



## **URBAN HEALTH ACTIVITY**

### **REQUEST FOR PROPOSAL (RFP)**

**RFP Number:** BUHA-002-25

**Issuance Date:** 13 January 2025

**Closing Date for Questions:** 19 January 2025

**Submission Deadline:** 24 January 2025

JSI Research and Training Institute, Inc. (JSI), is soliciting proposals to supply Interior Design and Management services for its office in Dhaka, Bangladesh under the Urban Health Activity, (UHA) which is funded by the U.S. Agency for International Development (USAID) and is subject to applicable Federal regulations and provisions.

Under this RFP, JSI is soliciting proposals to enhance functionality, and optimize spatial usage in its Dhaka office that will accommodate approximately 38 staff, office space for 4 executives, 2 meeting / conference rooms, a front desk area, and reception area / lounge space. JSI will provide written guidance regarding the specific needs while ensuring efficient use of shared spaces and adherence to safety standards.

## **INSTRUCTIONS**

This is a time-sensitive project and the consultancy is expected to span no more than 3 months from the engagement date. A detailed timeline will be finalized in collaboration with the selected consultant.

Interested bidders that submit an expression of interest to [subir\\_bhadra@bd.jsi.com](mailto:subir_bhadra@bd.jsi.com) will be invited to tour the office space no less than (4) (expected site visit 18 and 19 January 2025) days in advance of the submission deadline. Expressions of interest must be submitted electronically by 24 January 2025 at 12:00 PM BD time.

Bidders are requested to submit their proposal electronically via email: [subir\\_bhadra@bd.jsi.com](mailto:subir_bhadra@bd.jsi.com). The deadline for submission of proposals is 24 January 2025 at 12:00 PM Bangladesh time)

### **I. SCOPE OF WORK**

The successful consultant will be expected to deliver a detailed design proposal that addresses the following requirements:

- Design office layout plans that optimize space usage based on the nature of projects and each team's specific functions (e.g., procurement, finance, programs, etc.) on two full floors (floors 4 and 5), one half-floor (floor 10) in Gulshan-2, Dhaka, Bangladesh.
- Create zones that support efficient workflow, minimize disruptions, and enhance team proximity based on project requirements.
- Design a cohesive set of symbols and signs (entry, exit and emergency exit) to distinguish different office spaces and to direct visitors.
- Include general signage for essential areas such as emergency exits, bathrooms, meeting rooms, and entrances.
- Propose visual identifiers for individual teams/projects to enhance space recognition and office navigation.
- Identify and design specific rooms or zones for intermittent or visiting staff (Hot Desks).
- Design air conditioning (split/VRF) and lighting configurations appropriate for the spaces.
- Use of color that reflects the organization, its purpose, and creates positive energy

### **Additional Considerations**

1. Recommendations for soundproofing as well as ergonomic furniture.
2. Signs and needs of people with disabilities.
3. Seniority and grades, for example (Chief of Party, Directors, Managers, Officers, etc.)

4. Making the existing space greener and environmentally friendly (i.e., ventilation, lighting, mobility, access, recycling, best use of resources, etc.).

## **Deliverables**

### **1. Draft a Comprehensive Design Proposal**

- Detailed layout plans and design concepts for office spaces, common areas, Hot Desk, and office entrances.
- Air conditioning, lighting layout.
- Networking layout.
- 2D and 3D layout soft copy and hard copy.
- Proposed color schemes, materials, and furnishings that enhance both aesthetics and functionality in accordance with visibility guidelines according to JSI branding policy.

### **2. Implementation Plan**

- Share a detailed work plan for super structure and setting the furniture and fixture.
- Recommendations for any glass partitions. **Note:** No structural modifications or construction work will be required or accepted.

### **3. Signage and Symbol Guide**

- Visual guide and specifications for proposed signage, symbols, and color-coded systems for easy identification and navigation.

### **4. Estimated Cost for the design proposal**

- Provide an estimated cost breakdown for the inputs (Bill of Quantity – e.g, glass partition, cubicles, desks, conference tables and chair, video conferencing equipment, networking, etc.) required to achieve the design proposal based on market prices and product availability.

### **5. Presentations and design approval process**

- Consultant will present office design in three phases: (1) first layout and working design (2) first presentation (3) final presentation (based on feedback on first presentation).

### **6. Superstructure supervision and Follow-up of works.**

- JSI will select vendors based on schedule (design and Bill of Quantity). The consultant will supervise the office set-up and certify the completion of work.

## **II. SUBMISSION REQUIREMENTS**

- 1. Technical Proposal:** Describe the approach to the scope of work, methodology, timeline, and education qualifications of key staff.
- 2. Financial Proposal:** This is a fixed price consultancy. Cost proposals should propose a payment schedule based on specific milestones stated in the proposal. The final payment schedule will be negotiated after the successful bidder is selected. Cost proposals must be expressed in Bangladeshi Taka (BDT). Cost Proposals must show VAT as a separate cost. JSI expects to have VAT exemption (coupon book) by the time the first payment is made.
- 3. Portfolio:** Photographs of past relevant work.
- 4. References:** At least two references from past clients including dates, locations, a general description of the services provided, and a current point of contact.
- 5. Validity:** Quotation must remain valid for 30 calendar days after the Submission Deadline.

### III. CONSULTANT REQUIREMENTS

The consultant should meet the following qualifications:

- **Professional Experience:** Minimum of 5 years of experience in interior design, specifically with office and commercial spaces. Experience in designing spaces for international organizations or NGOs is preferred.
- **Educational Background:** B.Sc. Degree in Interior Design, Architecture, or a related field.
- **Portfolio:** Proven track record of similar projects; portfolio showcasing office designs and space optimization solutions; supervision of superstructure.
- **Skills and Competencies:** proficiency in interior design software (The latest and the most proficient); Strong interior design skills and the ability to meet deadlines; knowledge of economic and ergonomic design principles and office space standards; familiarity with local building codes and safety regulations

### IV. AWARD BASIS

Proposals should be responsive to be considered for award, or they may be disallowed from further consideration. Responsive proposals are submitted on time and include all information requested.

JSI will evaluate responsive quotations considering a variety of factors and may be made on an item-by-item basis or for all items together; proposals will be evaluated based on the following criteria:

- Qualifications of key staff and past performance references (30%)

- Methodology and approach of proposed work (20%)
- Lead Time (20%)
- Financial competitiveness (30%)

## **V. CLAUSES**

### **1. DEADLINE**

Proposals must be received by the designated deadline, or they may not be considered.

### **2. QUESTIONS OF CLARIFICATION**

Interested companies should direct any questions about the RFP in writing no later than the date specified on page 1. Responses will be distributed to all RFP recipients. All correspondence with JSI pertaining to this RFP must reference the contact person and RFP number on page 1.

### **3. OFFER VALIDITY**

Your proposal must remain valid for a minimum of 30 days. Proposals should be signed by an official authorized to do so.

### **4. LANGUAGE**

The proposal, as well as correspondence and related documents should be in English.

### **5. NEGOTIATIONS**

The most competitive proposal is requested. It is anticipated that the contract will be awarded solely on the basis of information received. However, JSI reserves the right to request responses to questions and conduct negotiations with any potential vendor prior to awarding a contract.

### **6. REJECTION OF QUOTES**

This document is a request for proposals only, and in no way obligates JSI or USAID to make an award. JSI reserves the right to reject any and all offers received and/or to cancel the RFP. Bidders whose proposals are not selected will be notified.

### **7. INCURRING COSTS**

JSI is not liable for any cost incurred during preparation, submission, or negotiation of an award for this RFP. The costs are solely the responsibility of the potential supplier.

### **8. REPRESENTATIONS AND CERTIFICATIONS**

The proposal shall be accompanied by any requested representations and certifications completed and signed by an official authorized by the potential supplier.

### **9. AWARD TYPE**

JSI anticipates awarding a fixed price contract. The award will include a statement of the total fixed price; the delivery date; the guiding US-government and other clauses; and invoicing

information. Any expenses incurred in excess of the agreed upon amount will be the responsibility of the company and not that of JSI. Therefore, provide the most competitive and realistic cost/budget proposal to cover all foreseeable expenses related to the tasks outlined in this document.

## **10. FINANCIAL RESPONSIBILITY**

Proposals must certify as to the financial viability and resources of the company to complete the proposed activities within the period of performance and under the terms of payment mentioned below. JSI reserves the right to request and review the latest financial statements and audit reports as part of the basis of the award.

## **11. PAYMENT**

JSI policy prohibits advance payment; payment cycle is net 30 days upon receipt of vendor invoice. Should the successful bidder require payment along other terms and conditions, these will need to be negotiated with JSI prior to final award and issuance of the contract. Full cooperation with JSI in meeting the terms and conditions of payment will be given the highest consideration.

## **12. EXECUTIVE ORDER ON TERRORISM FINANCE**

The Contractor is reminded that U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with such laws. The Treasury Department's Specially Designated Nationals list appears at <https://sanctionslist.ofac.treas.gov/Home/SdnList>

## **13. CLAUSES TO BE INCORPORATED INTO THE CONTRACT AS APPLICABLE**

The following clauses will be incorporated by reference in the Contract. The term "JSI" shall be substituted for the term "Government" and the term "JSI International Division Director/Project Director or his/her designee(s)" shall be substituted for the term "Contracting Officer" in such clauses for purposes of the Contract.

### **A.I.D. ACQUISITION REGULATION (48 CFR Chapter 7) CLAUSES**

752.202-1 and Alt 70 Definitions (Jan 1990)  
and/or Alt. 71 Definitions (APR 1984)(applicable to educational institutions for participant training)  
and/or Alt 72 Definitions (DEC 1986)(applicable for contracts involving performance overseas)

752.225-70 Source & Nationality Requirements (FEB 1997)

**Invoice Requirements.** Contractor shall submit an invoice prior to payment for goods or services. Each invoice shall be numbered and shall include: (a) the Contractor's name and address, dates of performance and amount of payment requested; (b) a reference by number to this purchase order; and (c) a description of the items for which payment or reimbursement is sought. Upon acceptance of the deliverables by JSI, payment will be made in Bangladeshi Taka to a local bank account held in the name of Contractor.

**Relationship.** It is understood and agreed that Contractor is furnishing services to JSI as an independent contractor, and nothing contained in the Contract between JSI and Contractor shall create any association, partnership, joint venture, employer-employee or agent-principal relationship.

**Confidential Information.** Each party shall treat as confidential all information obtained from the other during the course of performance under the Contract, unless such information is in the public domain. Neither party shall disclose such information without prior written consent of the other, unless compelled to do so by law.

**Assignment.** Neither party may assign its rights or responsibilities under this contract without the prior written consent of the other, except that JSI may assign its rights under the Contract if required to do so by law or as collateral for a bank loan or other financing.

**Compliance with Laws.** Each party shall comply with all applicable laws, ordinances, rules and regulations of federal, state, and local governments and agencies relating to or affecting the work to be performed under the Contract.

**Modifications.** The scope of work and other terms and conditions contained in the Contract shall not be added to, modified, superseded or otherwise changed except by a writing signed by JSI.

**Indemnification.** Contractor shall indemnify and hold JSI harmless from any damages or liability caused by or arising out of Contractor's negligence, failure to perform as required by the Contract, intentional misconduct, or failure of goods or services provided under the Contract.

**Entire Agreement.** The Contract supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed hereunder.

**Inspection/Acceptance.** The Contractor shall tender for acceptance only items that conform to the requirements of the Contract. JSI reserves the right to reject or revoke acceptance of any non-conforming items, and to inspect or test any supplies or services tendered for acceptance. JSI may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price.

**Termination for Convenience.** JSI reserves the right to terminate this purchase order or any part hereof for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination.

**Termination for Cause.** JSI may terminate the Contract or any part thereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any term or condition of the Contract, or fails to provide JSI upon request with adequate assurance of future performance, or in the event of termination of the prime contract for convenience. In the event of termination for cause, JSI shall not be liable to the Contractor for any amount for supplies or services not accepted, and Contractor shall be liable to JSI for any and all rights and remedies provided under the Contract or by law. If it is determined that JSI improperly terminated the Contract for default, such termination shall be deemed a termination for convenience.

**Representations and Warranties.** The Contractor represents and warrants that: (a) it has good title to all tangible and intangible products delivered or to be delivered pursuant to this purchase order, subject to no lien or security interest, (b) such products are merchantable and fit for JSI's intended use of the same, and (c) such products do not infringe the patent, trademark, copyright or other rights of any third party.

**Interpretation.** In the event of any conflict between the terms of this Purchase Order and a subcontract between JSI and Contractor, the terms of the subcontract shall prevail.

END CLAUSES

## CERTIFICATION REGARDING TERRORIST FINANCING

Within the following certification the term “JSI” shall be substituted for the term "USAID".  
“Quote/proposal shall be substituted for the term “application”.

### CERTIFICATION:

By signing and submitting this certification, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. “Terrorist act” means:

(i) an act prohibited pursuant to one of the 12 United Nations Conventions



and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

OFFEROR: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_