



INVITATION FOR QUOTATION / REQUEST FOR PROPOSAL

Subject: *Office Interior Design and Construction*

To: Interior Design and Construction Companies

Our organization is in the process of relocating to a new office and is seeking a qualified contractor to provide interior design and construction services that meet our operational and functional needs. We kindly invite your company to submit a proposal for this service package, with details as follows:

1. General information about the new office

- **Address:** Rooms 202 & 203, 2nd Floor, Building B4, Van Phuc Diplomatic Compound, 298 Kim Ma Street, Ngoc Ha Ward, Hanoi.
- **Total area:** Approximately 150 m², consisting of two connected apartments (including balconies).
- **Current condition:** Laminate flooring; existing kitchen and restroom with basic fixtures; basic electrical, lighting, water, and air-conditioning system. Windows and balcony doors are aluminum and glass; main and internal doors are solid wood. The building owner will repaint the walls, ensure that each room has one air conditioner, replace the curtains, clean the window and balcony door systems, replace all the glass in the windows and balcony doors, repaint the wooden doors and cabinet system in the kitchen, remove the existing lighting system and replace it with office-style fluorescent fixtures, remove the old sanitary fixtures from the area designated for the storage room, and install a gypsum partition wall between the kitchen and the small office.

2. Scope of work

Your company is invited to survey the site and submit a proposal including:

2.1 Layout design:

- Propose a functional and efficient office layout for an area of 150 m².
- Functional areas should include:
 - + **Director's office (balcony view, soundproof, frosted glass and door):** Reuse existing furniture (if possible) and add guest seating (sofa and coffee table) if space allows. No lock or password is required for the Director's office door.
 - + **RAF's office (natural light, soundproof):** Reuse existing furniture (including desk, chair and office filing cabinet (if possible). No lock or password is required for the RAF's office door.



+) **Reception area:** The space must be arranged to fully accommodate: a reception desk and guest waiting chairs (new purchase), one existing document cabinet, background decoration following the organization's latest brand identity (new design), and one shelf/display cabinet for project materials and communication products.

+) **Meeting room (12 people):** Currently unfurnished.

+) **Meeting room (4 people):** Existing furniture can be reused or replaced with new items if needed to fit the design.

+) **Working area for 6 staff (technical team):** Existing furniture can be reused or replaced with new items if needed to fit the design.

+) **Working area for 2 staff (remaining experts):** Can be arranged flexibly in another area if needed; reuse existing furniture or replace with new items if needed to fit the design.

+) **Workstation for 1 accountant:** Existing furniture can be reused or replaced with new items if needed to fit the design.

+) **Pantry:** Keep current setup.

+) **Restrooms:** The building management will remove the bathtubs, clean and replace sanitary equipment. The contractor may provide recommendations on maintaining or replacing fixtures if necessary.

+) **Storage room:** To be converted from a small restroom; requires new shelving and cabinets...

+) **Other equipment:** Printers, refrigerator, water dispenser, fans, etc., to be arranged appropriately.

- The design should optimize natural light and ensure a professional, comfortable, and friendly workspace.

2.2 Interior design concept:

- The interior design should align with the organization's latest brand identity. Here is the attached reference link: [Brand palette and visual guidelines for new Vietnam Office](#)
- Prioritize simplicity, modernity, elegance, and cost efficiency.

2.3 Construction (for selected contractor):

- Provide detailed cost estimates (materials, labor, timeline, warranty, etc.).
- Ensure quality construction and adherence to schedule.



2.4 Reuse of existing furniture and equipment (if possible):

- Dismantle and transport existing furniture and equipment from the current office to the new location.
- Reassemble and arrange them appropriately (desks, cabinets, electrical equipment, etc.).
- A list of existing items will be provided during the site visit.

3. Required Documents

Your bilingual (Vietnamese–English) proposal should include:

- Preliminary layout design (printed in A3 size).
- Detailed cost quotation for each component (design, construction).
- Proposed construction timeline.
- Company profile (including similar projects and contact details).
- Warranty and maintenance policy (if available).

4. Submission deadline and method

- **Deadline:** Before **5:00 PM, January 15th, 2026**

- **Submission method:**

The Technical Proposal may be submitted via email to: **bloom@socodevi.org**

The Financial Proposal (Price Quotation) must be sealed and clearly labeled with the company's name, address, and contact number. **Submission address: Room 301, 3rd Floor, UDIC Complex Building, N04 Hoang Dao Thuy Street, Yen Hoa Ward, Hanoi.**

After reviewing all proposals, our organization will shortlist and invite the most suitable company for a presentation and further discussion before final selection. All submitted documents and design concepts will be treated as confidential and used solely for evaluation purposes.

5. Contact Information

For inquiries or to arrange a site visit, please contact via email: **bloom@socodevi.org**.

We sincerely appreciate your interest and look forward to your participation.

Sincerely,

Socodevi