

REQUEST FOR PROPOSAL

Painting and Artwork for Thimphu Corporate Building Construction Project.



Tender No:-TCO/BoBL-HQ/TENDER/Painting & Arts /2018/09

February,2019

1. **INTRODUCTION**

1. Firms/individuals are hereby invited to submit a technical and financial proposal for consulting services required for the Assignment. The proposal could form the basis for future negotiations and ultimately a contract between you/your firm and the Bank.

A brief description of the Assignment and its Objectives are given in the Data Sheet. The Assignment will be implemented in accordance with the procedure indicated in the Data Sheet. To obtain first hand information on the Assignment and on the local conditions, firms/individuals are encouraged to pay a visit to the site before submitting their proposal.

Please note that (i) the costs of preparing the proposal and of negotiating the contract if any, including site visit are not reimbursable and (ii) the bank is not bound to accept any of the proposals submitted.

2. **DOCUMENTS**

- 2.1 To enable firms/individual to prepare a proposal, please find and use the attached Documents listed in the Data Sheet.
- 2.2 Firms/individuals requiring a clarification of the Documents must notify the bank, in writing, not later than five days before the proposal submission date at the email address; karma@bob.bt
- 2.3 At any time before the submission of proposals, the bank may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment and post it on the website www.bob.bt
Please check the website regularly for updates until the date the submission.

3. **PREPARATION OF PROPOSAL**

- 3.1 Firms/individuals are requested to submit a technical and a financial proposal. Your proposal shall be written in the language specified in the Data Sheet.

Technical Proposal

- 3.2 Firms/individuals are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information will be at your own risk and may result in rejection of your proposal.
- 3.3 During preparation of the technical proposal, firms/individuals must give particular attention to the following:
 - i) If firms/individuals consider that the firm does not have all the expertise for the Assignment, you may associate with other firms or entities, including the other firms

invited for this Assignment and/or local consultants, subject to restrictions specified in the Data Sheet, to enable a full range of expertise to be presented; A copy of the signed agreement between the parties should be submitted along with the proposal.

- iii) The estimated man weeks for the assignment are stated in the data sheet for your information. However, firms/individuals should feel free to submit your proposal on the basis of man weeks which firms/individuals consider necessary to undertake the assignment.

3.4 The technical proposal must provide the following information, using, but not limited to, the formats attached in Annexure 2:

- i) Work Experience;

A brief description of the Firms/individuals organization and an outline of recent experience on assignments of a similar nature. The information provided on each assignment should indicate, description of the work, the profiles of the staff provided, duration, contract amount and firm involvement;

- ii) Description of Methodology.

In addition to the assignments described in the **Schedule of Price Proposal**, the firm/individual is to come with the proposal for the following artworks. The firm/individual has to submit their own ideas for the following work;

- A. Fusion of Contemporary and traditional art of **Thuenpa Puen Zhi** on the wall
- B. Fusion of Contemporary and traditional art of **Zambala** on the wall.
- C. Fusion of Contemporary and traditional art of **Mandala** on the ceiling.
- D. Propose any Contemporary art work which is inline with the banking world as appropriate to be pasted on the face of Column on two sides.
- E. Propose the type of art print or photographic or original print on flex to be displayed in the cabins.

- iii) Technical team proposed

The composition of the proposed staff team, the tasks which would be assigned to each and their timing; Curricula Vitae (C.V.) recently signed by the proposed key professional staff or an authorized manager in the home office.

3.5 Presentation

The firm/individual will be called in for a presentation on their proposal during which the committee will assign scores as per their ideas, theme, feasibility, aesthetically appealing etc. These scores will become a part of the evaluation marks for award of the work.

3.5 The technical proposal must not include any financial information.

Financial Proposal

- 3.6 The financial proposal should list the costs associated with the Assignment. Your financial proposal should be prepared using the formats attached in Annexure 4.
- 3.7 The financial proposal must take into account the tax liability too.

4. SUBMISSION OF PROPOSALS

- 4.1 Firms/individuals must submit one original proposal and the number of copies indicated in the Data Sheet. Each proposal will be sealed in an outer envelop which will bear the address and information indicated in the Data Sheet.
- 4.2 The completed technical and financial proposal must be delivered on or before the time and date stated in the Data Sheet.
- 4.3 The proposal must be valid for the number of days stated in the Data Sheet from the date of its submission during which firms/individuals must maintain available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations at the location stated in the Data Sheet within this period.
- 4.4 The proposal must be submitted as per the date/time and address specified in the Data Sheet.

5. PROPOSAL EVALUATION

- 5.1 A two-stage procedure will be adopted in evaluating the proposals:
 - i) a technical evaluation, which will be carried out prior to opening any financial proposal; if the firm/individual who meets the minimum required technical scores will be invited for opening of their financial scores.
 - ii) a financial evaluation.

Technical Proposal

- 5.2 The evaluation committee appointed by the bank will carry out the evaluation applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal will be attributed a technical score (St.). From this technical score, the bidders not fulfilling the minimum required scores will be disqualified and not further evaluated. Only the Responsive bidder's financial bid will be further evaluated.

Financial Proposal

- 5.3 The date of the financial opening will be notified by the bank to the responsive bidders ONLY. The evaluation committee will determine if the financial proposals are complete and without computational errors of only the bidders whose technical

proposals are qualified. The lowest financial proposal (Fm) will be then awarded the work.

6. Negotiations

6.1 Prior to the expiration period of proposal validity, the bank will notify the successful firm/individual who has the lowest quoted amount and invite to negotiate the Contract if required.

Negotiation might be in terms of cost or scope of the work.

7. AWARD OF CONTRACT

7.1 The Contract will be awarded to the successful bidder.

7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

8. CONFIRMATION OF RECEIPT

8.1 The consultant shall acknowledge the following:

- i) The receipt of the letter of invitation by the consultant.
- ii) Whether or not the consultant will submit a proposal.

DATA SHEET

1. The name of the Assignment is : **Paintings and Artwork for Thimphu Corporate Office Building.**

The name of the Client is: **Bank of Bhutan Limited**

2. The description and the objectives of the Assignment are to provide **Paintings and Artworks as desired in the specification :**

3. The assignment will be carried as **lump-sum.**

4. Licence : **Valid Trade Licence is required if not individual.**

5. Language of the proposal: **English**

6. Pre-Proposal Conference: **No.**

7. The Client shall provide the following inputs: **Not Applicable**

8. The time/date/address for submission of Proposal are :

Time: **1.0PM**

Date: **6th March,2019**

Address:**Project Manager, TCO Project,NWAB Building, Norzin Lam , Bank of Bhutan Ltd**

9. Tax liability: **2% -3% TDS as per the availability of Licence**

10. The number of copies of the proposal is/are: One original and one copy

11. The date/ time/address of proposal Opening are:

Time: **2.3PM**

Date: **6th March,2019**

Address:**Conference Hall,HQ, Babesa, Bank of Bhutan Ltd**

12. Validity period (days, date): **60 days**

13. The location is: **Thimphu Corporate Office Construction, Norzin Lam,Thimphu**

14. The points given to evaluation criteria are:

	<u>POINTS</u>
(i) Work experience for the assignment	25
(ii) The quality of methodology proposed	05
(iii) Presentation of the proposed artworks	50
(iii) The qualifications/experiences of the key staff proposed	20
Total:	100
	=====

The firm/individual should score minimum of 75 points out of 100 in the technical proposal to be considered for financial evaluation.

Attachments:

1. TORs
2. Annexures
3. Schedule of Price Proposal
4. Draft Form of Contract
5. Proposed painting layouts.

TERMS OF REFERENCE (ToR)

1. BACKGROUND:

The Corporate Office building (G + 5 storied with double basement) structure is designed as an iconic structure in the core city of Thimphu with the latest and contemporary technologies known as SMART BUILDING. The building will house the banking offices as well as the corporate office of the Bank.

2. A PRECISE STATEMENT OF OBJECTIVES:

There are certain areas designated in the building for paintings and contemporary artworks to be displayed. These paintings and artwork are to be interlinked with the banking world but also keeping inline with the traditional values.

3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT:

The consultant is expected to provide ;

- A. Painting of Portrait of His Majesty and Her Majesty per the sizes outline in the bill of quantities (BoQ).
- B. Traditional paintings on the ceilings as per the sizes outlines in the BoQ.
- C. Fusion of Contemporary and traditional art of ***Thuenpa Puen Zhi***.
- D. Fusion of Contemporary and traditional art of ***Zambala***.
- E. Fusion of Contemporary and traditional art of ***Mandala*** on ceiling.
- F. Propose any Contemporary art work which is inline with the banking world as appropriate to be pasted on the face of Column on two sides.
- G. Propose the type of art print or photographic or original print on flex to be displayed in the cabins.

4. SCHEDULE FOR COMPLETION OF TASKS:

The whole of the task to be completed within 2 Months

5. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT:

No services and facilities to be provided by the Client.

6. FINAL OUTPUTS (i.e., REPORTS, DRAWINGS etc.) THAT WILL BE REQUIRED OF THE service:
 - A. Completed paintings and artworks as specified in the BoQ.
 - B. The portrait of His Majesty and Her Majesty to be approved by the Royal Media before the start of the painting.

8. PROCEDURE FOR REVIEW OF PROGRESS REPORTS, INCEPTION, STATUS, FINAL DRAFT AND FINAL REPORTS:
 - A. Draft paintings/artworks to be approved by the client.

Annexure 1

TECHNICAL PROPOSAL

TO

Sir:

Subject: Hiring of Service for Painting & Artwork for TCO building.

Regarding Technical Proposal

I/We _____ individual/ firm herewith enclose Technical Proposal for selection of my/our firm/organization as Consultant for _____.

Yours faithfully,

Signature

(Authorized Representative)

Full Name _____

Designation _____

Address _____

Annexure 2

Format of Curriculum Vitae (CV) For Proposed Key Staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ **Nationality:** _____

Membership of Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).

Education:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page).

Employment Record:

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three-quarters of a page).

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

**Signature of Staff Member or
Day/Month/Year
authorized official from the firm**

Date:_____

Annexure 3

Please attach "Work Programme and Time Schedule for Key Personnel

WORKPROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL
WEEKS (in the form of bar chart)

<u>S.</u> <u>No.</u>	<u>Name</u>	<u>Position</u>	1	2	3	4	5	6	7	8	9	10	10.5	<u>Number</u> <u>of Weeks</u>
1														
2														
3														
4														

Annexure - 4

FORM FIN 1 FINANCIAL PROPOSALS

TO

Sir:

Subject: Hiring of Service for Painting & Artwork for TCO building.

Regarding Price Proposal

I/We _____ Consultant/consultancy firm herewith enclose
Price Proposal for selection of my/our firm/organization Consultant for

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature _____

(Authorized Representative)

Full Name _____

Designation _____

Address _____

SCHEDULE OF SUMMARY PRICE PROPOSAL

SI No	Item	Qty	Dimensions			Rate per Sqm	Amount
			Length	Height	Area		
1	Painting of Portrait of His Majesty the King and Her Majesty the Queen as per the sample provided with acrylic paint on canvas. Cost to be quoted without frame.	1no	1.2m	2.4m	2.88 Sqm		
2	Fusion of Contemporary and traditional art of Thuenpa puen zhi with acrylic paint on canvas to be pasted on walls.	1no	3.65m	2.6m	9.49 Sqm		
3	Fusion of Contemporary and traditional art of Zambala with acrylic paint on canvas to be pasted on walls.	1no	3.65m	2.6m	9.49 Sqm		
4	Propose and paint any Contemporary art work which is inline with the banking world as appropriate to be pasted on the face of Column	2 nos	0.7m	6.5m	9.10 Sqm		
5	Fusion of Contemporary and traditional art of Mandala on ceilings.	1 nos	3.3m	3.1m	10.23 Sqm		
6	Traditional paintings on the ceiling as shown in the layout drawing.	5 nos	0.3m	6.0m	9.00 Sqm		
7	Propose the type of art print or photographic or original print on flex to be displayed in the cabins without frame.	30 nos	0.4m	0.7m	8.40 Sqm		

Signature

SAMPLE CONTRACT FORM

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert Client's name]* ("the Client") having its principal place of business at *[insert Client's address]*, and *[insert Consultant's name]* ("the Consultant") having its principal office located at *[insert Consultant's address]*.

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - (i) The Consultant shall perform the services specified in "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the reports listed in Terms of Reference, within the time periods listed in such Annexures, and the personnel listed in Annexure 2, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
- 2. Term**

The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
- 3. Payment**
 - A. Ceiling

For Services rendered pursuant to ToR, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.
 - D. Payment Conditions

Payment shall be made in *Ngultrum(Nu)* not later than 30 days following submission of invoices in duplicate to the client.

4. Project Administration

A. Coordinator

The Client designates Mr./Ms. *[insert name]* as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. Performance Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. Consultant Not to be Engaged in

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or

- Certain Activities** services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 10. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of *[insert government]*, and the language of the Contract shall be *[insert language]*.
- 12. Dispute Resolution** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Kingdom of Bhutan.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

LIST OF ANNEXES

Annexure 1: Formats for Technical Proposal

Annexure 2: CV's

Annexure 3: Work program and time schedule for key personnel weekdays.

Annexure 4: Formats for Financial Proposal

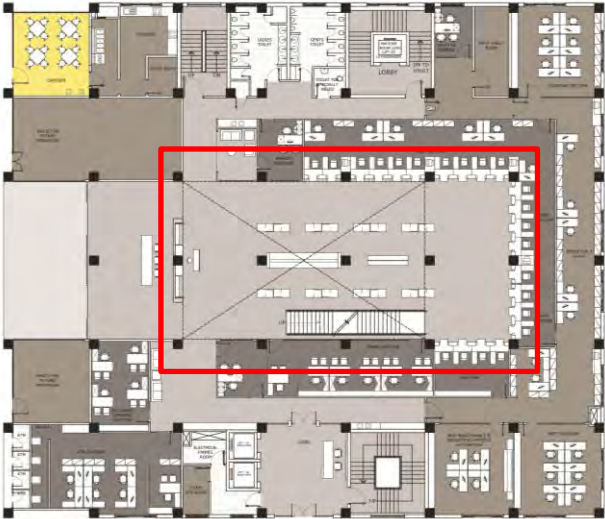
Annexure 5: Layout of the building with proposed painting/artworks

May I Help You



Traditional painting on ceiling.

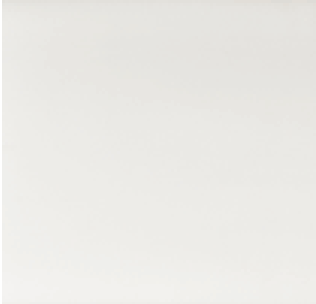
Room Data Matrix – Ground Floor Waiting Lounge



1. Ground floor double height waiting lounge
2. Paint finish column
3. Jeera White Granite Flooring
5. Hunter Doglous wooden finish plank ceiling.
6. Paint finish ceiling.



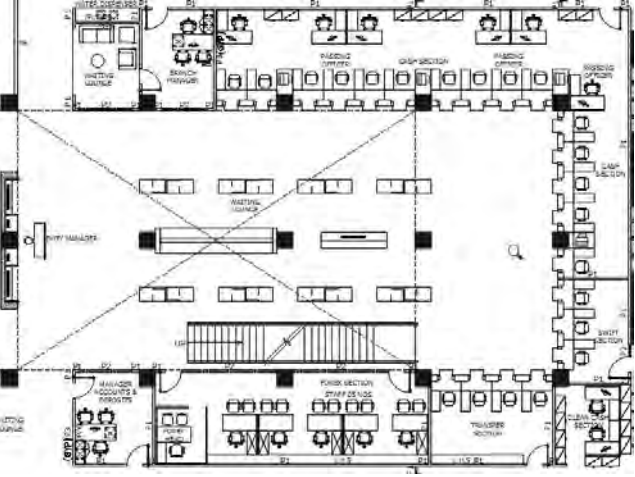
Jeera White Granite Flooring



White Corian clad table



Hunter Doglous Wooden finish plank ceiling



Hand Painted Ceiling and columns



Modular Sofa



Recessed lineos Slim LED



LED Light



Pouffe

Ground Floor Waiting Lounge



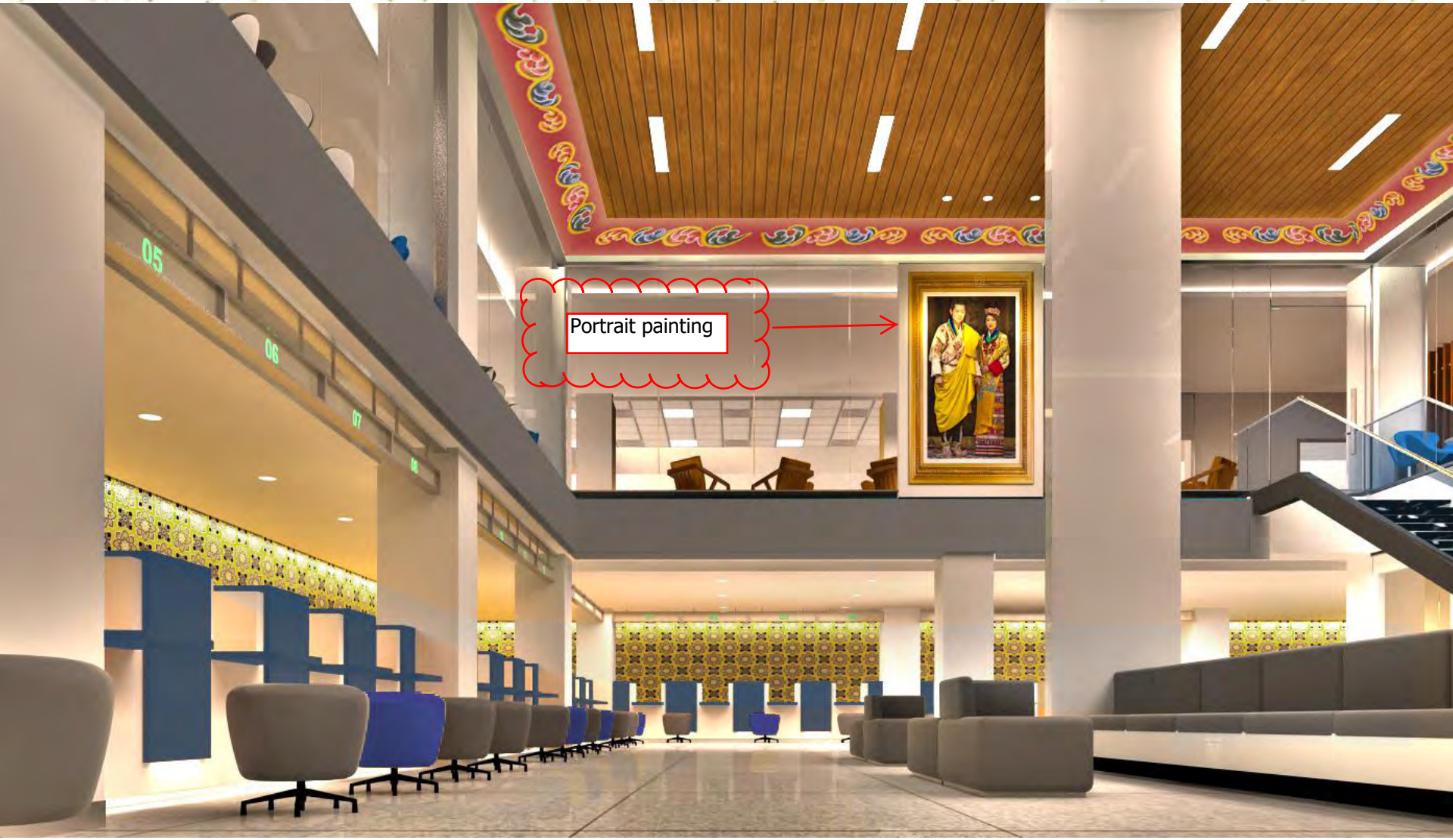
Traditional Bhutanese painting on ceiling

contemporary artwork on isolated column

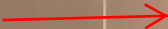
Ground Floor Waiting Lounge



Ground Floor Waiting Lounge



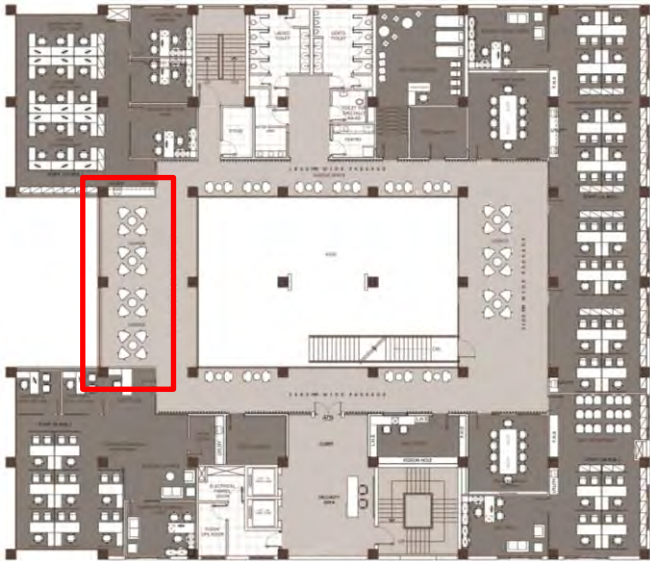
Portrait painting



1st Floor Passage



Room Data Matrix – 1st Floor Lounge



- 1. Lounge furniture
- 2. Jeera White Granite Flooring
- 3. Gypsum ceiling with cove lighting and chandelier.



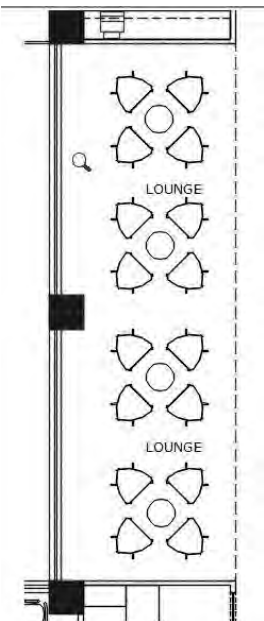
Jeera White Granite Flooring



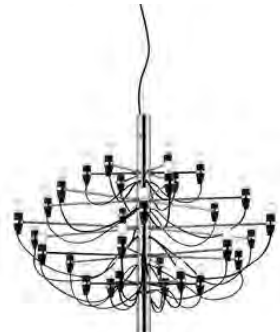
Leather finish wooden Chair



Wooden Round Table



Gypsum False ceiling



Flos Chandelier



LED Light

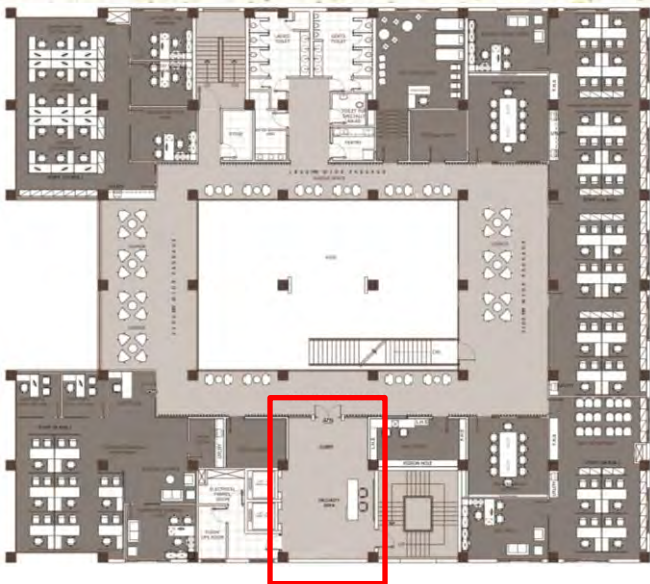
1st Floor Lounge



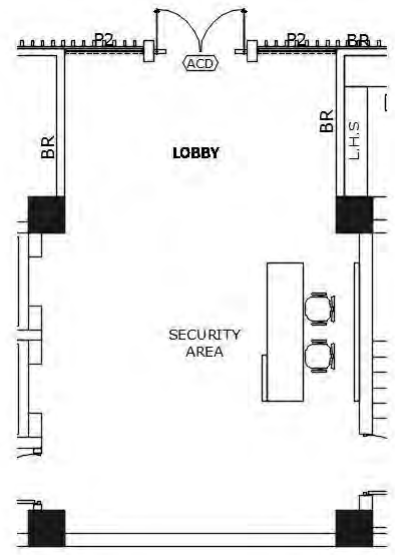
contemporary art
painting of zombala



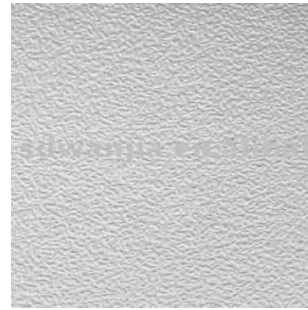
Room Data Matrix – Security Area



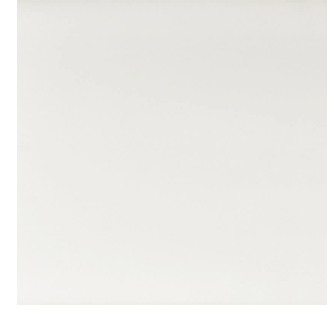
1. Room Size-40 sq. m.
2. Acrylic Solid Surface Table size – 2600m x 700mm
3. Security Area
4. Jeera White Granite Flooring
5. Gypsum ceiling with cove lighting.



Jeera White Granite Flooring



Gypsum False ceiling



White Corian clad table



Black Granite Flooring



Laminated paneling



LED Light



Flos - Easy Cap

Security Area

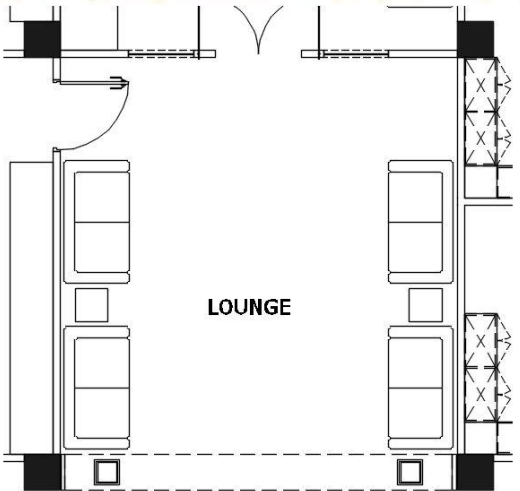


Traditional painting on ceiling

Typical Cabin Detail



Room Data Matrix – 4th and 5th floor lounge



1. Service Counter size – 5500mm x 5500mm
2. Lounge Furniture.
3. Jeera white Granite Flooring
4. Gypsum Ceiling with hand painting



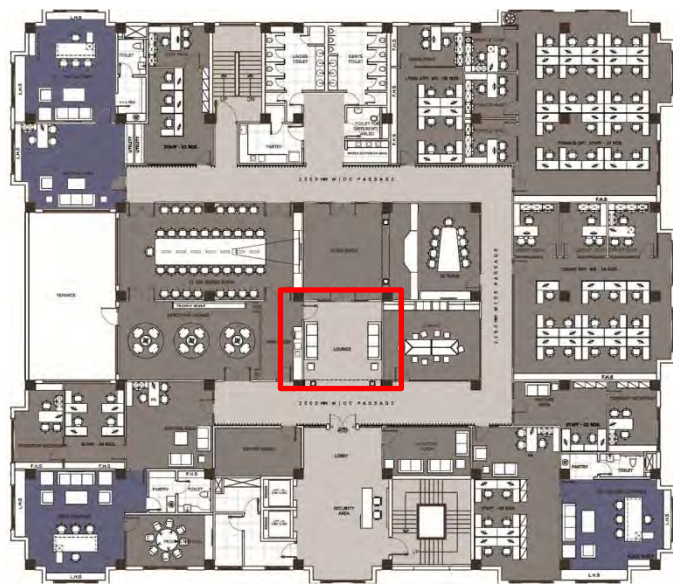
Jeera White Granite Flooring



Gypsum False ceiling



Hand painted columns



Hand Painted Ceiling



Flos Easy Cap



Side Table



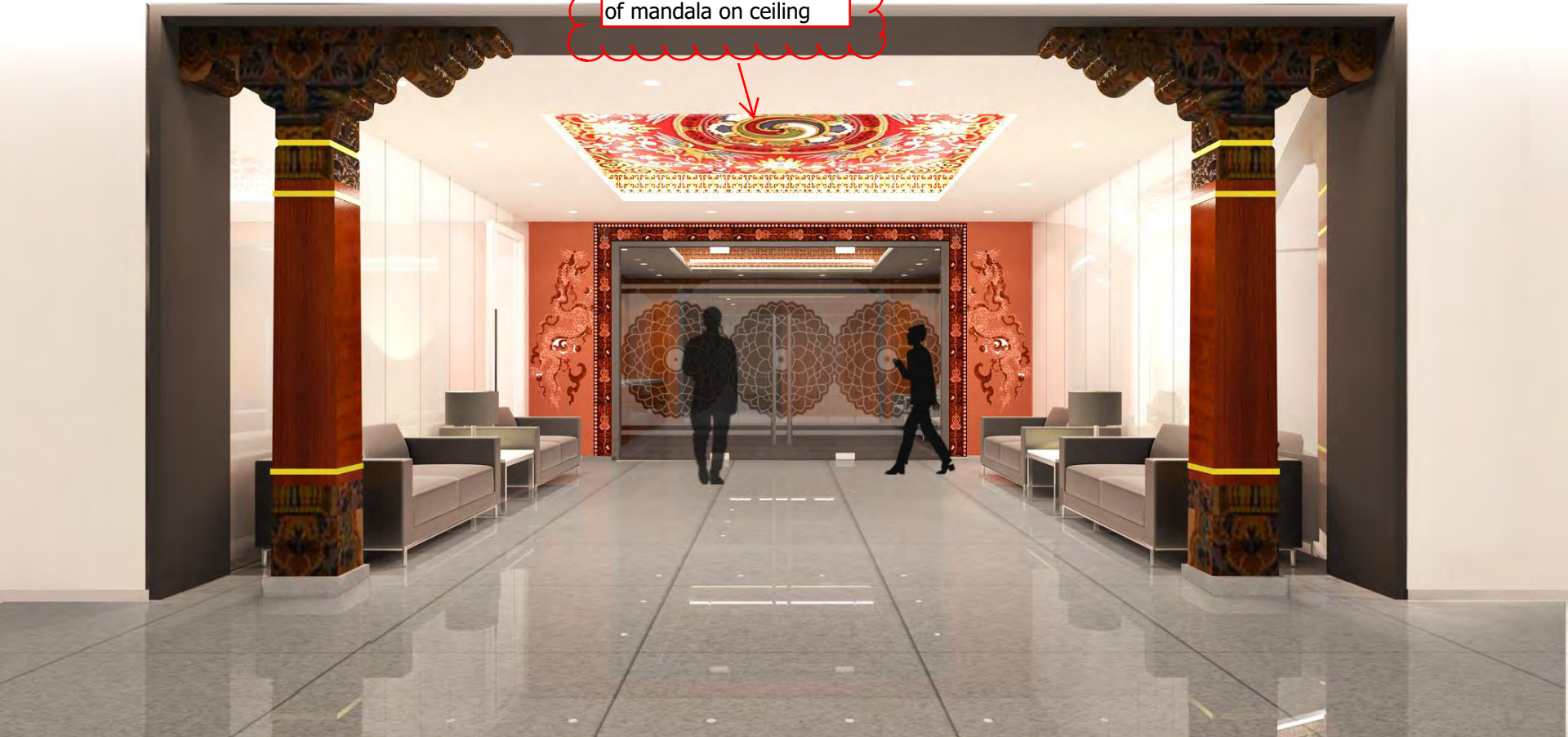
LED Light



Sofa

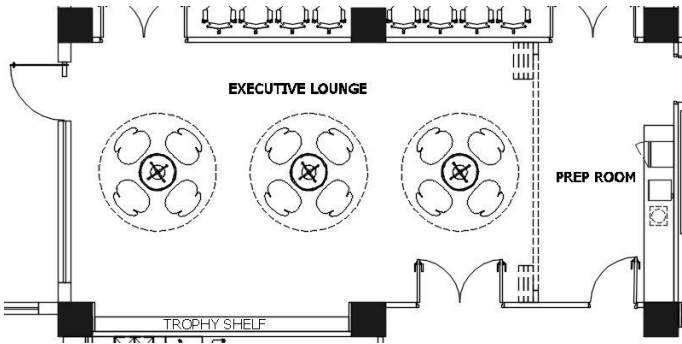
4th Floor Lounge Area

Fusion of contemporary
and traditional painting
of mandala on ceiling



Room Data Matrix – Executive Lounge

- 1. Service Counter size – 12350mm x 5300mm
- 2. Lounge Furniture.
- 3. Carpet Flooring
- 4. Gypsum Ceiling with hand painting



Carpet Flooring



Laminated paneling



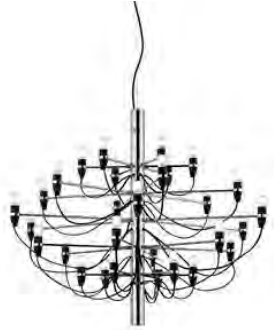
Lounge Chair



Hand Painted Ceiling



Flos Easy Cap



Flos Chandelier

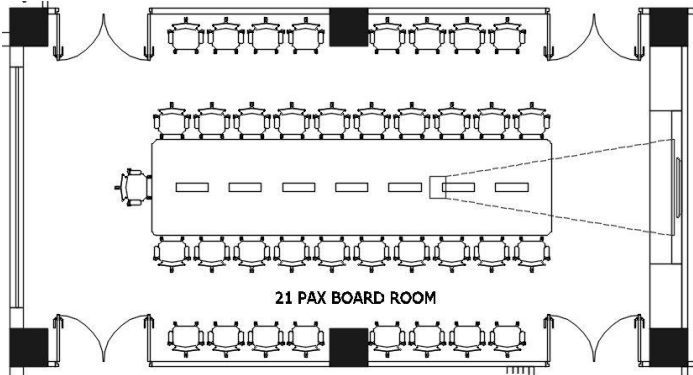
Executive Lounge

Traditional painting on ceiling



Room Data Matrix – Board Room

- 1. Room Size-12150mm x 6300mm
- 3. Board Room custom made table (1800 x 7500)
- 4. Carpet Flooring
- 5. Wooden Finish Grid Ceiling & Gypsum Ceiling



Carpet Flooring



Laminated paneling



White Lacquered Glass



Hand Painted Ceiling



Chair Merry fair Nez with head rest

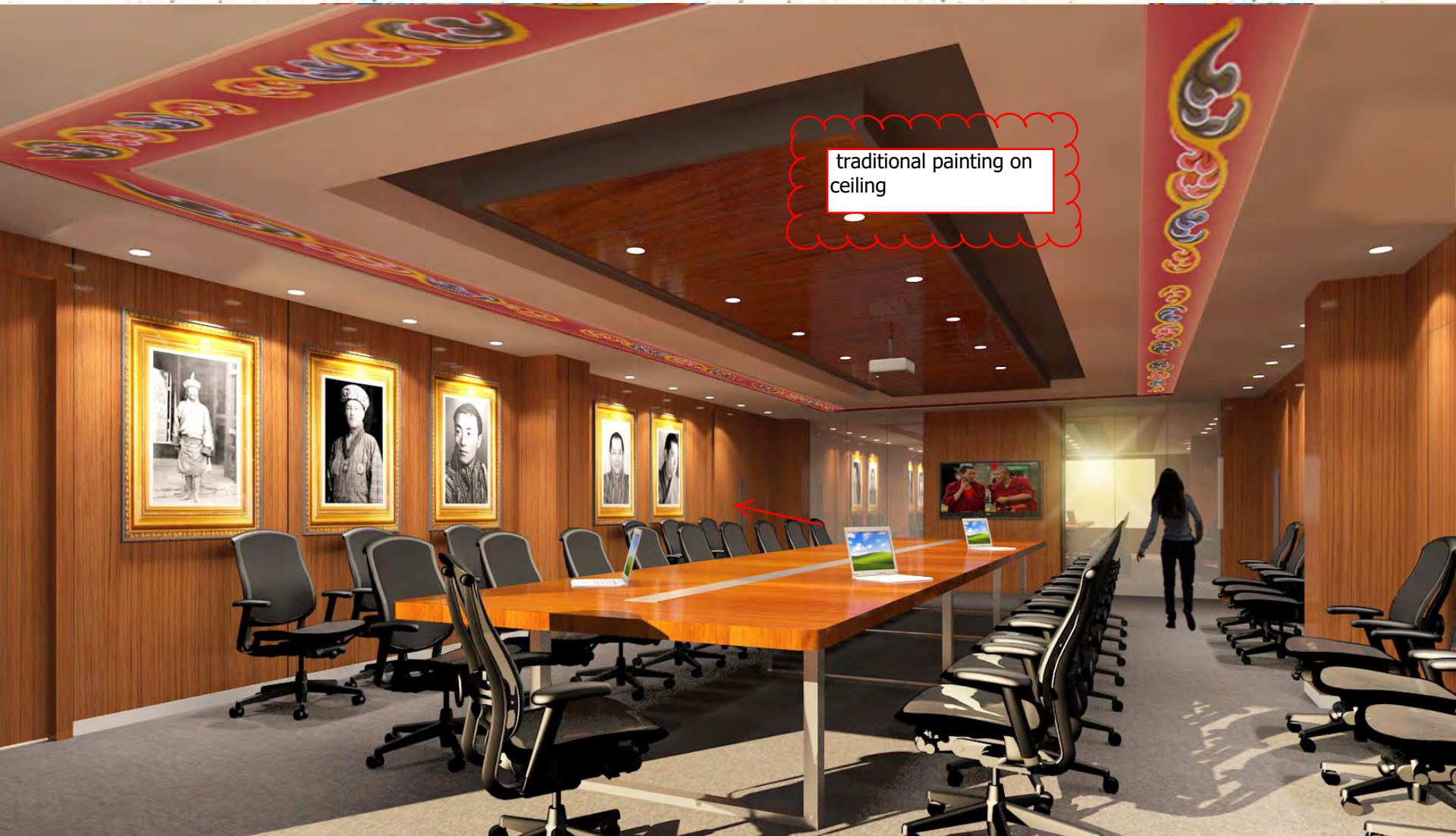


Armstrong wooden grid ceiling



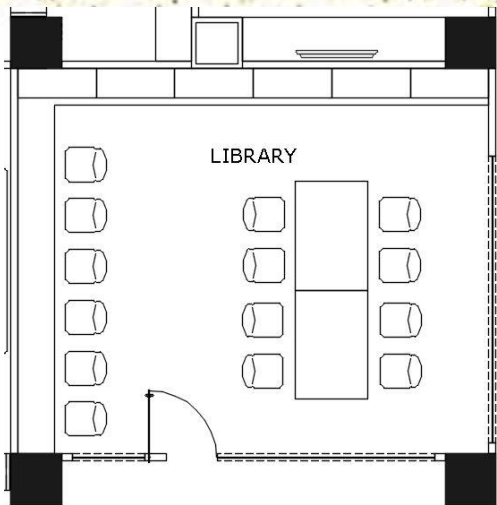
Flos - Easy Kap

Board Room



traditional painting on ceiling

Room Data Matrix – Library



- 1. Room Size-5300mm x 6500mm
- 3. Custom made table for reading
- 4. Carpet Flooring
- 5. Gypsum False Ceiling



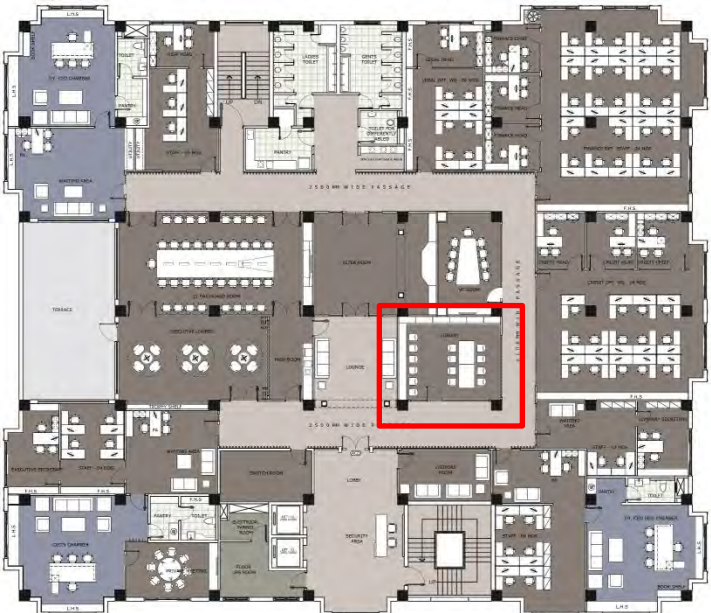
Carpet Flooring



Laminated paneling



Gypsum False ceiling



Library Chairs



Flos - Easy Kap



LED Light

Library



proposed photographic
or artwork