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| **REQUEST FOR QUOTATION (RFQ)** | Supplier’s Stamp/Signature: |
| Closing Date | : **29February 2024** |
| Email Submission | : **box9@belts.com.bn** |
| BELTS Ref | : **BELTS/HRA/RFQ/2024/011** |
| Date of Submission | : Click here to enter text. |
| Supplier/Quote Ref | : Click here to enter text. |

|  |  |
| --- | --- |
| Company Name | **Click here to enter text.** |
| Address | **Click here to enter text.** |
| Phone | Office: **Click here to enter text.** Mobile: **Click here to enter text.** |

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| **No.** | **Item Description** | **Delivery Period** | **Qty/UoM** | **Unit Price** | **Total Price** |
| **1** | **OFFICE RENOVATION DESIGN SERVICES FOR BELTS HEADQUARTERS OFFICE LEVEL 5 AND 6 AT SETIA KENANGAN COMPLEX, KG KIULAP, BANDAR SERI BEGAWAN, BE1518, NEGARA BRUNEI DARUSSALAM** **SCOPE OF WORK**:1. **Site Assessment:**

Conduct a thorough on-site assessment to understand the existing layout, structural elements, and any potential challenges.1. **Design Concept Development:**
	* Create a design concept that aligns with our company's brand image, values, and the functional requirements of our team.
	* Provide detailed concept presentations, including floor plans for visual representation.
 | **29th February 2024** |  **1 LOT** | **Click here to enter text.** | **Click here to enter text.** |

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| **No.** | **Item Description** | **Delivery Period** | **Qty/UoM** | **Unit Price** | **Total Price** |
|  | 1. **Space Planning:**
	* Develop efficient and ergonomic space plans that optimize the utilization of available space.
	* Consideration for workstations, meeting rooms, collaborative spaces, breakout areas, and other functional zones.
2. **Interior Design:**

Select and propose interior finishes, furniture, lighting, and other design elements that enhance the overall aesthetics and functionality of the space.1. **Color and Material Selection:**

Provide a palette of colors and materials that complement the design concept and create a cohesive visual identity.1. **Furniture and Fixture Specifications:**

Specify furniture and fixtures that align with the design vision and meet the project budget.1. **Lighting Design:**

Develop a lighting plan that combines natural and artificial lighting to create a well-lit and comfortable environment.1. **Technical Drawings:**

Produce detailed technical drawings, including floor plans, and sections, to guide the construction and installation processes.1. **Cost Estimate:**

Provide a detailed cost estimate for the entire design project, including all proposed design elements and materials. |  |  |  |  |
| Important Notes:**To provide the design and drawings together with your quotation submission.** |

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| **MANDATORY**Suppliers are to provide with the Packaging Dimension,Measurement & Weight - in Standard measurement in Meter, Feet,Inches, Cm, Mm, Kg, GM | **TOTAL PRICE** | **Click here to enter text.** |
| Freight Term (EXW,CIF,ETC) | **Click here to enter text.** |
| Freight Charges (IF APPLICABLE) | **Click here to enter text.** |
| Any other charges please state | **Click here to enter text.** |
| **GRAND TOTAL** | **Click here to enter text.** |

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| Currency Code : | **BND** |
|  Price Validity(Minimum 9 Months) : | **Click here to enter text.** |
| Payment Terms : | **30 DAYS CREDIT** |
| Warranty : | **Click here to enter text.** |
| Mode of Delivery : | **Click here to enter text.** |
| Delivery Period : | **Click here to enter text.** |
| Country of Manufactured : | **Click here to enter text.** |
| Remarks: | **Click here to enter text.** |