



Request For Proposal

Development of GBI Design

Guide Books

Contents:-

- 1.0 Introduction
- 2.0 Scope of Work and Available Information
- 3.0 Eligible Tenderers
- 4.0 Required Submissions
- 5.0 Evaluation Criteria
- 6.0 Commercial Proposal and Milestones
- 7.0 General
 - a. Terms and Conditions
 - b. Cost & Expenses
 - c. Queries and Clarification
 - d. Addendum to RFP
 - e. Disqualification
 - f. Confidentiality
- 8.0 Closing Date for RFP and Submissions
- 9.0 Notification of Result

GREENBUILDINGINDEX SDN BHD (845666-V)

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Request For Proposal

Development of GBI Design Guide Books

1.0 Introduction

GREENBUILDINGINDEX SDN BHD (GBI) invites submission of fee proposal through an open bidding exercise for the development of two (2) GBI Guide Books for the GBI Residential New Construction (RNC) and GBI Non-Residential New Construction (NRNC) rating tools. The Guide Books serve to provide comprehensive step-by-step guidance for projects aspiring to obtain GBI certification.

The purpose of the GBI Guide Books for Residential New Construction (RNC) and Non-Residential New Construction (NRNC) rating tools is to establish a guidance document to assist project teams in understanding the criteria for the two main generic GBI Rating Tools. The project team can then use the document as a template when submitting for GBI assessment as it clearly provides examples of how and what are required for completing the submission. Each of the six (6) main criteria are further divided into their corresponding subsections to obtain the necessary credit score. This guide is indicative and is not an exhaustive/definitive reference to the Green Building Index rating tool.

The basic framework of the Guide Books is to set out each subsection: the intent, description, requirements, approach & implementation and in certain occasions, calculation examples to achieve the credit score for each subsection. The GBI Guide Books will also form the base curriculum for the training of facilitators on the GBI Rating System. The Guide Books will include summary notes from the GBI Facilitators' Course to be captured where required for a complete understanding of the requirement.

2.0 Scope of Work and Available Information

The following GBI Guide Books are to be developed: -

1. Non-Residential New Construction (NRNC)
2. Residential New Construction (RNC)

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The contents of the Guide Books shall include an overview of the required formats and expected standards of submission for each GBI criterion and illustrated with samples and case studies.

The Guide Books for Residential New Construction (RNC) and Non-Residential New Construction (NRNC) shall provide examples of narrative to precede each criteria followed by supporting documents in the form of tables, calculations, section views, sketches, drawings, photos, technical brochures or equivalent to justify the points claimed in the submission. Potential pit falls and suggestion of best practices shall be incorporated.

The Guide Books shall provide advisory on the best practice of:

1. Preparation
2. Documentation
3. Presentation of information
4. Submission

The Guide Books shall address best practice approach for the six (6) main criteria of the GBI rating system, namely:

1. Energy Efficiency (EE)
2. Materials & Resources (MR)
3. Water Efficiency (WE)
4. Indoor Environment Quality (EQ)
5. Sustainable Site Planning & Management (SM)
6. Innovation (IN)

Sample formats of the individual category of the Guide Books can be found in Annex A of this bid document. This guide book is indicative and is not an exhaustive/definitive reference to the GBI rating tool.

3.0 Eligible Tenderers

Tenderers may be any individual or private entity with comprehensive knowledge of the GBI rating system, certification criteria and submission process. GBI Facilitators with good track record of submitting quality projects to GBI for assessment are strongly encouraged to participate.

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4.0 Required Submissions

Tenderers are required to submit (as a minimum): -

1. Tenderer's profile
 - a. GBI Facilitator details (if any)
 - b. GBI Submission records
 - c. Personnel to be assigned to this project
 - d. Proof of attendance in GBI Facilitator Courses

2. Technical Proposal for the development of new GBI Design Guide Books
 - a. An overview of contents
 - b. Milestones and deliverables

3. Samples of previous work

4. The Commercial Proposal (in the format given below) which must be duly signed and dated.

All submissions shall only be in soft copy submitted via email to tender@greenbuildingindex.org

5.0 Evaluation Criteria

A substantially responsive bid is one that conforms to all terms, conditions and scope of the RFP without any deviation or qualification. GBI evaluation criteria on the bids are as follows:

Technical evaluation: -

1. Ability to meet the requirements of this bid
2. Expected quality of the work offered
3. Previous performance, track record & experience of the tenderer and the personnel proposed
4. Capability of the tenderer
5. Value added components, such as new suggestions, ideas or innovation that can be included in the reference guides

Commercial evaluation: -

1. Full costs of the development of the Reference Guides
2. Delivery times offered
3. Quality of the overall submitted bid

6.0 Commercial Proposal and Milestones

Each tenderer must submit the summary of their Commercial Proposal in the following format. Tenderers shall use 1st June 2019 as commencement date and all proposed milestone shall be referenced to this date. Participants may submit further details as they see necessary:

Development of GBI Guide Books – Format for Commercial Proposal

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	Scope	Milestone Date	Tender Price (RM)
1.	Review of existing documents and initial presentation to GBI on work programme and method statement		
2	Draft content of the following including example of different building typologies that deviate from: - <ul style="list-style-type: none"> • Non-Residential New Construction (NRNC) – Office, Retail, Hospital, Hotel, Industrial • Residential New Construction (RNC) – High rise, Low rise 		
3	Development Presentation of Guide Books:- <ul style="list-style-type: none"> • Non-Residential New Construction (NRNC) – Office, Retail, Hospital, Hotel, Industrial • Residential New Construction (RNC) – High rise, Low rise 		
4	Final presentation to GBI on all completed Guide Books		
5	Other scope not listed above but are necessary for the completion of this project (State none if not required; full details to be submitted if this item is required)		
6	Book layout, formatting, Graphics for printing.		
	Sub-total		
7	Add SST (if required)		
	Total Tender Price (RM)		

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7.0 General

a. Terms and Conditions

The successful Tenderer shall enter into a simple contract agreement with GBI.

b. Costs & Expenses

All costs, expenses and liabilities incurred by the Bidder in connection with the preparation and submission of the Bid shall be borne by the Bidder.

c. Queries and clarifications

All enquiries or clarification should be directed to:

Greenbuildingindex Sdn. Bhd.

Level 4, PAM Centre,

99L, Jalan Tandok, Bangsar

59000 Kuala Lumpur

Phone: +603 2201 6066

Fax: +603 2201 8566

Attn: Anis

Email: anis@greenbuildingindex.org

The last day for submission of queries and clarifications shall be by 1st April 2019.

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d. Addendum to RFP

GBI reserves the right to make amendments to the RFP for any reason it deems fit. In the event any amendments are made to the RFP, Tenderers will be notified accordingly by way of addendum to the RFP accordingly.

e. Disqualification

Failure by any participant to comply with the RFP Terms and Conditions may lead to immediate disqualification from the process. Late submission of RFP bids shall also be disqualified. GBI shall have the sole and final decision in the acceptance or disqualification of any bid that may have infringed any of the RFP Terms and Conditions.

f. Confidentiality

By participating in this RFP, each Tenderer is deemed to have accepted the terms and conditions for confidentiality; that all materials and data whether written, oral, or in a visual or electronic form, transmitted or made available by GBI in relation to this RFP exercise are to be treated as strictly confidential and is made available on the express understanding that the Tenderer shall use it only for the purposes of formulating the bid proposal. All information is made available to the Tenderer on the strict understanding that it will not be shown or passed to any person who is not a current employee of the Tenderer or is not involved in the formulation of this bid proposal.

8.0 Closing Date for RFP and Submission

The closing date for this RFP is 1st April 2019. All bids shall be submitted in soft copy via email: tender@greenbuildingindex.org on the closing date not later than 12 noon.

9.0 Notification of Result

All tenderers shall be informed of the bid result on or before 31st May 2019. GBI reserves the sole discretion to award the tender to the best bid it deems fit. GBI is not obliged to provide any reasons to unsuccessful tenderers.

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