

## TERMS OF REFERENCE (TOR)

### Project Title:

Renovation of Lycée Français International de Bangkok Canteen Dining Hall

### 1. Introduction

The Lycée Français International de Bangkok is seeking a qualified and experienced Design Consultant (individual or firm) to lead the renovation of its existing school canteen dining hall area. Each day, the canteen serves lunch to approximately 900 students from grades 1 to 12 and plays a vital role in providing nutritious and affordable meals in a welcoming environment.

### 2. Project Objectives

The primary objectives of this project are to:

- Modernize and upgrade the canteen's dining hall facilities. This includes improving the overall aesthetics, functionality, and flow of the space.
- Enhance the dining experience. Create a more comfortable, enjoyable, and efficient dining experience for students and staff.
- Improve hygiene and food safety standards. Ensure compliance with all relevant health and safety regulations.
- Optimize space utilization. Maximize the efficiency of the canteen layout to accommodate the school's growing population.
- Incorporate sustainable design principles. Promote environmentally friendly practices and resource efficiency.

### 3. Scope of Work

The Design Consultant will be responsible for the following:

- **Site Assessment:** Conduct a thorough assessment of the existing canteen, including its infrastructure, equipment, and surrounding environment.
- **Needs Analysis:** Consult with school administration, staff, and students to understand their needs and preferences for the renovated canteen.
- **Conceptual Design:** Develop creative and functional design concepts that address the project objectives and incorporate stakeholder feedback.

- **Detailed Design:** Produce detailed architectural and interior design plans, including floor plans, elevations, sections, and specifications for all finishes, fixtures, and equipment.
- **Regulatory Compliance:** Ensure that all design plans comply with relevant building codes, health and safety regulations, and accessibility standards.
- **Cost Estimation:** Provide preliminary cost estimates for the renovation project.
- **Tender Documentation:** Prepare tender documents, including drawings and specifications, for the selection of a qualified contractor.

#### 4. Deliverables

The Design Consultant will deliver the following:

- **Site Assessment Report:** A comprehensive report documenting the existing conditions of the canteen.
- **Needs Analysis Report:** A summary of stakeholder consultations and identified needs.
- **Conceptual Design Presentation:** A presentation of design concepts with visualizations and explanations.
- **Detailed Design Drawings:** A complete set of architectural and interior design drawings.
- **Specifications Document:** Detailed specifications for all materials, finishes, fixtures, and equipment.
- **Cost Estimate Report:** Preliminary cost estimates for the renovation project.
- **Tender Documents:** A complete set of tender documents for contractor selection.

#### 5. Consultant Qualifications

The ideal Design Consultant will possess the following qualifications:

- Be a Thai registered design consulting company, with at least 3 years of operation and at least 1 million THB in capital.
- Demonstrate experience in at least 3 similar projects designing and renovating dining spaces, preferably in educational settings within the last 5 years.

## 6. Timeline

The anticipated timeline for this project is as follows:

### Design Tender Phase:

- Design Consultant Tender Commencement: Wednesday 29 January 2025
- Site Visit, Explanation of Needs and Q&A: Monday 3 February 2025 (at 13:00)
- In-person Presentation of Proposals by Companies: Thursday 12 February 2025
- Design Consultant Award: Friday 14 February 2025

### Design Phase:

- Project Kick-off: After the Awards
- Concept Design Approval: Wednesday 5 March 2024
- Design Development Approval: Wednesday 19 March 2024
- Detailed Design and Tender Documentation Submission: Friday 11 March 2025

## 7. Evaluation Criteria

After the site visit, Bidders are invited to submit the following documentation:

### a. Commercial Proposal:

- **A detailed cost breakdown** for design services in Thai Baht (THB).

### b. Technical Proposal:

- **Design Approach and Methodology:** Describe your proposed approach and methodology for executing this project (maximum 2 A4 pages).
- **Design Vision:** Present your design vision, incorporating images, reference pictures, perspective sketches, and layouts (maximum 4 slides).

Proposals will be evaluated based on the following criteria:

- **Experience and qualifications:** Demonstrated experience in similar projects, particularly in educational settings.
- **Design approach and methodology:** Clarity and feasibility of the proposed design process.
- **Understanding of project objectives:** How well the proposal addresses the school's needs and goals.
- **Cost-effectiveness:** Value for money and feasibility of the proposed budget.

## 8. Payment Terms for Design Fees

- 20% upon signing of the agreement (Net 15)
- 30% upon approval of Concept Design (Net 15)
- 40% upon approval of Detailed Design (Net 15)
- 10% upon project handover or 1 year after Detailed Design approval, whichever comes first (Net 15)

## 9. Deliverables for Each Phase:

### Concept Design - Stage 1:

- Site survey report
- Three (3) concept options, including:
  - Layout plan
  - Perspective drawings
  - Reference images

### Concept Design - Stage 2:

- Scaled layout plan
- Scaled furniture plan
- Key sections and elevations at an appropriate scale
- Minimum five (5) perspective drawings
- MEP concept design
- Cost estimation (+/- 15%)

### Design Development:

- Updated deliverables from Concept Design stage
- Material board
- Furniture and décor selections with specifications
- Cost estimation (+/- 10%)

### Tender and Detailed Design:

- Complete set of architectural and interior design construction drawings
- Complete set of MEP engineering construction drawings
- Architectural element and interior design shopping list with specifications
- MEP engineering specifications documents
- Construction timeline
- Cost estimation

### Construction Stage :

The Design Consultant is responsible for:

- Providing design clarification to the contractor.
- Attending weekly site meetings and conducting site inspections during construction for a period of up to twelve (12) weeks (July – August 2025).
- Assisting and consulting the Owner on potential risks, design changes, and deviations during construction.



## 10. Submission of the Expression of Interest

Interested consultants are invited to submit their EOI to the School Manager via sealed envelope. The proposal should include:

- **Company Profile:** Information about the consultant's experience and qualifications.
- **Company Affidavit and KP 20**
- **Project organization chart and CVs of the main team members.**

**Note:** The selected consultant team will be invited for a site visit and to submit a detailed technical and commercial proposal.

## 11. Contact Information

For any inquiries regarding this TOR, please contact:  
Pradya Khemmasakyotin  
Facilities Manager  
pradya.k@lfib.ac.th  
096-603-1089

**Note:** Deliverables may be subject to adjustments based on further discussions and negotiations with the selected consultant.