

**Request for Quotations (RFQ)**

RFQ Number: RFQ-KZN-CSA-2024-0005

Issuance Date: October 18, 2024

Deadline for Questions: October 21, 2024 – 3:00 PM

Deadline for Offers: October 25, 2024 - 5:00 PM

Description: Procurement of Ceiling work & Glass Work

For: Climate Smart Agriculture (CSA) Activity

Funded By: United States Agency for International Development (USAID)

Implemented By: The Kaizen Company (A Tetra Tech Company)

Point of Contact: Procurement Department ([procurementcsa@tetratech.com](mailto:procurementcsa@tetratech.com))

**Section 1: Instructions to Offerors**

1. **Introduction**: USAID/Pakistan Climate Smart Agriculture (CSA) activity is part of the U.S.-Pakistan "Green Alliance" aims to increase agricultural productivity and incomes sustainably in Pakistan. The Climate Smart Agriculture Activity aligns with USAID’s goals of inclusive economic growth, gender equity, and environmental stewardship. We need contracting services to install a glass partition and ceiling in our new office located in F-8 Markaz, Islamabad. The purpose of this RFQ is to solicit quotations for these services.

Offerors are responsible for ensuring that their offers are received by the company in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

1. **Offer Deadline and Protocol**: Offers must be received no later than October 25, 2024, local Islamabad time on 5:00 PM in sealed envelope address to Procurement Department, The Kaizen-A Tetra Tech Company, 3rd Floor, Hotel De Palazzo, E-11/3 Markaz, Islamabad, Pakistan with a subject line: **RFQ-KZN-CSA-2024-0005: Procurement of Ceiling work & Glass Work**. Email quotation will not be accepted.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of the company.

1. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 3:00 PM local Islamabad time on October 21, 2024 by email to [procurementcsa@tetratech.com](mailto:procurementcsa@tetratech.com) with a subject line: **Q&A - RFQ-KZN-CSA-2024-0005:** **Procurement of Ceiling work & Glass Work**. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that the company believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by the company will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of the company, or any other entity should not be considered as an official response to any questions regarding this RFQ.

1. **Specifications**: Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate at 240V, 50Hz.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

1. **Quotations**: Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Pakistani Rupees. Offers must remain valid for not less than (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

* Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
* Individuals responding to this RFQ are requested to submit a copy of their identification card.

1. **Delivery**: The delivery location for the items described in this RFQ is in F-8, Islamabad. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
2. **Source/Nationality/Manufacture**: All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code** 937 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](https://www.ecfr.gov/cgi-bin/text-idx?SID=08ebdb764a062414feccba5748b6de5d&mc=true&node=pt22.1.228&rgn=div5). The cooperating country for this RFQ is Pakistan.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.”

1. **Warranty**: N/A.
2. **Taxes and VAT**:

The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in Pakistan. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of Pakistan.

1. **GST Compliance:** The project is eligible for a sales tax exemption. GST amount will be withheld, an exemption letter will be provided within 100 days upon receipt of the invoice. If the exemption letter is not provided within this timeframe, the withheld GST amount will be paid upon receipt of GST payment allowability from USAID.
2. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity ID number if selected to receive an award in response to this RFQ valued greater than or equal to USD$30,000 (or equivalent in other currency).

* The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
* As part of this transition, the DUNS Number has been removed from SAM.gov.
* Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
* Existing registered entities can find their Unique Entity ID by following the steps [here](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254).
* New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

1. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. The Kaizen Company (Tetra Tech Inc. Subsidiary) will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
2. **Evaluation and Award**: Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity ID number if selected to receive an award in response to this RFQ valued greater than or equal to USD$30,000 (or equivalent in other currency).

* The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
* As part of this transition, the DUNS Number has been removed from SAM.gov.
* Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
* Existing registered entities can find their Unique Entity ID by following the steps [here](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254).
* New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Pre-Selection Criteria:

1. PASS/FAIL: Offeror must have valid NTN and STRN.
2. PASS/FAIL: Offeror nature of business relates to Renovation/construction (as NTN principal activity)
3. Firm must be registered with Pakistan Engineering Council (PEC).
4. PASS/FAIL: Organization must have work experience of 5 years of similar work (Period will be count from registration document). Please provide 3 completion reports/certificates of similar nature work Missing documents or less than 3 assignments will be treated as disqualified).

*Offeror’s meeting the PASS/Fail will be evaluated on below criteria.*

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. The company reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely on the basis of these original quotations. However, the company reserves the right to conduct any of the following:

* The company may conduct negotiations with and/or request clarifications from any offeror prior to award.
* While preference will be given to offerors who can address the full technical requirements of this RFQ, the company may issue a partial award or split the award among various suppliers, if in the best interest of the Climate Smart Agriculture (CSA) Activity.
* The company may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the Climate Smart Agriculture (CSA) Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. The Kaizen Company (A Tetra Tech Company), at its sole discretion, will make a final decision on the protest for this procurement.

1. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way oblige the company, the Climate Smart Agriculture (CSA) Activity, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to the company’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

1. The company’s standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
2. Any award resulting from this RFQ will be a firm fixed price, in the form of a purchase order.
3. No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
4. Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
5. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
6. The title to any goods supplied under any award resulting from this RFQ shall be passed to the company following delivery and acceptance of the goods by the company. The risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to company.

**Section 2: Offer Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

□ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

□ Official quotation, including specifications of offered equipment (see Section 3 for example format)

□ Copy of offeror’s registration or business license (PEC certificate) (see Section 1.5 for more details)

**Section 3: Specifications and Technical Requirements**

*The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to The Kaizen Company (Tetra Tech Inc. Subsidiary).*

|  |  |
| --- | --- |
| ***Reference*** | **RFQ-KZN-CSA-2024-0005: Procurement of Fall Ceiling & Glass work** |
| ***Issue Date*** | ***October 18, 2024*** |
| ***Closing Date*** | ***October 25, 2024 – 5:00 PM*** |
| ***Price Validity*** | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please provide this information* |
| ***Delivery Period of items*** | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please provide this information* |
| ***NTN*** |  |
| ***STRN*** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BILL OF QUANTITIES** | | | | | |
| **Item No** | **Description** | **Unit** | **Qty** | **Unit Price** | **Total Amount** |
|  | **Glass Partition with frost paper** |  |  |  |  |
| 1 | Supply & fixing of 12 mm tempered Guardian/Ghani glass fix Glass partition including cost of Polishing, 3mm thick , 4" wide aluminum channels on all sides, Earth quake resistive fixing system to slab, 3M ballistic paper" on one side and Frost paper on other side, filling of silicon sealant in gaps between glass to glass & glass to wall or where ever required, complete with all accessories to complete the installation, complete in all aspects | Sft | 1323.31 |  |  |
|  | **Glass Door with frost paper** |  |  |  |  |
| 2 | Supply & fixing of 12 mm tempered Guardian/Ghani glass double Side Swing door including cost of Polishing, 3mm thick , 4" wide aluminum channels on all sides,Earth quake resistive fixing system to slab, 3M ballistic paper" on one side and Frost paper on other side, with with GCC HYDRAULIC PATCH FITTING HGT 100, GCC Patch fitting (GT20 & GT 40 , from Protek devices on top of each door shutter, filling of silicon sealant in gaps between glass to glass & glass to wall or where ever required, this includes the cost of Door Knobs / handles & locks as per drawings and attached pictures, screws & rawal plugs , locks, door stoppers etc. complete with all accessories to complete the installation | Sft | 307.5 |  |  |
| 3 | Supply & fixing of 12 mm tempered Guardian/Ghani glass sliding door including cost of Polishing, 3mm thick , 4" wide aluminum channels on all sides, Earth quake resistive fixing system to slab, 3M ballistic paper" on one side and Frost paper on other side, with GCC HYDRAULIC SLIDING PATCH FITTING, from Protek devices on top of each door shutter, filling of silicon sealant in gaps between glass to glass & glass to wall or where ever required, this includes the cost of Door Knobs / handles & locks as per drawings and attached pictures, screws & Rawal plugs , locks, door stoppers etc. complete with all accessories to complete the installation, complete in all aspect | Sft | 40 |  |  |
|  | **Dampa False Ceiling** |  |  |  |  |
| 4 | Supplying and Fixing of Aluminum Dampa False Ceiling 24"x24", 0.7 mm thick including holes for light, Fans, fitting aluminum best quality tees ,Angles Minimum depth of wire is 7' with 5mm thickness Complete in all aspect | Sft | 3737.3512 |  |  |
|  | **Window Blinds** |  |  |  |  |
| 5 | Provide and fixing in position Vertical double ply imported fabric Roller blinds of desired shade and color fabricated by "The Protectors", Made in selected color and shade, includes all screws, Rawal plugs etc. required for fixing and accessories, complete in all aspects | Sft | 2024.693 |  |  |
|  | **Cabinets** |  |  |  |  |
| 6 | Providing and fixing Filing Cabinets 15" deep including 3/4" thick boxing and shelves, 2"x1.5" wooden frame, brass fitting, drawers, locking arrangement, magnet catcher, handles, internal bolts including painting. (Al Noor or Equivalent High Density Fiber sheet 3/4" (19mm) thick Shutters and shelves and back with 3/4" thick laminated veneer board) | Sft | 541.6 |  |  |
| 7 | Providing and fixing Floor Cabinets 12" deep including 3/4" thick boxing and shelves, 2"x1.5" wooden frame, drawers, brass fitting, locking arrangement, magnet catcher, handles, internal bolts including painting. (Al Noor or Equivalent UV High Density sheet 3/4" (19mm) thick Shutters and shelves and back with 3/4" thick laminated veneer board) | Sft | 25.5 |  |  |
| 8 | Providing and fixing Floor Cabinets 24" deep including 3/4" thick boxing and shelves, 2"x1.5" wooden frame, drawers, brass fitting, locking arrangement, magnet catcher, handles, internal bolts including painting. (Al Noor or Equivalent UV High Density sheet 3/4" (19mm) thick Shutters and shelves and back with 3/4" thick laminated veneer board) | Sft | 55 |  |  |
|  | **Partition Walls** |  |  |  |  |
| 9 | Providing and fixing of Gypsum dry board (12 mm) wall 4" thick with 2''×2"×1mm GI channel at 2' c/c vertically and 4' c/c horizontally clad with 12mm thick gypsum board sheet on both sides. inner gaps to be filled with mineral wool insulation, complete with cutting holes and installing back boxes, conduits, water supply pipes and other services, with all hardware accessories, and compound filling of joints with fabric tape complete in all aspect | Sft | 424.1 |  |  |
|  | **Wooden Door** |  |  |  |  |
| 10 | Providing, fabricate and fixing of Fancy type Wooden Door 1.5" thick made of Deodar wood, Side Pillars box type frame of 2"x2" deodar wooden batten, MDF sheet 3/4" thick on Top of frame and 1" x 1.5" deodar wooden strip on Top of MDF sheet including Polishing, architrave, handles, all required fittings i.e. hinges, handles, locks bolts complete in all aspects | Sft | 80 |  |  |
|  | **Sub Total in PKR** | | | |  |
|  | **Sales Tax (%)** | | | |  |
|  | **Total Amount** | | | |  |

***Note: Vendor must Quote only Single Option against Each line Item, more than 1 option will not be considered in the evaluation process.***

***Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected.***

Delivery time (after receipt of order): calendar days

Length of warranty on offered equipment: years

Location of service center(s) for after-sales service, including warranty repair:

**Section 4: Offer Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: Climate Smart Agriculture Activity (CSA)

Reference: RFQ No. **RFQ-KZN-CSA-2024-0005: Procurement of Fall Ceiling & Glass Work**

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any The Kaizen Company (Tetra Tech Inc. Subsidiary) or CSA project staff members.
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to the company prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Company UEI Number:

Does the company have an active bank account (Yes/No)?

Official name associated with bank account (for payment):

**ANNEX A: Measurement Sheet:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Measurement sheet** | | | | | | | |
| **S. No** | **Description** | **No** | **Length** | **Width** | **Height** | **Total** | **Unit** |
| **1** | **Fixed Partition** |  |  |  |  |  |  |
|  | General Office | 1 | 12.25 |  | 10 | 122.5 |  |
|  | Conference Room | 1 | 29.16 |  | 10 | 291.6 |  |
|  | Corridor | 1 | 8.667 |  | 10 | 86.67 |  |
|  | Security Office | 1 | 8.25 |  | 10 | 82.5 |  |
|  | Mel Office | 1 | 9.25 |  | 10 | 92.5 |  |
|  | Digital Spec | 1 | 9.17 |  | 10 | 91.7 |  |
|  | Tech Office | 1 | 10.5 |  | 10 | 105 |  |
|  | IT Room | 1 | 5.667 |  | 10 | 56.67 |  |
|  | D.COP Office | 1 | 13.25 |  | 10 | 132.5 |  |
|  | COP Office | 1 | 23.25 |  | 10 | 232.5 |  |
|  | DFO Office | 1 | 20.167 |  | 10 | 201.67 |  |
|  | General Office | 1 | 9 |  | 10 | 90 |  |
|  |  |  |  |  |  |  |  |
|  | **D/d Doors** |  |  |  |  |  |  |
|  | General Office | 1 | 3 |  | 7 | 21 |  |
|  | Conference Room | 1 | 3 |  | 7 | 21 |  |
|  | Corridor | 1 | 5 |  | 7 | 35 |  |
|  | Security Office | 1 | 3 |  | 7 | 21 |  |
|  | Mel Office | 1 | 3 |  | 7 | 21 |  |
|  | Digital Spec | 1 | 3 |  | 7 | 21 |  |
|  | Tech Office | 1 | 3 |  | 7 | 21 |  |
|  | IT Room | 1 | 2.5 |  | 7 | 17.5 |  |
|  | D.COP Office | 1 | 3 |  | 7 | 21 |  |
|  | COP Office | 1 | 3 |  | 7 | 21 |  |
|  | DFO Office | 1 | 3 |  | 7 | 21 |  |
|  | General Office | 1 | 3 |  | 7 | 21 |  |
|  |  |  |  |  | **Total** | **1323.31** | **Sft** |
|  |  |  |  |  |  |  |  |
| **2** | **12mm Glass Swing Door** |  |  |  |  |  |  |
|  | General Office | 1 | 3 |  | 7 | 21 |  |
|  | Conference Room | 1 | 3 |  | 7 | 21 |  |
|  | Corridor | 1 | 5 |  | 8 | 40 |  |
|  | Security Office | 1 | 3 |  | 7 | 21 |  |
|  | Mel Office | 1 | 3 |  | 7 | 21 |  |
|  | Digital Spec | 1 | 3 |  | 7 | 21 |  |
|  | Tech Office | 1 | 3 |  | 7 | 21 |  |
|  | IT Room | 1 | 2.5 |  | 7 | 17.5 |  |
|  | D.COP Office | 1 | 3 |  | 7 | 21 |  |
|  | COP Office | 1 | 3 |  | 7 | 21 |  |
|  | Working Area Door | 1 | 5 |  | 8 | 40 |  |
|  | DFO Office | 1 | 3 |  | 7 | 21 |  |
|  | General Office | 1 | 3 |  | 7 | 21 |  |
|  |  |  |  |  | **Total** | **307.5** | **Sft** |
|  |  |  |  |  |  |  |  |
| **3** | **12mm Glass Sliding Door** |  |  |  |  |  |  |
|  | Corridor | 1 | 5 |  | 8 | **40** | **Sft** |
|  |  |  |  |  |  |  |  |
| **4** | **Dampa False Ceiling** |  |  |  |  |  |  |
|  | General Office | 1 | 12.16 | 12.16 |  | 147.8656 |  |
|  | Conference Room | 1 | 15.16 | 10.16 |  | 154.0256 |  |
|  | Working Area | 1 |  |  |  | 390.96 |  |
|  | Security Office | 1 | 9 | 8 |  | 72 |  |
|  | Mel Office | 1 |  |  |  | 95.5 |  |
|  | Digital Spec | 1 |  |  |  | 110 |  |
|  | Tech Office | 1 |  |  |  | 123 |  |
|  | IT Room | 1 |  |  |  | 53 |  |
|  | D.COP Office | 1 |  |  |  | 130 |  |
|  | COP Office | 1 |  |  |  | 127 |  |
|  | Working Area | 1 |  |  |  | 642 |  |
|  | DFO Office | 1 |  |  |  | 98 |  |
|  | General Office | 1 |  |  |  | 98 |  |
|  | Corridor | 1 |  |  |  | 536 |  |
|  | Staff Working Area | 1 |  |  |  | 388 |  |
|  | Main Conference Room | 1 |  |  |  | 572 |  |
|  |  |  |  |  | **Total** | **3737.351** | **Sft** |
|  |  |  |  |  |  |  |  |
| **5** | **Frost Paper** |  |  |  |  |  |  |
|  | General Office | 1 | 12.25 |  | 10 | 122.5 |  |
|  | Conference Room | 1 | 29.16 |  | 10 | 291.6 |  |
|  | Corridor | 1 | 8.667 |  | 10 | 86.67 |  |
|  | Security Office | 1 | 8.25 |  | 10 | 82.5 |  |
|  | Mel Office | 1 | 9.25 |  | 10 | 92.5 |  |
|  | Digital Spec | 1 | 9.17 |  | 10 | 91.7 |  |
|  | Tech Office | 1 | 10.5 |  | 10 | 105 |  |
|  | IT Room | 1 | 5.667 |  | 10 | 56.67 |  |
|  | D.COP Office | 1 | 13.25 |  | 10 | 132.5 |  |
|  | COP Office | 1 | 23.25 |  | 10 | 232.5 |  |
|  | DFO Office | 1 | 20.167 |  | 10 | 201.67 |  |
|  | Working Area Door | 1 | 5 |  | 8 | 40 |  |
|  | General Office | 1 | 9 |  | 10 | 90 |  |
|  |  |  |  |  | **Total** | **1625.81** | **Sft** |
|  |  |  |  |  |  |  |  |
| **6** | **Curtains** |  |  |  |  |  |  |
|  | General Office | 1 | 21.166 |  | 11 | 232.826 |  |
|  | Conference Room | 1 | 15 |  | 11 | 165 |  |
|  | Security Office | 1 | 9.16 |  | 11 | 100.76 |  |
|  | Mel Office | 1 | 13.5 |  | 11 | 148.5 |  |
|  | Digital Spec | 1 | 9.16 |  | 11 | 100.76 |  |
|  | Tech Office | 1 | 10.5 |  | 11 | 115.5 |  |
|  | IT Room | 1 | 15.75 |  | 11 | 173.25 |  |
|  | D.COP Office | 1 | 13.16 |  | 11 | 144.76 |  |
|  | COP Office | 1 | 16.667 |  | 11 | 183.337 |  |
|  | Corridor | 1 | 8 |  | 11 | 88 |  |
|  | " | 1 | 6 |  | 11 | 66 |  |
|  | DFO Office | 1 | 6 |  | 11 | 66 |  |
|  | General Office | 1 | 7 |  | 11 | 77 |  |
|  | Main Conference Room | 1 | 20 |  | 11 | 220 |  |
|  |  | 1 | 13 |  | 11 | 143 |  |
|  |  |  |  |  | **Total** | **2024.693** | **Sft** |
| **7** | **Filing Cabinets** |  |  |  |  |  |  |
|  | Working Area | 1 | 8.75 |  | 10 | 87.5 |  |
|  | " | 1 | 5.5 |  | 10 | 55 |  |
|  | General office | 1 | 4 |  | 10 | 40 |  |
|  | Staff Working area | 1 | 15.16 |  | 10 | 151.6 |  |
|  | DFO Office | 1 | 1.5 |  | 10 | 15 |  |
|  | Conference Room | 1 | 2.25 |  | 10 | 22.5 |  |
|  | " | 1 | 7.75 |  | 10 | 77.5 |  |
|  | COP Office | 1 | 3.75 |  | 10 | 37.5 |  |
|  | Workstation | 1 | 5.5 |  | 10 | 55 |  |
|  |  |  |  |  | **Total** | **541.600** | **Sft** |
|  |  |  |  |  |  |  |  |
| **8** | **Floor Cabinets** |  |  |  |  |  |  |
|  | Conference Room | 1 | 8.5 |  | 3 | **25.5** | **Sft** |
|  |  |  |  |  |  |  |  |
| **9** | **Filing Floor Cabinets** |  |  |  |  |  |  |
|  | Working Area | 1 | 5.5 |  | 10 | 55 |  |
|  |  |  |  |  | **Total** | **55** | **Sft** |
|  |  |  |  |  |  |  |  |
| **10** | **Gypsum Board walls** |  |  |  |  |  |  |
|  | General Office | 1 | 12 |  | 10 | 120 |  |
|  | Security Office | 1 | 8 |  | 10 | 80 |  |
|  | Digital Spec office | 1 | 12.25 |  | 10 | 122.5 |  |
|  | COP Office | 1 | 10.16 |  | 10 | 101.6 |  |
|  |  |  |  |  | **Total** | **424.1** | **Sft** |