

PART III

SPECIFICATIONS, REQUIREMENTS & EVALUATION CRITERIA

FAS/GSO/2019/09/01

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GENERAL

- 1.1 This Invitation to Tender calls for the Provision of Interior Design Consultancy and Project Management Services for the Football Association of Singapore.
- 1.2 Tenderers shall comply with the Specifications and all provisions in these Tender Documents.
- 1.3 No addition or alteration shall be made by the Tenderer to the provisions in the Tender Documents, in particular to the Specifications, Requirements & Evaluation Criteria and the Schedule to Form of Tender. The provisions in the Tender Documents as originally prepared by the FAS shall be strictly adhered to.
- 1.4 It is the responsibility of the Tenderer to check the Tender Documents, the site, equipment and materials to gather any information and data required towards the submission of the Contract Tender Offer. The Tenderer shall not make any claim against the FAS and shall hold the FAS completely harmless and shall fully indemnify the FAS against any failure to check or gather the requisite information and data for the submission of his Contract Tender Offer.
- 1.5 For the purposes of this Invitation to Tender, neither the Tenderer nor any member of his/her family nor any member of his/her staff may be an employee of the FAS. All salaries and wages payable to staff employed by the Tenderer shall be the sole responsibility of the Tenderer.
- 1.6 The FAS shall not be liable for loss or damage to the Contractor's property placed or left on site or elsewhere on FAS' property.
- 1.7 The Contractor shall bill the FAS in accordance with the prices quoted in the Form of Tender and Schedule to Form of Tender. The rates quoted shall be deemed to include the Contractor's costs, overheads and profits.

SPECIFICATIONS & REQUIREMENTS

- 2.1 The following are the specifications and requirements for the Provision of Interior Design Consultancy and Project Management Services for the Football Association of Singapore.

A. SPECIFICATIONS

The offices should be designed with the following considerations as stated below.

Exhibiting a Vibrant Football Culture

In Pursuant to Article 4 of FAS Constitution, promoting friendly relations between its Members, Clubs, Officials and Players and in society for humanitarian objectives

Embracing FAS Values

- Teamwork
- Inclusiveness
- Transparency
- Respect
- Innovation
- Passion

Encouraging “Dreams do come true” – World Cup 2034

Working towards Singapore's representation on football's biggest stage

Façade, Lobby, Reception and Lift Lobby

- This area would build on first hand impression. Thus it should be welcoming, while having a professional and football centric look and feel

General Layout and Staff's Personal Workspaces

- The layout of the personal working areas should give a sense of openness and togetherness
- They should allow natural light from the windows to be maximised and shared
- Personal working spaces should be quiet and conducive for individual work. Include 'Hot Desking' capabilities
- Staff from the same divisions/departments should be clustered together
- Dividers between the desks should provide staff with sufficient privacy but allow for staff to see and speak with each other (by standing up at their desks)
- There should be sufficient space for storage, both at officers' desks and at storage rooms/shelves

Meeting Rooms and Collaborative Spaces

- Meeting rooms and collaborative spaces should be flexible and able to serve multiple uses, from seminars of up to 60 persons, to meetings, workshops, and smaller discussion groups.
- Formal meeting rooms (eg, Boardroom/Conference) should feel welcoming to our guests. They should be professional, sophisticated and elegant.
- Meeting rooms should have ample **sound proofing** so that discussions can be kept confidential.
- Meeting rooms, particularly the Seminar/Boardroom/Conference Rooms, should have advanced audio-visual solutions to support meetings and video-conferencing, and double screens, where feasible, to support multiple presentation displays.
- There should be a few "collaboration coves" that seat 4 to 8 persons, which are available and accessible for impromptu discussions. Sound insulation should be provided so that discussions do not distract other staff. These areas should be equipped with power points and wifi, and allow for screen projections.

Rooms for Management

- Management (i.e. Assistant Directors and identified HODs and above) should be allocated rooms, which should be able to seat at least 2 persons.

Pantries

- There should be a pantry accessible to staff in each office and Boardroom/Conference Room. Each pantry could have a look and feel different from the other. The pantries should have a cosy and warm look and feel.
- The pantries may serve more than one function. Staff may be able to hold informal discussions, work in a café-like setting and enjoy their lunch break there.

Tech-enabled

- The office should leverage technology to improve productivity.

Green and sustainable

- The design should take into consideration sustainability and ease of longer-term maintenance.
- The office should encourage environmentally-friendly and considerate habits such as recycling, switching off of lights and air-con, and turning off of power supply to personal workstation equipment and other major office appliances (i.e. easily accessible and

B. SCOPE OF WORKS

The Tenderers will be required to provide full Interior Design Consultancy services from inception to completion. The Interior Designer is responsible to coordinate with appointed Project Manager (“PM”) and other vendors (e.g. MEP Consultant, Main Contractor, IT & Security Contractor, etc.) for ensuring the project is delivered on time, within scope and within budget. This would include but not limited to the tasks identified below.

<p style="text-align: center;"><u>i. Conceptualization Phase</u></p> <ul style="list-style-type: none">a. Project deliverables.b. Zoning / Phase Plans.c. Authorities’ Requirements (i.e. SCDF/BCA)d. Purchase of existing approved plans (if required)e. Preliminary Layout Plansf. Identify key M&E provisions.g. Identify and provision of Designs <u>for all areas, not limited to</u>, Frontage, Reception and Lobby, Boardroom/Conference Room and Admin Office. <p style="text-align: center;">Milestone Completion: Concept Design & Plans submission</p>
<p style="text-align: center;"><u>ii. Design Development Phase</u></p> <ul style="list-style-type: none">a. Proposed Layout Plansb. Furniture Layout Plansc. Proposed M&E Services Plansd. Artists’ Impressions / Perspectivee. Proposed Schedule of Finishesf. Coordination with Client’s vendors (eg Card access, Security & IT systems)g. Develop the Tender Specifications and Documents for Tenderh. Cost estimation for all fittings and finishesi. Preparation of Bill of Quantities / Scope of Worksj. Preparation and submission of reports inclusive of (Site Photos, Project Designs, Supplier Sourcing of Quotations)k. Obtain licensing or permits as requiredl. Provide and Manage Renovation Schedule including relocation plans for affected offices <p style="text-align: center;">Milestone Completion: Full Set of Tender Specifications and information</p>
<p style="text-align: center;"><u>iii. Tender for Contractor Stage</u></p> <ul style="list-style-type: none">a. Tender Calling & Site Show aroundb. Tender Clarifications & Evaluation of tenders receivedc. Tender Interviews & Recommendationd. Preparation and submission of reportse. Final award of Contract. <p style="text-align: center;">Milestone Completion: Appointment of Contractor</p>
<p style="text-align: center;"><u>iv. Construction & Post Construction Stage</u></p> <ul style="list-style-type: none">a. Project Management Services throughout the duration of the Construction Stage.b. Post Construction Services after the completion of the works.c. Preparation and submission of project completion reports

CONTRACTOR'S OBLIGATIONS & RESPONSIBILITIES

- 3.1 The Contractor shall have good knowledge and experience of interior designing and project management services
- 3.2 The Contractor shall ensure that the work is completed within the stipulated time-frame.

COMMENCEMENT OF WORKS

- 4.1 Work shall commence immediately upon the issuance of Letter of Acceptance by the FAS and must be completed by the project end-date in accordance with the stipulated time-frame.

CONTRACT SUM

- 5.1 The rates quoted in the Schedule to Form of Tender shall be deemed to include the supply of all necessary manpower, systems and tools, Contractor's travel and transport expenses, overheads and all other associated costs.

CONTRACT TENDER OFFERS

- 6.1 The Contract Tender Offers submitted by Tenderers shall include any additional services that may be required.

CRITICAL EVALUATION CRITERIA

- 7.1 All proposals received will be evaluated based on the following criteria. FAS will exclude any Contract Tender Offer from any further evaluation should it fail to comply with the following criteria:
- a. Debarment Status
 - i. The Tenderer shall not be debarred, on or after the closing date of the Invitation to Tender from participating in public-sector projects by the Standing Committee on Debarment c/o Ministry of Finance,
 - b. Full compliance with components of the Tender
 - i. The Contract Tender Offer shall comply fully with the Specifications and Requirements for the Goods and/or Services as stipulated herein.
 - c. Safety
 - i. The Tenderer must possess with minimum Bizsafe Level 3 certification.
 - d. Mandatory Attendance of compulsory site visit/briefing

Other Evaluation Criteria will be as follows:

Factors	Weightage (%)
<u>A): Price competitiveness of the Tender Proposal Price (60%)</u>	60 %
<u>B): Quality of Tender Proposal & Technical Approach Quality Assessment (40%)</u> Tenderer will be awarded with points based on each sub-quality assessment, and thereafter a total is computed based on all 5 sub-quality assessments: <ul style="list-style-type: none">• Attractiveness and Functionality of the proposed design and office layout• Competency and Experience of Proposed Project Team (proposed project Organisation chart, curriculum vitae of management and key personnel)• Project Management Services to be provided• Track record and experience in designing and renovating similar office size and related industry in the last 3 years	40 %
Total	100 %