



## Request to Tender (RTT)

**Design and Build:  
Convert APEC Secretariat Library  
for Multi-Purpose Use**

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## **PART 1: REQUIREMENT SPECIFICATIONS**

### **ABOUT APEC SECRETARIAT**

The Asia-Pacific Economic Cooperation, or APEC, is a regional economic forum established in 1989 to leverage the growing interdependence of the Asia-Pacific. APEC is an intergovernmental grouping that operates on the basis of non-binding commitments, open dialogue and equal respect for the views of all participants. Decisions made within APEC are reached by consensus and commitments are undertaken on a voluntary basis. APEC's 21 Member Economies are Australia; Brunei Darussalam; Canada; Chile; People's Republic of China; Hong Kong, China; Indonesia; Japan; Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; The Republic of the Philippines; The Russian Federation; Singapore; Chinese Taipei; Thailand; United States of America; and Viet Nam.

The primary goal of APEC is to support sustainable economic growth and prosperity in the Asia-Pacific region. APEC's 21-member economies aim to build a dynamic and harmonious Asia-Pacific community by championing free and open trade and investment, promoting and accelerating regional economic integration, encouraging economic and technical cooperation, enhancing human security, and facilitating a favorable and sustainable business environment. Initiatives by APEC have been propelling policy goals, churning concrete results and fostering agreements into tangible benefits.

The APEC Secretariat is based in Singapore and operates as the core support mechanism for the APEC process. It provides coordination, technical and advisory support, information management, as well as communications and public outreach services. Performing a central project management role, the Secretariat assists APEC member economies and APEC fora with overseeing more than 250 APEC-funded projects.

For more information on APEC, please visit <https://www.apec.org>

### **1. BACKGROUND**

- 1.1 The APEC Secretariat is located at 35 Heng Mui Keng Terrace, S119616. It is a 7-storey building owned by the Singapore Government. The existing Library is located on level 3 of the building and it has a floor area of about 300 m<sup>2</sup>.
- 1.2 The Library will be redesigned as a learning and collaboration hub integrating an APEC exhibition gallery, a scaled-down library as well as an informal meeting area for staff and visitors.
  - 1.2.1 The exhibition gallery will showcase the history and achievements of APEC since its establishment in 1989. It will be a permanent exhibition with flexibility of updating and adding new content annually. It will include the use of some multi-media tools. When ready, it will mainly be visited by external visitors from both governmental and non-governmental organizations especially from outside of Singapore.
  - 1.2.2 The library will physically display latest publications of APEC Secretariat, latest editions of relevant journals and magazines, some appropriate meeting documents, as well as some reference books. Older editions of these materials may be archived within the library where space and design permit this to be done. The library will mainly be used internally by APEC Secretariat staff. It also serves to enhance the overall cozy ambience of the entire multi-purposed space.
  - 1.2.3 The informal meeting area is to be designed such that the size can be varied accordingly to the purpose and number of persons for each activity

to be held there. It is not a formal meeting venue. It will be used as an activity area for APEC Secretariat staff, or as a casual chatting area for visitors to the Secretariat. It is expected to have a maximum seating capacity for 30 persons.

## **2. OBJECTIVE**

2.1 The objective of this RTT is to invite proposals from suitable firms to provide the Design and Build services for converting the existing Secretariat's library for multi-purpose use as described in paragraph 1.2 above. The site-plan and layout is at paragraph 2.6 below.

2.2 There are 2 phases to the works required by the Secretariat. The first phase is the design concept for multi-purposed space, including the broad display concept for the APEC exhibition gallery. The second phase is for the construction works upon approval of the final design.

2.3 Specific tasks to be undertaken includes:

2.3.1 Plan the layout and propose the design concept on how the 3 required functions can be integrated seamlessly within the space of approximately 300 sqm. Include the display concept, including use of multi-media tools, for the APEC exhibition gallery.

2.3.2 Construct the new space based on the design as approved by APEC Secretariat. This will involve wall-hacking, painting, recycling/repurposing of existing materials, furniture and fixtures, building of new partition walls, exhibition and other fixtures as per approved design.

2.3.3 Produce the platforms, panels and posters for display content (text, images, multi-media tools etc), and set up the exhibition gallery.

2.4 Design Requirements

2.4.1 APEC branding

APEC branding is to be incorporated in the design for example, colors that complement the APEC palette and design elements that convey APEC brand internally and to visitors. APEC branding manual is attached below.



apec-branding-manual\_05112020.pdf

2.4.2 Exhibition Gallery

a. Timeline or history display that highlights key moments and achievements of APEC through information and curated items such as photographs, documents, publications and some symbolic gifts.

b. Innovative use of multi-media tools and rotation of displays.

#### 2.4.3 Informal Meeting Area

- a. Maximum seating capacity: 30
- b. Variable space size eg. some display structures including bookshelves are easily moveable so that a bigger space can be created as and when is required by a larger-scale activity.
- c. Variable activity set-up eg. modular tables and chairs can be put together or separated according to needs
- d. Relocate and/or redesign the existing small pantry for meeting purpose.

#### 2.4.4 Ambience

- a. Overall a cozy yet classy library atmosphere
- b. Natural light allowed through the large glass windows.

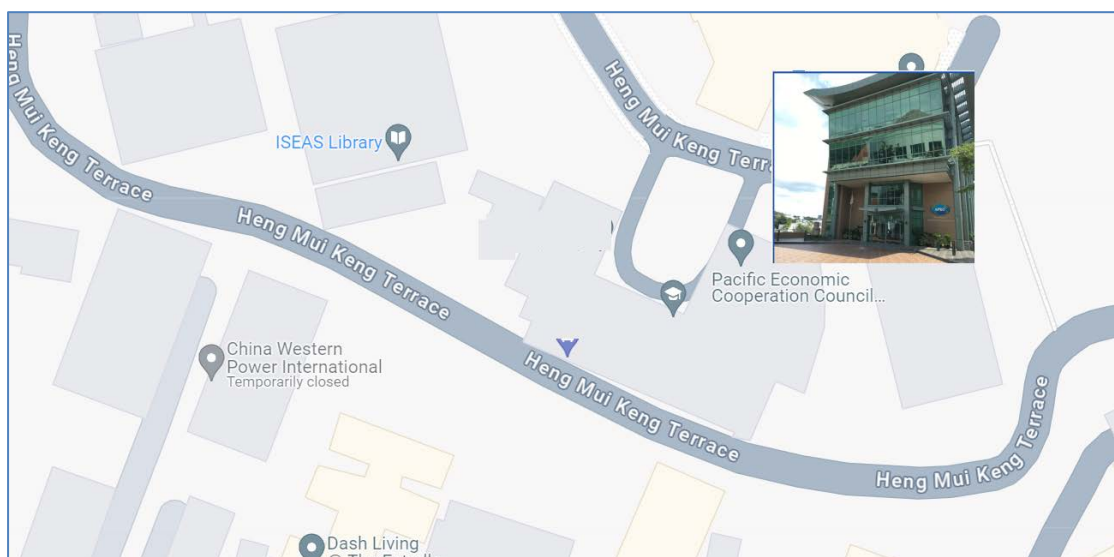
#### 2.4.5 Reduce, Reuse and Recycle

Existing furniture and fixtures should be recycled, reused or repurposed as much as possible.

### 2.5 Estimated Procurement Value (EPV)

The EPV of this tender is S\$120,000 excluding GST. The EPV includes all design, supply and installation of exhibition gallery fixtures including the production of exhibit contents as well as other required electrical works, carpeting, hacking of walls and painting works, as well as waste disposal. The EPV excludes costs of furniture, bookshelves and lightings to be purchased off-the-shelf or custom-made as part of the proposed design for the entire integrated space.

### 2.6 Site Plan



Attached is the layout plan of the Library below.



Level 3 PDF floor  
plan.pdf

### 3. SCOPE OF SERVICE AND DELIVERABLES

- 3.1 The scope of service which Tenderers are invited to submit under this tender is as follows:

ACTIVITY DELIVERABLES	
SCOPE OF SERVICE	DELIVERABLES
1. Redesign Space	Provide 3-D drawings on re-design concept, as well as technical drawings of fixtures, structures etc with stated dimensions  (Up to three (3) modifications to the detailed design plans, as may be necessary)
2. Construct approved works	Carry out works according to the agreed project implementation timelines
3. Set Up the Exhibition Gallery	a) Provide display design plans b) Produce exhibition platforms, panels, fixtures etc for display content, including multi-media tools c) Install all exhibits

- 3.2 The tenderer shall note that all construction works where dust and noise are imminent shall only be carried out after office hours to avoid office operation disruption.
- 3.3 The tenderer shall note that close coordination with the Secretariat's Managing Agent is required during construction phase.

### 4. CONTRACT PERIOD

All works will commence immediately upon award of contract in early March 2024, and all deliverables as stated in Para 3 shall be fully completed for handover by **31 August 2024**.

### 5. TENDERER'S CREDENTIALS

- 5.1 The Tenderer shall possess a proven track record in efficient space re-design, as well as management of construction works, of comparable scale.
- 5.2 The Tenderer shall be familiar with the local standard quality implementation, Building and Construction Authority (BCA) and safety aspects in the construction industry.
- 5.3 The Tenderer shall include in **Annex D**, their Corporate Profile and Track Record, stating its year of establishment, and highlighting a **minimum of three (3) related projects (with brief scope of work and photos of completed project) in the last five (5) years**. The Tenderer shall furnish **three (3)** client references and contacts.

## 6. MANDATORY BRIEFING AND SITE SHOWROUND

6.1 A briefing and site showround shall be held **at 10:00am on Thursday, 18 January 2024** at the **APEC Secretariat Building, 35 Heng Mui Keng Terrace, Singapore 119616**. Please confirm your attendance via email to [procurement@apec.org](mailto:procurement@apec.org) by 5:00pm 17 January 2024. Representatives are to print and bring along the RTT document. Please limit the number of representatives to **three** persons per company.

6.2 Firms must attend the site show-round to be eligible to submit their tender bid for this RTT.

## 7. SUBMISSION FORMAT

7.1 The submission for the RTT should include the following items:

Annex	Documents & Sections to be included in the Submission
A	<b>Design Proposal</b> <ul style="list-style-type: none"><li>Describe the concept for proposed design, proposed approach and methodology for the Design and Build works.</li><li>Attach 3-D drawings (Compulsory)</li></ul>
B	<b>Price Schedule</b> <ul style="list-style-type: none"><li>Price Schedule based on the scope of work and deliverables outlined in Para 3.</li><li>The prices are to be quoted in Singapore Dollars, excluding Goods and Services Tax (GST) and deemed to cover <u>all</u> costs including manpower costs, supply of materials, transport, insurance, documentation, including disposal of all debris and discarded items from site. No further charges shall be claimable for the provision of the design and build services for the project.</li></ul>
C	<b>Project Implementation Schedule</b> <p>Tenderer to provide project timelines for completing the project by 31 August 2024 from the date of award of this tender (tentatively 8 March 2024)</p>
D	<b>Corporate Profile and Track Record</b> <ul style="list-style-type: none"><li>Corporate Profile and Track Record as described in Para 5.</li><li>Description of the Corporate Profile and relevant capabilities and services that the Tenderer can provide for the purpose of this RTT.</li></ul>
E	<b>Any Other Information</b> <p>Tenderer to indicate</p>

## 8. CONFIDENTIALITY OF INFORMATION

The Tenderer should undertake **not** to divulge or circulate all confidential information provided by the APEC Secretariat to any third party not associated with this RTT process. There should be no photography and video taking of any part of the APEC Secretariat Building without the clear consent of the Secretariat.

## 9. PAYMENT SCHEDULE

The payment schedule (based on milestone deliverables) will be according to the table below, subject to delivery of goods and services to the satisfaction of the APEC Secretariat. Please take note that the APEC Secretariat only processes e-invoices.

Milestones	% of Total Tender Cost
Signed Contract by both parties	10%
Finalised design plans, including the display plan for exhibition gallery, with up to three (3) modifications as required by the Secretariat as may be necessary	20%
Commenced construction work on-site according to approved design plans	40%
Completed all required works to Secretariat's satisfaction	30%

## 10. AGREEMENT AND AWARD

10.1 APEC Secretariat reserves the right to reject tenders not submitted in accordance with the Requirement Specifications (Part 1) of this RTT.

10.2 APEC Secretariat reserves the right not to accept incomplete tenders.

## 11. VALIDITY PERIOD

Tender submitted will remain valid for acceptance and award for a period of **30 calendar days** from the closing date of the RTT which is **15 February 2024 at 5 pm**. Should APEC Secretariat seek any clarification on any aspect of the tender submission, the Tenderer is required to provide a written response to the APEC Secretariat **within three (3)** working days.

## **PART 2: EVALUATION CRITERIA**

### **1. CRITICAL CRITERIA**

Tenderer must fulfill the following critical criteria before their tender will be considered for further evaluation.

#### **A. Compliance with Requirement Specifications**

Comply fully with the Requirement Specifications (Part 1)

#### **B. Attend the Mandatory Briefing and Site Show Round**

Attend the Mandatory Briefing and Site Show Round specified in Para 6 of the Requirement Specifications.

### **2. SCORING CRITERIA**

The following shall form the selection criteria for this RTT.

#### **A. Design Score (55%)**

<b>Attributes</b>	<b>Weighting</b>
Meeting design requirements, including APEC branding, detailed in paragraph 2 of Part I of this RTT	20%
Creativity in redesigning space and integrating the 3 required functions	15%
Creativity in designing the display of all required content and items for APEC exhibition gallery	15%
Innovativeness in applying reduce, reuse and recycle for existing materials and fixtures, as well as the use of environmentally friendly materials	5%

#### **B. Price Competitiveness Score (40%)**

#### **C. Proven Track Record (5%)**

## **PART 3: ADMINISTRATIVE GUIDELINES**

### **1. GENERAL TERMS AND CONDITIONS**

- a) This RTT is open to all Singapore based vendors only.
- b) The Secretariat is not responsible for any costs incurred by vendors responding to this RTT.
- c) The intent of the Secretariat is to contract with a single organization capable of taking overall responsibility for all aspects of the design and build. The Secretariat is seeking a complete and high-quality solution to its requirements.
- d) This document contains information and requirements that were accurate at the time of issue. As the evaluation process continues, additional requirements may be identified, or changes required to those already stated. Vendors are required to respond to these changes. Further, all replies will be subject to the same terms and conditions as noted in this document.
- e) The Secretariat reserves the right to approach vendors for additional information.
- f) Vendors must provide responses in electronic.
- g) All prices should be quoted in SGD dollars exclusive of GST.
- h) The Secretariat shall not be obligated to provide any explanation for any outcome(s) resulting from this RTT.

### **2. TIMELINE**

The APEC Secretariat's timeline for this RTT is as follows:

<b>Events</b>	<b>Timeline</b>
Publication of RTT	11 January 2024
Site Showround (at the APEC Secretariat office)	10am, 18 January 2024
Deadline of tender submission	5pm, 15 February 2024
Notification of successful vendor	29 February 2024
Contract signing	7 March 2024
Completion and Handover	31 August 2024

### **3. QUESTIONS**

All questions regarding this RTT must be submitted in writing via email to [procurement@apec.org](mailto:procurement@apec.org) by 5 pm, 8 February 2024

### **4. ADDRESS FOR PROPOSAL SUBMISSION**

Please send the proposal via email to the attention of the Procurement Officer, APEC Secretariat, at: [procurement@apec.org](mailto:procurement@apec.org) no later than **5:00pm sharp Singapore time, 15 February 2024**.

**Do NOT include any correspondence requiring answers with the response. Submit any questions in separate correspondence.**

Late submission to this RTT will be disqualified. It is the responsibility of the vendor to ensure its response arrives prior to the established deadline.

## **ANNEXES**

### **ANNEX A : DESIGN PROPOSAL**

Please describe design concept and attach 3-D drawings of the design concept

## ANNEX B: PRICE SCHEDULE

Design and Build services in broad categories	
Description	Price (S\$)

### Note

- 1) Please exclude Goods and Services Tax (GST).
- 2) The tender price shall be valid for **thirty (30) days** from the closing date of this Request To Tender.

**ANNEX C: PROJECT SCHEDULE**

Indicate timelines for expected works

**ANNEX D (I): CORPORATE PROFILE AND TRACK RECORD**

DESCRIPTION	DETAILS
Name of Company	
Business Address	
Country of incorporation	
Year of establishment	
Business activities	
Staff strength (in Singapore Office/Set-up)	
Contact persons for this RTT	(Please provide at least 2 contacts)  Contact #1 : Name : Designation : Mobile number : Email address :  Contact #2 : Name : Designation : Mobile number : Email address :
Other relevant information	

**ANNEX D (II): CORPORATE PROFILE AND TRACK RECORD (CONT'D)**

Please fill in track record featuring a minimum of 3 completed Re-Design contracts (with details) in last five (5) years of similar projects undertaken, client list (include contact information, i.e. name, designation, telephone and office email address),

<b>Year of Awarded Contract</b>	<b>Project Description To attach details in your tender submission (Include brief scope of work and photos of completed Re- Design projects)</b>	<b>Client (Contact Info including email)</b>

## **ANNEX E: OTHER INFORMATION**

- Please indicate here