



**REQUEST FOR QUOTATION (RFQ)**

<b>A. RFQ no. and Date:</b>	<b>001/2020 November 6, 2019</b>
<b>B. Subject:</b>	<b>Office Renovation – 26<sup>th</sup> Floor</b>
<b>C. Issuing Office/Section:</b>	<b>USAID RDMA, Executive Office 25<sup>th</sup> Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</b>
<b>D. Closing date for receipt of quotation:</b>	<b>November 14, 2020 – (5pm, Bangkok Time)</b>
<b>E. Type of Award:</b>	<b>Fixed Price – Purchase Order</b>
<b>F. Basis for Award:</b>	<b>Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)</b>

**Description of Requirements**

The United States government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit quotation of the services/items specified below. This is to support the operation of USAID/RDMA, Bangkok, Thailand.

Quotation submission and questions regarding this Request for Quotation (RFQ) shall be ONLY via email to [BANGKOKUSAIDPROC@usaid.gov](mailto:BANGKOKUSAIDPROC@usaid.gov) by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFQ does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a quotation. **Please be advised**

**that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to register their business on the U.S. Government's System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Information on this process for foreign vendors is available [here](#). Prospective offerors are encouraged to register in SAM prior to the submittal of quotations.

## **Statement of Work**

### **Purpose:**

USAID RDMA has a requirement to this project is to renovate office 2642 by division into 2 small equal spaces with the similar modification of material, electrical and safety equipment. The work shall be done as per scope of work, specification, and general contract condition. This project requires an experienced registered contractor to design and execute the job.

### **Background:**

Due to expansion of USAID RDMA office for the fiscal year 2020, the current office capacity is unable to support growing number of staff within the mission. The office relocation has planned and implemented from late August to September to fulfill office space requirement.

The current office number 2642 located at 26<sup>th</sup> floor, in the area of OFDA office, is location for director office. In general, of office director space is about 15.50 – 20.00 sq.m. However, the office 2642 has space upto 23.90 sq.m., which is able to be divided into 2 equal spaces of 11.95 sq.m. and would be similar to the other normal office space as a result. (normal office space is about 10.00 -12.00 sq.m.)

Office renovation shall be completed by November 30, 2019.

### **Scope of work:**

The contractor is required to provide renovation service for the USAID RDMA office as follows:

- A) The contractor is responsible for procuring, supplying, transporting, and providing all labor, materials, tools and plant and equipment etc., require for completion of work in all respects and as per the scope of work for and fully renovation of office number 2642 at 26<sup>th</sup> floor, USAID RDMA Office. It should include:

**Materials:** all materials used on this work shall be new and conforming to the contract specifications. An appropriate material or similar to the current material constructed and installed at office number 2642;

**Wall and door:** remove and repair existing wall and door, construct 12” gypsum board, wooden wall, pinboard 1000x1850 mm, whiteboard 1000x1850 mm., and install new 2 aluminum frame doors 900x2100 m;

**Mirror:** remove existing double glass wall and install new single glass wall.

**Ceiling works:** remove, repair and modify electrical equipment, relocate existing lamp, modify existing lighting control and sensors, relocate existing and install new smoke detector, modify air duct, and linear slot dispute (LSD), relocate existing and install new sprinkle head, and relocate thermostat;

**Electrical works:** modify existing load center panel (LCP), relocate and install switch, install new power outlet pop-up and data outlet, manage cable and wire efficiently;

**Painting:** all renovation area and ceiling of 25 sq.m. should be new painting.

**Format:** Office renovation should be maintained at current format;

**Drawing:** reprogram graphic fire alarm to landlord original plan, and provide additional as-built drawing to USAID;

**Testing:** Upon completion of renovation, possible correct malfunctioning unit, test water pressure with the building, retest to demonstrate compliance, otherwise remove and replace with new equipment and retest at no cost to USAID RDMA office;

**Warranty:** the contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and all installation will provide the capacities and characteristics specified. The contract further guarantees that if, during a period of one year from the date of certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his own cost.

B) Key Deliverables:

- Provide professional engineering service with standard acceptance for installation pipeline, associated works, and appropriate timeline;
- Meet the approval from the leaser, the commercial building - Athenee Tower where USAID RDMA office located.
- Clear, concise written instructions and installation plans.

**Qualifications:**

1. At least five years of working experience in maintenance and electrical service, either fulltime or part-time, to large and well-established corporations.
2. Good communication skills in Thai. Good command of English is an advantage.

**Rational for Selection Criteria:**

The USAID Contracting Officer will select the successful contractor using a Best Value Approach, both technical and price factors included. The Contracting Officer, at the Government's discretion, may enter negotiations with one or more offeror to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.