

REQUEST FOR QUOTATION

Office Layout Design Services

4th Floor & 7th Floor Office Spaces

1. Purpose

State Pharmaceuticals Corporation Limited (State Pharma) invites quotations from suitably qualified and experienced design consultants/firms for the provision of office layout design services for the 4th Floor and 7th Floor office spaces. The assignment is intended to develop practical, functional and professionally coordinated layouts suitable for subsequent office fit-out and implementation.

2. Scope of Services

- Conduct site visits and take accurate measurements of the 4th and 7th Floor office areas.
- Review existing conditions, including walls, columns, doors, windows and relevant existing electrical and ICT points.
- Consult with State Pharma representatives to establish departmental, workstation, office, meeting, storage and other functional requirements.
- Prepare proposed office layouts with efficient space utilization, functional zoning, circulation and accessibility.
- Prepare coordinated furniture/workstation, electrical and ICT layouts.
- Present the proposed designs for review and incorporate reasonable comments/revisions from State Pharma.
- Finalize and submit the approved design drawings in PDF and editable CAD/DWG formats.

3. Required Design Drawings & Deliverables

No.	Deliverable	Requirement
1	Existing floor plans	Verified site measurements for both floors.
2	Proposed office layouts	Room/area identification, dimensions, circulation and functional zoning.
3	Furniture / workstation layout	Workstations, offices, meeting areas, storage and related furniture arrangement.
4	Electrical layout plan	Lighting, switches, general/dedicated power outlets and workstation-related electrical points.
5	ICT layout plan	Data/network outlets, telephone points where applicable, Wi-Fi/access points and other ICT points.
6	Final coordinated drawings	Architectural, furniture, electrical and ICT layouts coordinated without conflicts.
7	Final detailed drawing package	PDF and editable CAD/DWG files, appropriately titled, numbered, dated and scaled.

4. Design Review & Revisions

The consultant shall submit preliminary layouts for State Pharma's review and incorporate reasonable comments required to finalize the design. The quotation shall clearly state the number of revisions included. Any services outside the agreed scope shall require prior written approval from State Pharma.

5. Technical Requirements

- All dimensions and drawings shall be based on actual site measurements.
- Electrical and ICT layouts shall be coordinated with the proposed furniture/workstation arrangement.
- Drawings shall be suitable for use as a basis for subsequent fit-out and implementation works.
- Final drawings shall be provided in both PDF and editable DWG/CAD format.
- Each drawing shall include an appropriate title, drawing number, revision, date, scale and legend where applicable.

6. Bidder Requirements

- Relevant experience in office layout, interior space planning or similar design services.
- Demonstrated capability in CAD-based architectural/layout drawings.
- Capability to prepare or coordinate electrical and ICT layout plans.
- Availability of suitably qualified personnel to complete the assignment within the proposed timeframe.

7. Quotation Submission Requirements

- Company profile and brief relevant experience.
- Proposed methodology/approach.
- Proposed delivery schedule, including site survey, initial submission, revisions and final detail submission.
- Lump-sum financial quotation for the complete scope, clearly stating applicable taxes.
- Number of design revisions included.
- Quotation validity period.
- Any assumptions, exclusions or additional charges.

8. Evaluation Criteria

Criteria	Weight	Basis of Evaluation
Delivery / Completion Period	40%	Proposed timeframe and ability to complete the required design and final drawing package.
Price	60%	Total quoted price for the complete scope, inclusive of applicable costs and taxes.
Total	100%	

9. Delivery Period

The bidder shall clearly state the proposed completion period from the date of award/confirmation.

10. General Conditions

- The consultant shall maintain confidentiality of State Pharma information, drawings and site data.
- State Pharma may request correction of errors or omissions in deliverables that fall within the agreed scope.
- Final design documents prepared specifically for this assignment shall be submitted to State Pharma for its official use.
- State Pharma reserves the right to accept or reject quotations in accordance with its procurement requirements.