

TERMS OF REFERENCE (TOR): FOR INTERIOR DESIGN SERVICES

Background

PASGR is seeking to move from its current office at I&M building at Community to a different location. An office space measuring approximately 6000sq ft. has been identified on the 21st floor of the Britam Towers Building. The said space is available for immediate fit out and occupation.

PASGR (herein referred to as the Client) is therefore seeking the services of a Consulting firm (The Consultants) to design and supervise interior design works for the PASGR. The firm will develop cost estimates for materials and finally supervise actual partitioning / fit out works and furniture installation in order to make the office fit for purpose within the specified budget. The final product should provide a fantastic ambience that will promote workplace comfort and ultimately, business success.

Scope of work

The services of a qualified and experienced interior designer are required to provide advice and support to the implementation of the project through the provision of design and supervision services mainly but not limited to the following services:

- Prepare a sketch of set up.
- Propose the materials to be used.
- Cost of fees based on budget.
- Quotation of works.

Visit the current office layouts and familiarize with the existing site conditions between **22nd September 2022 and 30th September 2022**.

Deliverables

The initial output of this assignment is to develop fit out designs for the Client's review and approval. Development of the office design, preparation of bills of quantities, materials and furniture specifications and any required tender documents will follow and thereafter, supervision of the actual fit out works plus furniture installation by other vendors.

Personnel and Expertise

- The **project manager**: must possess a university degree in interior design or architecture or any other relevant degree and must be registered with the Architects Registration Board (ARB) **or any other relevant professional body**. S/he must possess 10 years' practical post qualification experience in design and supervision of office fit out/refurbishment/rehabilitation/construction works within the last 5 years prior to the applications submission deadline.

Other supporting experts that may be required include:

- **Construction expert**: A construction professional with 8 years post qualification experience and a bachelor's degree in civil engineering, construction management, architecture, quantity surveying or any other related field.
- **Electrical expert**: Professionals with 8 years' experience and a bachelor's degree in either mechanical and/or engineering with 5 years' experience in cabling, IT networking and telephony.

Time Frame

Quotation shall be submitted by **5th October 2022 by 5:00 PM**. No Late submission will be accepted.

Submission of Quotation

Proposal must be submitted to the following email address: bids@pasgr.org

Award of contract

The contract will be awarded to the most responsive, technically qualified and lowest cost.

Specific requirements

PASGR Office Requirements

Area/proposed works	Furniture requirement (To be supplied and fitted)
<ul style="list-style-type: none"> The office space 	<ul style="list-style-type: none"> Office space measuring approx. 6000 sq/ft located on the 21st floor of the Britam Towers Hospital Road, Upperhill Nairobi.
<ul style="list-style-type: none"> Reception area 	<ul style="list-style-type: none"> Partitioned. Provide for 4 visitors' chairs, 1 small table and magazine rack.
<ul style="list-style-type: none"> Executive Director's Office 	<ul style="list-style-type: none"> Avail an enclosed office space to fit the following: 1 executive desk, 1 ergonomic swivel chair, 2 sleigh visitor's chairs, 3 filing cabinets, 4 drawers, a meeting table to sit 4 pax with chairs, a couch, standing working table and water dispenser. Space for Executive Assistant work station
<ul style="list-style-type: none"> Offices spaces 	<ul style="list-style-type: none"> 1– Research Programme Head Office and area space for 6 team members 1– Finance Head Office and area space for 5 team members 1– PDT Head Office and area space for 3 team members 1– HEP Head Office and area space for 3 team members 1– HR Head Office and area space for 1 team member 1– M & E Office Communication Area space for 2 team members 1– Registry /File room. 1– Resting room.
<ul style="list-style-type: none"> Open office 	<ul style="list-style-type: none"> Workstation/individual desks with pedestals + chairs for 6 people, 4 filing cabinets; newspaper desk, provide tea/coffee serving point with granite/marble countertop & low cabinets. The countertop should be big enough to have utensils, beverages, coffee maker and tea, water dispenser.
<ul style="list-style-type: none"> Equipment station 	<ul style="list-style-type: none"> Provide space for 1 multipurpose printer and shredder Provide lockable cabinets for storage of stationery items around the equipment station
<ul style="list-style-type: none"> Meeting room 	<ul style="list-style-type: none"> 1 oval table + chairs for 25 pax Provide for a VC screen / equipment stand Provide for a tea serving point with countertop and low cabinets.
<ul style="list-style-type: none"> Nursing mothers' room/Lactation Centre 	<ul style="list-style-type: none"> Avail space to fit the following: a small table, 2 swivel chairs, a space to store equipment, a small fridge. Provide for a wash basin, an electric outlet and lighting, waste bucket.
<ul style="list-style-type: none"> Lunchroom and kitchenette 	<ul style="list-style-type: none"> Space with table and chairs to sit approximately 10 people. Kitchenette with sink, cabinets and space for a fridge & microwave.
<ul style="list-style-type: none"> Server Room 	<ul style="list-style-type: none"> Partition this out with no direct light measuring approximately 2m x 3m to fit one server rack. The room should have its own door + a biometric door access with 2 buttons and manual key access.
<ul style="list-style-type: none"> Network & Telephony cabling 	<ul style="list-style-type: none"> Do the cabling from workstations, all cabling preferably Siemon/Giga net or Nexan with Siemon modules terminated in the server room.
<ul style="list-style-type: none"> Small meeting rooms 	<ul style="list-style-type: none"> 2 booths - small meetings, calls etc
<ul style="list-style-type: none"> Store 	<ul style="list-style-type: none"> Fit open and closed shelves.
<ul style="list-style-type: none"> Toilets 	<ul style="list-style-type: none"> 2 - Gents and 2 - Ladies
<ul style="list-style-type: none"> Others 	<ul style="list-style-type: none"> Internal partitioning will be in glass with aluminium with PASGR logo on the partitions. Office blinds to be installed where appropriate. Signage to be installed at the entrance of the office, inside the reception and provide for fire equipment.

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| | <ul style="list-style-type: none">• Biometric access/facial readers to be installed at the main entrance and server room and provide decorative items where necessary. |
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