

# REQUEST FOR PROPOSALS

**AMK Microfinance Institution** is one of Cambodia's leading microfinance-deposit taking institutions, with over 500,000 clients and over 3,500 staff across 143 branches. As part of its growth and expansion, AMK is initiating a project to fit out its new head office building, a modern 17-storey building with a floor space of over 8,000m<sup>2</sup>.

To ensure the success of this project, AMK Microfinance Institution PLC seeks to engage a qualified firm or qualified firms to perform a range of services, including interior design fit out and MEP, ELV Work, and façade building.

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<b>RFP Name</b>	<b>:</b>	<b>Build Façade, Fit out, MEP and Interior Design</b>
<b>Location</b>	<b>:</b>	<b>St.271, Sangkat Boeng Tumpun1, Phum Chamreun phal, Khan Mean Chey, Phnom Penh</b>
<b>Closing Date</b>	<b>:</b>	<b>31 August 2025</b>

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## Objectives:

The objective is to transform the new Head Office into a high-functioning, aesthetically cohesive environment that supports brand identity, enhances employee productivity, and ensures long-term adaptability. This includes:

- To offer multiple interior design options (fit out, and MEP) for AMK Commission's selection, ensuring flexibility and alignment with project goals.
- To deliver comprehensive MEP design solutions that ensure efficiency, sustainability, and compliance with local regulations.
- To provide innovative interior design concepts that align with the AMK's branding and functional requirements.
- To prepare a detailed BOQ to facilitate accurate budgeting and procurement.
- Provide comprehensive design and technical documentation such as, architectural and engineering plans, include As-built layout, proposed designed, MEP (Mechanical, Electrical, Plumbing, ELV work (Layouts, Fire and life safety schemes and 3 visualization /mood board and diagram).
- Provide support as the primary point of contact to address any inquiries from stakeholder
- To execute fit out works for Interior and Exterior as per agreed BOQ, architectural drawings, and 3D designs.
- To ensure compliance with local building codes and regulations.
- Carry out and proceed with all work permitted with the authority related to project.
- To build façade as per design drawing, 3D drawing plan and BOQ
- To execute installation of joinery work, MEP, ELV per agreed drawing plan and BOQ.

## Scope Of Work:

### **a. MEP Design**

- Conduct site assessments to understand existing conditions
- Develop schematic designs for HVAC, electrical, plumbing, and fire protection systems.
- Perform load calculations and system sizing.
- Coordinate with other disciplines to ensure integrated design solutions.
- Prepare detailed drawings and specifications for Fit out work.

### **b. Fit Out Design**

- Develop conceptual design options for interior spaces, including layout, finishes, and furnishings.
- Provide design options for the building's interior, considering aesthetics and functionality.
- Ensure designs comply with local building codes and accessibility standards.
- Collaborate with the AMK team to refine design choices and selections.
- The contractor shall chair or attend all Project team meetings/conference calls as required and prepare respected records/minutes if required.
- Update and present the project schedule highlighting all major design activities and milestone dates to ensure the project remains on track.

### **c. Extra Low Voltage systems**

- Network CCTV Surveillance System
- Intrusion Detection System

- Access Control System

#### **d. BOQ Preparation**

- Prepare a comprehensive BOQ based on the approved designs, including but not limited to unit rates and quantities for all items, spec, model, dimension, etc.
- Ensure accuracy and completeness to facilitate transparent procurement processes.

#### **e. Design Options**

- Present multiple design options for key areas (e.g., receptionist area, working space, meeting rooms, banking hall area, AMK senior management rooms, AMK's Museum, Seminar room, Board's room)
- Incorporate client feedback to refine and finalize design selections.

#### **f. Interior Fit Out**

- Demolition and removal
- Decoration work
- Partitioning, ceilings, wall finishes
- Flooring installation
- M&E systems (lighting, HVAC, fire safety)
- Joinery, millwork, furniture fit out
- Testing & Commissioning
- Fire Projection system
- Plumbing & Sanitary Works
- ELV System Work (including CCTV, Access Door, Alarm)

#### **g. Façade Build**

- Façade works, external finishes, painting: size of facade: W: 14.5m x H 59.4m = 861.3sqm
- Landscaping, paving, site hardscape
- Accessibility ramps, canopies, signage
- External lighting, waterproofing, external fixtures
- Material Selection for appropriate materials that meet aesthetic, functional, and sustainability.
- Fabrication and installation of façade elements, ensuring precision and quality.
- Project Management: Coordinating with stakeholders to ensure timely and efficient project execution
- To deliver the façade works within the agreed timeline.
- Review and understanding of the provided BOQ, required drawings plan, and 3D drawing Plan.
- Preparation of detailed shop drawings and fabrication details.
- Coordination with other AMK QA's consultants and stakeholders.
- Quality control and assurance measures.
- Compliance with safety standards and regulations.
- Provision of as-built drawings upon completion

#### **Deliverables:**

- Conceptual Design Phase: Preliminary design sketches, mood boards, and initial BOQ.
- Design Development Phase: Detailed drawings, specifications, and updated BOQ.
- Construction Documentation Phase: Finalized drawings, specifications, and complete BOQ.
- Project Schedule showing all design stage, submission stage, construction stage, and relocations in phases.
- Loading estimate, relevant calculations for M&E system
- Inception report
- Detailed design & technical drawings
- Bill of Quantities (BoQ) with cost of bid Price.
- HSE and quality control plans
- Tender documentation/manuals
- Completion certificates, O&M manuals
- Approved shop drawings and fabrication details.
- Material procurement and installation schedules.
- Quality control reports.
- As-built drawings and warranty documentation
- Provide manpower listing as well as technical team

## Qualifications and Requirements

### **a. Firm Registration and Licensing**

- **Legal Registration:** The firm must be legally registered in Cambodia such as a valid business license from the Ministry of Commerce, Tax registration, and other relevant authorities
- **Professional Certification:** The firm should possess the necessary certifications and licenses to operate in the fields of MEP (Mechanical, Electrical, and Plumbing) and interior/exterior design. This may include registration with the Board of Engineers Cambodia (BEC) or other pertinent professional bodies.
- **Registered Structural Engineer:** The firm should employ or collaborate with licensed structural engineers to ensure that all facade systems are designed and certified for safety and compliance with local building codes
- **Facade Engineering Expertise:** Specialized knowledge in facade engineering is essential. This includes understanding the behavior of materials, structural analysis, weather resistance, and integration with the building envelope

### **b. Experience and Track Record**

- **Relevant Experience:** The contractor should have a minimum of 5 years of experience in providing consultancy services for project fit-outs, specifically in MEP and design work.
- **Portfolio of Past Projects:** The contractor must provide a portfolio showcasing previous projects of similar scope and complexity. This should include project descriptions, client references, and outcomes achieved.

### **c. Technical Expertise**

- **Qualified Personnel:** The contractor should employ qualified professionals with expertise in MEP systems and design. This includes engineers and designers with relevant academic qualifications and professional experience.
- **Technical Capabilities:** The contractor should demonstrate proficiency in using industry-standard software and tools for design and project management, such as AutoCAD, Revit, and project scheduling tools.

### **d. Quality Assurance and Compliance**

- **Adherence to Standards:** The contractor must adhere to local building codes, safety regulations, and international standards in all aspects of the project.
- **Quality Control Processes:** The contractor should have established quality assurance and control procedures to ensure the delivery of high-quality services and outputs.

## Request for Proposal Submissions:

Interested parties are invited to contact [rfp@amkcambodia.com](mailto:rfp@amkcambodia.com) with the following details:

1. Details of which scope of work activities the contractor intends to provide services for (whether all services or a selection of the scope of works).
2. Company profile, including details of previously completed projects of a similar size and complexity
3. Details of the organization's registrations and licences as appropriate
4. Details of the organisation's capability and resources to deliver the project
5. Skills and experience of key technical staff and consultants engaged.

Suitably qualified contractors will be provided access to an information pack which contains:

- Façade detailed BOQ, architectural drawings, 3D designs and load estimation
- Architectural plans and detail structural elements and fixtures requirement by floor

Qualified contractors may subsequently wish to request to perform a site visit and briefing by no later than 23 August 2025.

The final proposal shall be submitted by **no later than 31 August 2025** either by:

- Sealed envelope addressed to “AMK New Head Office Commission” and delivered to Building 285, Yothapol Khemarak Phoumin Blvd. (271), Sangkat Tomnub teuk, Khan Boeng Keng Kang, Phnom Penh; or
- By email to [Procurement.bid@amkcambodia.com](mailto:Procurement.bid@amkcambodia.com)