
Annex 1 – Project Scope

Refurbishment of Media Co-Workspace

1. Introduction

The development of an arts center in the capital city of Male', Maldives, aims to address the needs of many 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.

2. Work Overview

The works being solicited in this Bid, include the demolition and clearing of an existing office setup in Ma. Maadheli Building 6th floor and fabrication of the Media Co-workspace as per the design and drawings provided. This includes the supply of furniture and fittings required for the facility.

3. General Scope

- 1.1 To ensure that the project is carried out as per the requirements of the client, the awarded contractor shall be provided with the following documents.
 - Demolition Plan.
 - Layout Plan
 - Detailed Architectural Drawings and Designs including Elevations.
 - Lighting Plan
 - Electrical Plan
 - Networking Plan
 - Air Conditioning Plan
 - Ceiling Plan
 - Doors, Windows, and Materials Schedule
 - Interior Finishing Schedules

- 1.2 The awarded contractor must carry out site supervision prior to work commencement and analyze the feasibility of the drawings and report to the client of any issues that may arise during the renovation period.

- 1.3 A deliverable timeline of various components of the renovation project must be provided by the contractor prior to commencement of work on site. The total duration for all components must not be more than the delivery period quoted in the bid.
- 1.4 All materials, tools and equipment required for this renovation is to be provided by the contractor.
- 1.5 It is the responsibility of the contractor to ensure the timely supply of all equipment, tools, and materials in a manner that it doesn't hinder project delivery.
- 1.6 Particular care must be taken to ensure minimal disturbances and damage to the existing structure of the building. All finishes must be seamless and as per designs provided
- 1.7 It is the responsibility of the contractor to re-locate any furniture or any other materials required for the renovation within the premises and discard of any waste that maybe generated during the renovation
- 1.8 After completion of renovation the site must be cleaned prior to handover to the client
- 1.9 All dimensions must be checked by contractor prior to fabrication of any work
- 1.10 The thickness and material of the drywall paneling, frames and partition should be as per the details provided in the drawings.
- 1.11 All appliances and finishing products are to be exactly as indicated in the product details and specifications provided and must be approved by the client prior to purchase
- 1.12 Where specified in the drawing and BOQ, adequate material must be used to ensure soundproofing and proper insulation.
- 1.13 The contractor is expected to engage in effective communication and collaboration with the party appointed by the Business Center Corporation responsible for the design of the Media Co-workspace and will ensure at all stages that the project is being implemented exactly as envisioned by the Architects.

4. Work Specifications

4.1 Demolition Work.

- Demolition works to be carried out as per demolition plan. Removal of existing drywall, masonry walls, Aluminum and Glass partition and ceiling as per the provided Demolition Plan.
- The Contractor should ensure that no damage is caused to the building and its structure.
- The Contractor should ensure the safety of other occupants in the building during the shifting of materials.
- The Contractor should ensure minimum disruption to other occupants during the work.

4.2 Interior Fabrication Work.

- Fabrication of customized work areas, walls, stalls, and studios as per the dimension plan, layout plan and requirement provided in the drawings and BOQ.

4.3 Wood, Glass & Metal Works

- All works shall be as per the design, dimensions and the materials stated in the Drawings and BOQ.
- On-site measurements must be taken prior to all fabrications.

4.4 Ceiling, Partition and Finishing Works

- All floors should be finished as per the Design and Drawings in Carpet and Novilon flooring as stated in the BOQ and Drawings.
- All walls shall be finished with putty, sealer and paint as stated in BOQ and Drawings.
- All ceilings shall be finished with putty, sealer and paint as stated in BOQ and Drawings.

4.5 Electrical Works

- All electrical work to be carried out as per power and lighting plan as per the Design and Drawings and as per the standards of STELCO and MEA.
- Current wiring to be removed and all outlets to be rewired with the relocation of Distribution Box as shown in Design and Drawings.
- All sockets, switches, cabling, piping, and conduit are to be of the same quality as stated in the BOQ and are to be installed as per design and drawings.

4.6 Installation of Air Conditioning and Ventilation Systems

- Contractor shall remove all existing Air Conditioning units as per the demolition plan.
- Contractor shall supply and install Air Conditioning system with all required cabling and piping including drainage as per the requirements stated in the BOQ and the details given in the Design and Drawings.

4.7 Fabrication/Supply of Furniture

- Contractor shall supply and install/setup all furniture as per the requirements stated in the BOQ and the details given in the Design and Drawings.