



**Asia-Pacific
Economic Cooperation
Secretariat**

RESTRICTED

**REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF CONSULTANCY SERVICES
FOR SPACE RE-DESIGN OF APEC SECRETARIAT**

1. The APEC Secretariat operates at 35 Heng Mui Keng Terrace, S119616. It is housed in a 7-storey building provided by the Singapore Government. The building, with a gross floor area (GFA) of 3,482 m², comprises work space for 55 staff. Another 19 staff are stationed in an adjacent building on 9th floor of 29 Heng Mui Keng Terrace of 654 m² which is also provided by the Singapore Government.
2. APEC Secretariat invites quotation from suitable firms for the provision of Consultancy Services for the Space Re-Design of office space, as described in **Part 1** (Requirement Specifications) of the Request for Quotation (RFQ).
3. Please take note that **Annex A (Price Schedule), Annex B (Corporate Profile and Track Record), Annex C (Consultancy Details and Schedule) and Annex D (Quotation for Phase 2)** and any other relevant documents should be submitted to procurement@apec.org. All documents should be submitted by **5:00pm on Friday, 22 July 2022 (Singapore time)**.
4. There will be a mandatory briefing and site show round **at 10:00 am on Friday, 8 July 2022** at the **APEC Secretariat Building at 35 Heng Mui Keng Terrace, S119616**. Please confirm your attendance for this briefing via email to procurement@apec.org. Please provide the following details in the email for us to arrange the necessary security clearance:
 - a) Name of Company:
 - b) Name of Attendees:
 - c) Designation of Attendees:
 - d) Contact Number of Attendees:
5. All enquiries regarding this RFQ should be made by **5:00pm on Friday, 15 July 2022** via email to procurement@apec.org

Procurement Office
APEC Secretariat



**Asia-Pacific
Economic Cooperation**
Secretariat

RESTRICTED

REQUEST FOR QUOTATION

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PART 1 : REQUIREMENT SPECIFICATIONS

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1. ABOUT APEC AND APEC SECRETARIAT

The Asia-Pacific Economic Cooperation (APEC) is a regional economic forum established in 1989. APEC members aim to create greater prosperity for the people of the region by promoting balanced, inclusive, sustainable, innovative and secure growth and by accelerating regional economic integration.

The APEC Secretariat is the core supporting institution of APEC. Located in Singapore, the Secretariat provides analytical and policy support, institutional coordination in support of up to 80 APEC fora, technical and advisory support as well as financial management and communications, public information and stakeholder engagement.

2 BACKGROUND

- 2.1 The APEC Secretariat is located at 35 Heng Mui Keng Terrace, S119616. It is a 7-storey building owned by the Singapore Government. The building, with a gross floor area (GFA) of 3,482 m², comprises work space for 55 staff, a Conference Room, a Board Room, a Library, 3 meeting rooms, a visitors' room etc. In addition, 19 other staff are stationed in an adjacent building on the 9th floor of 29 Heng Mui Keng Terrace of 654 m² which is also owned by the Singapore Government.
- 2.2 Organizational changes over the years, as well as emerging requirements for work environment to better prepare for future pandemics, have given rise to the need to review the office layout. The Secretariat's workplace needs to be redesigned holistically to optimize the longer-term use of space at the existing location.

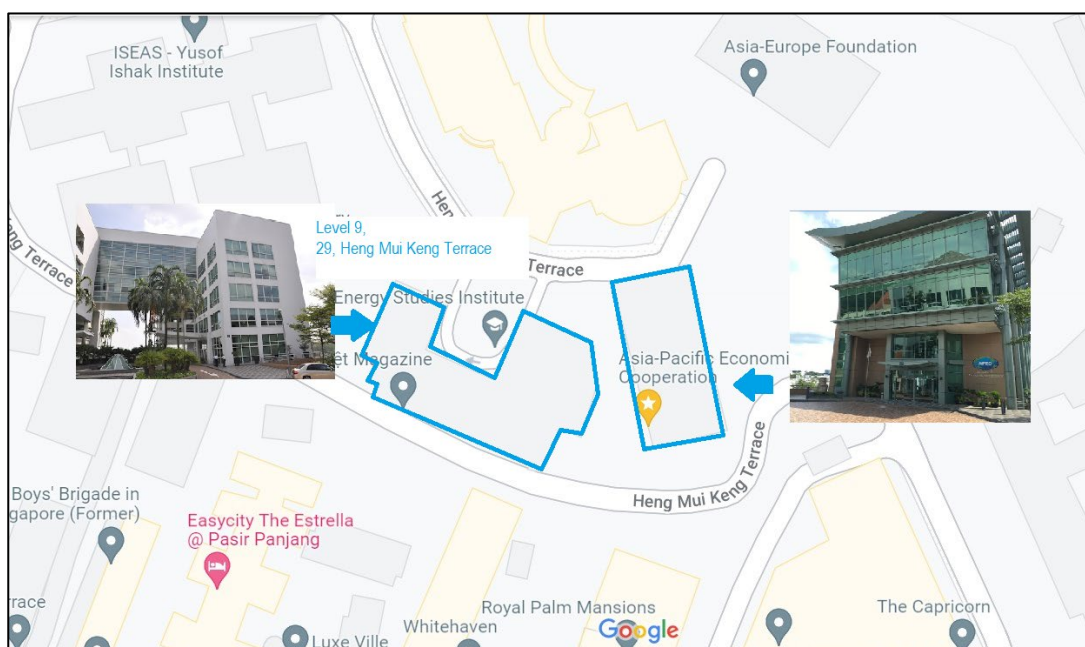
3 OBJECTIVE

- 3.1 The objective of this RFQ is to invite quotations from suitable firms to provide the Consultancy Services for the space re-design at 35 Heng Mui Keng Terrace as well as the office floor in an adjacent building. The quotation shall focus on maximizing the effectiveness of all space to meet both operational and staff workspace requirements for at least the next 10 years, as well as to factor in new work space requirements such as the need to be prepared for future pandemic situation.
- 3.2 There are 2 phases to the works required by the Secretariat. Phase 1 is the re-design of the office layout. Phase 2 is the renovation works to implement the re-design of the office layout. This RFQ is concerned with Phase 1 only.
- 3.3 Specific tasks to be undertaken by the Consultant in Phase 1 include:
 - Analyze the existing space usage vis-à-vis operational space needs and staff workspace needs for the next 10 years;

- Propose a new space layout that meets Secretariat's needs and requirements for future pandemic situations, as well as reduces wasted or redundant space to zero while ensuring the structural and physical safety of the building;
- Advise on new space and features to be built to meet individual unit's operational needs;

The Consultant will manage Phase 2 as a separate project when the Secretariat proceeds with Phase 2.

3.4 Site Plan



	APEC Secretariat Building
	35 Heng Mui Keng Terrace. Singapore 119616
Storey	Gross Floor Area (GFA)
1 st	257.99 m ²
2 nd	310.74 m ²
3 rd	621.27 m ²
4 th	679.97 m ²
5 th	216.89 m ²
6 th	686.13 m ²
7 th	650.94 m ²
	29 Heng Mui Keng Terrace. Singapore 119620
Storey	Gross Floor Area (GFA)
9 th	654 m ²

4 SCOPE OF SERVICE AND DELIVERABLES

- 4.1 The scope of service which Consultants are invited to submit under this quotation is as follows:

ACTIVITY DELIVERABLES	
SCOPE OF SERVICE	DELIVERABLES
1. <u>Space Redesign</u> Detailed design layout, including space measurements, of each floor of the 35 Heng Mui Keng Terrace, Main building and 9 th floor of 29, Heng Mui Keng Terrace.	a) Presentation of at least two (2) conceptional re-design options with the respective total cost estimate b) Detailed layout plans based on the selected conceptional option (Up to three (3) modifications to the detailed layout plans, as may be necessary)
2. <u>Documentation for Proposed Renovation Works</u> Scope of renovation works and overall requirement specifications.	a) Tender drawings and specifications necessary for the proposed renovation works. b) Detailed breakdown of the cost estimate for the renovation works. c) Expected implementation timelines for the renovation works for the selected space redesign.

5. CONTRACT PERIOD

Consultancy works will commence, and all deliverables as stated in Para 4 should be completed within 3 months, from the date of the signing of the Contract by both parties.

6. CONSULTANT'S CREDENTIALS

- 6.1 The Consultant should have a proven track record in office space re-design, as well as management of renovation works, of comparable scale.
- 6.2 The Consultant should be familiar with the local standard quality implementation, Building and Construction Authority (BCA) and safety aspects in the construction industry.

- 6.3 The Consultant should include in **Annex B**, 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 Consultant shall furnish **three (3)** client references and contacts.

7. MANDATORY BRIEFING AND SITE SHOWROUND

- 7.1 A briefing and site showround will be held **at 10:00am on Friday, 8 July 2022** at the **APEC Secretariat Building, 35 Heng Mui Keng Terrace, Singapore 119616**. Please confirm your attendance via email to procurement@apec.org. Representatives are to print and bring along the RFQ document. Please limit the number of representatives to **two** persons per company.
- 7.2 Firms must attend the site show round session to be considered for the RFQ.

8. SUBMISSION FORMAT

The submission for the RFQ should include the following items:

Annex	Documents & Sections to be included in the Submission
A	Price Schedule <ul style="list-style-type: none">• Price Schedule based on the scope of work and deliverables outlined in Paragraph 4.• 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, delivery. No further charges should be incurred for the provision of the consultancy services.
B	Corporate Profile and Track Record <ul style="list-style-type: none">• Corporate Profile and Track Record as described in Para 6.• Description of the Corporate Profile and relevant capabilities and services that the Consultant can provide for the purpose of this RFQ.
C	Consultancy Details and Schedule <ul style="list-style-type: none">• Details and time schedule indicating fully the proposed approach and methodology for the consultancy works.
D	Quotation for Phase 2 <ul style="list-style-type: none">• Fees for managing the renovation works as a percentage of total renovation cost.

9. CONFIDENTIALITY OF INFORMATION

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

10. 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 Deliverables	% of Total Consultancy Cost
Detailed layout plans based on the selected conceptional option, with up to three (3) modifications to the detailed layout plans, as may be necessary	65
Tender drawings and specifications necessary for the proposed renovation works with detailed breakdown of the cost estimate for the renovation works and expected implementation timelines for the renovation works for the selected space redesign.	35

11. AGREEMENT AND AWARD

- 11.1 The APEC Secretariat reserves the right to reject quotations not submitted in accordance with the Requirement Specifications (Part 1) of this RFQ.
- 11.2 The APEC Secretariat reserves the right not to accept incomplete quotations.

12. VALIDITY PERIOD

Quotation submitted will remain valid for acceptance for a period of **60 calendar days** from the closing date of the RFQ. Should the APEC Secretariat seek clarification on any aspect of the quotation submission, the Consultant is required to provide a written response to the APEC Secretariat **within three (3)** working days.

PART 2: EVALUATION CRITERIA

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1. CRITICAL CRITERIA

- 1.1 Supplier must fulfil the following critical criteria before their quotation will be considered for further evaluation.

(a) Compliance with Requirement Specifications

Supplier shall comply fully with the Requirement Specifications in Part 1.

(b) Attend the Mandatory Briefing and Site Show Round

Supplier shall attend the Mandatory Briefing and Site Showround specified in Para 7 of the Requirement Specifications.

2. SCORING CRITERIA

- 2.1 The following shall form the selection criteria for this RFQ.

A. Quality Score

- (a) Corporate Profile and Track Record
- (b) Re-Design Details and Schedule

B. Price Competitiveness Score

- a) The prices shall be stated clearly according to Annex A (Price Schedule). Failure to submit Annex A or submitting an incomplete submission may result in disqualification.

ANNEXES

ANNEX A: PRICE SCHEDULE

PROVISION OF CONSULTANCY SERVICES FOR SPACE RE-DESIGN FOR APEC SECRETARIAT

Consultancy on Space Re-Design of Office Space	
Description	Total Lump Sum Price (S\$)
Consultancy Scope	

Note

- 1) Please exclude Goods and Services Tax (GST).
- 2) The quotation price shall be valid for **sixty (60) days** from the closing date of this Request for Quotation.

ANNEX B: CORPORATE PROFILE AND TRACK RECORD

DESCRIPTION	DETAILS
Name of Company	
Business Address	
Business Contacts	
Country of incorporation	
Year of establishment	
Business activities	
Staff strength (in Singapore Office/Set-up)	
Contact persons for this RFQ	(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 B: 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),

Date/Year of Awarded Contract	Project Description (Include brief scope of work and photos of completed Re-Design projects)	Client (Contact Info including email)

ANNEX C: CONSULTANCY DETAILS AND SCHEDULE

Please provide details and schedule in the box below

[Indicate the key activities of the consultancy and their expected timelines]

ANNEX D: QUOTATION FOR PHASE 2

The fees for managing the renovation works to implement the re-design, which is completed in Phase 1, will be ____% of the total renovation cost.

Tasks required for managing the renovation works include:

- Scheduling and supervision of works
- Site safety
- Monitor the progress of construction
- Endorsement of all construction plans submitted by the renovation contractor
- Liaising with the local authorities, BCA, SCDF, where required
- Verify payments
- Any other project management task required to ensure timely completion of construction that complies fully with the design.