



TERMS OF REFERENCE

Interior Design and Building Services Engineering Request for Quotation

August 10, 2023

01. Introduction

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

02. Project Background

The development of an arts center in the capital city of Male', Maldives, aims to address the needs of a large number of artists and digital creators in the region. The project seeks to provide a sustainable solution by establishing a dedicated space where artists can practice their craft. With the objective of fostering the growth of the art-related industry, which is still in its primary stages in the Maldives, the project aims to offer artists adequate workspace, along with the necessary resources and technical assistance they require.

To support this endeavor, the project has received grant assistance from the Government of the Republic of India under the High Impact Community Development Projects (HICDP) program. The funding provided by the grant reflects the commitment of both governments to promote cultural development and support emerging artists in the Maldives. The implementing agencies responsible for the successful execution of the project are the Business Center Corporation and the Ministry of Economic Development.

The planned Media co-workspace offers versatile workspaces tailored for creators, designers, and producers within the media and arts industry, catering to their content creation and development activities. Anticipated to span across 900 square feet, the co-workspace will encompass various sections, including Audio/Video Editing booths, a video recording booth, and shared content creation areas.

03. Scope of Work

BCC would like to engage services of a qualified Interior Designer for the planned Media Co-workspace to be developed in Male' City.

It is expected that the following key activities will be completed for this assignment:

1. Concept Development
 - a. Determine goals and requirements of the project.
 - b. Develop a plan for the appearance and layout of the media co-workspace.
 - c. Prepare preliminary designs
 - d. Coordinate with BCC to review and refine the design concept, incorporating their feedback.
 - e. Specify materials, finishes, and furnishings required for the media co-workspace, including lighting fixtures, furniture, wall finishes, and flooring.
 - f. Ensure the selection of materials and furnishings aligns with the design goals and aesthetics.
 - g. Coordinate colors, materials, and lighting to achieve the desired design goals.
 - h. Select appropriate lighting solutions that meet the specific needs of the media industry, considering factors such as flexibility and brightness.
 - i. Identify potential additional features and amenities that would benefit the users of the media co-workspace.
 - j. Incorporate miscellaneous decorative details to enhance the aesthetic appeal.
 - k. Coordinate with technical personnel and industry experts to ensure all technical aspects are in accordance with end user requirements and industry standards.
2. Preparation of Drawing, Design and BOQ
 - a. Prepare full set of detailed Architectural, MEP drawings and Renderings.
 - b. Prepare Detailed Bill of Quantities (BOQ) with cost estimates and specifications.
3. Working with contractor(s) to oversee the required adjustments to the space to achieve the design objectives.
 - a. Communicate design requirements, plans, and specifications to the contractors and ensure their implementation aligns with the design objectives.
 - b. Conduct site inspections after the project is completed and prepare an inspection report to ensure the design objectives and goals are met.

04. Deliverables

I. Concept Development (Component A) <ul style="list-style-type: none">○ Concept Drawing and Preliminary Design
II. Drawings & BOQ (Component B) <ul style="list-style-type: none">○ Complete detail set of drawings including;<ul style="list-style-type: none">- Floor Plan- Ceiling Plan- Walls, Lighting, Plumbing, Doors and Windows Schedule- Material and Finishing Schedule, Fixtures and Fitting- Services & Network Drawings- 3D Renderings (minimum 4 images)○ Detailed Bill of Quantities (BOQ) with cost estimates
III. Support services (Component C) <ul style="list-style-type: none">○ Site visits during the refurbishment/ development phase as required (maximum three months)○ Inspection Report upon completion of the project.

06. Duration

- 15 Calander Days – Full development of design layouts and plan
- Support services – throughout, and till project is complete (maximum three months)

07. Minimum requirements for Qualifications & Experience of Team

All members of the team should of the minimum experience and qualification stipulated in the table below

The Team should consist of the following minimum number of personnel for the project

#	Position	Required No	Qualification requirement	Minimum experience requirement
1	Interior Designer or Architect	1	Bachelors degree in interior designing, architectural studies or related field	3 years of working experience as an interior designer or architect and provide evidence of interior design development concepts completed for relevant projects.
2	Civil engineer or Quantity surveyor	1	Bachelors degree in Civil/quantity surveying, civil engineering or related field	3 years of working experience as a civil engineer or quantity surveyor and provide evidence of developing cost estimates for relevant projects

08. Selection Criteria

Proposed Price 100%

09. Documents to be Submitted

10.1 Cover letter

10.2 Fee proposal (with item level breakdown and inclusive of GST)

10.3 Curriculum Vitae of team members

10.4 Work portfolio/ evidence of previous work

10.5 Reference letter(s) (If any)

10. Disqualification and Amendments

11.1 A submission is deemed disqualified or invalid in any of the following circumstances.

b. It is determined at any stage of evaluation that any of the documents submitted are fraudulent, inaccurate, or modified.

11.2 If at any time prior to award, the Corporation determines a need for a significant modification of the provisions of this TOR, the Corporation will issue a written amendment to all potential suppliers.

11. Payment Terms

- Payment for this work will be made after completion of all the deliverables.

12. Deadline

Proposals are to be submitted via email to procurement@bcc.mv before 16:00 Hrs of 17 August 2022

For all further clarifications regarding the consultancy or submission details, please contact Mr. Zabeehullah Ahmed at +960 3330587 from Sunday to Thursday between 0830 hrs and 1500 hrs or email to procurement@bcc.mv

Business Center Corporation

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