



**Supplementary Information for
Request for Proposals on Provision of Interior Design and
Construction Services for “Office Renovation in Cyberport”
(Dated 12 Oct 2016)**

Reception Area

1. Two logos and company names should be displayed:
Hong Kong Internet Registration Corporation Limited, Hong Kong Domain Name Registration Company Limited. *(must)*
2. Separated door in between reception area and main office *(must)*
3. Laptop stand allow incomers to do online registration when necessary *(must)*
4. Reception counter *(must)*
5. Waiting area with chair/sofa for visitors *(must)*
6. One of the Meeting room and Multi-function Room should near the reception area *(must)*
7. Souvenir Display Case place in Reception Area or in Multi-Function Room *(optional)*

Server Area (Placing All-in-one Rack) (located in the storing room)

The electrical and ventilation requirement for the rack: *(must)*

Either louver door or air transfer duct should be used for air supply (from top of rack).

Exhaust air can be vented to office's ceiling.

Power Supply: 220V 16A SPN wall socket with separate breaker

Closet Room Size: at least 2900mm x 1200mm

Departmental distribution

1. Finance – 1 Supervisor, 2 General Staff
2. HR & Admin. – 1 Supervisor, 1 General Staff
3. IT – 1 Head, 2 Project Manager, TEAM A: 4 General Staff, TEAM B: 4 General Staff
4. Marketing – 1 Head, 2 General Staff
5. Operations & Business Development – 1 Head, 1 Operations Assistant Manager, 4 Customer Service Staff, 1 Business Development General Staff

Finance Department & HR Admin. Department

1. Two Departments can sit closely to each other (often work closely) (*optional*)
2. Storage Space near the departments: (*for reference*)
Finance: Approximate 200pcs 3” box files storage share among the department
Approximate 10pcs 3”box files storage with lock need by the supervisor
HR & Admin.: Approximate 250pcs 3” box files storage share among the department with lock

IT Department

1. Storage Space around the department: (*for reference*)
Working Area for Department Head : Approximate 40pcs 3” box files storage with lock
Departmental storage: Team A: Approximate 60pcs 3” box files storage area share among the department
Team B: Approximate 60pcs 3” box files storage area share among the department
Individual Staff: Approximate 12pcs 3” box files storage area
2. Bulletin Board for each Workstation (*optional*)
3. Bulletin Board and White Board for the Team (*must*)
4. Lab Bench Area for Computer Equipment setup and testing (*optional*)
5. Two LAN port and 1 Voice port for each Workstation (*must*)
6. IT Department(Team A) place close to Operations & BD Department (*optional*)

Operations & BD Department

1. Storage Space around the department: (*for reference*)
Working Area for Department Head : Approximate 300pcs 3” box files storage with lock
Departmental storage: Approximate 65pcs 3” box files storage area with lock share among the department
Individual staff: Approximate 65pcs 3” box files storage area with lock
2. Warm white lighting for the working area of Department Head (*optional*)
3. Four Customer Service Staff handling calls from customers (*for reference*)
4. Place a small table in the department area as we always have short briefing for the department (*optional*)

Marketing Department

Department distance away from other departments to handle media sensitivity (*must*)

Storage Room

Need around 70 sq. ft. excluded server area (*for reference*)

Filing Room

Storage Space could contain at less 1200pcs of 3” Box files. (*for reference*)

Pantry

1. Allow placing two refrigerators (*must*)
2. Longer Bench allow placing more cooking equipment (*must*)
3. With dining area (could be close to or combine with recreational area) (*optional*)

Recreational Area

1. With library Area (*must*)

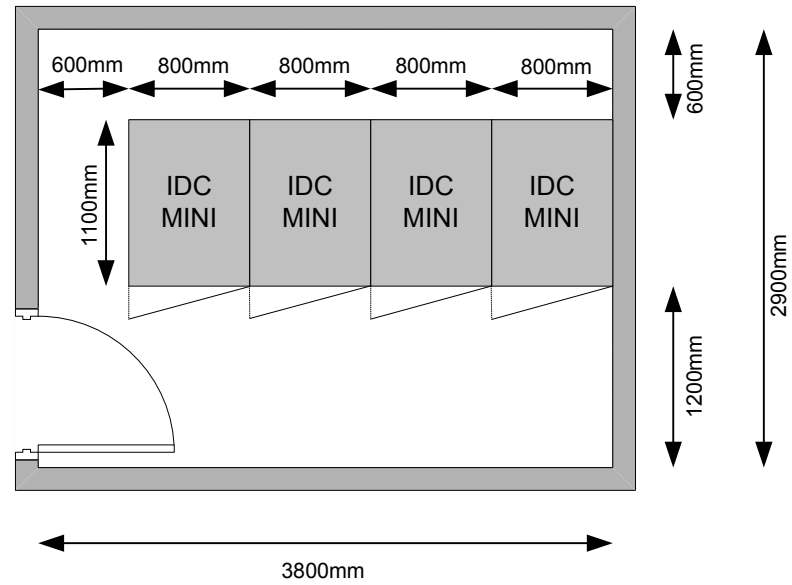
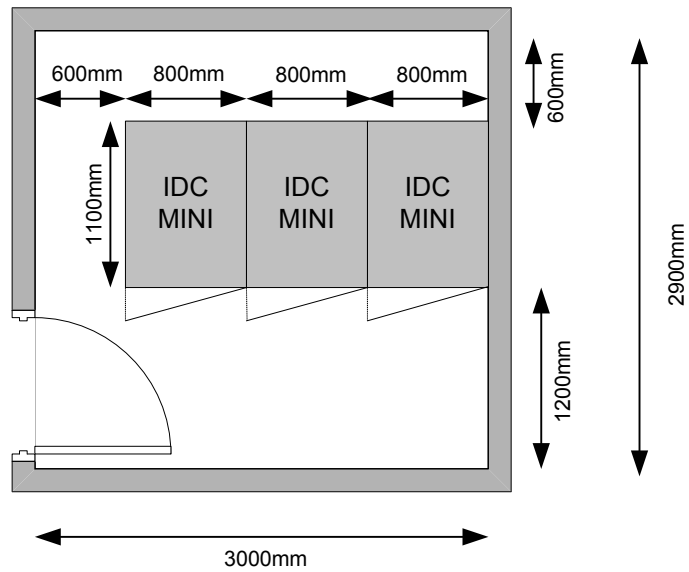
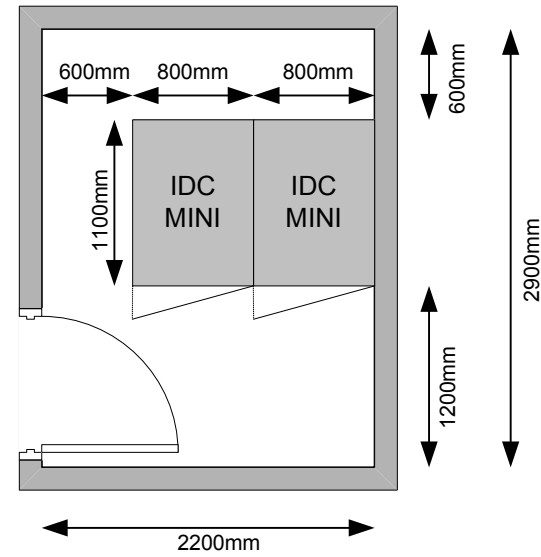
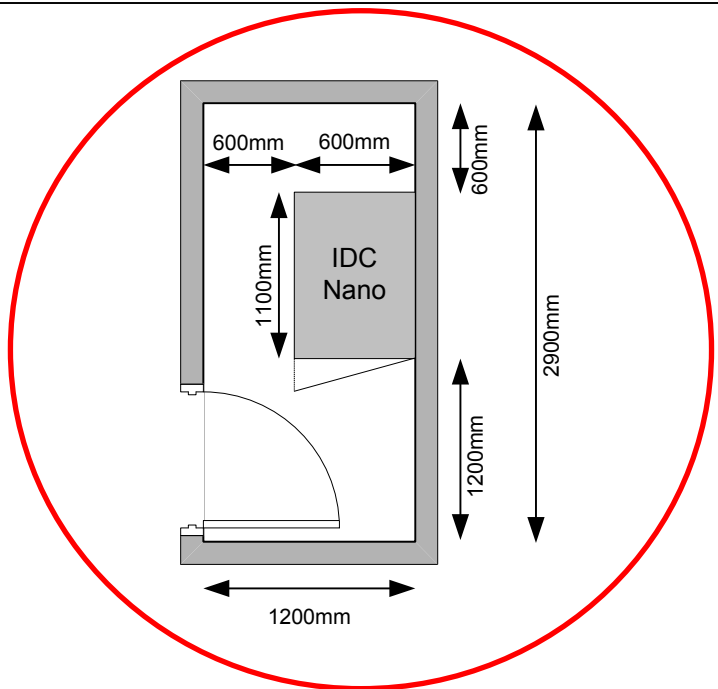
General Office:

1. The lighting of the General Office assumed to be Cool White color.
2. Dashboard display in the general office with VGA connection from Rack to Video Dashboard
3. 3-4 wifi access point base station
4. Chair with head rest and arm rest (*must*)
5. Coat Cabinet for staff (*optional*)
6. [Desk mount monitor Arm](#) for each Workstation (*must*)
7. One LAN port and One Voice port for each Workstation (*must*)

Supplementary attachment:

1. *Server Rack Layout Plan*
2. *5/F Layout floor Plan in Cyberport. Facilities Department in Cyberport could show contractor (Registered Electrical Worker Permit is required) of their meter room by appointment*

**Tender presentation will be arranged from 18 Oct 2016 to 21 Oct 2016, please allow short notice for presentation.



CLIENT:
HKIRC

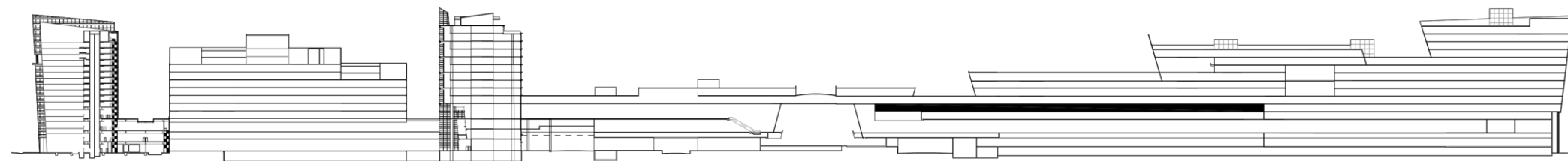
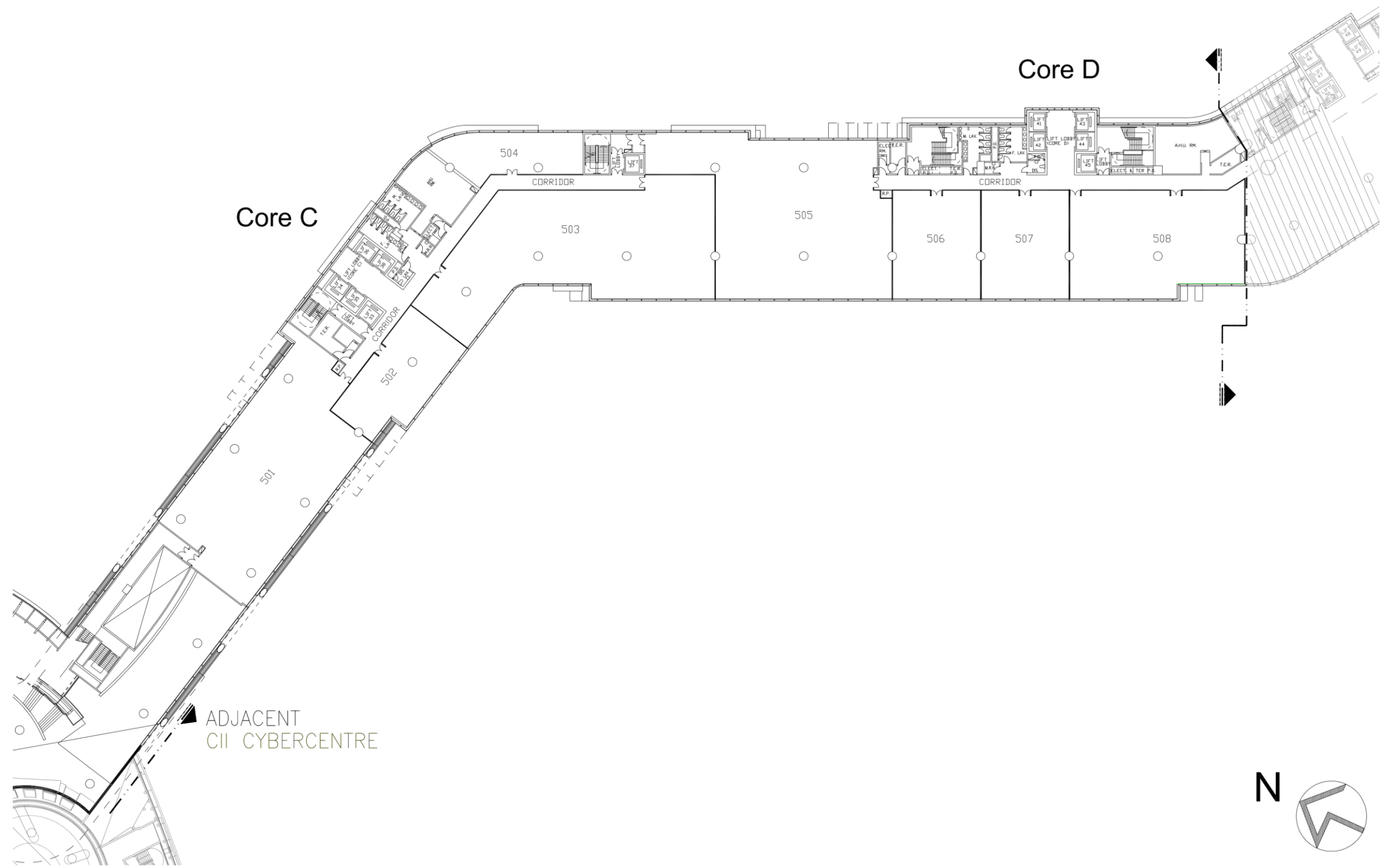
DRAWING TITLE :
Proposed Layout Plan for iDCmini installation

DRAWN BY
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CHECKED
Sam Chui
DATE
7 Oct, 2016

SCALE
1: 20
FILE REF
N/A
REVISION
VERSION 1



DCL COMMUNICATION LTD



CYBERPORT 3

LEVEL 5