

CW2207T513

## **Interior Design Consultant Services for SATS Properties for 2 Years**

### **1. INTRODUCTION**

- 1.1 This Request for Quote exercise (RFx) is to appoint an Interior Design Consultant for two (2) years at SATS Ltd (SATS) properties. The appointed Consultant shall provide interior design services for Addition & Alterations (A&A) works within SATS group of companies that may include our various business entities and Joint-Ventures within Singapore.
- 1.2 The scope of work for the appointed Consultant is divided into two components namely the Design Stage and the Implementation Stage. Refer to Clause 3 for the scope of work to be carried out for each stage. A Purchase Order (PO) will be issued based on the quoted fees when the services are required.
- 1.3 The Consultancy fees will be calculated based on the floor area. There are three components for the consultancy fees;
  - a. Lump Sum fee for the first 75 square metres or less;
  - b. Unit rate (S\$/sqm) for any floor area in excess of the first 75 square metres; and
  - c. Additional lump sum fee and/or unit rates for A&A works without any available drawings

### **2. GENERAL TERMS & CONDITIONS**

- 2.1 The Contract shall be for the period of two (2) years from the commencement date as stated in the Letter of Acceptance (LOA) or any extended completion date allowed by the Superintending Officer.
- 2.2 SATS may provide one (1) month written notice to the Contractor to extend this Agreement or any part thereof, for a further period not exceeding six (6) months from the expiry date of the Contract Period, on the same term and conditions.
- 2.3 SATS Business Entities (BU) will contact the appointed Consultant to initiate a project and the appointed Consultant shall notify SATS Property Management Department of any of such project. He/she shall survey the site and submit a cost calculation based on the floor area and applicable unit areas. He/she shall also submit the required design delivery timeline for the project. SATS will verify the cost calculation and issue a purchase order for the consultancy services to be provided. The Consultant will track and record all such requests from the various SATS BU (& JVs) for regular routine reporting on the timeliness of response, the current status, and to highlight any significant circumstances (unique requests) to both SATS CPSC (aka Consultancy and Professional Services Committee) and to SATS Property Management Department.
- 2.4 The appointed Consultant shall propose a fair and reasonable timeline to SATS based on the scale of the project and the SATS representative shall have the final say on the agreed timeline. If there is any delay in submitting the deliveries after the agreed timeline without valid and acceptable reasons, the appointed Consultant shall be liable to pay S\$50 per day delayed, capped at the sum of S\$1,000 per PO to SATS.
- 2.5 The works especially figured dimensions, etc. must be checked at the site to ensure correctness before fabrication and any major discrepancy will be immediately reported to the Superintending Officer prior to the commencement date.
- 2.6 The Consultant shall not divulge or use any information contained in the Contract to any third party other than for the purpose of the Consultant's performance of its obligations under this Contract.

CW2207T513

- 2.7 No alterations shall be made by the Consultant to the clauses or items in any of the Contract documents. If any alteration or addition of note is made, such alteration or addition of note shall not be recognized and the text as originally prepared by SATS shall be strictly adhered to.
- 2.8 All drawings, floor plans, etc. prepared by the Consultant through the issuance of PO shall belong to SATS and additional soft copies shall be made available to SATS without any additional cost.
- 2.9 The Contract Sum is exclusive of Goods and Service Tax (GST). Any GST will be borne by SATS, subject to the production of tax invoices of the Consultant addressed to SATS. Payment of the Contract Sum and any other sums due to the Contractor under this Contract shall be made to the Contractor progressively at monthly intervals on or before the 60<sup>th</sup> day after SATS receipt of its invoices made out in duplicate, together with all supporting documents, the required Billing Report, the Consultant's certificate listing the work that has been duly completed subject, subject to such deductions or additions made by SATS in accordance with the terms of the Contract Price.
- 2.10 SATS shall have the right to terminate this Agreement at any time during the Agreement Period by giving the Consultants three (3) months' prior notice in writing.
- 2.11 The Consultant shall not assign, novate, transfer or sub-contract, either wholly or in part, the Contract or its rights, duties and obligations hereunder, without the consent of SATS. In the event of this Agreement or any part thereof is being sub-contracted or assigned with the written consent of SATS, the Consultant shall be solely and personally responsible for the due observance by such authorized sub-contractors of all the terms, stipulations and conditions of the Contract. SATS shall not be obliged to correspond with any of the Consultant's sub-contractors on any query, whether it be in relation to the Contract or otherwise.
- 2.12 The Consultant acknowledges and agrees that it may not be the exclusive provider of Services to SATS and SATS may procure the Services from or otherwise conduct business with other parties who may be in competition, whether directly or indirectly, with the Consultants.

### **3. SCOPE OF CONSULTANCY SERVICES**

- 3.1 The scope of consultancy services is divided into two components – The Design Stage and The Implementation Stage.
- 3.2 The Consultant shall exercise all reasonable skill, care and diligence in the services for which he is engaged and shall carry out his responsibilities in accordance with recognized professional and technical standards.
- 3.3 The Consultant shall ensure that the proposed design complies with the relevant authorities' requirements (BCA, FSSD, URA, CAAS etc.). Where necessary, the Consultant shall carry out a pre-consultation with the relevant authorities to ensure that the proposed design complies with the relevant authorities' requirements.
- 3.4 The Consultant shall also engage a Qualified Professional Engineer (PE) certified by Singapore PE Board if necessary to endorse any drawings that require submission to the Authorities such as SCDF, PUB, CAAS, NEA, BCA, URA etc.
- 3.5 The Consultant shall be familiar with SATS Workplace Standard and adopt the standard as much as possible when carrying out the consultancy services in the Design Stage. (SATS Workplace standard will be shared with the appointed Consultants upon awarded)
- 3.6 Upon award, the Consultant's proposed Key Designer (a Project Manager role and Project Account coordinator role) shall be the main point of contact for the Consultant and the Consultant shall not

CW2207T513

change the Key Designer without prior approval from SATS. For any change in the Key Designer, the appointed Consultant shall submit an official request and the resume of the Key Designer to SATS for approval. The qualification and experience of the new Key Designer shall be equivalent, if not better, compared to that of the original **Key Designer**.

### 3.7 Design Stage

- a The appointed Consultant shall meet up with the user to understand their needs, requirements and expectations.
- b The appointed Consultant shall obtain all existing drawings from SATS Property Management Department, SATS appointed Building Custodian or relevant authorities, where necessary. SATS shall reimburse all search and purchase fee with no mark up.
- c The appointed Consultant shall carry out site survey, investigation, measurement and verification and update the existing drawings, where necessary.
- d The appointed Consultant shall prepare and conduct a conceptual / preliminary design review with the user and SATS Property Management Department, which shall consist of:
  - Floor plan showing the layout, equipment, furniture, fixtures and fittings
  - Digital / Sketches of 3D perspective views / artist's impression
  - Colour schemes
  - Min. of 3 proposals/options
- e The appointed Consultant shall amend the conceptual / preliminary design after review and submit to the users and SATS Property Management Department for approval.
- f Upon confirmation of the conceptual/preliminary design, the appointed Consultant shall develop the detailed design based on the user's selections and comments.
- g The appointed Consultant shall prepare and conduct a detailed design review with the user and SATS Property Management Department, which shall consist of but not limited to:
  - Detailed floor plan and elevation plan showing the layout, equipment, furniture, fixtures and fittings
  - Mechanical, Electrical and Plumbing Plan
  - 3D rendering of perspective views / artist's impression
  - Sample of the proposed model, materials, colours & finishing etc.
  - Ceiling and floor rendering layout
  - Electrical and Network diagram
- h The appointed Consultant shall make alterations/changes to the detailed design as required by the user (capped at a maximum of 5 times).
- i The appointed Consultant shall provide a budgetary cost estimate with a breakdown of the detailed design.
- j Upon acceptance of the detailed design, the appointed Consultant shall submit detailed technical specifications (dimensions, materials, finishings, colour code, lightings colour temperature etc.), drawing (PDF and AutoCAD) for the calling of quotations/tenders. SATS may use the technical specifications and drawings to call for quotations/tenders.
- k When Artwork / Graphic Design is required, SATS may issue a separate purchase order for the Artwork / Graphic Design based on the fee quoted. The appointed Consultant shall engage a Graphic Designer to carry out the design work.

CW2207T513

- l The Graphic Designer shall meet up with the user to understand their needs, requirements and expectations. The Graphic Designer shall prepare min. 3 different concept designs for design review with the user.
- m Upon selection of the concept design, the Graphic Designer shall develop the detailed design for the user's acceptance. The Graphic Designer shall make alterations/changes to the detailed design as required by the user (capped at a maximum of 5 times).
- n The Graphic Designer shall submit the finalized designs in editable format to SATS upon acceptance.
- o The Graphic Designer shall ensure that the proposed design does not infringe any copyrights or intellectual property rights.
- p The copyrights of the finalized design shall belong to SATS. SATS shall have the rights to edit, display, modify or reproduce the design in any other places, mediums, platforms and collateral as it deems fit.

### 3.8 Implementation Stage

- a The appointed Consultant shall assist SATS during the calling of quotations/tenders for the A&A works, including conducting of site show-round/briefing (in the presence of SATS appointed representatives from BU Ops and/or from SATS Property Management Department), providing clarifications to the tenderers and issuing of corrigendum/addendum (if necessary).
- b The appointed Consultant shall assist SATS in carrying out the evaluation of quotations/tenders and submit the recommendation report within 5 working days or 10 working days if interview or clarification is required.
- c The appointed Consultant shall conduct regular meetings with the various appointed general contractors and specialist contractors to keep track of the progress and ensure timely completion of the A&A works within the agreed project timelines (in the approved recommendation paper: para 'b' above). The Consultant shall pay to SATS \$50 for each day the approved Project (A&A works) is delayed capped at 20% of the consultant fee.
- d The appointed Consultant shall review shop drawings submitted by the contractor. The appointed Consultant shall also provide technical advice on the selection of material/equipment proposed by the contractor to SATS Business entities Ops (& Cost Center Heads).
- e The appointed Consultant shall resolve any technical issues arising on-site and provide clarifications to queries from the contractors, and to other SATS appointed Term Contractors (e.g. Building Custodians etc.).
- f The appointed Consultant shall carry out site inspections to ensure that the installation/workmanship complies with the requirements/ specifications and generate 'punch lists' (Defect lists) for rectification works. And the Consultant shall endorse the related contractor invoices as verification, before the contractor submits such invoices to SATS.
- g The appointed Consultant shall revise and re-issue design drawings to the contractor for any variation works (if necessary). The appointed Consultant shall also assist SATS to verify and justify the quotation submitted by the contractor, by drafting the VO request with support from SATS Business entities (BU) Ops to SATS management.

CW2207T513

- h The appointed Consultant shall conduct on behalf of SATS the handing-over inspection to identify all defects in the presence SATS Property Management Department representatives and ensure that the contractor follow-up to rectify the defects. The appointed Consultant will seek SATS Property Management Department and SATS BU for support via a Handover takeover report document before endorsing the contractor's related invoices for these works on behalf of the respective SATS representative.
- i The appointed Consultant shall check and verify all the handover documents (as-built drawings, operation and maintenance manuals, warranties, testing & commissioning reports and statutory submission records) submitted by the contractor are in order, after which these documents shall be submitted to both SATS BU OPs and to SATS Property Management department for archival and for endorsement of any related invoices.
- j The appointed Consultant shall verify the contractor's claim with the work done on-site and make a report to SATS BU on the percentage of the work completed, and to endorse contractor invoices in support, before such invoices are submitted to SATS (via ARIBA online).
- k The appointed Consultant shall verify and ensure the satisfactory completion of all the works (including defect rectifications) prior of project closure.
- l The appointed Consultant shall track and record all A&A Projects undertaken and regularly routinely report on the progress, the project status and its attendant costs (& any Variation Orders, unanticipated delays etc.) to both SATS Property Management and to SATS Procurement Services.

#### 4. MANDATORY SUBMISSION OF DOCUMENTS

- 4.1 Duly completed price breakdown as per Clause 5
- 4.2 Track Record of Company – relevant track records for offices/production/logistic spaces in the last 3 years
- 4.3 Proposed Key Design – include the resume of the Proposed Key Designer/s in the team.

#### 5. EVALUATION MATRIX

S/N	Details	Percentage
1	Relevant Track Records	20%
2	Proposed Key Designer	20%
3	Price Component	60%

CW2207T513

**6. CONSULTANCY SERVICE PRICE BREAKDOWN**

S/N	Services	UOM	Rates
1a	To provide Consultancy Services for the Design Stage for the first 75sqm of the floor area or less	1 Lot	S\$
1b	Add on item 1a: without existing drawings	1 Lot	S\$
2a	To provide Consultancy Services for the Design Stage for floor areas in excess of 75sqm	Per sqm	S\$
2b	Add on item 2a: without existing drawing	Per sqm	S\$
3	To provide Consultancy Services for the Implementation Stage for the first 75sqm of the floor area or less	1 Lot	S\$
4	To provide Consultancy Services for the Implementation Stage for floor areas in excess of 75sqm	Per sqm	S\$
5	To provide graphic design services to surfaces of wall/ceiling/floor	Per sqm	S\$
6	Endorsement of drawing and submission to Authorities for approval include inspection and follow up with Authorities	1 Lot	S\$

**Price illustration (Consultancy Service for 250sqm)**PO for Design Stage

$1a + [(250-75 \times 2a)] = \text{Total Consultancy Price for Design Stage}$

$1a + 1b + [(250-75) \times (2a + 2b)] = \text{Total Consultancy Price for Design Stage without existing drawing}$

PO for Implementation Stage

$3 + (250-75 \times 4) = \text{Total Consultancy Price for Implementation Stage after Design Stage}$

Contractor's Company:

\_\_\_\_\_

Name of authorized person:

\_\_\_\_\_

Designation:

\_\_\_\_\_

Company Stamp

\_\_\_\_\_

CW2207T513

**Proposed Key Designer**

Please provide the details of the proposed Key Designer

(a)	Name		
(b)	Company		
(c)	Email Address		
(d)	Telephone	(O)	(HP)
(e)	Highest Qualifications (Please attach proof of qualification in this submission)		
(f)	Years of relevant experience		
(g)	Registered Architect under Board of Architects (BOA) Singapore (If any)	Yes / No	

*(Please attach a resume of the proposed Key Designer/s.)*