillary works deemed necessary for the completion of the project.
- (d) Supervise on-site work carried out by the various subcontractors, suppliers, partners, etc.
- (e) Remove all waste materials and debris immediately, where the removal costs shall be borne by the Contractor.
- (f) Provide requirements for appointment of other relevant consultants or specialist parties (e.g. Licensed Electrical Worker) to secure the Landlord's and other statutory authorities' approvals and clearance of the works.

2.6 Handing Over and Post-Completion

As part of the handing over of the project upon completion, the Contractor shall provide the following to IBF:

- (a) Submit a complete set of as-built Drawings of the Interior work, Audio Visual equipment and all M&E Works
- (b) Submit a complete list of material, supplier and equipment contacts and model numbers.
- (c) Conduct training for the Employer on the operation and use of all features, equipment and systems deployed in the Premises. This includes the handing over of reference and maintenance manuals and instructions.

3 PROJECT OVERVIEW

3.1 The following requirement specifications for the project are as follows:

Space/Facility	Remarks
Welcome area	<ul style="list-style-type: none">• The welcome area will serve as common reception and lounge area for visitors to IBF, e.g. individuals seeking career advisory and job placement services, exam candidates, and financial practitioners who are attending meetings or events organized by IBF.• The area should be designed and fitted-out to create a welcoming and engaging atmosphere, and optimize staff/visitor flow to enhance the service experience of the visitors.• It should include a designated space for a gallery for display of digital collaterals and equipped with self-service kiosks for visitor use.
Career Centre	<ul style="list-style-type: none">• There shall be 5 career advisory rooms, each with a seating capacity for 3 persons, for meetings between IBF Career Advisors and individuals seeking career advisory/job placement services. These rooms should have acceptable acoustic ratings to ensure privacy of conversations within the room. Each room should also be fitted with an auxiliary air-con unit (VRV system) which will be used when central air-conditioning is not available.• The rooms shall be designed and fitted-out to create an environment that is conducive for consultative discussions and to provide a secure work environment for IBF staff (e.g. with appropriate surveillance monitoring systems/safety features).

Space/Facility	Remarks
Assessment room	<ul style="list-style-type: none"> • There shall be one assessment room for the conduct of computer-based examinations administered by IBF. The room has to accommodate 50 persons in a single seating arrangement. • The design layout should cater for an existing key locker system (48 lockers) which will be reused for exam candidates to store their personal belongings. 2 additional locker units to be added-on to match the existing locker system. • It should be designed and fitted-out to provide exam security (e.g. with appropriate surveillance monitoring systems), and with sufficient space between candidates for ease of movement and to create a conducive and distraction-free test environment.
Management rooms	<ul style="list-style-type: none"> • Create 4 management office rooms for IBF C-suite. • Size of each room should be approximately 12 to 16 sqm. The CEO room should be fitted with an auxiliary air-con unit which will be used when central air-conditioning is not available.
Office workstations	<ul style="list-style-type: none"> • Create an office space which accommodates 60 workstations. Each work desk should be fitted with telephone lines, 2 units of power sockets (double) and CAT-6 structured cables. • Re-use 43 existing work desks and add-on 17 new work desks to match the existing work desks. • The office should be designed and fitted-out to create an ambient, secure and safe workplace environment. This includes good office acoustics, lighting and sufficient space between work clusters for ease of movement and to promote work efficiency and productivity. • Create 2 Quiet Rooms, each with a seating capacity for 4 persons, which will be used by staff who require a private environment for discussions, appraisal chats, phone calls, nursing/lactation etc. Re-use an existing set of discussion table and chairs (4 units) in one of the quiet rooms. <ul style="list-style-type: none"> ▪ Create an additional space/corner to house 1 unit of Server Rack with patch panels at #13-03/06. ▪ Create storage area which is fitted-out with at least 12 full-height cabinets to meet IBF's storage needs
Meeting rooms	<ul style="list-style-type: none"> • Create 2 meeting rooms which are designed and fitted-out to accommodate 10 persons and the other to accommodate 6 persons.

Space/Facility	Remarks
	<ul style="list-style-type: none"> • The rooms should also be fitted for installation of meeting room/AV equipment, i.e. projector and projection screen for each room. IBF will reuse existing projector (Epson EB 1430wi projector which comes with 67" x 47" whiteboard for the 10 pax meeting room, and a basic projector for the 6 pax room. A new projection screen should be installed in the 6 pax room.
Multi-functional/Board Room	<ul style="list-style-type: none"> • Create a room that that can accommodate at least 30 persons. • The room should be designed and fitted-out with furniture for flexible usage to maximise room utilisation and can be easily reconfigured/transformed for different purposes, e.g. Board Meetings, masterclasses, AGM, industry briefings, town hall meetings etc. • The room should be fitted with an auxiliary air-con unit (VRV system) which will be used when central air-conditioning is not available. • The room should also be fitted with AV equipment, i.e. 2 numbers of 85-90" LED TV screens and a wireless microphone system. The AV system provided by the Contractor must be able to support and integrate with a video conferencing system (to be separately procured by IBF).
Pantry	<p>Create a modern pantry for IBF staff with a good breakout space design that allows the space to be flexibly used for lunch/tea breaks, informal meetings or collaborative work.</p>
Server Room	<ul style="list-style-type: none"> ▪ Supply patch panels for cat 6 cables ▪ Supply fibre cables (4 pieces) between server room and server rack
Other specifications	<ul style="list-style-type: none"> ▪ Adopt an agile design approach as far as practicable to maximise space utilisation, especially the larger rooms/space (assessment room, multi-function/board room, meeting rooms etc) ▪ Demolish existing unwanted wall/floor/ceiling finishes, system/custom-built furniture and electrical works where applicable ▪ The overall design and fitting-out (including office carpet, furnishings, paint finishes etc should match IBF's corporate branding. ▪ All office lighting used should meet industry standards for energy efficiency (e.g. T5 / LED lights).

Space/Facility	Remarks
	<ul style="list-style-type: none"> ▪ Auxiliary air-con system installed should meet industry standards for energy efficiency (e.g. VRV system).

4 SUBMISSION REQUIREMENTS & TIMELINE

4.1 The proposal should comprise :

- (a) Design brief explaining the proposed concept and space planning;
- (b) Plans and drawings of proposed designs (including electrical, mechanical, architectural and structural, if any);
- (c) 3D rendering / artist's impression of each area/space in accordance to Tenderer's design proposal;
- (d) Project timeline and schedule, detailing the scope of works;
- (e) Product brochures of proposed furniture, electronic items;
- (f) Total project cost and cost breakdown of individual items;
- (g) Track record of current and completed similar contracts undertaken by the Tenderer

Design Approval

4.2 All design documents shall be reviewed and approved by IBF.

4.3 The D-B company shall be responsible for obtaining all necessary permits and design approvals from relevant the landlord/authority/government agencies before commencing the renovation works, and any additional expenses incurred for the purpose of obtaining permits/approvals from relevant author/government agencies may be charged to IBF. In addition, the D-B company must adhere to the Fitting-Out, Renovations and Re-Instatement Brief as set out by IBF's landlord, the Monetary Authority of Singapore (MAS).

Work Schedule

4.4 The planning schedule shall cover all phases of the project including design and renovation works. The renovation works are to be carried out in phases from Friday, 7pm to Sunday, 11.59pm to allow IBF to be fully operational on weekdays during the renovation period, unless otherwise approved by IBF.

4.5 Renovation works should commence on **16 April 2018** and must be completed by **30 June 2018**.

4.6 The D-B company shall coordinate with IBF to minimize disruption to the IBF's operations during and after the renovation. IBF will continue its office operations from Mondays to Fridays during the renovation. Service responsibility of the selected D-B company will include all aspects of the renovation process during the pre-renovation, renovation and post-renovation phases of the project.

Pricing

4.7 Please provide a quotation for the renovation works with a detailed breakdown of costs (including all third party costs) as follows:

- Fees – Design, professional, government mandated & insurance fees
- Preliminaries
- Demolition works
- Partition works
- Flooring works
- Movable wall works
- Carpentry works
- Ceiling works
- Painting works
- Mechanical & electrical works
- Telephone & computer cabling works
- Structured cabling works
- Relocation works
- Furniture (built-in, system & loose)
- Electrical Installation
- Air Conditioning Installation
- AV System
- Miscellaneous/Optional Items

4.8 Upon completion of the renovation project, the total sum of contract billed shall not be greater than the signed quotation.

Floor Layout

4.9 The selected D-B company will be required to provide the following documents (electronic & hardcopies) to IBF for retention upon completion of the renovation project. Your proposed drawing (to scale) should be in PDF or other easily readable standard format.

- Floor Plan (Furniture Layout)
- Power/Electric Plan (Single Line Diagram)
- Power Point (Power Points Layout)
- Lighting Layout (Lighting Points Layout)
- Data & Telephone (Data-Point Layout)
 - Includes labelling at end points
- Floor Finish Layout
- Proposed Project Action Plan and Timeline
- Architectural Drawings

Liquidated Damages

- 4.10 Liquidated damages shall be S\$1,000 per day of delay after the expected date of completion (refer to Work Schedule). The liquidated damages shall be deducted from the retention amount.

Warranty

- 4.11 All labour and material shall be covered under warranty as per industry practices.

5 SELECTION CRITERIA

- 5.1 IBF is looking to select a D-B company that shows a clear understanding of the requested scope, and an ability to meet the project objectives within the required timeframe. Although price will be a key factor in the decision making process, the following criteria will also be considered:

- Qualifications – Bidder shall be licensed and certified to deliver the project. List all pertinent certifications and qualifications that may be related to this renovation project.
- Design and Construction Approach – Description of pertinent aspect of the bidder’s approach to this renovation project that meets the key objectives of the project and provides positive differentiation.
- Schedule – The concept schedule is considered to be a minimum requirement. A more aggressive schedule such as a phasing approach that may allow for a more aggressive delivery/occupancy will be favoured.
- Past Experience - The required list shall include only those projects the bidder has performed that are similar to this renovation project, and are ongoing or have been completed within the last five (5) years.
- Warranty – Bidder shall describe in detail the warranty schedule for the different components.
- Price Itemization– Proposal shall include a general payment schedule that will be refined / finalised during Final Design phase.

6 TERMS OF PAYMENT

- 6.1 The terms of payment are as follows:

- 30% Upon confirmation
- 30% Progress payment
- 30% Upon completion
- 5% 3 months after completion

- 5% 6 months after completion

7 SUBMISSION DEADLINE AND REQUIREMENTS

7.1 The submission deadline for the proposal (which comprises but is not limited to the overall design concept, detailed pricing, proposed floor layout, proposed work schedule, detailed scope of work as well as visuals of pieces of furniture that will be used) is **12 March 2018**.

7.2 Submission Requirements. Prospective service providers are to submit their proposal to **IBF Governance** by email or post using the following address:

Attention: IBF Governance

Email: procurement@ibf.org.sg

Mailing Address: 10 Shenton Way, #13-07/08, MAS Building, Singapore 079117

7.3 Under no circumstances, should the proposals be shared with any other officer at IBF. **All submitted proposals must include the reference: RFP.CS.2018.0001**