



ANNEX I:

Terms of Reference

Request for quote for Provision of Engineering & Architectural Design Services

In the context of

Establishment of UNFPA/UNOPS, Papua New Guinea Country Offices at the leased premises located at Level 12, Kina Bank Haus, Port Moresby, PNG. – RFQ N° UNFPA/PNG/RFQ/24/013

Location:	Port Moresby, Papua New Guinea.
Type of Contract:	Professional Services
Project:	UNFPA & UNOPS Country Office
Languages Required:	English
Duration of Initial Contract:	3 Months

Project Description

a) Background:

Considering the expansion of offices presence in Papua New Guinea UNFPA and UNOPS, Country Offices, feels the need to source office space at UN house, Level 12, Kina Bank Haus (KBH), Port Moresby to better accommodate their personnel. To ensure the timely completion of renovation/refurbishment of offices there is a need to engage with a professional architect firm for the Design and Architectural Drawings (including portioning and layouts/fit out etc.) The office fit out is required to give a greener yet modern feel and to ensure comfortable spacing, safety and environment aspects of the work areas for UNFPA and UNOPS personnel.

b) Context of the required services:

To start the renovation work, services of professional architecture and design firm is required for the preparation of the layout/design as desired by the UNFPA and UNPOS Senior Management and preparation of tender dossier including specifications and Bill of Quantities (BOQ) required for procurement of “refurbishment works” and “office furniture and other items”. In the second phase, a firm will be contracted to do the needful intervention to materialize the approved design format. The architecture and design firm is also expected to help both agencies later in the second phase, to engage with the firm and supervise the office fit out work as per the approved design.

Scope of Work

The design should consider the “efficient use of office space” concept as well as ensure sufficient storage facilities and common areas. The architecture and design firm will provide an interior solution for an area of approximately 955 square meters with maximum use of the office space, existing furniture and fixtures and with greater emphasis on health, safety and environmental aspects.

STAGE I: Preparation of Engineering -Architectural design and drawings

This first stage shall comprise though not limited to the completion and submission of the following items/deliverables in English 3 sets both in hard and soft copy (CAD drawings in CD).

- i. Architectural Drawings (including portioning and layouts) for construction.
- ii. Mechanical and Sanitary Drawings (Heating-Cooling, Sanitation, Cold water, Fire-Sprinkler etc.) for construction/installation
- iii. Electrical drawings (high-low voltage systems while also accounting for data, telecommunication etc.) for construction/installation.

1- Guidance notes/requirements:



- The architecture and design firm shall produce design, drawings, with due consideration to energy efficiency and upkeep with the United Nations and International environmentally friendly norms and standards.
- In working closely with UNDSS Security Team, the architecture and design firm shall within its design incorporate the United Nations security requirements.
- Architecture and design firm shall prepare all requisite documents necessary to obtain all approvals and permits from the building management and other relevant regulatory authorities in Papua New Guinea (PNG).
- The set of drawings in the categories above shall be developed in consideration to the mandatory standards, capacities and norms of the existing building dictated by the specifications of the primary equipment/systems already built in the Kina Bank Haus (KBH) and shall liaise this with the KBH Management.
- All drawings shall be superposed with a view to avoid any conflicts and incompatibilities.
- All construction and as built drawings shall include their set of design calculations as applicable.
- The design report will sum up all design activities and provide the rationale for the optimal designs made. Standards, norms and regulations used must be referred to in the design report extensively. No conclusions and decision must be made without reference to any standard, norm or regulation.

2- Architectural drawings:

Architectural drawings, though not limited to following, shall include:

- Floor plans / construction plans / with all partition types and details.
- Floor plans / Furniture design with location plan,
- Floor plan/ Floor covering.
- Lighting Plan for Ceilings
- HVAC systems/ present Air Conditioning system
- Interior elevations and sections.
- Details and design of all fixed furniture.
- Metalwork, woodwork, glasswork, and joinery drawings.
- Detailed floor finish/patterns drawings.
- Miscellaneous decorative details.
- Reflected ceiling plans (showing height, materials, finishes and decorative lighting).

3- Mechanical/Electromechanical and Sanitary drawings:

Mechanical and sanitary drawings, though not limited to below, shall include:

- Fire protection & Sprinkler system drawings.
- Heating and Cooling system drawings
- Sanitary system drawing (including water, plumbing etc.) illustrating both layouts.
- and schematics for kitchens /wall fixtures in conformity with Electrical and
- Architectural Plans.
- Detailed elaborate on fire protection and safety.

4- Electrical drawings:

Electrical drawings (both high and low voltage), though not limited to below, shall include:

- Electrical layouts for ceiling and wall with defined hardware and all other equipment (to be closely coordinated with other drawings/plans), including layout plan, the power installation plan, telephone, fire, panic alerts broadcasting layout plans, the electricity loading norms, single line scheme and a panel view
- Plan of electrical and computer network. Computer network design should be carefully coordinated with UNDP ICT team.



- During this Stage I architecture and design firm shall avail minimum services of Mechanical engineer, Electrical engineer, Civil engineer, and CAD Technician.

STAGE II) Preparation of tender dossier including specifications and Bill of Quantities (BOQ) required for procurement of “refurbishment works” and “office furniture and other items”

1. Guidance and Notes:

- Architecture and design firm shall propose and model, capacity and sizes for all material and equipment with due regard to local and UN’s environmental friendly norms and standards.
- Tender documents shall serve as “Statement of Works” and “Technical Specifications” that shall be used during the tendering of refurbishment works.
- Tender documents shall comprise 4 (four) sections, namely i) “Statement of Works and Technical Specifications”, ii) “Bill of Quantities” iii) “Work Schedule” and iv) “Construction drawings”.

2. Submissions:

During this stage, Architecture and design firm though not limited to below, shall comply with below and submit the followings:

i) Statement of Works and Technical Specifications

- Statement of Works shall comply with relevant PNG Standards
- Technical Specifications of equipment and materials shall be in line with UN requirements, environmental standards, and relevant PNG regulatory standards.
- Technical specifications of equipment shall be compliant in capacity and size with that of current infrastructure in the (KBH).
- Statement of works and technical specifications shall include a schedule of items (in terms of type, color, model, make) categorically for each office space and common areas as appropriate.
- Statement of works and technical specifications must give detailed explanation of each item of work and not to be general and vague. Standards must be provided for main items of works, materials and products.

ii) BOQ

- A Bill of Quantities separately for each group of works (i.e. architectural & construction works; electrical; mechanical; equipment; furniture & accessories).
- Separate Bill of Quantities for each group of works and equipment/materials should be provided with estimated prices based on the current PNG market rates.

iii) Works schedule

- Works schedule shall be developed as bar-chart or through one of the Microsoft or compatible CPM work programmes.
- Works schedule shall include both construction, construction supervision, temporary, final acceptance, maintenance, and warranty periods.

STAGE III) Management/supervision of refurbishment works project.

The Architecture and design firm during this phase shall ensure, though not limited to below, compliance, completion and/or submission of the followings:

Tender phase:

- Provide expert opinion during the tender stage to make sure that the company identified for carrying out renovation works possesses all the required skills and experience to deliver the project as per approved design and work-schedule;



- Technical assistance for UNFPA/UNOPS during the tendering process to clarifications addressed from potential bidders

Construction phase:

Architecture and design firm during this phase, when requested, shall act as UNFPA/UNOPS Technical Expert together with UNFPA/UNOPS Staff, as needed and, though not limited to below, carry out the followings:

- Issue full package of drawings and other information to respective contractor identified to carry out the renovation works. Provide detailed explanations on all questions the refurbishment contractor/company may have.
- Lead project site inspections/meetings, including but not limited to kick-off meetings, regular progress meetings, trouble-shooting, practical completion/hand over, and final sign-off meetings
- To ensure compliance with all design parameters, inspect the setting-out, progress and quality of work, and to resolve technical issues that may arise during the course of the works
- When required, review and comment on periodic financial reports including the effect of any variations on costs due to change orders
- At practical completion stage undertake joint-inspection of the works with all parties and agree a punch-list of deficiencies/outstanding works to be rectified.
- Monitor the work of the contractor company to rectify items as required.
- Review and certify Progress Payment Reports/Certificates as appropriate.
- During the construction phase (within 2-3 months), architecture and design firm is expected to provide services minimum 1-2 visits per week or on need basis.

Post construction phase:

- Prepare and provide UNFPA/UNOPS with built-in drawings below at the end of the project:
 - Architectural Drawings (including portioning and layouts)
 - Mechanical and Sanitary Drawings (Heating-Cooling, Sanitation, Cold water, Fire-Sprinkler etc.)
 - Electrical drawings (high-low voltage systems while also accounting for data, telecommunication etc.)
- Provide consultancy and inspection services during the defects liability period as required by UNFPA/UNOPS, on reimbursable cost basis for the staff time invested.

Institutional Arrangement

- a) The architecture and design firm will be directly supervised by the Operations Manager, UNFPA/UNOPS and all deliverables stated under each category of work are subject to approval of his/her
- b) The architecture and design firm will have to report progress on each output in a week interval.
- c) On a day-to-day basis UNFPA/UNOPS will liaise with the architecture and design firm to assess the progress. The Architecture and design firm will also have to liaise with the concerned person from building management authority for co coordinating the design feasibility.
- d) The UNDP Common Premises Manager will provide support to the architecture and design firm to liaise with the building authority as and when required.

Schedule of Payment

S. #	Deliverables/ Outputs	Payment (% of contract value)	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1.	Approval of concept design/layout (This is preceded by; Architect Provides 3x concept design options for review and approval; Architect and UNFPA/UNOPS discuss minimum of 3 x revisions of drawings.	20%	Operations Manager, UNFPA & UNOPS Papua New Guinea
2.	Upon submission of draft Detailed Design and Drawings, Technical Specifications, BOQs in a prescribed format for review by UNFPA/UNOPS.	30%	
3.	Upon submission of Final Design Reports with 3D presentation including Technical Specifications, Drawings, BOQs in a prescribed format for review and approval by UNFPA/UNOPS.	40%	
4.	Upon successful completion of 100% renovation/fit-out work.	10%	

Qualification of Firm

- Must be a registered/licensed reputable architecture/design/civil engineering firm with the proven experience in Papua New Guinea. Provide business registration certificate.
- Must have minimum 5 years of experience in preparing, design and layout for the government, private section, UN and other organizations. Provide list of completed similar services with reference.
- Must make sure you make specific reference of your capacity in developing architectural drawings; master plans, layout plans, sections, elevations, 3D images, detail and finishes.
- Must provide summary of project along with their values (in USD) for the last 3 to 5 years.



Evaluation method

Evaluation method applied for the RFQ will be lowest priced and most technically acceptable offer.

Technical evaluation criteria

S #	Criteria	Pass/Fail
1	Must be a registered/licensed reputable architecture/design/civil engineering firm with the proven experience in Papua New Guinea. Provide business registration certificate.	
2	Must have minimum 5 years of experience in preparing, design and layout for the government, private section, UN and other organizations. Provide list of completed similar services with reference.	
3	Must have successfully completed 3 similar work with reputed organizations. Must provide evidence.	
4	Must provide summary of project along with their values (in USD) for the last 3 to 5 years.	

Financial Proposal: A financial Proposal which should include for all costs related to the engineering design, drawing, cost of materials and labor cost and any other as applicable.

Submission Instructions

Your quotation complete with all the requirements should be submitted to png-procurement@unfpa.org , no later than **27^h May 2024 at 17:00hrs PNG Time** . For any clarification regarding this assignment please write to png-procurement@unfpa.org

Please be guided by the instructions provided in this document above while preparing your quotation.

Incomplete quotations and failure to comply with the submission instruction may not be considered or may result in disqualification.

UNFPA and UNOPS looks forward to receiving your quotation and thank you in advance for your interest in this procurement opportunity.