



Mekong River Commission Secretariat

Request for Quotation no. RFQ10-054

Renovation of RFMMC Building in Cambodia

Cambodia, March 2010

SECTION I

INVITATION FOR QUOTATION

Renovation of RFMMC Building in Cambodia

The Mekong River Commission Secretariat (hereinafter “the Employer”) hereby invites sealed Quotations from eligible construction company for the civil work called “Renovation of RFMMC Building in Cambodia” in accordance with the terms and conditions mentioned in the Request for Quotation.

This Request for Quotation (RFQ) includes the following documents:

Section I	Invitation for Quotations
Section II	Instructions to Bidders
Section III	Term of Reference and Drawing
Section IV	Forms

The quotations shall be submitted in one outer sealed envelope. The envelope shall be clearly marked “Renovation of RFMMC Building in Cambodia; RFP No. 10 – 054 - DO NOT OPEN BEFORE DEADLINE SUBMISSION DATE”.

Deadline for submission of quotations is 30 April 2010, 15.00 hours local time.

All correspondence related to the tender shall be addressed to:

Regional Flood Management and Mitigation Centre (RFMMC)

Finance and Administration Unit (RFP 10-054)

P.O. Box 623

576 National Road # 2, Sangkat Chak Angre Krom,

Khan Meanchey, Phnom Penh, Cambodia

Telephone: (855-23) 425 353

Facsimile: (855-23) 425 363

Email: srengkong@mrcmekong.org, kiettisack@mrcmekong.org

Nguyen Thu Mai
Chief, Finance and Administration Section

SECTION II

INSTRUCTION TO BIDDERS

1. Quotations to be considered

- a. **Eligibility:** Quotations which comply with the conditions and terms as stipulated in the Request for Quotation documents will be considered.
- b. **Conflict of Interest:** MRC considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
- c. **Amendment of RFQ:** At any time before the submission of Quotation, MRC may amend the RFQ by issuing an addendum in writing or by standard electronic means. Supplier having informed MRC about their intention to submit a quotation will be informed directly. Any changes will be posted on MRC's website. MRC reserves the right to extend the submission deadline if the amendment is substantial.

2. Procurement package

The RFQ consists of single package.

3. Clarification

Any additional information required in the preparation of the bid should be requested in writing to the address indicated in this RFQ at or before 26 April 2010. The MRCS will reply in writing and all replies will be posted on the MRC's website: www.mrcmekong.org **section "Tenders"**.

4. Language of the Quotation

The Quotations prepared by the bidders and all correspondence and documents relating to the Quotation exchanged by the bidders and the MRCS shall be written in the English language. Any printed literature furnished by the bidders may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Quotation, the English translation shall govern.

5. Quotation Currencies.

All prices shall be quoted in US dollars.

6. Period of Validity of Quotations

Quotations shall remain valid for 120 days after the date of Quotations submission prescribed by the MRC.

7. Submission of Quotations

7.1 Sealing and Marking of Quotations

The Quotations shall be submitted in one outer sealed envelope. The envelope shall be clearly marked "Proposal: RFP No. 10 – 054. Renovation of RFMMC Building in Cambodia; - DO NOT OPEN BEFORE DEADLINE SUBMISSION DATE". The sealed envelope shall be addressed to the Mekong River Commission Secretariat at the following address:

Regional Flood Management and Mitigation Centre (RFMMC)

Finance and Administration Unit (RFP 10-054)

P.O. Box 623

576 National Road # 2, Sangkat Chak Angre Krom,

Khan Meanchey, Phnom Penh, Cambodia

Telephone: (855-23) 425 353

Facsimile: (855-23) 425 363

Email: srengkong@mrcmekong.org, kiettisack@mrcmekong.org

7.2 Deadline for Submission of Quotations

The deadline for submission of the bids is **30 April 2010 15:00 pm** local time.

Quotations should contain details of the criteria for selection mentioned below. The bid shall be prepared in English and one (1) original and three (3) copies must be submitted. The sealed bid envelope must be received by the Mekong River Commission Secretariat on or before the hour and date fixed for receipt of bids, in accordance with the invitation for bids.

7.3 Confirmation of participation

The company who is willing to submit their Quotations should confirm by fax/email to MRCS Finance and Administration Unit (FAU) no later than 20 April 2010.

7.4 Bid preparation

7.4.1 Site visit and pre-bid meeting

In order to provide sufficient information to the bidders, we will organize the site visit for the interested bidders and to answer of any question. The site visit and Pre-Bid meeting shall take place at the following date, time and place:

- Date: 22 April 2010

- Time:

- **10:00 am for site visit**
- **11:00 am for pre-bid conference (meeting)**

- Place:

RFMMC office as above mentioned address

7.4.2 Document to be submitted along the bid

1. Bid Submission Form (Form 1), the bidders allow to use different or their own format
2. Technical Specification
3. Copy of still valid of business registration certificate
4. Other supporting document e.g. drawing, financial capability, previous contract...etc.

8. Late Quotations

Any Quotations received by RFMMC's FAU after the deadline for submission of Quotations will be rejected.

9. Criteria for Selection.

9.1. Bid Price

The bid price shall be fixed during the bid validity and **shall excluding any TAX fee**

9.2. Incoterm 2000

Not applicable.

9.3. Delivery and Installation

The work shall complete within 38 days (between 4 May to 13 June 2010) after the construction company has received the work order from the purchaser.

9.4. Payment Term

- 30% advance payment shall be made after the contract signed and upon received the original signed invoice from the company.
- 70% after work completed and purchaser is satisfaction of inspection and test.

9.5. The contract shall award to the best evaluated bids, the construction company may propose a better options in order to completely implementation the contract as required in the TOR.

10. Association

Quotations submitted by an association of two or more firms as partners shall comply with the stipulations:

- (i) The Quotations shall be signed so as to be legally binding on all partners.
- (ii) One firm shall be nominated as the lead firm of the association.
- (iv) The lead firm shall be liable for the execution of the Contract in accordance with the Contract terms.
- (v) The lead firm shall receive instructions for and on behalf of any and all partners.

11. Rejection of quotations

Should any Quotations fail to comply with the terms and conditions stipulated in this Request for Quotations, or be incomplete, conditional or obscure, or contain additions not called for or irregularities of any kind, or does not respond to important aspects of the RFQ, and particularly the Technical specification, it may be rejected as non-responsive.

MRCS reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the bidders.

SECTION III

Term of Reference

Scope of Work for Modification/Re-arrangements of Floor Layouts

A. Background

The MRC Council has decided that MRC Secretariat would be co-hosted in two locations, the Office of the Secretariat in Phnom Penh (OSP) and the Office of the Secretariat in Vientiane (OSV).

The present building of the Regional Flood Management and Mitigation Centre (RFMMC) which is located at #576, National Road #2, Sangkat Chak Anred Krom, Meanchey, Phnom Penh will be the location of OSP.

Since the space of the existing floor layouts in the building of RFMMC is not enough to host the OSP, the redesign/modification of the floor layouts in particular on the third floor was proposed by MRC Secretariat and got approval by the Cambodian Ministry of Water Resources and Meteorology so that it would have enough space to house the OSP. The re-arrangement of the floor layouts has been taking into consideration the minimum altering of the building interior structures and avoiding changes of the existing standard seating arrangements as much as possible.

The modification of the floor layouts is to accommodate more staff members within the present space size in the building without making any change to the main building structures and foundation. The rearrangement will be made mainly on the third floor as the original design of this floor is for the big conference room, not for the office purpose. There will be only minor changes on the other two floors (first floor and second floor).

The modification of floor layouts has some affects either direct or indirect to the interior settings of the building in particular the walls. Moreover additional work such running local area network (LAN) cables, telephone lines, electric wiring network, installation of lighting system and switches are also required so that the newly arranged office space be ready for the new staff members who commence their work starting from the end of June 2010.

B. First Floor

The drawing of the revised floor layout is attached as **Annex 1**. The successful bidder shall require doing and/or supplying the following:

a. Required Work and Materials for R101/102

- Remove the brick wall (size: L10m x H3.1m=30.1m²).
- Remove the slide glass doors (size: L1.83m x H2.50m=4.60m²) and fill in with brick wall and glass window with iron bars (size: L2.2m x H1.4m=3.08m²)
- Remove the wooden door (size: L1.03 x H2.24m=2.30m²) and fill in the space with brick wall.

b. Required Work and Materials for Reception Counter and R103

The size of Registry Room is $L3.9m \times W3.0m=11.70m^2$, while the Reception Counter occupies the open area of around $L3.90m \times W2.10m=8.19m^2$.

- Seal the Reception counter with glass and aluminum frames. The following is the summaries of the main scope of work to be done:
 - Two partition (A & B) made of glass and aluminum frames to be installed above the counter up to the ceiling.
 - The height from the counter top to the ceiling is 2.22m.
 - The height from the floor to the counter top is 1.12m
 - The total length of Partition A is 1.80m
 - Partition B links with entrance door to R103
 - The total length of Partition B is 3.30m
 - The glass door of present R103 shall be removed and be installed as the entrance door which is connected with partition B. The size of the door is $L0.90m \times H2.15m=1.93m^2$.
 - There is a small window of half-moon shape on partition B for the Receptionist to communicate with visitors. The size of window is $L0.25m \times H0.15$
 - The drawing and detailed specification in **Annex 4**.

c. Required Work for R110/111

- Remove glass partition.

d. Required Work and Materials for R109A

- Remove the internal door and wall (size: $L3.50m \times H3.10=10.85m^2$)
- Construct internal brick wall (size: $L1.5m \times H3.1m=4.65m^2$) to completely separate this room from R109.

e. The Scope of Work for R109

- Remove the internal door and wall (size: $L1.50m \times H3.1m=4.65m^2$).

C. Second Floor

The drawing of the revised floor layout is attached as **Annex 2**. The successful bidder shall require doing the following:

a. Required Work and Materials for R201

The brick wall will be constructed to seal the open space between room R203 and toilet wall to make room 201. The size of this room is $L5m \times W4.5=22.5m^2$.

- Construct the brick wall (size: $L4.50m \times H3.15m=14.18m^2$ including the door and window or $10.34m^2$ excluding the size of door and window)
- Install one door (size: $L1.03m \times 2.24m=2.30m^2$)
- Install one window (size: $L1.1m \times 1.4m=1.54m^2$)

b. Required Work and Materials for R202

In order to make the space convenient enough for two staff, the double doors will be reduced to only one door.

- Alter/reduce the double doors ($L2.06m \times 2.24m=4.61m^2$) to one door ($L1.03m \times 2.24m=2.30m^2$). The remaining space will be filled in with brick wall.

c. Required Work and Materials for R215

The server and IT rooms (R15) occupy the area of $27m^2$. The two small rooms are divided by a glass partition.

- Alter the position of the glass partition (to make the IT room bigger so that it can be arranged for 2 people).

d. Required Work and Materials for R212 & R213

R212 on this floor will be made by inserting the gypsum board partition in present room 213. The size of cleaner room will be $L6m \times W1.5=9m^2$.

R213 will therefore occupy the area of $45m^2$.

- Remove the brick wall in between R213 and R214 (size: $L6m \times H3.15m=18.9m^2$)
- Install the gypsum board partition with aluminum frames in R213 (size: $L6m \times H3.15m^2$).

e. Required Work for R 207 and R208

To access easily back and forth between R207 and R208, the internal window and the below brick wall shall be removed.

- Remove glass window (size: $L2.20 \times H1.39m$) and brick wall beneath the window (size: $H0.82m \times L2.20m$)

D. Third Floor

The drawing of the revised floor layout is attached as **Annex 3**. The successful bidder shall require doing and/or supplying the following:

a. Required Work and Required Materials for R302, R302A, and R302B

In order to access to R302, a part of the wall (size $L1.2 \times 2.4m=2.88m^2$) will be removed and replaced by wooden door (size: $L1.03 \times H2.24m=2.30m^2$).

- Remove a part of the brick wall (size: $L1.2m \times 2.4m=2.88m^2$)
- Fill in this removed space by wooden door (size: $L1.03 \times H2.24m=2.30m^2$).
- Install the glass partition (and the door) with aluminum frames (size: $L6.5m \times H3.5m=22.75m^2$) to separate R302A and R302B. The size of the door of glass partition should be $L1m \times H2.15m=2.15m^2$.

- Install the glass partition (and the door) with aluminum frames (size: $L4.5 \times H3.5=15.75\text{m}^2$). The size of the door should be the same with the door to R302A (size: $L1\text{m} \times H2.15\text{m}$).

b. Required Work and Required Materials for R301

Make a room which is adjacent to the back of toilets (east) by constructing the brick wall.

- Construct brick wall ($L4.5\text{m} \times H3.5\text{m}=15.75\text{m}^2$)

c. Required Work and Materials for R303, R304 and R305A

To construct the brick walls to seal the open space (face to the corridor) with length of 13.5m. There will be 2 wooden doors of the same size ($L1.03 \times 2.24\text{m}=2.30\text{m}^2$) – one door for the entrance to R303 and another one for the entrance to R304. The total area of the brick walls will be $L13.50\text{m} \times H3.5\text{m}=47.25\text{m}^2$ (including 2 doors and two windows). The size of the windows is $L2.2\text{m} \times H1.4\text{m}=3.08\text{m}^2$ and $L1.1\text{m} \times 1.4\text{m}=1.54\text{m}^2$ for AIP and NAP respectively.

- Remove the iron-guard railing facing the river in size of $L2.60\text{m} \times H1.20\text{m}=3.12\text{m}^2$ and fill in the open space (in the total area of $L2.60\text{m} \times H2.70\text{m}=7.02\text{m}^2$ with brick wall and glass window (size: $L2.2\text{m} \times H1.40\text{m}=3.08\text{m}^2$).
- Remove the brick wall and the double doors (totaling size $L5\text{m} \times H3.5\text{m}=15.50\text{m}^2$)
- Construct the brick walls with the total size of $L13.5\text{m} \times H3.5\text{m}=47.25\text{m}^2$ (facing the corridor) or 38.03m^2 excluded the space for two doors and two windows.
- Install 2 wooden doors (size: $L1.03\text{m} \times H2.24\text{m}=2.30\text{m}^2$ each)
- Install 2 glass windows with the size of $L2.2\text{m} \times H1.4\text{m}=6.31\text{m}^2$ and $L1.1\text{m} \times H1.4\text{m}=1.54\text{m}^2$ (both face corridor).
- Install the glass partitions with aluminum frames (size: $L6\text{m} \times H3.50\text{m}=21\text{m}^2$) to separate the working space of R303 and R304.
- Remove and install new ceiling with the same height ($H3.15\text{m}$) to the ceiling of the adjacent room (size: $L13.5\text{m} \times W6\text{m}=81\text{m}^2$). The gypsum board ceiling shall be in squared pieces of $0.6\text{m} \times 0.6\text{m}=0.36\text{m}^2$ and supported by appropriate aluminum bars.
- Install the glass partition with aluminum frames to make R305A (size: $L6 \times H3.5=21\text{m}^2$)

d. Required Work and Materials for R305, R306 and R307

Two gypsum board partitions with aluminum frame need to be installed to make 3 rooms (size: $L12\text{m} \times W9\text{m}=108\text{m}^2$ each): R305, R306 & R307. The partition in between R306 and R307 will be designed with internal door to connect between the two rooms.

- Install two gypsum board partitions (size: $L12\text{m} \times 3.5\text{m}=42\text{m}^2$ each).
- Install one glass door with aluminum frame (size: $L0.8\text{m} \times 2.15\text{m}=1.72\text{m}^2$)
- Remove and install new ceiling (size: $L27\text{m} \times W12\text{m}=324\text{m}^2$). The ceiling shall be as high as 3.15m from the floor. The gypsum board ceiling shall be in squared pieces of $0.6\text{m} \times 0.6\text{m}=0.36\text{m}^2$ and supported by appropriate aluminum bars.
- Remove one window (size: $L2.2\text{m} \times H1.4\text{m}=3.08\text{m}^2$) and replace by double doors (size: $L2.06\text{m} \times 2.24\text{m}=4.61\text{m}^2$) – remove the brick wall to fit the size of the doors.

e. Required Work and Materials for Rain protection along the corridor

As the original design of this floor was not for office purpose but for big conference room, so the corridor on this floor was equipped with iron-guard railing which easily exposed to rain drop on the corridor floor especially when there is a rain with wind is blowing. The existing design of the corridor is no longer suitable for the new design of this floor for the office purpose. It is suggested some kinds of rain protection from falling on the corridor floor.

- To build the rain protect in the form of glass partition affixing to the iron-guard railing as the main support of the glass. The total area is $L25.64m \times H0.98m = 25.13m^2$. It is divided into 8 blocks. There are 6 blocks with the same size in the area of $L3.12 \times H0.98 = 3.06m^2$ each and other two blocks in the area of $L3.47 \times H0.98 = 3.4m^2$ each.
- Each block shall be divided into 3 equal pieces of glass.
- Each piece of glass attached to iron-guarding railing by 4 bolts and nuts
- The glass shall be doubled and laminated (thick: 5mm plus 5mm)
- It is proposed that the bolt should be with 10mm diameter or bigger (strong enough to support the glass).
- The bolt and nut shall be made from stainless steel.
- The top of iron-guard railing and glass shall be covered by alu-carbon.
- All connections shall be adhered by waterproof adhesive/glass sealant.

e. Required Work and Materials for Fixing two roof-leaking spots

There are two spots of roof leaking above the corridor. It is understood that there are some cracks of the concrete at the roof top are main reason for the leaking during the rain fall.

- Some kinds of concrete work to fix to cracks.

F. Remarks

1. All brick walls shall be single brick (thick: 0.10cm) except the external wall facing the river which shall be double bricks (thick: 0.20cm).
2. The gypsum board for the ceiling on the third floor and for partitions shall be same quality with the existing one.
3. The glass and aluminum frames shall be the same quality with the existing ones.
4. The newly constructed walls (both brick and gypsum walls) shall be painted using the paint with the same quality and color of the existing one.
5. Any room that is not required for redesigning the floor layouts, it still needs to repaint if the wall is either directly or indirectly affected by the work.
6. Any solid waste as the result of the work shall be under the responsibility of the successful bidder to remove from the OSP premises.

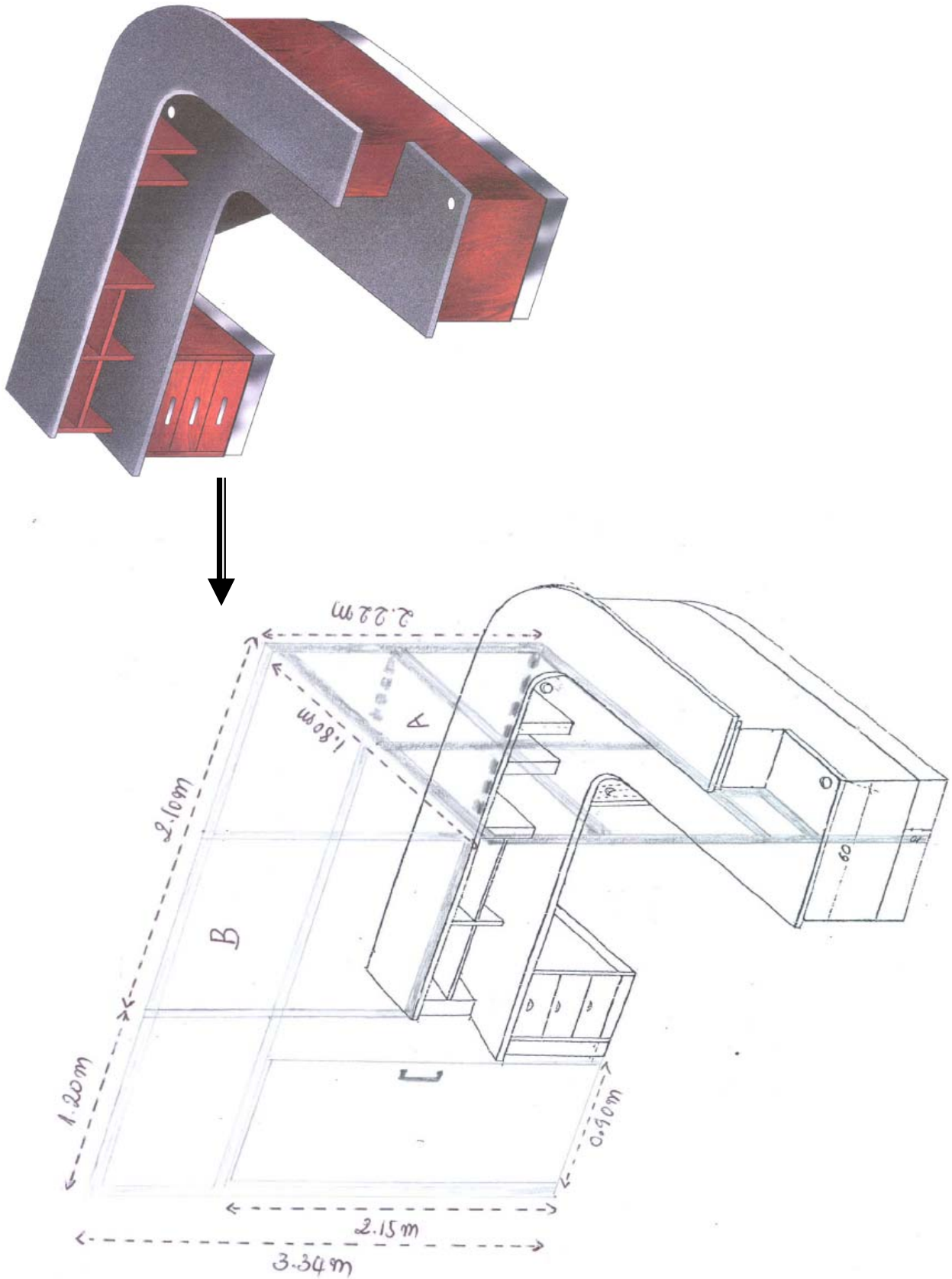
7. All materials, tools, equipment etc required for carrying out the Scope of Work for Modification of the Floor Layouts are the responsibilities of the successful bidder.
8. The pieces of wooden doors removed from some rooms in the building are in same numbers of the doors to be installed in the new locations. It is therefore not required the successful bidder to supply a wooden door. However it is noted that one set of double doors shall be made into two single doors and therefore an additional new wooden-door frame is required. The successful bidder is requested to carefully remove the doors as we need to put them back for using at the other locations. After changing the location, the paint on the door may be damaged so repaint is necessary.
9. The figures/data provided in this proposal is indented to be descriptive and informative only. They are not accurate figures/data. It is the responsibility of the successful bidder to double check the figures/data in order to successfully achieve the scope of work in a professional manner and meet all requirements set by MRC.
10. The result of the accomplished work shall be in general accepted standard for both quality and professionalism.
11. In order to have work completed smoothly, it is required that the successful bidder cooperate closely with the contractor for running the lighting system, network for telephone and internet and coordinate work with each other.
12. The successful bidder shall be aware that there are staffs working in the building and therefore the company during the renovation shall ensure a minimum interruption to the working staff during the working hour.

Some work may be can not do during the office hour.

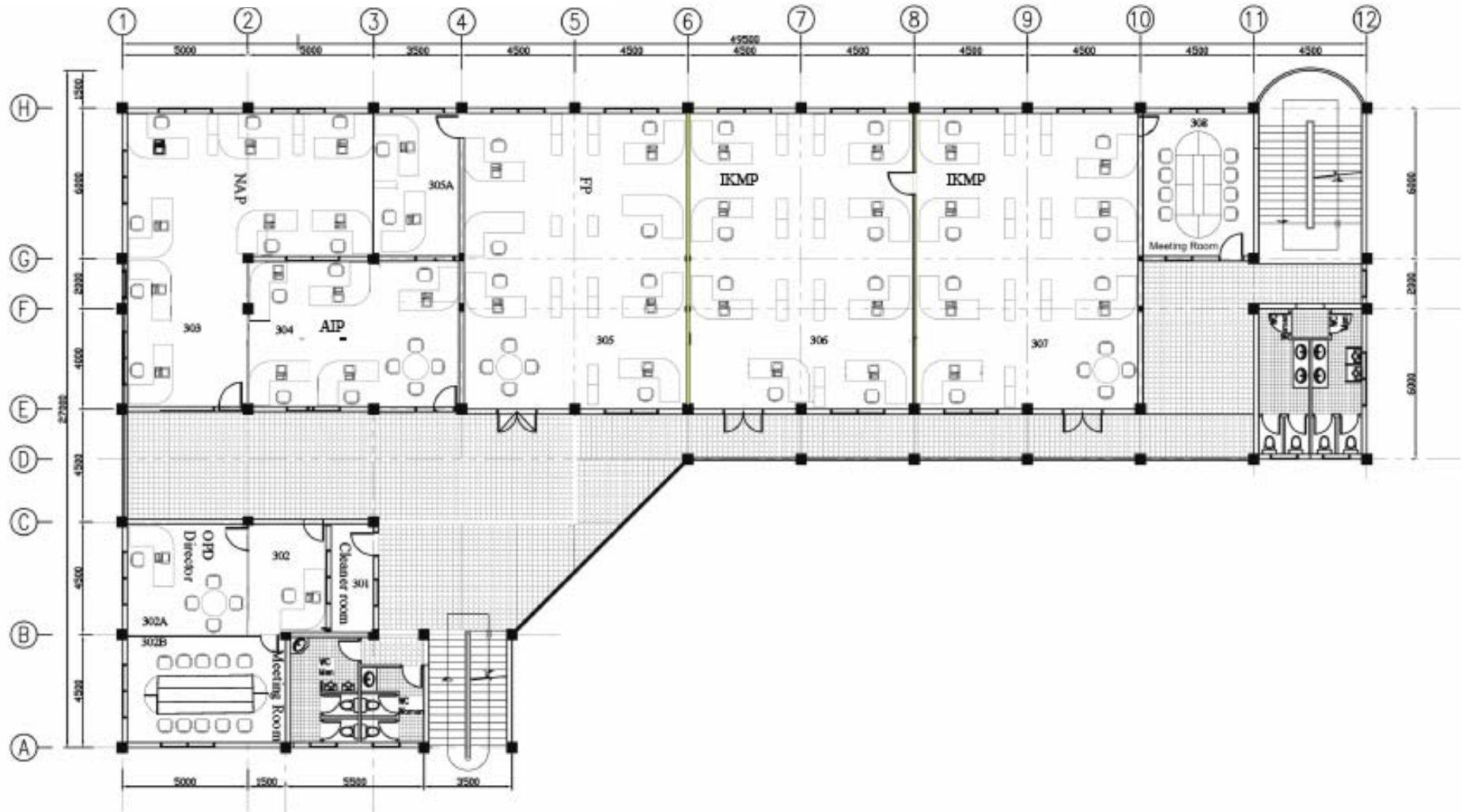
13. All work shall cover by one year warrantee

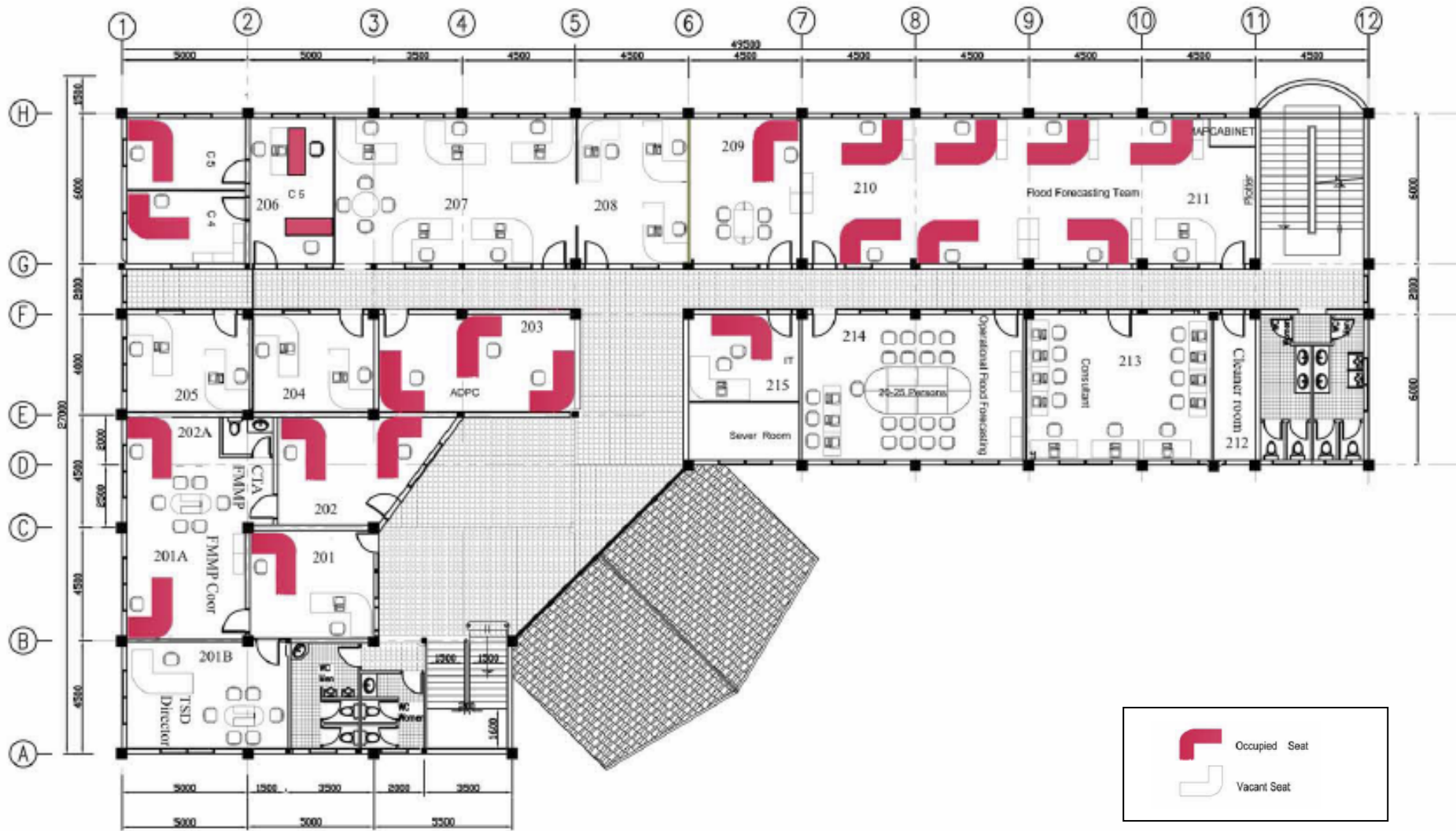
Drawing

Annex 4: Drawing and specification requirements for sealing the Reception Room

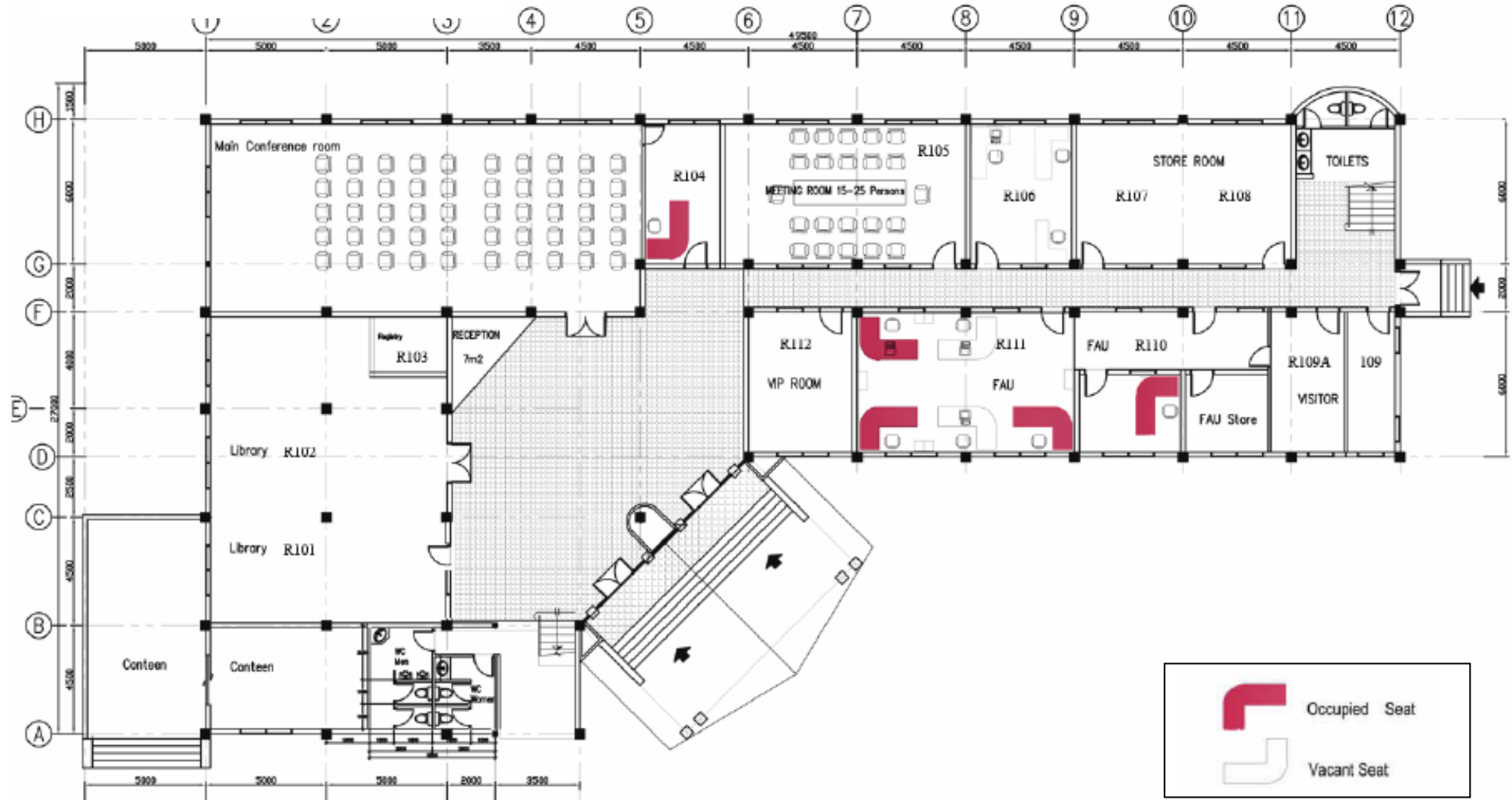


Annex 3: Third Floor Layout





Annex 1: First Floor Layout



SECTION IV

Forms

Form 1

[Insert Supplier logo and paper heading]

Bid Submission Form

To: Mekong River Commission

Date: _____

Ref. No.: _____

Dear Sir,

Subject: Renovation of RFMMC Building in Cambodia (PR10-054)

Having examined the Request for Quotation by Email/Fax etc date dd/mm/yy, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for Renovation of RFMMC Building in Cambodia in conformity with the required TOR in the Request for quotation for the sum of *[total bid amount in words and figures]*.

We undertake, if our Quotation is accepted, to complete the work in accordance with our offered terms of conditions as informed below.

Our quotation is valid until: *[please insert the date]*.

Offered Price:

<u>Sr.</u>	<u>Detail work</u>	<u>Qty</u>	<u>Unit price</u>	<u>Total</u>
1				
2				
3				

- Warranty offer: _____ year(s)
- Work complete: _____ week(s)
- Terms of payment requirement: _____
- Fix price Yes No

Signature and stamp: _____

Name on behalf of Supplier: _____

Title: _____