



RESTRICTED

**REQUEST FOR QUOTATION (RFQ) FOR THE RENOVATIONS TO LEVEL 1 AND LEVEL 2
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.
2. APEC Secretariat invites quotation from suitable firms for the renovations to Level 1 and Level 2, as described in **Part 1** (Requirement Specifications) of the Request for Quotation (RFQ).
3. Please take note that **Annex A (Price Schedule), and Annex B (Corporate Profile and Track Record)**, and any other relevant documents should be submitted to procurement@apec.org. All documents should be submitted by **5:00pm on Wednesday 5 Oct 2022 (Singapore time)**.
4. There will be a mandatory briefing and site show round **at 10:00 am on Tuesday, 27 Sep 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, 30 Sep 2022** via email to procurement@apec.org

Procurement Officer
APEC Secretariat

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 OBJECTIVE

2.1 The objective of this RFQ is to invite quotations from suitable firms to refurbish specified spaces at Level 1 and Level 2 at 35 Heng Mui Keng Terrace according to the operational requirements of the Secretariat.

2.2 Works will be required on 2 levels of the Secretariat building. For level 1, the work required is to convert an existing room of 13.5 sq m to an isolation Room/Sick Bay. For level 2 with an area of 310.73 sq metres (including existing toilets and pantry where no works are required), works are required to create sufficient staff workspace to accommodate 2 different Units of the Secretariat, sound insulation of computer server room, as well as 2 storage rooms.

2.3 Site Plan



3 SCOPE OF SERVICE AND DELIVERABLES

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

ACTIVITY DELIVERABLES	
SCOPE OF SERVICE	DELIVERABLES
1. Conversion of Isolation Room/Sick Bay at Level 1	Meet the operational requirement of isolation room
2. Detailed layout and renovations of operational space at Level 2.	a) Propose layout plan that meets the operational requirements b) Implement renovation works aligned with approved layout plan (See Appendix 4 for details on required works)

5. CONTRACT PERIOD

Renovation works will commence, and all deliverables as stated in Para 4 should be completed within 2 months, from the date of the signing of the Contract by both parties.

6. CONTRACTOR CREDENTIALS

- 6.1 The Contractor shall have a proven track record in office space renovation works, as well as management of renovation works, of comparable scale.
- 6.2 The Contractor 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 Contractor 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 Tuesday, 27 Sep 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 required 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 Contractor can provide for the purpose of this RFQ.

9. CONFIDENTIALITY OF INFORMATION

The Contractor 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 Renovation Cost
Completion of each deliverable	90% of deliverable quoted
Final handover	10%

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 Contractor 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) Renovation 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

PRICE SCHEDULE

Description	Cost
Level 1 Isolation Room/Sick Bay Please insert work items below. a) b) c) ..	
Sub Total (S\$)	
Level 2 Server room Please insert work items below. a) b) c) .. Office space Please insert work items below. (Please refer to diagrammatic scope of work) a) b) c) .. Build 2 store rooms Please insert work items below. (Please refer to diagrammatic scope of work) a) b) ..	
Sub Total (S\$)	
Option Removal of existing Compactus and creation of office space Please insert work items below. (Please refer to diagrammatic scope of work) a) b) c) ..	
Sub Total (S\$)	
Total (S\$)	

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	

CORPORATE PROFILE AND TRACK RECORD (CONT'D)

Please fill in track record featuring a **minimum of 3 completed 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 projects)	Client (Contact Info including email)

Appendices



Appendix 1 Level 1
floor Plan.pdf



Appendix 2 Level 1
Scope of Works.pdf



Appendix 3 Level 2
Floor Plan.pdf



Appendix 4 Level 2
Scope of Work.pdf