



Request for Quotations

Turnkey Solution for Fraunhofer Portugal Offices

Dear Madams and Sirs,

Fraunhofer Portugal (hereafter FhP) is a non-profit, private institution dedicated to the promotion of applied research and development in Portugal, through the operation of research centres.

(for a more detailed information about FhP's activities, please consult www.fraunhofer.pt)

In order to install its first research center in Portugal, FhP has been granted with office space in Porto at the UPTEC¹ INCUBATOR building, currently under construction (location and site pictures in Annex I).

This space will be delivered to FhP by March 2009 in raw conditions, that is, the entire area allocated to FhP will only be exterior finishes ready.

Therefore, FhP wishes to request for quotations regarding a turnkey solution for its installation in these facilities, having in consideration the assumptions below:

Project characteristics:

- **Total net area of 1350m²**, to be exclusively dedicated to lab and office use divided according to the following table:

	Gross m ²	Net m ² *
2 nd floor	900	~600
1 st floor	900	~600
Subbasement	150	~150
Total	1950	~1350

* exclusively for office and lab use

¹ UPTEC – University of Porto Technology Park

- To be used by a staff of approximately 100 people (details of working areas in Annex II):

Type of function	#
Researcher / Scientist	40
PhD student	15
Student	35
Administrative	10
Total	100

- Strong emphasis in flexibility and scalability, due to the constantly changing demands and setups in projects being developed at FhP.
- FhP is open for suggestions regarding the office concept and on how the available space can be best used, as long as the design considers the technical requirements involved (details in Annex III).
- To be ready (turnkey solution) no later than end of June 2009. The solution includes the management of the implementation of all aspects of the project according to the requirements, which result from the acceptance of the proposed project.

Information to be included in the quotation:

- a. Initial sketch of the architectural concept for the interior;
- b. Estimate for the implementation timeframe of the project;
- c. Estimate of the implementation cost;
- d. List of references for architectural and project management of similar projects;
- e. Names and contacts of all persons responsible for the project. The project manager needs to be able to communicate in English language (oral and written);
- f. Legal binding offer for your work including information on the calculation of costs regarding time delays coming from explicit change-requests by FhP.

Project management requirements:

Management of all the implementation aspects of the project, including:

- a. Providing weekly information about project progress, in accordance to the defined implementation timeframe;
- b. The ability to respond to on demand meetings, if considered necessary by FhP;
- c. Proposal of sub-contractors (3 per task) and provision of information material to the sub-contractors in order for them to provide quotations;
- d. Assistance in the selection of sub-contractors;
- e. Fine-Planning of the project with the sub-contractors, delivery of final and detailed time table;
- f. All purchase and subcontracting procedures shall be “Código dos Contratos Públicos” compliant (FhP to give final information with quotation acceptance);
- g. Site acceptance tests and assistance in take over procedures;
- h. Providing all compiled documentation related to the project, including the one related to suppliers and subcontractors’ (Portuguese language);
- i. All communication, management of legal requirements and obligations, request for permissions, documentation and acceptance procedures with and for all public authorities that might be involved in order to operate the space as planned and for the intended use.
- j. Final delivery of the turn-key ready area.

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For any further clarifications, please contact us via e-mail (miguel.barbosa@fraunhofer.pt) or via telephone (220 408 300).

If needed, FhP is also available for a clarification meeting before the submittance of your quotation.

Fraunhofer Portugal expects all formal/binding proposals to be delivered in English, by e-mail until 09h00m of the 16-02-2009.

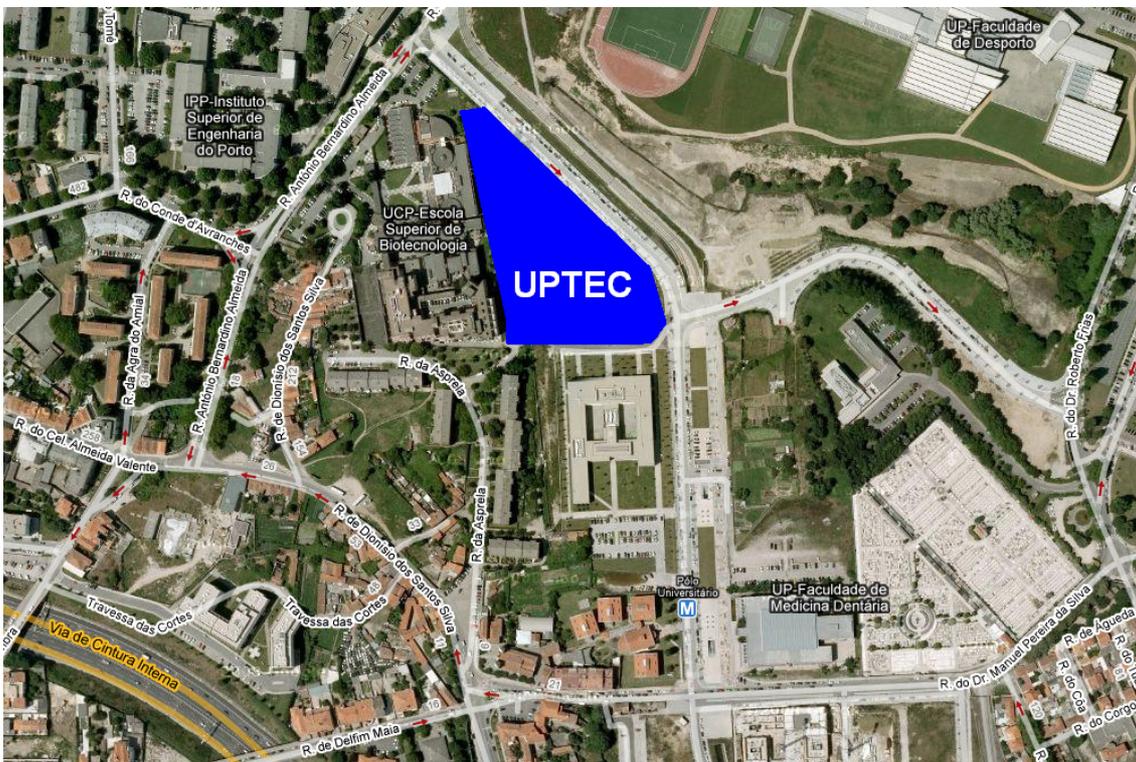
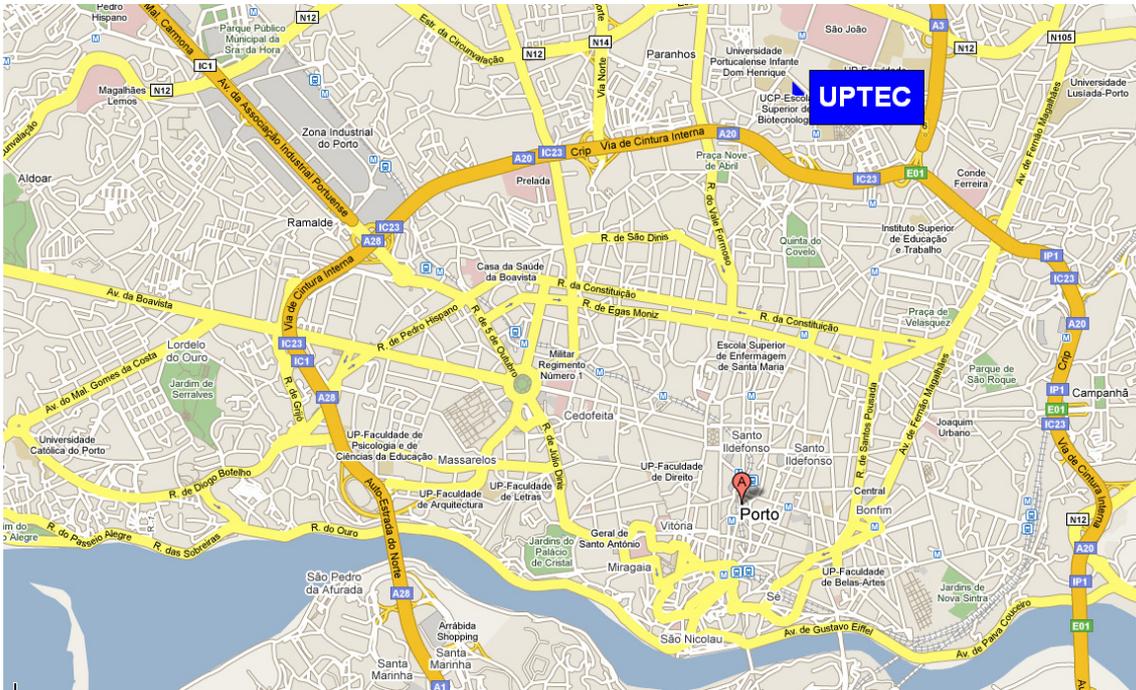
Please note that all formal/binding communications shall be made in English.

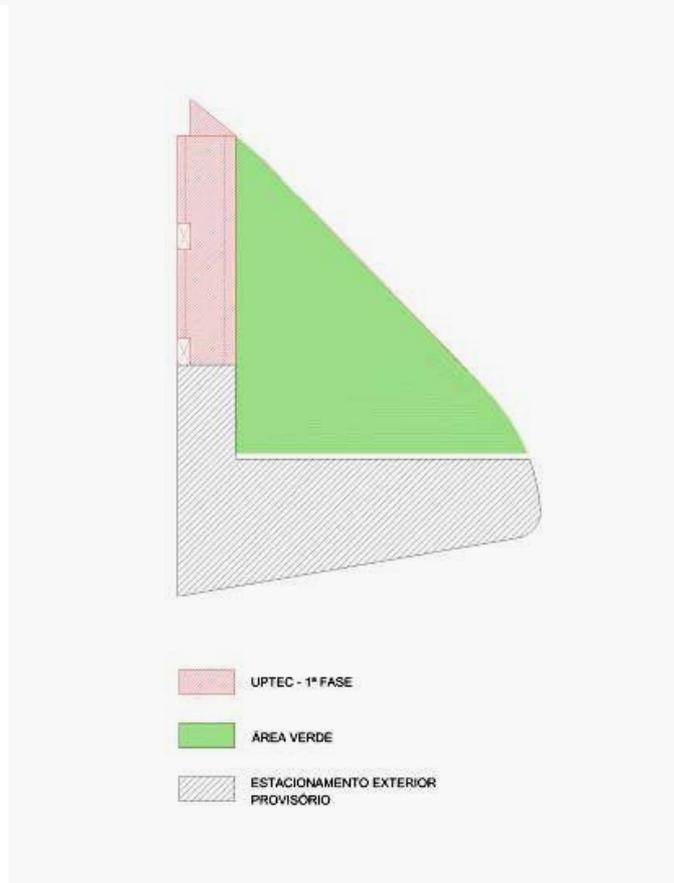
Best regards,

Prof. Dr. Dirk Elias

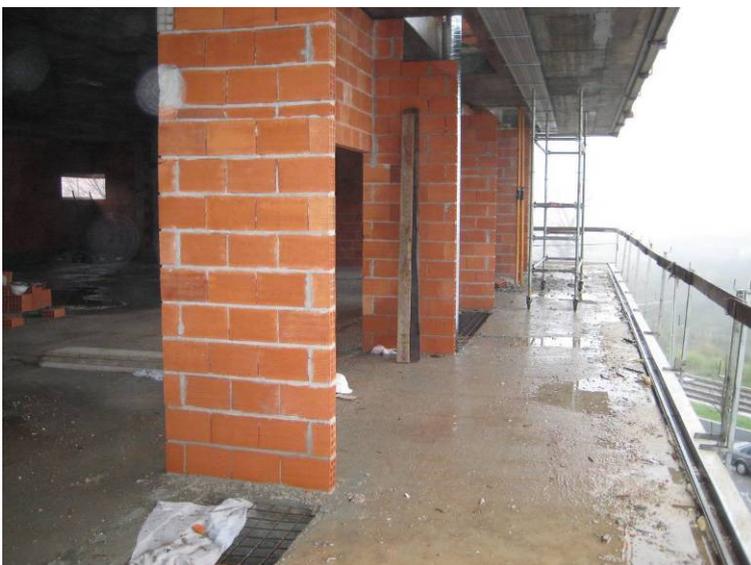
(Chief Executive Director)

Annex I – Site Location and Pictures















Real pictures reflect site's status @ 23Jan2009.

Annex II – Staff and area requirements

Working Areas

Type of function	Individual m ² *		
	Office space	Lab space	Total
Researcher / Scientist (double room)	10,50	4,80	15,30
Researcher / Scientist (single room)	12,00	4,80	16,80
PhD student	9,00	4,80	13,80
Group leader / Project Manager	18,00	0,00	18,00
Student	3,75	4,80	8,55
Administrative (double room)	10,50	0,00	10,50
Director	30,00	0,00	30,00

*Approximate values / average net areas needed for each employee, according to Fraunhofer-Gesellschaft standards.

Other Areas

	m ² *	#	Total
Reception			tbd
Meeting room (large)	30,00	1	30,00
Meeting room (small)	15,00	2	30,00
Showroom	30,00	1	30,00
Seminar room	50,00	1	50,00
Data center / server room			tbd
Bathrooms			tbd
Social area			tbd
Kitchen			tbd
Office / other supplies storage room			tbd
Equipment storage room			tbd
Total			140,00

*Approximate values / average net areas needed for each area, according to Fraunhofer-Gesellschaft standards.

Note 1: It is acceptable for some areas to have a double function, e.g. the social area can eventually double as a seminar room.

Note 2: The reception and social areas can be implemented in the areas behind the eastern glass fronts.

Note 3: As long as technical and other area requirements are respected, there is no limitation in terms of design/layout proposal. The proposals can be “closed office”, “open office”, or a mix of open/closed layout.

Annex III – Technical requirements

- Need for flexibility with regards to infrastructure (electricity, network, furniture arrangements (limited))
- Frequent need for project meetings and conference calls related to project groups that typically have 2-4 members.
- Specific needs with regards to overall noise cancellation, particularly in the case of “open office” solutions.
- Specific security/safety issues regarding certain working areas and equipments (Lab space, Data center)
- Specific needs with regards to air conditioning or cooling (Lab space, Data center)
- FhP currently uses furniture from the manufacturer Famo (model 'Ping Pong'), that ideally should be put into use (see pictures below taken at our current offices):



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