



Request for Quotation Office interior design

RFQ published date:	30 January 2024
Deadline for quotation submission:	14 February 2024

Habitat for Humanity International Nepal office located in Dhobighat, Lalitpur, Nepal. This is a request for proposal to all interested office design firms to submit their proposals for the design of its office space in Dhobighat, Lalitpur.

The detailed task requirements are:

1. Design and fabrication of office cubicles (consisting of working table and partition walls as specified) with necessary electrical, telephone and internet cable networks.
2. Dismantling of existing partition walls.
3. Design and installation of new partition walls with necessary openings and cable networks for electrical, telephone and internet.
4. Fabrication and installation of wheelchair ramp.

Details for the renovation and remodeling of office set up is as follows:

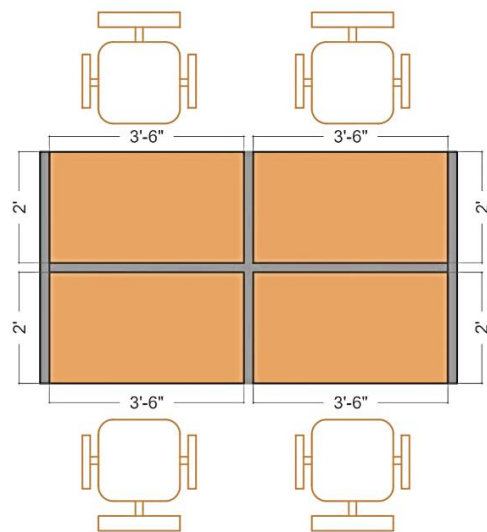
Items	Description	QTY
1	Dismantle existing partition wall and construction of new partition wall of Reception area at Ground floor	Existing Partition details: Existing partition material- Wooden Existing partition size – 5'-6" x 7'-0" = 38.5sq.ft. New Partition requirements: Proposed material – Frameless toughened/laminated glass partition with translucent glass sticker and adjustable blinds. Size - 13'-0" x 9'-0" = 117sq.ft. With 1-sliding door = 3'-0" x 7'-0" 1-hinge door = 3'-0" x 7'-0"
2	Dismantle existing partition wall and construction of new aluminum partition of office space at First floor. (Re-use of existing aluminum partition should also be taken into consideration)	Existing Partition details: Existing partition material- Aluminum Existing partition size – 13'-0" x 9'-0"=117 sq.ft. New Partition requirements: Size- 82 sq.ft With 1-hinge door = 3'-0" x 7'-0"

3	Supply and installation of Office Cubicle for 10 people with necessary electrical, telephone and internet cable networks at Second floor. (Refer attached drawings)	Working table for 10 people Table size = 3'-6" x 2'-0" Table height = 2'-6" Cubicle partition height = 4'-0" With Electrical, telephone and internet cables for each cubicle.
4	Retractable wheelchair ramp at entrance with guiderails as specified. (Refer attached drawings)	Plinth height = 1'-8" Ramp ratio = 1:12 No. of landings = 1 Guiderail = 2 Nos. Guiderail height = 2'-5" and 3'-0" from ramp finish.

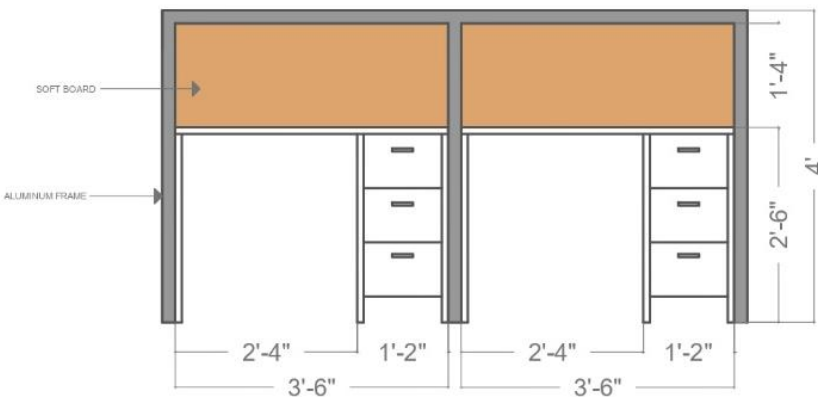
Refer to the attached for: Cubical design, Ramp details, Office layouts/floor plan.

Period for work completion	The selected firm should complete the task within 2 months from contract award. The vendor will appoint a contact person to provide weekly work progress report to Habitat Team.
Documents to be submitted by the firm	<ol style="list-style-type: none"> 1. A detailed quotation with items, material, unit cost, quantity, rate, amount etc. 2. A copy of firm registration certificate 3. PAN/VAT registration document and the number 4. Tax clearance for 2079/2080
Payment terms	Final payment will be made on inspection and acceptance of the work completed.
Other terms and conditions	<ol style="list-style-type: none"> 1. Habitat Nepal will assign two focal points, one for liaising with the firm and overseeing their daily work, and an architect who will inspect the work and material quality and weekly progress. 2. All office design materials are subject to quality inspection to ensure it meets the specifications, quality, quantity and are in good condition.
Instruction to submit the RFQ	<p>Interest firms are requested to visit Habitat for Humanity International Nepal Office, Dhobighat, Lalitpur for the office design work inspection from 30 January till 12 February 2024, between 2:00pm to 4:00pm.</p> <p>Office contact number- 5521182</p> <p>The RFQ to be submitted to the email address: <u>procurement@habitatnepal.org</u> </p>

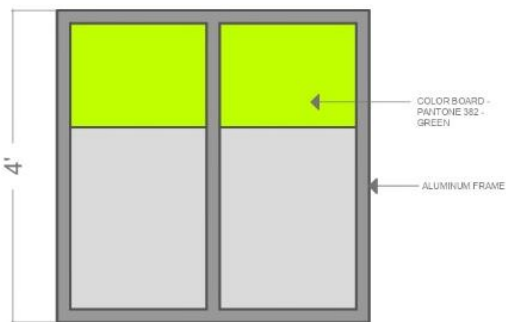
Cubicle design



CUBICLE LAYOUT - TYPICAL PLAN
OPTION -1



CUBICLE FRONT ELEVATION
OPTION -2



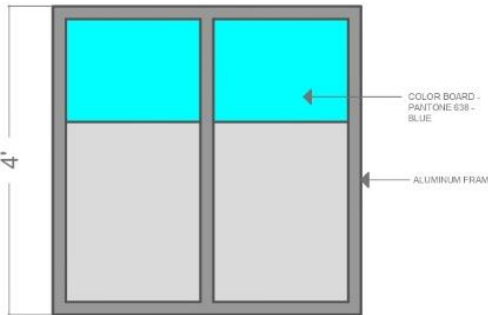
CUBICLE SIDE ELEVATION
OPTION-2

- Cubicle height – 4’
- Attached drawers
- Softboard for pin up
- Table size – 3’-6” x 2’-0”



BRIGHT BLUE		BRIGHT GREEN		WHITE	GRAY	BLACK
PANTONE® 638	PANTONE® 382	White	Cool Gray 8	Black		
C: 85	C: 28	C: 0	C: 23	C: 0		
M: 0	M: 0	M: 0	M: 16	M: 0		
Y: 9	Y: 100	Y: 0	Y: 12	Y: 0		
K: 0	K: 0	K: 0	K: 46	K: 100		
R: 0	R: 196	R: 255	R: 136	R: 0		
G: 175	G: 214	G: 255	G: 139	G: 0		
B: 215	B: 0	B: 255	B: 141	B: 0		
HEX: 00AEEF	HEX: C43600	HEX: FFFFFFFF	HEX: 888888	HEX: 000000		
VINYL: 1016	VINYL: 1030	VINYL: 74	VINYL: 95	VINYL: 72		

HABITAT'S STANDARD COLOR CODE



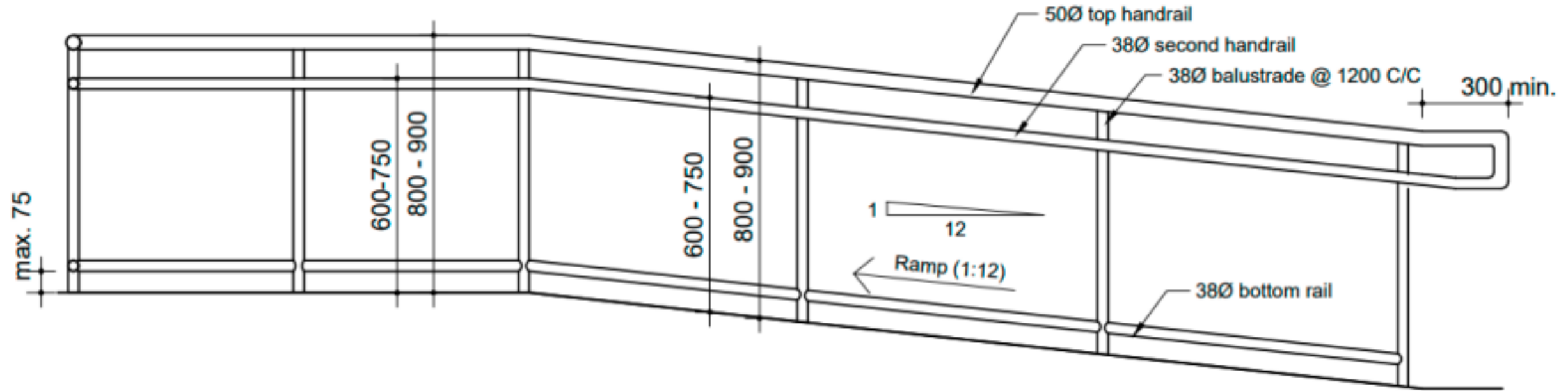
CUBICLE SIDE ELEVATION
OPTION-2

Ramp Details

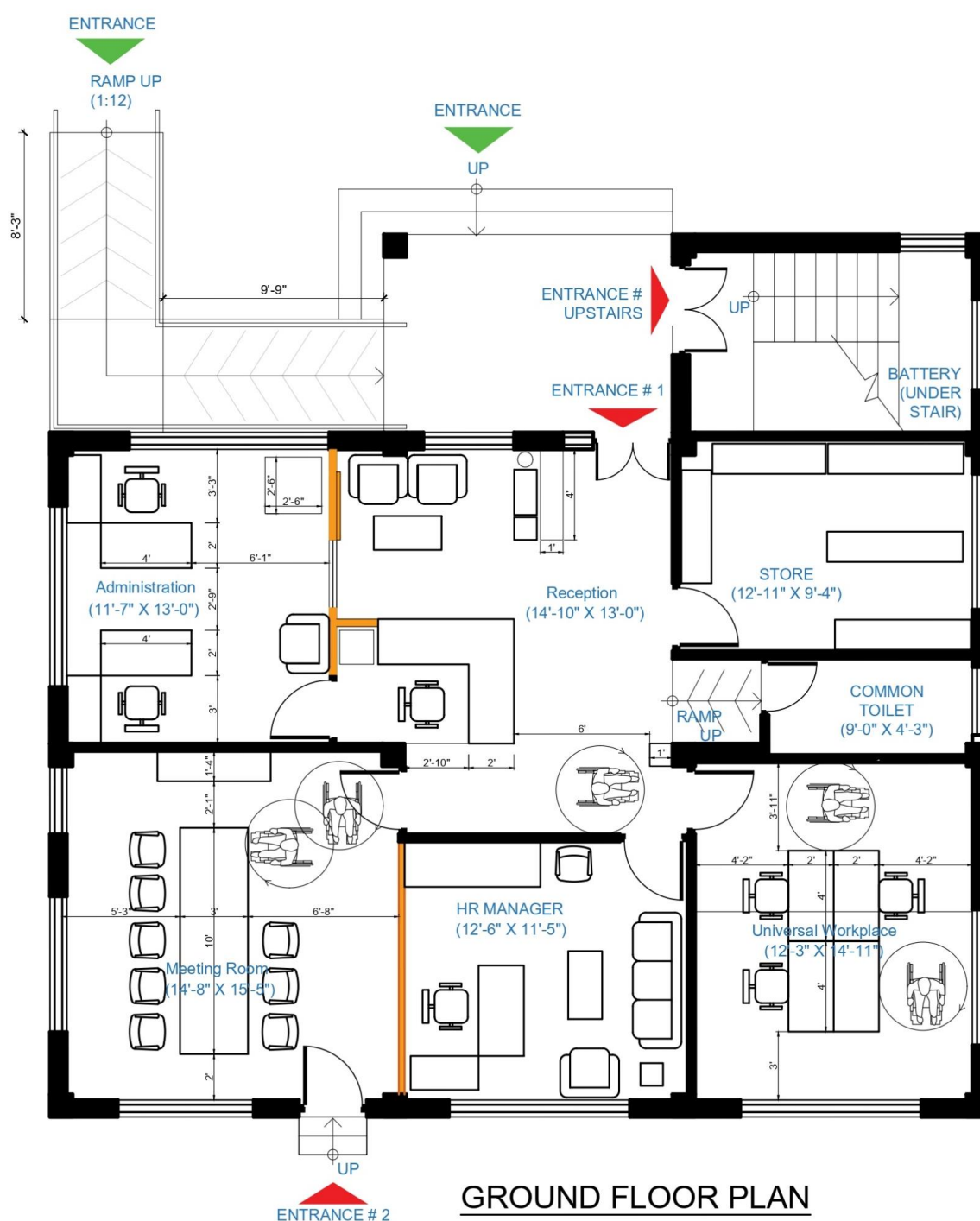
Ramp ratio – 1:12

Retractable ramp divided into two parts : 1) Ground level to landing 2) Landing to Plinth level

Guard rails – height as shown in drawing.



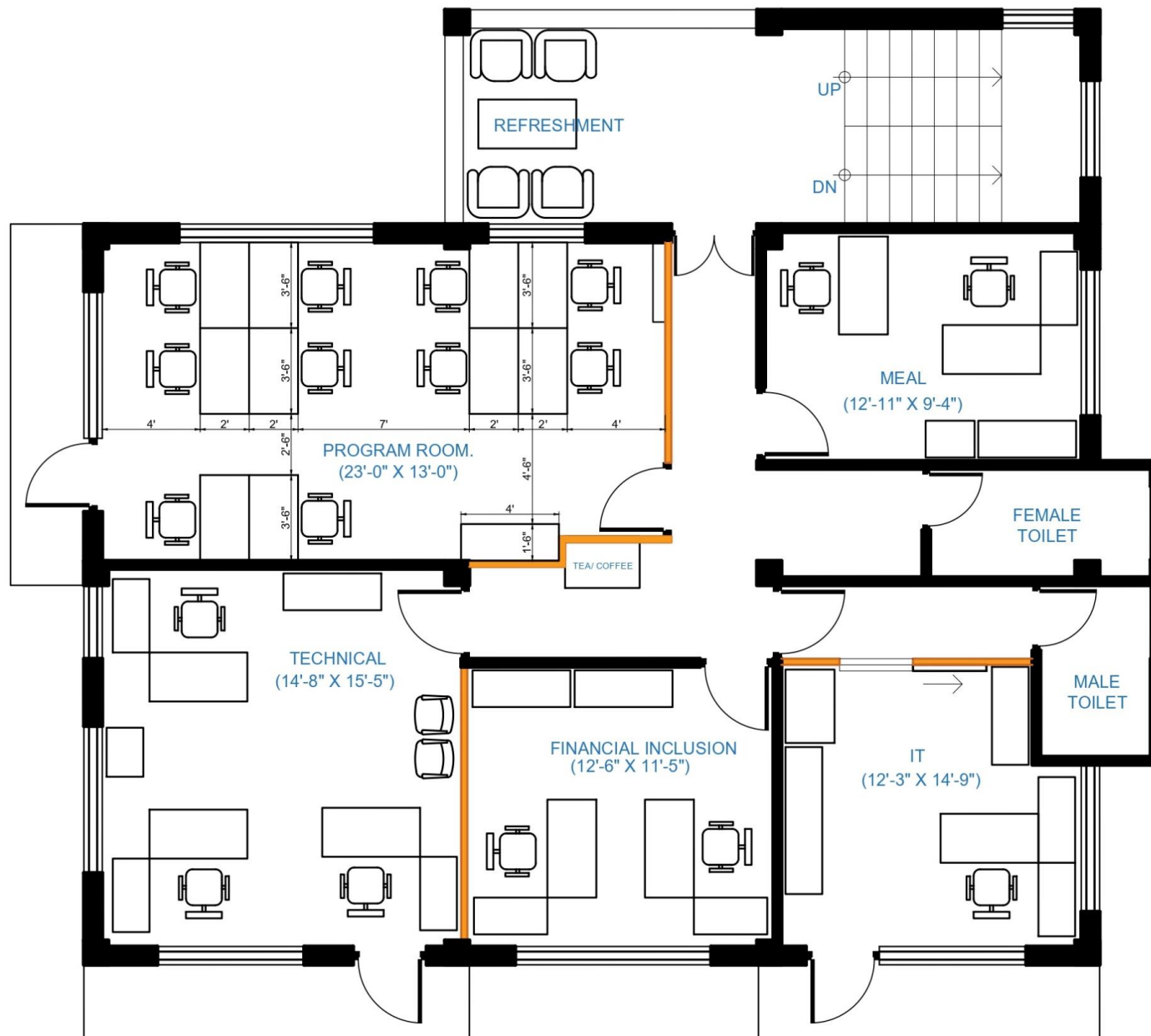
Typical section of ramp



GROUND FLOOR PLAN

Universal design

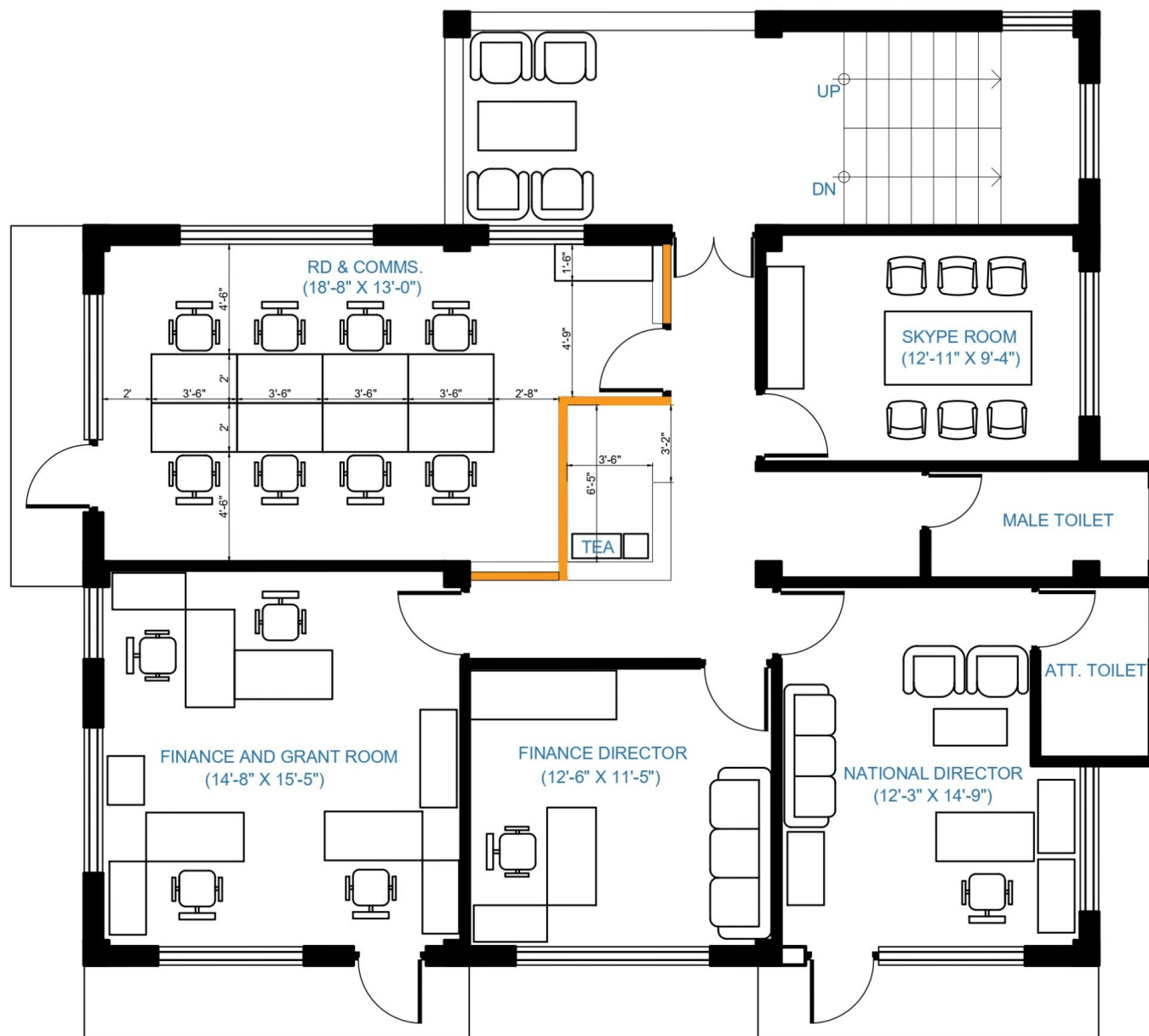
- Reception and waiting
- Size – 14'-10" x 13'-0"
- Capacity – 1 person + 2 visitors
- Administration office
- Size - 11'-7" x 13'-0"
- Capacity – 2 people + 1 visitor
- Meeting Hall
- Size – 14'-8" x 15'-5"
- Capacity – 9-10 people
- HR Manager office
- Size – 12'-6" x 11'-5"
- Capacity – 1 person + 4 visitors
- Workplace – Universal Design
- Size – 12'-3" x 14'-11"
- Capacity – 4 people



SECOND FLOOR PLAN

SECOND FLOOR PLAN

- Program Operations Room
- Size – 23'-0" x 13'-0"
- Capacity – 10 people
- Table size – 3'-6" x 2'



FIRST FLOOR PLAN

FIRST FLOOR PLAN

- RD and Comms Room
- Size – 18'-8" x 13'-0"
- Capacity – 8 people
- Table size – 3'-6" x 2'
- Tea space
- Size – 6'-5" x 3'-6"