

## **SCOPE OF WORK**

### **Office Design**

#### **Background and Objective**

Management Sciences for Health (MSH) is a nonprofit international health organization composed of more than 2,000 people from 73 nations. Our mission is to save lives and improve the health of the world's poorest and most vulnerable people by closing the gap between knowledge and action in public health. Together with our partners, we are helping managers and leaders in developing countries to create stronger management systems that improve health services for the greatest health impact. Since it was founded in 1971, MSH has worked in over 140 different countries. We have corporate offices in Boston, Massachusetts and Arlington, Virginia and currently support field offices in over 28 developing countries.

In Vietnam, MSH currently manages three projects: the Leadership, Management and Governance – Transition Support Project (LMG-TSP); Supply Chain Management Systems (SCMS) Project; and TB Care. The MSH Vietnam main office is in Hanoi, and the SCMS Project has an office in Ho Chi Minh City.

At the growing on the number of staffs working in Hanoi office, there is a need on a larger office space. Under approval from MSH head quarter and the donors (USAID), MSH Vietnam office is now looking for a qualified company to assist us with designing layout package service for our new office with information and detail scope of work as follows:

#### **A. General Information**

1. Number of staffs: 42
2. Number of conference rooms: 3
3. Proposed office space: 620m<sup>2</sup>
4. Deadline for quotation submission: 31<sup>st</sup> January 13
5. Deadline for design development: 15 days after the contract is awarded
6. Email address to receive quotation: [mshvn@msh.org](mailto:mshvn@msh.org)

#### **B. Detailed Scope of Work**

- 1- Design the office layout on the basis of available information regarding space & infrastructural requirement for smooth and safe office operations keeping in view available furniture, fixture, IT equipment and occupational safety requirements as per defined policies of MSH.

- 2- Coordinate with MSH staff for finalization and approval of layout.
- 3- Develop specification for material and services with costs to put in place the required infrastructure as per agreed layout and work with MSH team for finalization of budget and approval.
- 4- Support the MSH team to review & finalize the technical proposal for infrastructure installation.
- 5- Supervise the infrastructure installation process and ensure the quality of material and infrastructure as per defined specification.

**C. Terms and conditions:**

1. Having sound background on architecture (portfolio quality with company license – for company; degree/certificate on architecture - individual)
2. Accept the proposed payment method based on deliverable as follows:

No	Deliverables
1	Submit the design the layout and cost based on available information as per MSH request
2	Coordinate with MSH staff for finalization and approval of the layout
3	Develop specification for materials and services with cost
4	Support MSH Vietnam office in finalizing technical proposal for infrastructure installation
5	Ensure and certify the quality of materials and infrastructure as per defined specification
6	Coordinate with MSH team to finalize the service contract for installation
7	Physically check the quality of the office after the installation
8	Final inspection report

3. Language to be used in the quotation: English
4. Potential vendor is required to provide at least 3 reference check (name, title, company, telephone, email address)
5. Past working experience with USAID or USAID – funded project is preferable

6. Payment will be made upon receipt of a valid invoice and a final inspection report confirming the instillation meets the standards and specifications of the approved plan and/or outlining any remaining issues.