TERMS OF REFERENCE
Development of Office layout and design for the IFRC Country Delegation Office

Background

IFRC has plan to renovate and design its Country Delegation Office, this design needs be conducted according to the IFRC branding policy with 11 working space and 3 meeting space, one hall with reception desk, kitchen with dining room and a yard space with a pavement.

IFRC requires an engineering/architectural design and building plan for interior fit-out of its office that will optimize the utilization of space and existing furniture, fixtures, equipment, and accessories and promote an effective and efficient work environment.

Scope of works:

1. Design service

- Prepare layout for workstations, conference/meeting rooms and other facilities such as reception, tearoom, and restrooms, … following the IFRC branding standards.
- Provide standard security requirement maintaining modern space efficient concepts and aesthetic view in consultation with IFRC management while preparing the office layout.
- Provide necessary instruction to their hired maintenance team in consultation with the IFRC management for necessary internal design works.
- Provide interior solution.
- Provide proper design/drawing for all construction works.
- Provide a comprehensive Bill of Quantity and pricing for all parts of the work.

2. Advisory services

- Provide technical advice to the IFRC during the work implementation for the space plan, preparation, technical specification like purchase of goods and services.

3. Schedule of requirements

A. Technical requirements

1. Architectural design
− Interior floor plans with furniture and fixtures layout
− Furniture layout
− Interior elevations and sections
− Spot details
− Interior perspectives
2. Electrical design
− Ceiling and lighting layout
− Power layout
− Emergency power scheme (if required)
− Auxiliary layout: telephone, LAN (structure cabling and wifi) and DATA
− CCTV layout
3. Plumbing and sanitary
− Revised plumbing layout

4. Mechanical and Fire protection
− Revised A/C layout
− Revised fire alarm system layout

5. Others
− Outline specifications/schedules of finishes
− Estimate budget

B. General requirements

- Renovation is desired to be cost-effective. However, due expenses to be required for a modern workplace would be considered appropriate.
- Renovation should accommodate the current organizational structure of the IFRC, consisting of different divisions and offices.
- Renovation might consider allocation of workspace

C. Specific requirements

- Central air-conditioner system might be considered together with air-conditioner systems with one hot unit and several cold units. Current hot units of air-conditioners make the view of the premises not nice.
- Office furniture might be replacing while reuse of existing office furniture is desired to reduce the cost. At the same time, modern furniture of an office is also desired.
- Better running of electrical and networking cabling is also desired.
- New efficient blinders are also desired.
- The tearoom is desired to be renovated for better use and for the benefits of the staff working at the IFRC.
- The main conference room requires better lighting and a good acoustic sound system.
- There is a procurement effort to equip it with big P3 billboard for conferencing purposes.
- Lightning in offices should be sectioned to turn on at individual tables when needed to save energy.
- LED lights are desired to replace current neon lights for better efficiency of electricity.
- ITC infrastructure should be updated following the new interior design.
- Layout of offices should consider the generous lighting intensity during the day to reduce use of electrical lightning for saving energy and to maximize use of daylight during the day. The blinders, curtains, window glasses, screening filters should be designed with such consideration.
- Landscaping around the building is also desired to be nice and pleasant with a good plan of trees and space for outside activities.

Duration of works:
• 45days with working separately each unit to not shut down the whole office, with following estimation of working times:
Ref Specific deliverables Estimate number of required working days