

TERMS OF REFERENCE (ToR)

Interior Renovation of Rosa-Luxemburg-Stiftung Southeast Asia, Hanoi Office (RLS SEA)

April 2026

1. Background

The building was originally constructed in the 1990s for private residential leasing purposes and was not designed for office use. As a result, the existing layout and infrastructure are limited in meeting modern workplace requirements. Over time, many key elements such as door systems, wall finishes, air conditioning systems, and wood flooring have deteriorated.

When RLS SEA relocated to the premises in late 2019, initial refurbishment works were carried out on a self-arranged basis. All of these works were directly undertaken by the landlord, without a comprehensive design or technical plan. These included procurement of office desks and chairs, repainting of walls, and installation of lighting systems. However, the air conditioning system was arranged by reusing and reinstalling units from the previous office, and a portion of the desks and chairs was also reused from the former workspace.

Consequently, the overall setup lacks consistency and does not fully meet professional standards for office use. After more than five years of continuous operation, both the furniture systems and the general interior condition have significantly degraded, with visible signs of deterioration including mold growth, peeling paint, and surface damage on walls, glass doors and furniture, which negatively affect both aesthetics and working conditions. Therefore, a comprehensive and professionally executed renovation is required to improve not only functionality, durability, but also professionalism and working conditions.

2. Objective

- Upgrade and optimize the office layout and functionality
- Improve working conditions, including lighting, thermal comfort, and ergonomics
- Replace outdated materials, systems, and furniture
- Establish a modern, efficient, and professional working environment

3. General Information

- Total floor area: > 200 m²
- Building structure: 04 floors
- Number of staff: 10–13 persons
- Functional layout:

1 st Floor	2 nd Floor	3 rd Floor	4 th Floor
01 Meeting room 01 Lobby area 01 Kitchen	No renovation required	Finance team: 03 desks x 1.6m in length High-capacity storage for documents/files required; Moderate storage for private use	Project team: 04 desks x 1.8m in length with privacy consideration; Moderate storage requirement; Existing condition: Rooftop extension with plasterboard walls and metal roofing, resulting in high heat exposure

4. List of identified items for renovation/replacement

Furniture Supply & Fixtures:

- Upgrade of glass door system for 1st Floor
- Replacement and upgrading of logo, bookshelves and storage cabinets
- Work desks (1.6m and 1.8m as specified)
- Office chairs

Flooring: Replacement of deteriorated laminate/engineered wood flooring

Lighting System: Redesign and upgrading of lighting systems across relevant floors

Air conditioning system: Improvement and/or replacement of air conditioning systems including installation of concealed (cassette-type) air conditioning system for meeting room on the 1st floor

Window Treatments: Installation of sun-blocking curtains and/or other solutions to mitigate overheating

Others: The Contractor may propose additional works identified during site survey.

5. Requirement & Scope of work: The Contractor must demonstrate proven experience in office interior renovation projects, along with the capacity to deliver integrated design-and-build solutions.

Design & Planning

The Contractor shall:

- Develop interior design concepts and space planning layouts
- Prepare technical drawings and specifications
- Provide 3D visualizations
- Propose cost-effective and functional solutions
- Propose a timeline of construction & completion

Renovation & Construction Works

The Contractor shall:

- Make necessary adjustments to the design and scope as mutually agreed with RLS SEA
- Conduct site surveys prior to implementation
- Execute all renovation and interior fit-out works in accordance with the approved design
- Supply and install all materials, equipment, and furniture
- Ensure compliance with technical standards, quality requirements, and safety regulations
- Manage site activities, labor, and subcontractors
- Maintain close coordination with RLS SEA throughout the project
- Complete works within the agreed timeline

6. Contact Details and Inquiries

Qualified contractors are hereby invited to submit their technical and financial proposals in accordance with this Terms of Reference.

Proposal may be submitted by email, by post or delivered in person to the following address:

Email:

Address: House 8C, Alley 76, To Ngoc Van street, Tay Ho ward, Hanoi

Tel: +84 24 3718 5836