



## **Annex 1 – Terms of Reference**

### **Local Consultancy for Design of Cultural Center in B. Thulhaadhoo**

**Date:** 13<sup>th</sup> June 2024

#### **1- INTRODUCTION**

The Business Center Corporation (BCC) is a state-owned enterprise established by the Government of Maldives. Objective of BCC would be steering the governments' SME support efforts as outlined in the Strategic Action Plan 2020 – 2023 and provide support in the development of the SME sector and entrepreneurship. BCCs primary engagements are provision of consultancy and advisory services to MSMEs, obtain market access for MSMEs, provide access to finance, trade facilitation and create awareness in MSME community through our outreach programs.

The Cultural Center is envisioned as a center dedicated to preserving and promoting cultural heritage. The facility is planned to be located in B. Thulhaadhoo and will feature artisanal tools and facilities for traditional crafts such as weaving and woodworking. The center will offer technical and business training to empower local artisans, transforming their skills into sustainable businesses. Visitors can enjoy immersive cultural experiences through traditional-style lodgings and guided tours that highlight Maldivian cultural history and craftsmanship.

#### **2- SCOPE OF WORK**

BCC would like to engage services of a qualified Interior Designer for the planned Cultural Center to be developed in B. Thulhaadhoo. The designated land area is 19,916sqft of which 10,000sqft will be the built up area.



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

**a) Concept Development**

- i. Determine goals and requirements of the project.
- ii. Develop a plan for the appearance and layout of the cultural center.
- iii. Prepare preliminary designs.
- iv. Coordinate with BCC to review and refine the design concept, incorporating their feedback.
- v. Specify materials, finishes, and furnishings required for the cultural center, including lighting fixtures, furniture, wall finishes, and flooring.
- vi. Ensure the selection of materials and furnishings aligns with the design goals and aesthetics.
- vii. Coordinate colors, materials, and lighting to achieve the desired design goals.
- viii. Identify potential additional features and amenities that would benefit the users of the cultural center.
- ix. Incorporate miscellaneous decorative details to enhance the aesthetic appeal.
- x. Coordinate with technical personnel and industry experts to ensure all technical aspects are in accordance with end user requirements and industry standards.

**b) Preparation of Drawing, Design and BOQ**

- i. Prepare full set of detailed Architectural, Structural drawings, MEP drawings and Renderings.
- ii. Prepare Detailed Bill of Quantities (BOQ) with cost estimates and specifications.



### 3- DELIVERABLES

The successful party shall deliver to the BCC the following key deliverables upon execution of contract.

- 1) Concept Development
  - a) Concept Drawing and Preliminary Design
- 2) Drawings & BOQ
  - a) Complete detailed set of drawings included.
    - i) Floor Plan
    - ii) Ceiling Plan
    - iii) Walls, Lighting, Doors and Windows Schedule
    - iv) Material and Finishing Schedule, Fixtures and Fitting
    - v) Services, Plumbing and Network Drawings
    - vi) 3D Renderings (minimum 4 images)
  - b) Detailed Bill of Quantities (BOQ) with cost estimates

### 4- CONTRACT DURATION

- 1- The duration for delivery of services during the Concept Development stage shall be 15 (fifteen) days from the date of contract signing.
- 2- The duration for delivery of services during the Drawings and BOQ stage shall be 20 (twenty) days from the date of concept approval.



## 5- MINIMUM REQUIREMENTS FOR QUALIFICATIONS & EXPERIENCE OF TEAM

All members of the team should possess the minimum experience and qualification stipulated in the table below. Proposals that do not meet the minimum requirements will be disqualified.

#	Position	Required no	Qualification requirement	Minimum experience requirement
1	Interior Designer or Architect	1	Bachelor's degree in interior designing, architectural studies or related field	2 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	Bachelor's 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

## 6- SELECTION CRITERIA

Proposed price 100%



## 7- DOCUMENTS TO BE SUBMITTED

- Cover letter.
- Fee proposal (with item level breakdown and inclusive of GST)
- Curriculum Vitae of team members
- Work portfolio/ evidence of previous work.
- Reference letter(s) (If any)
- All bidding documents stated in ITB

## 8- PAYMENT

Payment for this work will be made upon completion of all the deliverables and acceptance by BCC.

## 9- DISQUALIFICATION AND AMMENDMENTS

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

- Any of the documents stated in clause 7 of the TOR are not submitted.
- It is determined at any stage of evaluation that any of the documents submitted are fraudulent, inaccurate, or modified.

9.2 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. No oral statement of any person shall, in any manner, be deemed to alter or otherwise affect any term or condition of this solicitation, and no supplier shall rely on any such statement.

For all further clarifications regarding the consultancy or submission details, please contact Mr. Ismail Arshad Ahmed at +960 3330587 from Sunday to Thursday between 0830 hrs and 1500 hrs or email to [procurement@bcc.mv](mailto:procurement@bcc.mv)

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