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[enquiries@ktn-uk.org](mailto:enquiries@ktn-uk.org)  
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**KTN**

## **Office Redesign and Refurbishment - London**

### Request for Proposals

Prepared by:  
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## 1. Background

KTN exists to connect innovators with new partners and new opportunities beyond their existing thinking – accelerating ambitious ideas into real-world solutions.

Launched in August 2020, KTN's new brand identity and the release of our 5-year strategy has pathed the way for some excited changes. It is now time to make the required changes to the office space in which we work.

Our London office resides in the Business Design Centre.

## 2. Objectives

We would like this project to:

- Explore the current office space and consider more flexible working areas.
- Consider alternative furniture to make the space more flexible and also easily altered to cope with change e.g.
  - Current circumstances have meant we have had to adapt to social distancing
  - Future needs may require space for creative working, quiet zones etc.
- Work with our internal team to understand the needs and priorities for this office space.
- Consider appropriate storage spaces to accommodate hot desking.
- Consider storage for event supplies – accessible and aesthetically pleasing.
- Implement the agreed plans and changes

## 3. Scope of work

To reimagine the office space and produce accurate plans in which to upgrade the facilities. Work within our agreed timeframe and to our agreed budget. To project manage the implementation of all works.

We would like the work to be carried out as soon as possible with a view to re-opening this office in the coming months once restrictions begin to ease.



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#### 4. Timeline (proposed)

- |                                    |                             |
|------------------------------------|-----------------------------|
| • Proposal and Quotation Deadline  | Friday 26th March 2021      |
| • Office site visits               | Week comm Monday 15th March |
| • Design Completion and Agreement  | Week comm Monday 22nd March |
| • Invoice and pre-payment          | Week comm Monday 22nd March |
| • Work completion and contract end | Week comm Monday 24th May   |
| • Contract end                     | Wednesday 31 May 2021       |

#### 5. Budget

In the range of £20k - £30k

#### 6. Submission requirements

In response to this RFP, please provide the following information:

Company background

- Appropriate references and testimonials.

Approach

- Accurate timelines from design through to completion

Implementation

- Accurate timeline of work implementation
- Confirmation your team is able to physically carry out the work

Legal Information

- Professional insurances in place
- Partnerships or joint ventures with other organisations

Schedule of Rates



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- A proposed contract value, including a cost breakdown for all the deliverables detailed above. Prices and financial data must be provided in £ Sterling.

#### Additional Information

- Any additional services you could provide to enhance the project scope.

Service providers must submit an electronic copy (in PDF format) of their response to this RFP to [karen.souza@ktn-uk.org](mailto:karen.souza@ktn-uk.org) no later than 17:00 (GMT) on Friday 26th March.

## 7. Contract and Expiry Date

The work must commence immediately and is envisaged to conclude by end of May 2021.

The Contract will be awarded in accordance with a pricing proposal for the successful service provider. Payment will be dependent upon the successful delivery and approval by the KTN.

## 8. Principal Contact for the Request for Proposal

Please direct any questions or communications on this RFP to [karen.souza@ktn-uk.org](mailto:karen.souza@ktn-uk.org)

## 9. Terms and Conditions

This Request for Proposal is subject to “KTN’s Terms and Conditions of Contractor Engagement – Company Edition”, which can be provided separately.

All work must be carried out in line with our Health & Safety Policy and in line with government guidance on Covid-19 restrictions and social distancing.



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PROCUREMENT	Contract Ref:	Title	Date:	
1. Evaluation criteria - Price	KTNJK02	Office Re-design and Refurbishment	Price Excl VAT	Price: 40% Quality: 60%
2. Evaluation criteria - Quality		% Weighting (quality)	Score	Points
	2.1 Mandatory requirements			
	Satisfactory health & safety			
	Cybersecurity Plus accreditation			
	Other accreditation			
			PASS/FAIL	If score is FAIL, do not continue the evaluation
	2.2 Evaluation criteria			
	Previous relevant experience		25	
	Relevant skills of team		15	
	Project team structure		10	
	Understanding of proposed requirements		20	
	Methodology proposed		10	
	Legal aspects		10	
	Additional services		10	
Quality totals			100	0