

**REQUEST FOR PROPOSAL
No. RFP17-064**

MRCs OFFICE LAYOUT AND DESIGN

Additional information/Clarification

Ref	Question	Response
1	What is the duration of the Design and Tender dossier preparation?	3 months from the signature of the contract.
2	What is the expected development of MRCS?	MRCS is expected to be reduced from now on. In 2020, the total fixed term staff and consultants is about 70; in 2030, the number should be 50.
3	Please provide Technical drawing of the actual building	A set of technical drawing of wall layouts and initial furniture layouts will be ready to collect from Procurement Office from 20 June 2017. MRCS will contact with the firm who designed the building to have a set of as build drawings ASAP.
4	The concept design will take about 1 month. Is it possible to extend the submission period to mid July 2017	Yes, the submission deadline was extended to 17 July 2017.
5	Please provide the number of temporary users as consultants, intern staff, etc.	The number of permanent staff, consultants and temporary staff per Division/Office is provided in the Annex 1 of this Additional Information. However please arrange to have more spare working spaces for unforeseen guests if possible.
6	The specification need of each division for special activities besides work, and requirement of particular space or special function?	In total MRCS will require 1 conference room (about 70 seats), 2 big meeting rooms (30 seats) and 5 small meeting room (10 seats). Small meeting rooms is for 4 Divisions and the OCEO.
7	Can we use the canteen zone for other activities?	Yes. In case Pantry is set up for each Division/Office, the existing canteen can be used for any other activity. However, it is preferable to have a rest room for drivers and cleaners where they can sit for waiting, have lunch, etc.
8	Is there any need to have air conditioning zone in the Canteen in the garden	Yes. We would like to have both air conditioning and open air zone in this Canteen.

ANNEX 1 – NUMBER OF STAFF AND CONSULTANTS PER DIVISION

Division	Permanent Staff	Consultants	Temporary Staff
Administration Division	21	5	5
Environment Division	8	4	
Office of CEO	14	8	
Planning Division	9	4	
Technical Division	11	4	