

Interior design for office space

TERMS OF REFERENCE

I. OBJECTIVE

To provide interior design for office space for WHO's proposed new office at Savannah Heights. The design should take into consideration cost effectiveness, environmentally friendly and durable material, disability accessibility and conducive working environment (open working space) to facilitate communication and coordination among team members.

II. The designer must be duly licensed and has represented itself as possessing the necessary expertise, resources and knowledge in providing the services required by the Client

III. Must provide the following supporting documents for evaluation:

- Company profile (general information) must include:
 - a) Years of service and types of clients
 - b) Volume of business with corporate accounts
 - c) Main thrust of business
 - d) List of clients
- Certified true copy of registration for business operations
- Certification on the following:
 - a) that the company is not blacklisted or barred to any government or private agencies
 - b) proof that the company is in good standing (bank certification, accreditations, etc..)

IV. REQUIREMENTS

- Shall provide interior design for office space per the attached floor space (attachment 1) with the below requirements
 - e) One (1) Office for WHO Representative (big enough for working space and then a meeting space for table and chairs for 6-8 people)
 - f) 45 office spaces: All staff would be in open space, partition height would be 1.25m with option of sit/stand desk (automatic adjustment). Upper part of partitions would allow tackable arrangements so staff can tack on the partitions.
 - g) Each cubicle would be with L shape table (the attachment 2 is for reference)
 - h) One big meeting room, *(optional: could be divided using movable partitions (accordion type or sliding folding door) in case rooms are needed for smaller groups.)*
 - i) At least another small meeting room for small group meetings/discussions

- j) Some closed offices (2-3) (in case staff would need area to focus on work, or to take phone calls during working hours while its not convenient to do that in open space)
- k) One meeting room to be served as Emergency Operation Center
- l) One breastfeeding room (enclosed room)
- m) Transient area: for temporary visitors, staff and non staff...: so they can have tables to work on temporary basis
- n) Server room, enclosed area with lock for security purpose
- o) Reception area and waiting area for visitors (waiting area is only at the area with reception desk)
- p) All meeting rooms would be with glass, with frosted stickers to allow transparency and also to make a room looked through, but also to allow writing on the glass walls without any issues for cleaning/wiping
- q) Furniture for meeting rooms need to be easily moveable to form one big long meeting table or smaller ones. Movable tables to be used in different configurations, moveable chairs
- r) Floor: hard flooring, no carpet
- s) Ceiling: different options for ceiling (open ceiling or covered by acoustic panels) to see which option is more optimal in term of cost and energy consumption and aesthetic
- t) Design for the kitchen/pantry with necessary facilities and kitchenette equipment
- u) Design to include data (wired and wireless) and power connections (international power points) to all work stations, meeting rooms, transient areas, pantry/kitchen, receptions, printers/photocopiers (3) and wifi points on the ceiling
- v) Design to include also the airconditioning system/fresh air circulation with sufficient capacity for meeting rooms (based on sizes), closed rooms, open space, kitchen, server room (server room to have two aircons so that they can operate alternatively as the area requires aircon 24/7)
- w) Lighting: sensor lighting arrangement
- x) Door access system: ensure double access system at the main entrance (swipe card with manual lock option)
- y) Design of relevant CCTV system for the office ensure that the entrances to the office are fully covered
- z) Acoustic treatment and soundproofing for meeting rooms and closed office for good audio quality in meetings and teleconferencing
- aa) Any electrical/mechanical/auxiliary related works required should be included in proposals
- bb) Consider to have standing desks/cocktail tables in relevant areas
- cc) WHO Logos in relevant places (entrance, reception area, meeting rooms...)
- dd) The design could bring the feeling of welcoming, modern, comfortable working environment to staff. Make use of the current beams around the office to make them nice
- ee) The design takes into consideration the requirement for environment friendly and durable material and accessible for disability.

Design aesthetic

The lighting from the window area should be maximized in the window space, i.e, but to balance the temperature in the office (blinds would be required).

Schematic Design phase

- Consult with the Client to ascertain the requirements of the project and confirms the requirements with the Client; The site inspection could be arranged with prior notice to the Client for necessary arrangements.
- Preparation of 2-3 distinctly designs/arrangements/decoration proposals, and iterative finalization with the Client;
- Presentation of pictorial ideas and concepts to show colors and textures, and other materials for the Client to approve before proceeding into Design Development Phase
- Submit to the Client a preliminary budget for the office construction based on the design presentation

Design Development phase:

- Provide semi-final drawings for final approval by the Client
- Submit to the Client the selection of furniture, fabrics, materials and accessories for approval.

Contract Document phase:

- Prepare technical interior design drawings which shall be used by other parties involved in the Project. Those drawings convert the approved ideas into information that can be used at the jobsite. Technical interior design drawings consist of the followings:
 - Furniture layout- showing the approved furniture and their distribution to all relevant spaces
 - Interior Design Floor Plan- showing dimensions and how the interior spaces are subdivided
 - Floor pattern- showing specified floor finishes
 - Detail of selected built-ins or interior feature
- Specify selected furniture, fabrics, finishes, special decorative lightings, and other special items required by the interior design concept
- Provide perspective sketches or 3D modelling to show design intent.

Interior Design Implementation phase

- Prepare interior design documents for interior construction. Those documents may be used for constructions and/or for bidding
- Prepare a template of Bill of Quantity which will be used for bidding of construction
- Suggest to the Client prospective interior fit-out contractors, if any
- Assist the Client in evaluating proposals submitted by suppliers
- Approve or reject shop drawings and samples, as appropriate, prior to their fabrication, purchase and/or completion
- Visit the jobsite regularly to check on the general progress and quality of work done by the interior fit-out contractor and to see to it that the design intent is properly implemented in accordance with established protocol;
- Keep the Client informed of the progress of the work, and shall endeavor to safeguard the quality standard of the works concerning interiors

- Supervise installation of furniture and accessories in each area

The designer shall ensure that:

- a) Personnel are well experienced and qualified to fulfil their duties
- b) Licensed and certified for their operation in Papua New Guinea
- c) With good oral and written command of the English language

V. SUB-CONTRACTORS

The Contractor shall obtain the prior written approval of the client for any services sub contracted to another company or undertaking. The approval of the Client shall not relieve the Contractor of its obligations under the contract. The terms of any sub contract shall be subject to and conform to the provisions of the contract with the Client.

VI. INDEMNITY

1. The Client shall not be liable for any claims, loss, accident, damages or injury suffered by any person whatsoever arising in or out of the execution of work, including travel to and from our premises.
2. The Contractor shall indemnify and hold harmless, at its own expense, the Client, its officials, agents, partners and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses arising out of breach of contract and or negligent acts or omissions of the Contractor, or the Contractor's employees, officers, agents or Sub-contractors.

VII. USE OF NAME, EMBLEM OR OFFICIAL SEAL

The Contractor shall not advertise or otherwise make public the fact that it is engaged in a contractual agreement with the Client. Nor shall the Contractor in any manner whatsoever use the name, emblem or official seal of the Client, or any abbreviation of the name of the Client in connection with its business or otherwise.

VIII. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

All information, documentation, drawings, plans, estimates and all other material supplied to the Contractor shall remain the property of the Client and shall be treated as strictly confidential. The Contractor may not communicate at any time to any other person, entity or Government any information known to it by reason of its association or contract with the Client. These clauses do not lapse upon termination of the contract.

IX. FORCE MAJEURE AND CHANGES IN CONDITIONS

1. Force Majeure, as used in this article, means act of God, war, invasion, revolution, insurrection, or other acts of a similar nature or force.
2. In the event of and as soon as possible after any occurrence constituting force majeure the Contractor shall give notice and full particulars in writing to the Client, if the Contractor is rendered unable to fulfil its obligations under the contract. Upon receipt of this notice the Client shall take such action, as in its sole discretion, it deems appropriate.

3. The Contractor shall immediately inform the Client of any change in ownership or anticipated change in its status as soon as it is known.

X. TERMINATION

1. Either party may terminate the contract with a 3 calendar months written notice. The Contractor shall cooperate with the Client to insure a smooth transition of work and to ensure that minimum service, as detailed in the Service Level Agreement, is maintained.
2. In the event that required work falls short of the minimum standards set forth in this document the Client reserves the right to view this failure as a breach of the essential terms of the contract and after issue of two written warnings, terminate the contract forthwith.
3. Should the Contractor become insolvent the Client may, without prejudice to any other right or remedy it may have under these terms and conditions, terminate the contract forthwith.
4. The Contractor is obligated to inform the Client immediately of any such events.

XI. DISPUTES

1. Execution of the work on or around the precincts of WHO premises by the Contractor's staff, does not create any employer/employee relationship with WHO.
2. Any dispute relating to the interpretation or application of this agreement shall, unless amicably settled, be subject to conciliation. In the event failure of the latter the dispute shall be settled by arbitration. The arbitrations shall be conducted in accordance with the modalities to be agreed upon by the parties or, in the absence of agreement, with rules of arbitration of the International Chamber of Commerce. The parties shall accept arbitral awards as final.

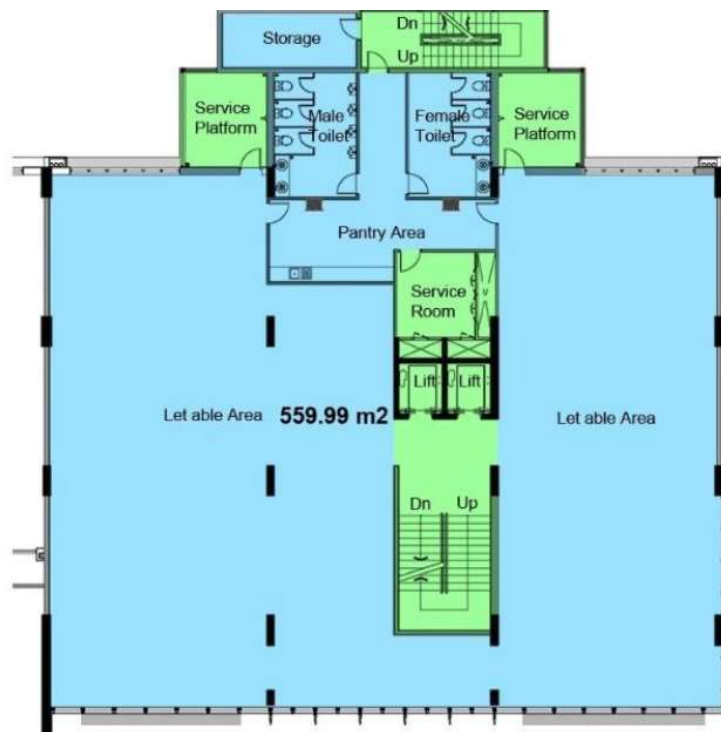
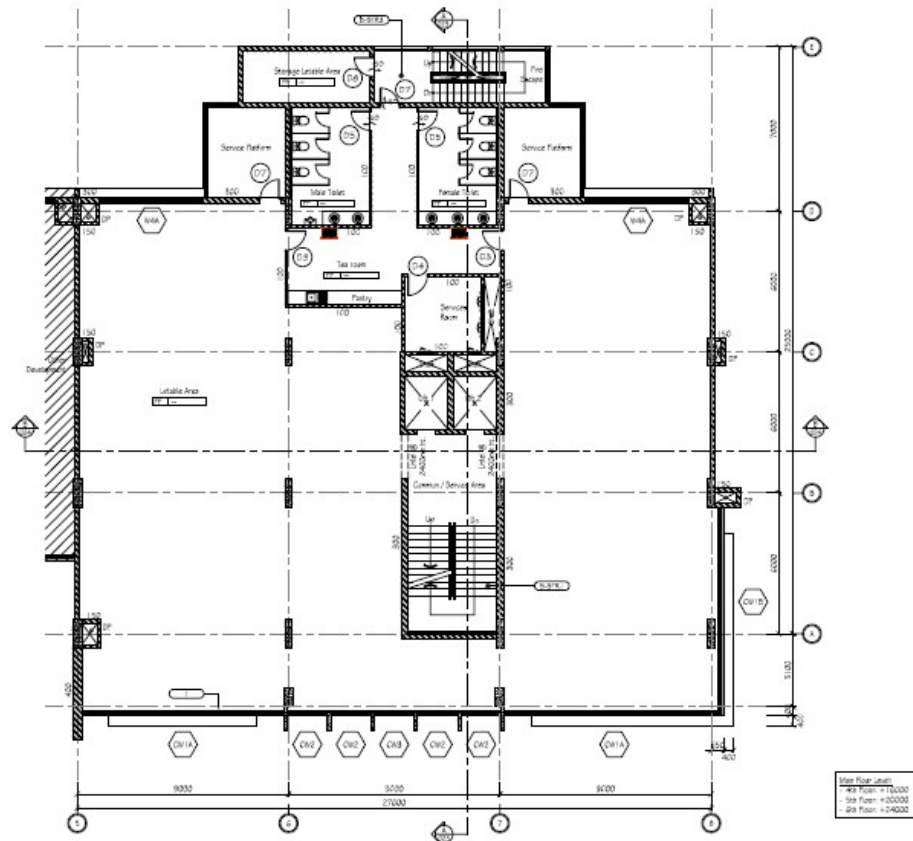
XII. PRIVILEGES AND IMMUNITIES

Nothing in or relating to the contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the client, including its subsidiary organs.

XIII. TAX EXEMPTION

Section 7 of the Convention on the Privileges and Immunities of the United Nations provides inter alia that the Client is exempt from all direct taxes, customs duties and charges of a similar nature. Accordingly the Contractor authorizes the Client to deduct from the Contractor's invoice any amount representing such taxes, duties or charges.

Attachment 1



Attachment 2

