

REQUEST FOR PROPOSALS

**RECRUITMENT OF AN INDIVIDUAL ARCHITECT TO
PROVIDE
ARCHITECTURAL CONSULTANCY SERVICES FOR INTERIOR
DESIGN OF OFFICE SPACE OF ADDITIONAL DIRECTOR
GENERALS (HR) & (ES)**

**ROAD DEVELOPMENT AUTHORITY
MINISTRY OF TRANSPORT & HIGHWAYS**

MARCH 2024

**GOVERNMENT OF THE DEMOCRATIC SOCIALIST
REPUBLIC OF SRI LANKA
MINISTRY OF TRANSPORT & HIGHWAYS
ROAD DEVELOPMENT AUTHORITY**

INVITING APPLICATIONS FROM INDIVIDUALS TO PROVIDE ARCHITECTURAL
CONSULTANCY SERVICES FOR THE INTERIOR DESIGN OF OFFICE SPACES FOR
ADDITIONAL DIRECTOR GENERAL (HR) & (ES) AT ROAD DEVELOPMENT AUTHORITY
(RDA) HEAD OFFICE, NO 216, DENZIL KOBBEKADUWA ROAD, BATTARAMULLA

RDA intends to obtain the services of an Individual to provide Architectural Consultancy Services for interior design of office spaces of Additional Director Generals (HR) & (ES) of RDA.

The Architect shall prepare a Preliminary Design, Detailed Design, Working Drawings, Bill of Quantities, Technical Specifications and assist RDA in the procurement of contractor for civil works.

Applications are invited from professionally Qualified Architects having minimum of 05 years experience in the relevant area as described in the Terms of Reference (TOR).

Terms of Reference (TOR) and other documents could be obtained free of charge from DDG(Procurement Management), Road Development Authority, 4th Floor, Maganeguma Mahamadura, Denzil Kobbekaduwa Road, Battaramulla, on request or can be downloaded from www.rda.gov.lk.

A pre proposal meeting shall be held at 10 a m on 21.03.2024 at the office of DDG (Procurement Management), Road Development Authority, 4th Floor, Maganeguma Mahamadura, 216, Denzil Kobbekaduwa Road, Battaramulla.

The appointment will be on contract basis initially for a period of one (01) month and extendable on requirement subject to renewal of contract.

Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL”. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title.

Both Technical Proposal and Financial Proposal should be in handed over or sent under registered cover to reach Deputy DDG (Procurement Management), Road Development Authority, Maganeguma Mahamadura, No 216, Denzil Kobbekaduwa Road, Battaramulla not later than **28th March 2024**. The words “Architectural Consultancy Services for ADG (HR) & (ES) - RDA” shall be written on the top left hand corner of the envelope.

Proposals shall be valid for 91 days. Further information can be obtained from the office of DDG (Procurement Management), RDA on 011 2884790 and 011 2046481

Director General
Road Development Authority
“Maganaguma Mahamadura”
Denzil Kobbekaduwa Road
Battaramulla.

Terms of Reference (TOR)

1.0 Background

Selecting an Architect for providing architectural consultancy services for interior design of the office space of Additional Director Generals (HR) and ADG (ES) at RDA Head Office Building, 216 Denzil Kobbekaduwa Mawatha, Battaramulla and Udumulla Office Premises, Battaramulla.

2.0 Objective of the Consultancy Assignment

The service of an Architect is required to prepare following .

- Accommodate client's requirement without disturbing the original concept
- Prepare detailed design, drawings & Bill of Quantities, technical specifications, construction drawings and assist the client in the procurement process.

3.0 Scope of Assignment

- i. Partitioning Works
- ii. Construction of wash room
- iii. Power Data and Voice
- iv. A/C modification
- v. modification work of central air condition system
- vi. Interior Works

An outline of the tasks to be carried out by the Architect.

Schematic Design Phase

- Visit the officers & understand the requirements of client.
- Preparation of interior layout & develop interior layout up to client's satisfaction.
- Obtain the confirmation for each interior layout.

Design Development phase

- Finalize type of partitions , Ceiling, Floor finishes and other materials with the client.
- Prepare Preliminary estimate.

Bidding Documentation phase

- Prepare full set of working drawing.
- Prepare detailed Bill of Quantities.
- Technical specifications

Drawings attached

- Layout drawing for ADG (HR) office space
- Layout drawing for ADG (ES) office space

4.0 Deliverables

- Interior layouts
- Preliminary estimates.
- Working drawing.
- Detailed Bill of Quantities
- Technical specifications

5.0 Qualifications and experience required

Architect's Qualifications

- Should be a chartered Architect who is registered under Architect's Registration Board in Sri Lanka institute of Architects.
- Should be a corporate member of Sri Lanka Institute of Architects.
- Should have minimum 05 years of experience as a chartered Architect.
- Should have specific experience related to interior design of office spaces

Criteria for evaluating the technical proposal is given under Section 2 Technical Proposal

6.0 Payment

Payment is based on the submission and acceptance of deliverables as given below

Payment schedule

Total fee shall be paid on completion and acceptance of following deliverables

- Submission and acceptance of preliminary design - 30% of the total fee
- Submission and acceptance of detailed design, technical Specifications and working drawings - 50% of the total fee
- Submission of draft Bidding Documents - 20 % of the total fee

TECHNICAL PROPOSAL SUBMISSION FORM

To: Deputy Director General (Procurement Management)
Road Development Authority
4th Floor, “Maganeguma Mahamedura”,
Denzil Kobbekaduwa Mawatha,
Battaramulla,

I, the undersigned, offer to provide the consulting services for carrying out in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. I am hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

I am submitting my Proposal as an individual

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.8 of the Data Sheet, we undertake to negotiate. My Proposal is binding upon and subject to the modifications resulting from Contract negotiations.

I undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Conditions of Contract.

I understand you are not bound to accept any Proposal you receive.

I remain,

Authorized Signature [*In full and initials*]: -----

Name and Title of Signatory: -----

Address: -----

EVALUATION CRITERIA FOR TECHNICAL PROPOSAL

(1) Architect's Academic Qualification - 300 marks

Expert	Excellent 90-100%	Good 80%-89%	Average 70%-79%	Below Average 60%-69%
Architect	Bachelor of Architecture recognized by UGC and Charter + 05 years experience in interior design of office spaces	Bachelor of Architecture recognized by UGC and Charter + 03 years experience in interior design of office spaces	Bachelor of Architecture recognized by UGC and Charter + 03 years experience in Interior design of office spaces	Bachelor of Architecture recognized by UGC + 10 years experience in Interior design of office spaces

(2) General Working Experience as an Architect based on number of years - 200 marks

More than 10 Years - 100%

More than 07 years - 75%

More than 05 years - 50%

More than 03 years - 25%

(3) Specific experience as an Interior designer of office spaces based on the number of relevant projects (500 marks)

5 projects 100%

4 projects 80%

3 Projects 60%

2 Projects 50 %

1 Projects 30%

CURRICULUM VITAE (CV)

FOR PROPOSED INDIVIDUAL ARCHITECT

Position Title	PROCUREMENT CONSULTANT (NATIONAL)
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Citizenship	
Current Resident Address	
Mobile Tel No.	
Telephone No.	
Fax No	
Email-Address	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Summary of activities performed relevant to the Assignment
[e.g., May 2020-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb,	

NOTE **Maximum 5 pages**

Detailed task Assigned
(List all tasks to be performed under the assignment)

Work undertaken that the best illustrates capabilities to handle the tasks assigned

- 1. Name of Assignment or Project**
- 2. Year**
- 3. Location**
- 4. Client**
- 5. Main Project features**
- 6. Position held**

7. Activities Performed

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TOR in which the Expert will be involved}	

Certification:

I, the undersigned, certify to the best of my knowledge and belief that

(i) This CV correctly describes my qualifications and experience

(ii) I am not a current employee of the Executing or the Implementing Agency

(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me takes place within the validity of this proposal.

(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment

(v) I am not currently debarred by a multilateral development bank

(vi) I certify and confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert]¹ Date: _____
Day/Month/Year

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Deputy Director General (Procurement Management)
Road Development Authority
4th Floor, “Maganeguma Mahamedura”
Denzilkobbekaduwa Mawatha,
Koswatta, Battaramulla,

I , the undersigned, offer to provide the consulting services for carrying out with your Request for Proposal dated [Insert Date] and my Technical Proposal. My attached Financial Proposal is for the sum of [Insert amount(s) in words and figures].

My Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.8 of the Data Sheet.

I understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]: -----

Name and Title of Signatory: -----

Address: -----

Financial Proposal

Description	(Sri Lankan Rupees)
Monthly Remuneration	

Name:.....

Signature

Date: