

QUOTE FOR INTERIOR DESIGNING & SPACE PLANNING FOR SBI, JOHANNESBURG OFFICE

State Bank of India has 1368 sq. meter of office space at 3rd floor at the Mall offices at Rosebank. We want to refurbish our office space. **Project Managers** are requested to submit quote for interior designing and planning for the office space. The work contents could be divided into 4 stages as

1. Appraisal, Concept and space planning.
 - Receiving and compilation of SBI brief
 - Measuring of existing building and drawing up of CAD plans
 - Space planning
 - Conceptual design incorporating current branding and presentation.
 - CAD layout for sign off and Fire approval
2. Working Drawings and Contract documentation.(appointment of contractors after getting tenders and our approval)
 - Finish selection and specification finalisation with SBI
 - Costing documents incorporating all information including electrical, data, ceilings etc.,
 - Working drawings
 - Coordination of services – AC, data etc.,
 - Finishing specifications.
3. Contract administration and Inspection.(Obtaining certifications required before possession- Glazing, Fire, Electrical, HVAC, Council/Municipal, Occupancy etc.). This also includes status update/quality control /timelines meetings with contractor i.e. project management.
 - Issue contract documentation to appointed contractor.
 - Appointment, coordination and administering of duties of the contractor/s.
 - Obtaining of certification required by local authorities – Glazing, Electrical
4. Furniture selection and shop fitting Design.
 - Survey of existing furniture
 - Integration of existing furniture into new design if//where necessary.
 - Selection of new loose furniture
 - Design and documentation of shop fitting.

The work/quote should also include

- Council submission
- Fire submission
- Occupancy certificate

The quote should reach us by Monday i.e 20th April 2015 by 5 PM on mgrsales.rsa@statebank.com