

GFSB Internal Refurbishment and Improvements

INTRODUCTION

Gibraltar Federation of Small Businesses (GFSB) representing the members of Gibraltar Federation of Small Businesses, to seek tenders for the refurbishment of the NGO's premises. The work includes:

Fixing of the entrance stairs, repainting entranceway and door, removal and replacement of existing covering of stairs to match tiling in entrance hallway and a refresh on paint where needed, repainting other walls, minor repairs to doors and walls, mounting of shelves and acoustic panelling, removal of unwanted furniture and suspended ceiling tiles and the repositioning of a door.

The following pages detail and specify the scope of works which we require you (the Contractor) to detail, programme, price and return to GFSB by email gfsb@gfsb.gi no later than 29th July 2024.

The contract for the works will be placed and supervised by GFSB and awarded to the Contractor providing the most suitable tender / programme of works.

Prior to acceptance of any tender GFSB will need to be satisfied regarding the method statement and proposed supervision of the works. In addition, they will require proof of adequate insurance cover.

An escorted site can be arranged with prior notice. To arrange a suitable time please email gfsb@gfsb.gi or call (+350) 200 47722 .

AREA OVERVIEW

1. EXTERNAL, ENTRANCE, INTERNAL DOORS & STAIRWELL
2. FIRST FLOOR LANDING & HALLWAY
3. COLLABORATIVE SPACE
4. STAFFROOM/ RECEPTION
5. OFFICE
6. BOARDROOM
7. MEETING ROOM
8. CONFERENCE ROOM
9. ELECTRICAL CONTRACTORS

1. External, Entranceway, Internal Doors & Stairwell

No external work to be carried out beyond making good. Entranceway to be GFSB-Blue and include light fittings to brighten up the area. High quality furniture will be bought for the placement of magazines.

1. Sand and repainting the flagpole white
2. Change lino on all stairs to create a uniform aesthetic – colour of the lino is to match the existing tiling on the ground floor.
 - 2.1. Existing tread, riser lino and landing to be removed. Tread and landing tiles to be taken up carefully, if possible, saving at least 20 nosing tiles and 20 plain lino units to be cleaned of adhesive and placed in a sturdy wooden box for future use. Retiling using best match

tiles in both colour, size. Contractor to obtain samples and specify the proposed adhesive both of which is to be approved by GFSB prior to ordering.

3. Paint handrail base black
 - 3.1. Repaint to a satin finish. Clean, sand down, fill any blemishes, apply one undercoat and one satin gloss coat.
4. Strip and repaint the door GFSB-blue
 - 4.1. Repaint to a satin finish. Clean, sand down, fill any blemishes, apply one undercoat and one satin gloss coat.
5. Paint entranceway GFSB-blue (dismount and remount existing signage)
 - 5.1. Please also provide a price for the consideration of an air gap plastic membrane to be fixed to the wall and rendered with a 11mm two-coat render. There is an area of approximately 50 m2 to be treated as aforementioned which includes the area shown on the photographs.
 - 5.2. Render to be finished with 2 coats of GFSB-blue.
6. Making good any visible damages on entry to the premises
7. Frame in middle of entranceway to be painted blue
8. Simple round wooden dowel handrail with LED insert to be wired (This might be a job for another more delicate contractor)
9. Mount picture frames on wall
10. Door at the base of the stairwell to be painted white to blend in to the hallway

2. First Floor Landing and Hallway

1. Remove wardrobe.
2. Sand, router and paint doors white to improve overall aesthetic - <https://www.tiktok.com/@martindiy/video/7326967438279462176>
3. GFSB Pink applied to the archway wall (where the wardrobe was).
4. Shelving to be mounted within archway and lit carefully using the existing non-emergency lighting cables.
5. Painted and unpainted plaster internally: wash down with sugar soap, sand lightly and apply 2 coats of white emulsion where needed.

3. Collaborative Space

- 3.1. Small kitchen unit to be installed on far-left wall (Leroy Merlin/ any give-aways online) with wastewater to connect to kitchen below (to be investigated by the contractor)
- 3.2. Simple metro tile splashback on kitchen, black grouting.
- 3.3. One wall to be painted GFSB Blue.
- 3.4. Bar counter and bar stools

4. Staffroom/ Reception

- 4.1. Replace Blinds
- 4.2. Shelving to be mounted in alcove

5. Office

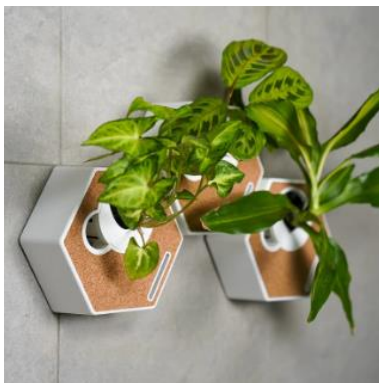
- 5.1. Replace Blinds
- 5.2. Remove furniture that is not within theme
- 5.3. Paint back of shelves colours with samples of GFSB brand Colours



Available from Leroy Merlin

6. Boardroom

1. Replace Blinds
2. Build and position Ikea bookshelf - 4m long
3. Mount hanging Pothos plants in noku panels



Noku Panel



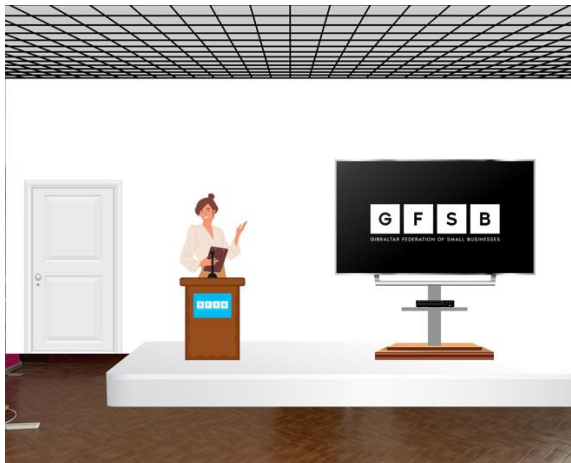
Ikea book display case/shelf

7. Meeting room

1. Replace Blinds
2. Remove furniture that is not within theme
3. Wallpaper to be mounted carefully – no bubbling.

8. Conference Room

1. Remove suspended ceiling
2. Paint ceiling white and ceiling supports anthracite grey
3. Paint cables the anthracite grey
4. Shift the Kitchen Door to the far left of the room as per below image
5. Measure and fit the far end wall and door with acoustic panels
6. Remove blinds replace with Ikea blinds



This room is the priority of the project. We would like this rooms works completed ASAP.

9. Electrical Contractors

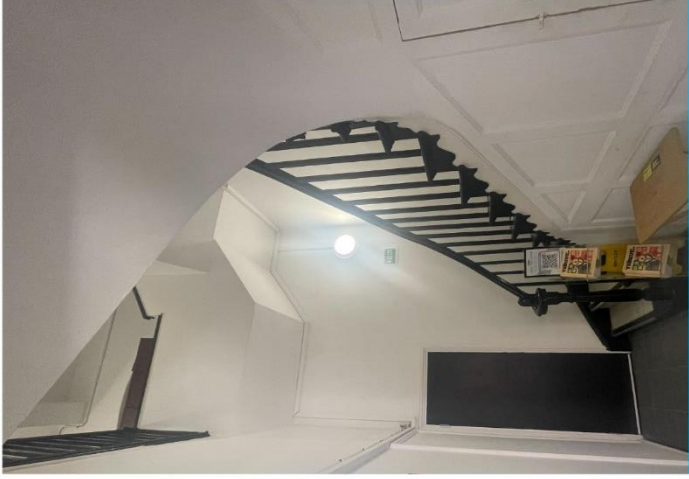
1. Install Pendant Lighting in Ground floor entranceway and from the second floor below the staircase
2. Install electrical connection and ethernet cabling for a TV to potentially be placed at a later point in the front entrance areas.
3. Position Cable for LED Strip lighting Handrail to be mounted
4. Position Cable for shelving in archway First floor
5. Position lights and electrics for the Kitchen unit on first floor
6. Reposition cabling and HDMI to cater for TV Unit and Video Conferencing
7. Suspend and tidy lighting in the main conference room with steel rods
8. Tidy up cable trays in the main conference room
9. Add warming filter to existing lights in conference room



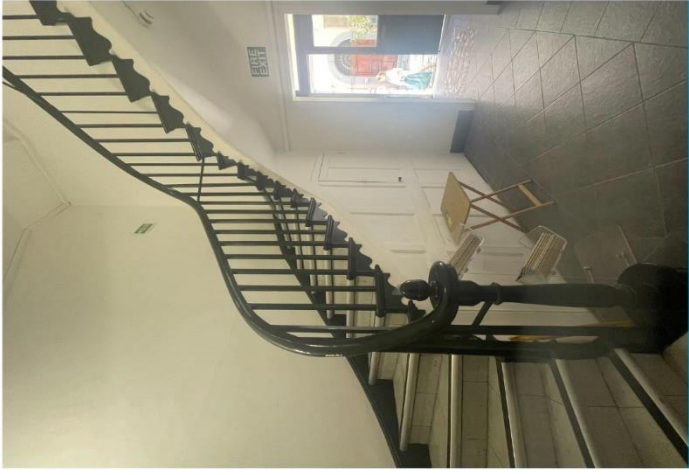
Building Exterior



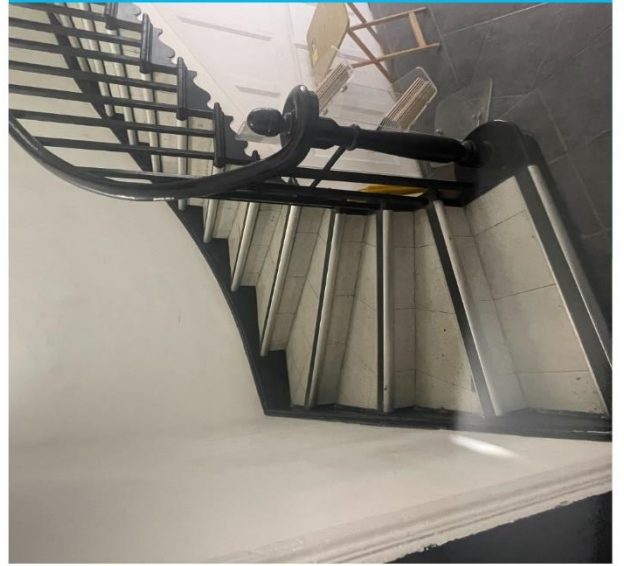
Entrance Interior



Ground Floor



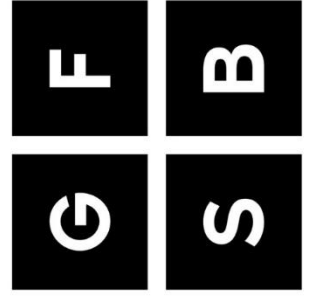
Ground Floor



Staircase



Exterior Steps



GIBRALTAR FEDERATION
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1st Floor Landing



Meeting Room



Collaborative Space

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Office



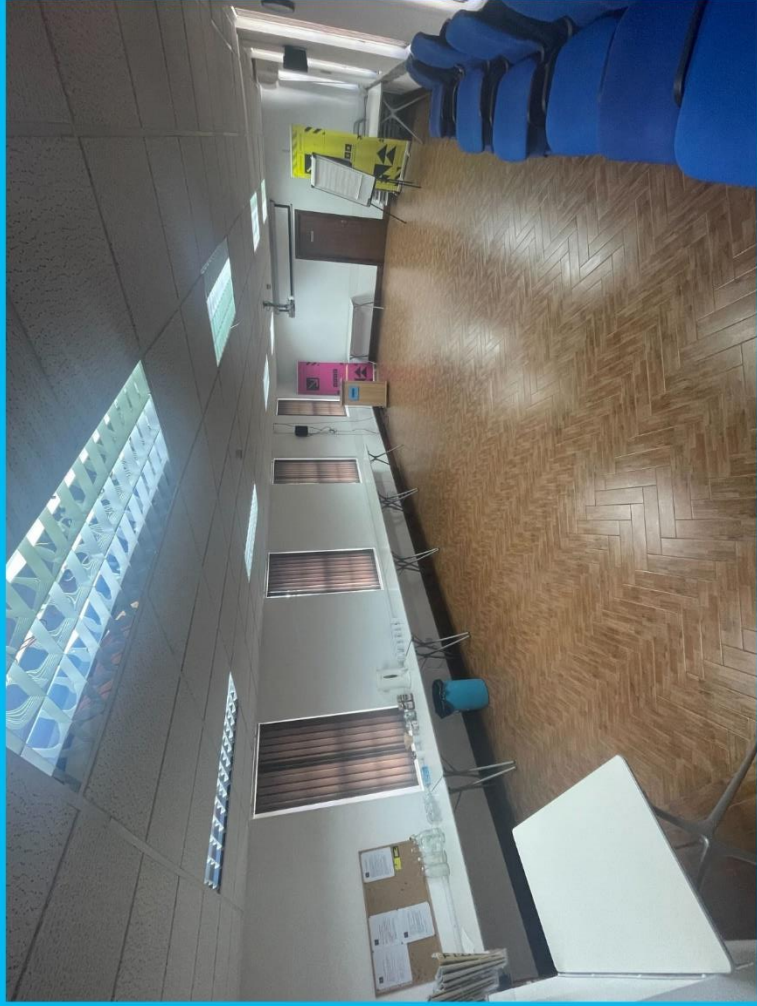
Boardroom



Boardroom



Conference Room



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