

### Request for Expression of Interest

Solicitation Title:	<b>Design firm to develop and establish relaxation rooms in health care facilities</b>
Submission:	E-mailed to <a href="mailto:ProcurementVietnam@fhi360.org">ProcurementVietnam@fhi360.org</a> by <b>5PM 10<sup>th</sup> December 2021, Hanoi time</b> with subject line “Relaxation Rooms”
Question Submissions	Submission of questions or requests for clarification must be submitted in writing via email to <a href="mailto:nthuy@fhi360.org">nthuy@fhi360.org</a> with a copy to <a href="mailto:rcoley@fhi360.org">rcoley@fhi360.org</a> by <b>5PM 8<sup>th</sup> December 2021</b> . All questions will be compiled and sent to all organizations submitting questions by <b>5PM 9<sup>th</sup> December 2021</b> .
Approximate Date Contract Issued to Successful vendor:	27 December 2021
Contract end date:	January 2022

### BACKGROUND

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

The **Meeting Targets and Maintaining Epidemic Control (EpiC)** is a five-year, global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID). EpiC Vietnam's goal is to deliver efficient, affordable, results-based technical assistance and direct services while closing remaining gaps in Vietnam's efforts to meet HIV epidemic control targets and address the global COVID-19 pandemic.

We are seeking a **qualified vendor or vendors to help design and develop relaxation rooms in healthcare facilities to support overall mental and physical wellbeing for healthcare workers at approximately 10 sites in the greater HCMC area (Long An, Binh Duong, Tay Ninh, Dong Nai).**

### SCOPE OF WORK

The qualified vendor(s) will collaborate with FHI 360 to develop and install relaxation rooms in up to ten selected hospitals. The purpose of this room is to support the mental and physical wellbeing of healthcare workers responding to COVID-19. The relaxation room will involve a design update to an existing room onsite. The selected vendor will therefore be required to tailor the design to each site's needs. Each room is expected to be around 40-70 square meters.

Key elements/items of the relaxing room may include:

- Comfortable seating for meditating, contemplation, prayer, or other reflection
- Warm and soothing paint colors
- Plants

- Water and tea station
- Rug or mats suitable for brief naps or yoga
- Table lamps and/or other non-industrial lighting
- Sound insulation materials for doors, windows
- Improved ambiance including installation of non-permanent heating and/or cooling equipment

Vendors are encouraged to suggest additional items as part of their design or to include or exclude items listed above.

## **TIMELINE AND PROCESS**

FHI 360 anticipates the following timeline for this procurement.

- 2 December 2021: Request for Expression of Interest posted
- 10 December 2021: Expression of interests from potential vendors returned
- Week of December 6-10: Sites for relaxation rooms determined by FHI 360
- Week of December 13-17: Discussion with select vendors and provision of additional guidance and specification for rooms
- Week of December 20-24: Final quotes provided by select vendors
- Week of December 27-31: Final selection and contracting
- January 2022: Execution and billing

## **INSTRUCTIONS FOR INTERESTED VENDORS**

Vendors interested in this work should submit the following materials to FHI 360.

### A. Letter of Interest that includes:

1. A brief organizational **capability statement** that includes general information/background of the vendor.
2. A summary of **the firm's proposed design process including**
  - Description of design aesthetic
  - Process for finalizing design
  - Implementation plan to meet requirements for above deliverables and estimated timeline
3. **Relevant terms and warranties** associated with the proposed approach
4. Description of past work relevant to this scope of work
5. Available detail on the expected cost per room (ranges are acceptable), final quotes will be refined after additional details are provided.
6. Statement of geographic coverage (all four provinces and ten sites or a subset)
7. **Statement of availability to complete the work in January 2022**

### B. Artistic Vision

Mood board, PowerPoint or other brief explanation of the desired look and feel for the relaxation rooms that provides a visual summary of the lighting, paint, furniture, and other atmospheric elements for the room.



### **FHI 360 Disclaimers**

- FHI 360 may perform a background check on any selected vendor.
- FHI 360 may cancel the solicitation and not award.
- FHI 360 may reject any or all responses received.
- Issuance of the solicitation does not constitute an award commitment by FHI 360.
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions.
- FHI 360 will not compensate any offeror for responding to solicitation.
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI 360 has the right to issue amendments to the RFQ at any time.