

InnoPA & WoMENA New Office

Terms of Reference

Furniture Consultation

Revision-01

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Terms of Reference

GIZ Egypt



InnoPA and WoMENA Office - Zamalek

Revision-01

Submitted on

Tuesday, 13th of September, 2022

Section 1 – Office Furniture Works

Kindly find hereby the Terms of Reference for items that need to be clarified.

Section 1.1 & 1.2 – Office Desks

Operative L-Shaped Desk, with 18mm thick wooden top in laminate finish, with PVC Lipping, based on metal structure (rectangular metal legs) attached to one side with a lockable drawer unit and one cabinet with lockable open storage space.

All desks should include the following:

- Front modesty for desk.
- Concealed cable management system with aluminum flap, excluding electrical source and power outlet.

Dimensions Needed for Item 1.1 is 200x80x75 (without Side Drawer Unit)

200x170x75 (with Side Drawer Unit)

Dimensions Needed for Item 1.2 is 160x80x75 (without Side Drawer Unit)

160x170x75 (with Side Drawer Unit)



Fig. 01 – Example of Office Desk – Items 1.1 & 1.2.

Selected offices samples and references should be emailed with dimensions and materials for written approvals.

Section 1.3 & 1.5 – Meeting Table – 3rd floor & 8th floor Meeting Room

The Meeting Table Consists of 1 table (120x300x75 cm) and takes up to 10 meeting chairs.

Operative Rectangular Meeting Table, with 18mm thick wooden top in laminate finish, with PVC Lipping, based on metal structure (rectangular metal legs) with no front modesty, and no cable management system.

(Kindly refer to Furniture Plan for further details).



Fig. 02 – Example of Meeting table unit (without front modesty and cable management) – Items 1.3 and 1.5

Section 1.4 – Meeting Table – Office 05

The Meeting Table Consists of 1 circular table (a diameter of 120 cm) and takes up to 5 meeting chairs.

Operative circular Meeting Table, with 18mm thick wooden top in laminate finish, with PVC Lipping, based on metal structure (rectangular metal legs) with no front modesty, and no cable management system.

(Kindly refer to Furniture Plan for further details).



Fig. 03 – Example of Meeting table unit in Office 05 – Items 1.6

Section 1.6 & 1.7 – Office Chairs (swivel and fixed)

For section 1.6 an operative ergonomic chair with multi-functional mechanism, 360 degrees swivel chairs on plastic base with breaker rubber casters and hydraulic height adjustments.

For section 1.7 an operative ergonomic chair with multi-functional mechanism, fixed U-shape nickel chrome leg.

Back to be tilting mesh with adjustable lumbar support and adjustable armrest.



Fig. 04 – Example of Office Chairs – Items 1.6 & 1.7.

Section 1.8 – Filing Cabinets for Offices

Metal Cabinets with rounded edges, body made of metal in electrostatic powder coated finish, with 2 centrally lockable wooden 18mm MDF leaves in laminate finish, contains wooden shelves in laminate finish.

Dimensions to be 90x46x160 cm.

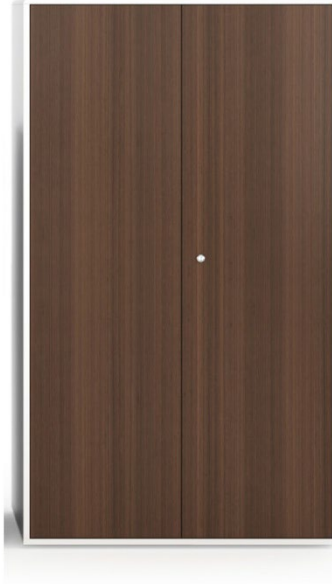


Fig. 05 – Example of Filing Cabinets – Items 1.8.

Section 1.9 – Storage Room Lockers

Operative 9 compartment lockers with rounded edges, with metal body and metal leaves in electrostatic powder coated finish, based on metal legs with the same finish.

Dimensions to be 75x45x146 cm.



Fig. 06 – Example of Storage Room Lockers – Items 1.9.

Section 1.10 – Printer Area Units

Metal Cabinets with rounded edges, body made of metal in electrostatic powder coated finish, with 2 centrally lockable wooden 18mm MDF leaves in laminate finish, contains wooden shelves in laminate finish.

3 units will be placed next to each other with the printer placed on the unit further to the left.

(Kindly refer to Furniture Plan for further details).

Dimensions to be 90x46x83 cm.



Fig. 07 – Example of Printer Area Units – Items 1.10.

Section .111 & 1.13 – 3rd Floor Break Area - Seating Set

Break Area Seating Set Consisting of **ONE** 2-seater couch and **ONE** single arm chairs.

The Seating set should be of Modern Style Design and Colors with comfy and pleasant materials setting the office main theme, and deviating from the corporate feel of office to give the office user a sense of relaxation and coziness in the workplace.

Attached in Fig. 08 are examples of chairs and sets and colors and general moods for required furniture.

All seating furniture should have a proper padding (to be approved by samples) for long relaxing work use.

Selected Furniture samples and references should be emailed with dimensions and materials for written approvals.



Fig. 8 – Example of Break Area Furniture Model and Material.

Section .112 – Break Area Dining Set

Powder coated steel table legs with melamine foil and ABS plastic table top (dimension 120x75x67 cm) and a powder coated steel chair legs with upholstered back and seating with polyester. (as shown in fig. 9)



Fig. 9 – Example of Kitchen Dining Set with upholster seat.

Section .114&1.15 – 8th Floor Reception Area - Seating Set & Coffee Table

Break Area Seating Set Consisting of **ONE** 2-seater couch and **TWO** single arm chairs.

The Seating set should be of Modern Style Design and Colors with comfy and pleasant materials setting the office main theme, and deviating from the corporate feel of office to give the office user a sense of relaxation and coziness in the workplace.

Attached in Fig. 10 are examples of chairs and sets and colors and general moods for required furniture.

All seating furniture should have a proper padding (to be approved by samples) for long relaxing work use.

Selected Furniture samples and references should be emailed with dimensions and materials for written approvals.

Coffee Table to be Octagonal Arabesque Coffee Table with a radius of 60 cm



Fig. 10 – Example of 8th Floor Reception Area - Seating Set & Coffee Table

Section .116 – 8th Floor Reception Area - Floor Lighting Unit

Floor Lamp lighting unit as shown in Fig. 11.

Selected Lighting Unit samples and references should be emailed with dimensions and materials for written approvals.



Fig. 11 – Example of Outdoor Area 01 Seating.

Section .117 – 8th Floor Open Working Space - Seating Couch

Open Working Space Seating Set Consisting of **ONE 2-seater** couch.

The Seating set should be of Modern Style Design and Colors with comfy and pleasant materials setting the office main theme, and deviating from the corporate feel of office to give the office user a sense of relaxation and coziness in the workplace.

Attached in Fig. 12 are examples of chairs and sets and colors and general moods for required furniture.

All seating furniture should have a proper padding (to be approved by samples) for long relaxing work use.

Selected Furniture samples and references should be emailed with dimensions and materials for written approvals.



Fig. 12 – Example of Open Working Space - Seating Couch.

Section .118 – 8th Floor Kitchen - Dining Set

Powder coated steel table legs with melamine foil and ABS plastic table top (dimension 120x75x67 cm) and a powder coated steel chair legs with upholstered back and seating with polyester. (as shown in fig. 13)



Fig. 13 – Example of Kitchen Dining Set with plastic seating for Kitchen.

Section .119 – 8th Floor Outdoor Area - Outdoor Chairs

The Seating should be of Modern Style Design and Colors with comfy and pleasant, outdoor bearing materials setting the office main theme, and deviating from the corporate feel of office to give the office user a sense of relaxation and coziness in the workplace.

Attached in Fig. 14 are multiple examples of chairs and sets and colors and general moods for required furniture.

All seating furniture should have a proper padding (to be approved by samples) for long relaxing work use.

Selected Furniture samples and references should be emailed with dimensions and materials for written approvals.



Fig. 14 – Example of Open Working Space - Seating Couch.

Section .120 – 8th Floor Outdoor Area - Outdoor Couch

The Seating should be of Modern Style Design and Colors with comfy and pleasant, outdoor bearing materials setting the office main theme, and deviating from the corporate feel of office to give the office user a sense of relaxation and coziness in the workplace.

Attached in Fig. 15 are multiple examples of chairs and sets and colors and general moods for required furniture.

All seating furniture should have a proper padding (to be approved by samples) for long relaxing work use.

Selected Furniture samples and references should be emailed with dimensions and materials for written approvals.



Fig. 15 – Example of Outdoor Couch.

Section .122 – 8th Floor Outdoor Area - Outdoor Coffee Table

Coffee Table to be Octagonal Arabesque Coffee Table with a radius of 60 cm



Fig. 16 – Example of 8th Floor Outdoor Area - Outdoor Coffee Table