



Call for Bidders: CTCF Office Setup

The CTI-CFF Regional Secretariat is delighted to invite applications from qualified and experienced contractors for the bidding process to establish the office for the Coral Triangle Conservation Trust Fund (CTCF), funded through the USAID Sustainable Coral Triangle Project.

Project Overview

The CTCF office setup project includes but is not limited to:

- **Office Design and Planning:** Development of a modern and ergonomic office layout that promotes productivity and well-being.
- **Construction and Renovation:** Necessary construction work to remodel existing spaces according to the new design.
- **Furnishing and Equipment:** Provision and installation of office furniture, technical equipment, and other essential supplies.
- **IT and Network Infrastructure:** Establishment of a robust IT and network infrastructure to support the office's technical needs.
- **Security and Accessibility:** Implementation of security measures and accessibility features to ensure a safe and inclusive environment.

Eligibility Criteria

- Proven experience in office setup projects, with a portfolio of previous work.
- Licenses and certifications relevant to construction, interior design, IT infrastructure, and other related fields.
- Financial stability and the ability to deliver the project within the allocated budget and timeframe.
- Commitment to sustainability and accessibility standards.

Submission Guidelines

Interested parties are invited to submit their applications, which should include:

- **Company Profile:** An overview of your company, including years in business, core competencies, and relevant certifications.
- **Portfolio of Previous Work:** Demonstrations of similar projects undertaken, highlighting your experience and success in office setup projects.
- **Proposed Project Plan:** A preliminary plan outlining your approach to the CTCF office setup, including timelines, budget estimates, and key milestones.
- **References:** Contact information for at least three references from past clients.

Applications must be submitted by **3 April 2024** All submissions should be sent electronically to **regional.secretariat@cticff.org** with the subject line "CTCF Office Setup Bid."

Selection Process

Submissions will be reviewed by our selection committee based on the following criteria:

- Alignment with project requirements and goals.
- Quality and relevance of previous work.
- Financial and operational capability to deliver the project.
- Innovation and sustainability considerations.

Shortlisted bidder may be invited for further discussions or presentations.

For any inquiries regarding the call for applications, please contact regional.secretariat@cticff.org

We look forward to receiving your applications and potentially working together to create an inspiring and efficient workspace for the CTCF.