

ANNEXURE A

SCOPE OF WORK

APPOINTMENT OF AN INTERIOR DESIGNER TO PROVIDE OFFICE DESIGN, SUPPLY FURNITURE, PLANTS, AND ART FITTINGS FOR THE EXECUTIVE OFFICE

1 INTRODUCTION

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Mineral Resources and Energy (DMRE). For more information on the company, you can visit our current website: www.cefgroup.co.za.

2 BACKGROUND AND OVERVIEW

CEF requires the services of interior designer to provide professional services and technical advice for the executive office design, furniture, and fittings implementation throughout the project until project close out. The requirement includes but not limited to determination of interior design of indoor plants and or pot plants, air quality control, provision of artwork (inclusive of framing), cost scenarios based on the needs including the services of a graphic designer.

The bidder must demonstrate corporate space planning design, furniture and fittings, artwork and glazing coverings experience including costing such projects in their profile with reference to their completed projects. The service provider will be expected to be able to partner other service providers that are necessary for this kind of a project to be successful. This project will be undertaken and delivered in five stages as articulated above, key outputs are: space analysis, solution design, acquisition of indoor office plants including delivery, and cost scenarios for acquisition and implementation.

3 DELIVERABLES

- 3.1 The following deliverables will be expected for the duration of the contract period:
 - a) Interior Decoration of the Executive's Office in line with CEF's corporate branding.

- b) Review of the existing CEF paintings, reframing of the paintings on agreed customised frames that blend with the new look and feel of the CEF office.
- c) Allocation of indoor plants in line with the proposed Space Plan
- d) Preparation of a design model for the above work for approval by CEF prior to implementation.
- e) Implementation of all approved works packages.

3.2 High level Bill of Quantity for Interior Designer

No	Description	Unit	Qty	Rate	Total
	Interior decorating and graphic designer work				
1	Graphic design and including application of computerised design model to indicate new office design, furniture, and fittings.	No	1		
2	Interior design planning of plant location, sizing, and high-performance air quality selection of plants.	No	1		
	Picture or Portrait framing including glazed cover to frame, and hanging to wall as per interior decorator				
3	To office, size to be confirmed by interior decorator	No	1		
4	Extra over for sized high-definition print quality picture	No	1		
	Provision of office furniture				
5	Review of current furniture and relocation according to best practise space norms, all proposals to be indicated on drawing for illustration, actual proposed fittings to be ergonomic and provided at presentation level of technical evaluation. This excludes cabinets and working desk.	Item	1		
	SUBTOTAL				