



## **Request for Proposal (RFP)**

# **For the provision of Construction Renovation and Decoration Services for Electricity Generating Public Company Limited (EGCO) New Office**

15 December 2023

The return date for responses against this RFP is on 5 January 2023 with subsequent presentation of Construction proposal

## **Table of Content**

1.0	Introduction
2.0	Background Information
3.0	Terms and Conditions of Proposal Submission
4.0	Proposal Instructions and Timeframes
5.0	Proposal Preparation
6.0	Evaluation Criteria
7.0	Commercial Requirements
8.0	Scope of work
9.0	Appendix

## 1.0 Introduction

Electricity Generating Public Company Limited (EGCO) regionally is currently transitioning to an activity base in workplace strategy concept.

The Electricity Generating Public Company Limited or EGCO Group is the first independent power producer in Thailand, established on May 12, 1992 by Electricity Generating Authority of Thailand (EGAT). Such incorporation marked the commencement of the Thai government's privatization initiatives to allow private sector investment in the power industry. On March 23, 1994, EGCO Group was transformed into a public company and then listed on the Stock Exchange of Thailand (SET) on January 16, 1995.

This RFP does not constitute an offer from Electricity Generating Public Company Limited (EGCO) or any of its affiliates

Knight Frank Chartered (Thailand) Co., Ltd. is representative of Electricity Generating Public Company Limited (EGCO) to providing the construction services for Electricity Generating Public Company Limited (EGCO) new office at EGCO Tower by sourcing out the right design and build vendor to execute the project.

## 2.0 Background information

### □ Overview

1. The Electricity Generating Public Company Limited or EGCO Group has been established in Thailand for more than 30 years with power plant operation units in various industry areas such as Thailand, Lao PDR, Philippines, Indonesia, Australia, South Korea, Taiwan and USA.
2. The Electricity Generating Public Company Limited (EGCO) to engage a Construction renovation and Decoration services company and decorate the new office on level 8 at EGCO Tower which total area is 449.32 m<sup>2</sup>
3. The construction of the new office will start on 1<sup>st</sup> February 2024 and will be completed by 1<sup>st</sup> April 2025
4. Goal concept is to create the new office as activity base to support "new normal workplace" strategy.

### □ Compliance and guidelines

Premises design must comply with:

1. All relevant local regulations.
2. Fire safety and means of escape includes minimum corridor widths and limitation on occupancy ratios.
3. Local health and safety legislation standard.
4. Building and/or construction regulations.

5. Environmental legislation that may be in force.
6. Construction renovation and Decoration services contractor should familiarize themselves with the following standards and guidelines in preparing their bid:

The Electricity Generating Public Company Limited's Activity based Guideline.

- φόρμήวิเคราะห์ความปลอดภัยในการทำงาน
- ระเบียบการเข้าปฏิบัติงานของผู้รับเหมา

**Organizational Model**

- Construction renovation and Decoration services contractor is required to provide appropriate resources for all aspects of service delivery. The contract will be held in Thailand.

**Corporate Governance**

All Construction renovation and Decoration services contractor are reminded that Knight Frank absolutely forbids corruption and the paying or receipt of bribes for any purpose in relation to the engagement with its affiliated companies. If a Construction renovation and Decoration services contractor is involved in such an act, this may lead immediate contract termination or exclusion from any potential engagement opportunities.

### 3.0 Terms and Conditions of Proposal Submission

This section details the terms and conditions which the design and build contractor must agree to.

**General Conditions**

This RFP is not an offer to contract.

Acceptance of a proposal neither commits Knight Frank to award a contract to any Construction renovation and Decoration services contractor, even if all requirements stated in this RFP are answered, nor limits Knight Frank's right to negotiate in its best interest. Knight Frank Reserves the right to contract with a design and build contractor for any reason that Knight Frank sees fit for The Electricity Generating Public Company Limited (EGCO). Knight Frank is not bound contractually, or liable in any other way to the design and build contractors who respond to this RFP. Knight Frank may decide not to proceed with this RFP or any part of it, and to suspend or vary the RFP or its requirement at any state.

The placement of any order for services relating to the selected proposal will be subject to satisfactory negotiations regarding contractual conditions based upon The Electricity Generating Public Company Limited (EGCO) contractual requirements.

It is mandatory that design and build contractors specify all assumptions they are making in stating their level of compliance with the requirement set out in the RFP. After design and build contractors set out their level of compliance with the requirement in the RFP, design and build contractor should set out detail of their assumptions, where such assumptions are sensitive to changes, and the basis and level of such sensitivity. Failure to state that the design and build

contractor is relying upon any assumption shall be taken to mean that the design and build contractor has not relied upon any assumptions in stating its level of compliance.

Knight Frank will not be held responsible for the information provided in or omitted from this RFP.

Knight Frank will not be held responsible for any cost incurred by the design and build contractor in preparing their response to the RFP.

Design and build contractor are to respond to all sections and where the design and build contractor response does not meet the exact The Electricity Generating Public Company Limited (EGCO)

requirements, design and build contractor are to explain in detail their offering.

No binding legal relationship in respect to this RFP will exist between any of the design and build contractors and Knight Frank, until the execution of a formal written contract.

Design and build contractors must not engage in any unethical behavior or do anything for the purpose of improperly influencing the decisions of Knight Frank or any of its affiliates or representatives.

Failure to answer any question in this RFP may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification. Design and build contractors must comply with the Term and Conditions of this RFP. Failure to comply may cause the design and build contractor to be disqualified from this process.

This RFP does not restrict the day-to-day business or communication with Knight Frank to facilitate pre-existing business matters. Any communications Regarding this RFP outside the approved process specified in this RFP shall not be authorized or binding on.

**Valid Period of offer**

The pricing, terms, and conditions stated in the design and build contractor response must remain valid and should not change for ninety days from the date of delivery of the proposal to Knight Frank.

**Discrepancies, Error and Omissions**

Should the Construction Renovation and Decoration Services contractors find any discrepancy, error of omission in the tender documents, they shall notify Knight Frank contract or the Project Manager in writing thereof, on or before the closing date for tenders. Any communication to this effect sent later than closing date will not be accepted for any revision.

**Confidentiality / Non-Disclosure**

This document is classified, and circulation is restricted, it must not be divulged to third parties without written permission of Knight Frank Its reproduction by photographic, electronic, digital,

or any other means is permitted only for the purpose of preparing a response. If a response is not to be made, the documentation is to be returned to the parties referred to in Knight Frank Representatives in its entirety, and any electronic copies thereof are to be deleted.

□ **Right to Rejection**

Knight Frank will, as it sees fit and entirely at its discretion, engage in discussion or negotiation with any design and build contractor for the purpose of clarifying or improving its request for information (RFI). Knight Frank may, in its absolute discretion, conduct simultaneous discussions to clarify or improve proposals with more than one design and build contractor.

□ **Cost of Proposal**

All costs and expenses incurred by design and build contractors in any way associated with the development, preparation, and submission of a proposal, including but not limited to attendance at any briefing session and any meetings or discussions and providing any additional material required by Knight Frank, will be borne entirely and exclusively by the Construction Renovation and Decoration services contractors.

□ **Notification of Award**

Knight Frank will notify design and build contractors who submit proposals as to any award issued by Knight Frank, as a result of this RFP.

#### **4.0 Proposal Instructions and Time Frames.**

□ **Proposal Delivery**

Hard copied of proposal and an itemized breakdown BOQ in a sealed envelope shall be delivered to the primary contact, this is to include the presentation of the design proposal component, **not later than Friday before noon, 5 January 2024**. The submission package should be addressed to the Procurement Committee at The Electricity Generating Public Company Limited (EGCO) 222 EGCO Tower, Vibhavadi Rangsit Road, Tungsonghong, Laksi, Bangkok 10210.

**Primary Contract:**

Wattanee Limsakul  
VP-Procurement  
Email: [wattanee.lim@egco.com](mailto:wattanee.lim@egco.com)

Litapat Sittivan  
VP-Building  
Email: [litapat.sit@egco.com](mailto:litapat.sit@egco.com)

□ **Knight Frank Representatives**

Vipavee Boonsompong  
Project Manager, Project Services.  
Email: [vipavee.boonsompong@th.knightfrank.com](mailto:vipavee.boonsompong@th.knightfrank.com)

□ **RFP Question**

All questions regarding this RFP should be submitted in e-mail format to the primary contact in Knight Frank representatives, copying the secondary contact. Knight Frank may use any submitted questions to form official clarifications to all design and contractors.

□ **Presentation**

Upon conclusion of the analysis of the proposals by Knight Frank, designers and contractors may be invited to give a full presentation, at which time key element of the bid may be explained and expanded upon.

Presentations will be scheduled online by Knight Frank and will have additional time for questions by Knight Frank for clarification around the RFP response.

□ **Schedule of Event**

The Following is the intended schedule for the appointment process. This is to ensure tenderer deliver of all works to align with Knight Frank timeline.

1. Pre-Qualification	Before 30 November 2023
2. Launch bidding	15 December 2023
3. Prepare BOQ	16 December 2023 – 4 January 2024
4. GC Submit Final BOQ - Proposal	5 January 2023
5. Shortlist and negotiation	5 – 15 January 2024
6. Award Build contractor	26 January 2024
7. Start Construction new office	1 February 2024
8. Finish Construction new office	30 April 2024

another detail in schedule please see in appendix.

□ **News Releases / Advertising**

News releases and commercial advertising, which pertain to the project and/or agreement, shall neither be made nor authorized by the design and build contractor without prior written approval by Knight Frank.

□ **Variation Bids**

Whilst design and build contractors must respond to this RFP in the format described for the services listed, design and build contractors are also invited to submit variant bids, which offer further value for money and /or higher performance levels. Any variant bids must be submitted in addition to the compliant bid as requested herewith.

## 5.0 Proposal Preparation

□ **Required Proposal Outline**

The final proposal is to detail the services proposed, covering all the requirements and service level metrics specified by Knight Frank, with a detailed cost breakdown of the proposal.

The contractor's submission is to be prepared and submitted in accordance with the following outline.

1. Executive Summary
  - 1.1 Provide a summary of the proposed design solution and what has inspired the design and operational layout.
2. Construction team
  - 2.1 Provided details of the team structure and roles and responsibilities. Provide a single point of contact for the project.
  - 2.2 Provide details of all proposed subcontractors (Name, Address, Key contact, Trade category, etc.) All proposed subcontractors shall be subject to the approval of the project manager and shall not be changed without prior approval.
  - 2.3 Provide a detailed schedule for the activities listed and any other relevant activities for the execution of the works and clearly marked with new proposed timeline if any Knight Frank timeline proposed cannot be met.
3. Layout Designs
  - 3.1 Provide perspective layout in all areas.
  - 3.2 The layout of furniture and built-up areas.
  - 3.3 Floor/Ceiling/Furniture finishes plan showing the proposed detail finishes in all parts of the floor plan.
4. Work Setting Design
  - 4.1 Provide a detail layout plan and 3D perspective renders for each of the critical design areas, minimum of 5 rendered images.
5. System Furniture / Proprietary Systems Proposal
  - 5.1 Provide details of all proposed system furniture, chairs and loose furniture forming part of the proposal. This should include the details of any other proprietary systems being used i.e. demountable partitioning.
6. Finishes Specification
  - 6.1 Provide a matrix with the proposed finishes for wall, floors, ceilings, doors in all areas.
7. Pricing and Proposed payment schedule
  - 7.1 Provide a detailed pricing schedule for the project. This should form a schedule of works with rates clearly marked and shall be based on the proposed price range.
  - 7.2 The detail shall be an itemized spreadsheet bill of quantity (BOQ) showed each item, unit rates, labor rates and total cost for all element for the purpose of assessment, valuation of progress claims and variations (if any).
  - 7.3 Costs shall include but not limited to the supply of materials & equipment, site establishment, fittings, building deposit, installation, warranty, coordination, and any



administration expenses, margin, insurance, commissioning, industrial allowances, and any other elements as required of each item.

7.4 This should be supported by a proposed milestone payment and detailing the retention elements.

7.5 Required insurance shall cover as shown below

7.5.1 Amount of Bid Bond 10% of bidding price.

7.5.2 Amount of performance bond and warranty bond: 10% of contract value.

7.5.3 Amount of contractors all risks (CAR) insurance: Cover project contract value.

7.5.4 Amount of public liability insurance: 50 million bath

7.6 Design and build contractors shall agree to manage or buy back any construction disposal, which would be gained from demolition and construction activities.

## 8. References

8.1 Provide the names and contact details of three references for which your company has provided a similar Construction renovation and Decoration services for an agile workplace with the net project values.

8.2 Provide detail of Project title, duration, Start & Completion date, Client name.

8.3 Provide the Company Profile

8.4 Provide a copy of the certificate of VAT registration

8.5 Provide a copy of company Affidavit

8.6 Provide the memorandum of Association

8.7 Provide subcontractors list with contact person

## 9. Appendices

9.1 Provide feedback to Knight Frank proposed contract, if any terms and conditions are regarded as unfavourable and require amendments.

## 6.0 Evaluation Criteria

Factors used to evaluate design and build proposals are listed below, in no particular order and are not limited to this provided list.

### **Team Experience and Support**

1. Overall relevant experience of the company and the team members.
2. Allocation of time of the proposed team.
3. Ability to meet the phased construction timelines.
4. Ability of senior management team to support the delivery team.
5. Understanding of HSE requirements and ability to advice to client as needed.
6. Understanding of activity based workplace.
7. Understanding of smart technologies and implementation.

### **Value for money**

1. Competitive pricing that supports delivery requirements.
2. Quality of materials.

□ **Service Providers Experience & References**

1. Experience in working with other multi-national companies in a similar role.
2. Client references with similar design and build scope of work.

□ **Innovation and idea**

Ability to offer innovative designs and ideas that support the operational requirement of the office.

□ **Commercial Requirement**

All fees, where quoted in figures, should be stated in Thai baht (THB) currency only.

Payment term of 30 days after completion of work, receipt of supplier tax invoice, which the project manager has already performed an inspection, verified, and has issued a certificate of payment.

## 7.0 Project Requirement

□ **Construction Renovation and Decoration Services Requirement**

1. The total fees proposed should inclusive of all construction drawings technical specifications, furniture, joinery, details of all finishes, and drawings for MEP works, lighting system, power, air-conditioning, sprinklers, fire safety systems, security systems, audiovisual systems, and cabling works.
2. Cost for the renovation will take into account all value engineering and cost savings made from reuse of existing partitions doors and hardware, as well as any furniture items and equipment as deemed appropriate by Knight Frank.
3. The proposed cost for the renovation and fit-out of the whole area, should include all demolition and removals, daily cleaning, phased final clean and sanitization, temporary hoarding and protection, and all necessary safety equipment and PPE, this should include all site facilities, site security.
4. Construction costs should include all partition works, doors, operable partitions, joinery, wall finishes, ceiling, and floor finishes, reference should be made to specifications for all partitions and doors with regards to fire safety and acoustic insulation.
5. All MEP costs herein should include electrical power, lighting system, air-conditioning, 24hr cooling and monitoring, ventilation, exhaust, sprinklers, and fire safety systems, and all work associated with necessary connections to building mains, conduits, containment, trunking, wiring and cabling for security, audiovisual, and structured network cabling are included a coordinated with specialist consultants.
6. Product and installation of all signage and branding graphics will be under the scope of Construction renovation and Decoration services contractor.
7. Light fixtures, fitting, supports, occupancy, motion sensors, timer switches will be under the scope of Construction renovation and Decoration services contractor.

8. All IT equipment, room booking system, security system, audiovisual system, and video conferencing equipment will be provided by Knight Frank.
9. All specific requirement for server room as detail in the appendix, inclusive of partitions, doors, wall finishes, flooring, ceiling, lighting and power will be under scope of Construction renovation and Decoration services contractor.
10. Supply and installation of approved temperature monitoring and alarms to control room, inclusive of all installation works will be under the scope of Construction renovation and Decoration services contractor.
11. All TV screen, mounting kits, brackets, installation supports, wire management, conduits, and all necessary cables and wiring will be under the scope of the Construction renovation and Decoration services contractor.
12. Procurement, delivery, and installation of all approved loose furniture, including systems furniture, workstations, task seating, storage cabinets, tables, chairs, pantry furniture will be under the scope of Construction renovation and Decoration services contractor.

□ **Timing of Construction**

Knight Frank intends to start phased construction works by 1 February 2024, with substantial completion of the entire renovated space by 1 April 2024 (61 days).

□ **Approvals for commencement of the works**

Design is to be submitted to Knight Frank for approval prior to submission to landlord for review and approval before works commence on site. Construction renovation and Decoration services contractor is expected to consider all elements of the design and to have included this within the pricing process. No variations or change orders are to be considered without proper documentation from Project Manager and written approvals from Knight Frank.

□ **Labour, Safety, Environmental Requirements**

Knight Frank require the highest possible standards of professional and ethical conduct of all our people and all the vendors we partner with.

Knight Frank recognizes the importance of managing the health, safety and wellbeing of our employees, suppliers, customers and visitors are exposed. Knight Frank is committed to ensuring compliance with all applicable health and safety legislation and standards.

Construction renovation and Decoration services contractor is required to implement appropriate health and safety standards and all staff are to be properly trained on the tasks they are being asked to perform and are provided with the appropriate personal protective equipment at all times.

Knight Frank seeks to minimize its environment impact and prevent unnecessary environmental damage. Construction renovation and Decoration services contractor must:

1. Comply with local environmental compliance obligations as they relate to our operations.
2. Implement risk management systems that seek to prevent pollution

3. Incorporate design features that encourage the implementation of energy, water efficiency and waste measures into the premises we occupy and promote waste minimization, re-use, recovery and recycling.
4. Take into consideration environmental matters, including energy efficiency and the use of natural resources, in the planning, specifications, and fit-out works.

□ **Interface Requirement (Optional)**

Construction renovation and Decoration services contractor will be required to coordinate with Knight Frank staff, Project Manager, specialist consultants, and third-party vendors. The design and build contractor is to coordinate the handing over of the server room on an agreed date and allow for Knight Frank IT vendors to install equipment and cabling at a mutually agreed time.

□ **Testing and commissioning**

Upon completion of the Construction, the Construction renovation and Decoration services contractor is to fully test all the building services. Testing and commissioning, must be done in conjunction with the building engineering team and should be a two staged approach.

1. Individual system test.
2. Integrated system test.

□ **Handover Requirement**

The Construction renovation and Decoration services contractor is required to arrange for the office to be properly sanitized and deep cleaned prior to both phase and final handover. This will include the cleaning of all surfaces and air conditioning air filters.

The Construction renovation and Decoration services contractor is required to generate a full set of as-built drawings, deliver an operational manual detailing all the operational requirement of the fit-out, maintenance requirements and vendor details. All warranties and guarantees must be submitted to Knight Frank. (Appendix L)

## **8.0 Appendix**

Appendix A: Existing layout

Appendix B: Test fit layout

Appendix C: EGCO Activity based Guideline. – Safe Work Method Statement

Appendix D: EGCO Building Fit-out Guide

Appendix E: Blank BOQ

Appendix F: Tender Drawing

Appendix G: Material and Specification

Appendix H: Site Photo at EGCO Tower

Appendix I: Handover of works

Appendix J: M&E Existing Drawing

Appendix K: MEP Drawing