

Furniture and fitting out of the Media library of the French Institute of Cambodia

GENERAL:

The service is not divided into lots. The performance shall be in accordance with the provisions of this CCAP/CCTP document. The contractor may subcontract the performance of certain parts of the contract. Total subcontracting is not permitted.

Prices quoted shall be firm and unchanging for the duration of the work. Prices are deemed to be complete and include the fiscal, parafiscal or other charges that must be paid for the services, as well as all the expenses related to the work of the profession essential to the services entrusted to the contractor, within the framework of the legislative and regulatory provisions.

Payment will be made according to the rules of public accounting. The contract will be formalized by an agreement between the IFC (project owner) and the architect (project manager) which will define the different phases of the project.

The budget for the realization of this project will not exceed \$50,000 including fees, some and embellishment work and finally the supply of furniture. The items qualified as optional in point C may eventually exceed the budget envelope.

The selection criteria for the projects will be:

- Respect of the deadlines for the presentation of the project;
- Price (50%) ;
- Quality of the proposed projects (25%)
- Experience of the applicant (25%)

Estimated period of works: last term of 2021.

A - PURPOSE OF THE CONSULTATION:

The French Institute of Cambodia wishes to proceed with the refurbishment of its media library, which is a hybrid establishment in its functions: media library but also place for continuing education, the dissemination of knowledge, exhibitions and cultural activities.

For this purpose, the French Institute of Cambodia is looking for an architect (project manager) who will be responsible for the supply, delivery and assembly of new furniture and the disposal of packaging, as well as for the follow-up of the embellishment work, particularly on the floors and

ceilings. Developments are to be planned on the two levels of the building, and may be considered in one or more phases.

The French Institute of Cambodia already has a set of furniture. The project could possibly reuse some of this furniture in the new layout. Generally speaking, we will avoid giving the library an academic connotation. The furniture aesthetic qualities corresponding to a desire to design a place that is both warm and functional.

A minimum of two layout diagrams are expected, in accordance with the architectural plan and the spaces previously defined.

The objectives of this restructuring are:

- To give more coherence and visibility to the spatial arrangement of the collections;
- To create an atmosphere adapted to a varied use of the space: long presence, short presence (to return or borrow quickly a document, to consult the news during a break...) individual or group work, family visits;
- Allow the modularity of the spaces, especially during cultural events;
- Encourage participatory mechanisms where users can work, create and collaborate within our spaces.

B - TECHNICAL RECOMMENDATIONS:

The proposed furniture and layout must meet certain criteria, which are explained below:

1/ For all the furniture :

- Solidity;
- Mobility (multi-directional wheels with brakes);
- Ease of maintenance and easy adjustments;
- Compliance with safety and environmental standards (fire standards, fungicide treatment, manufacturing processes with dangerous substances to be prohibited such as heavy metals, solvents, toxic substances...);
- Suitability for different audiences (adults, elderly, children and very young children);
- Comfort and ergonomics;
- Follow-up of the guaranteed range (for a minimum of 10 years) and easy replacement of wearing parts (hinges, slides...);
- Local or regional manufacturing for the most part.

2/ For the shelving:

- Stability of the bays;
- Adjustable shelves in height. It will be possible to change the height of a shelf without touching the adjacent shelf. The shelves must not be deformed under the weight of the books. A useful depth of 25 cm in general;
- Rear stop for stopping documents;
- Possibility of tilting the shelves (ideally, a "classic" shelf can be transformed into a display unit) allowing the documents to be presented from the front;
- Lateral shelves or uprights of bays to prevent books from falling or twisting;
- Non-cutting edges and corners;
- Recommended heights: 1.60m in general, 1.40m in youth section desired, 1.80m in adult section if shelving against a wall. 4 shelves in general, 5 shelves possible for fiction;
- Integration of front or side signage.

3/ For the display units:

- Non-slip bottoms;
- Adequate height according to the public;
- Separations according to the size of the media (CDs, comics, children's books, etc.).

4/ Seating:

- The emphasis should be placed on aesthetics and originality, comfort and solidity. These seats are intended to welcome a public during several hours (reading on the spot of newspapers, magazines or comics);
- The seats should not be too low, the straightening up should be easy (armrests to be provided on half of the elements to be supplied);
- The seats must be original, playful and organic in the youth space (poufs, small armchairs, shaped cushions);
- Some seats may be of generous size in order to accommodate several people.

5/ For the implementation:

- Take into account material "obstacles" such as posts, windows, etc.;
- Avoid creating compact bars of shelving that would impede luminosity or circulation;
- Respect the rules of spacing between the various pieces of furniture (width of the bays sufficient for the simultaneous circulation of several people, as well as for the wheelchairs);
- Avoid as much as possible the nuisance of the sun rays, as much for the documents as for the workstations;
- Ensure that the study and consultation areas are not crossed and disturbed by traffic and activity zones circulation and animation areas;
- Modularity (the shelving will be proposed in single or double-sided version according to their location. The double-sided shelving can be dismantled to single-sided shelving). Shelving that is not against a wall will be on wheels;
- Provide space for service equipment (television, game consoles, DVD player, video projector) to ensure the best possible integration with the furniture.

C - NEEDS:

PREAMBLE:

First floor:

- A reception area;
- An adult area;
- A teenage zone;
- A children's area;
- A space for consulting periodicals;
- A wall of expression and display;
- Listening terminals;
- An outdoor reading area (optional)

Second floor:

- On-site consultation and work areas;
- Non-fiction books area;
- Multimedia activity area;
- Outdoor reading area;

- The staff office

1/ Reception and circulation (base)

The new reception desk may remain in the current location, or in a very close area. A rounded shape will be preferred. It will be designed to integrate the computer elements and the cables. It must be aesthetic, solid, functional and ergonomic. It is also necessary to foresee custom-made furniture for storage and concealment of the technical boxes on the left side wall at the entrance of the media library.

The bid will also include:

- A pedestal with drawers, below the circulation desk, to store office supplies;
- Two swivel office chairs for staff;
- A shelf behind the circulation desk for documents that require special handling (reservation, repair, etc.)

2/ Adult area (base):

With a set of shelves and display units allowing the consultation of all the documents intended for the adult public (cf. Inspiration booklet in the appendix). Comic books will be kept in display units for a frontal presentation. Manga can be stored in manga towers. It will be necessary to think of different seating such as low chair without arms, which are appropriate for a young public with complete mobility, and raised armchairs for the elderly who have difficulty moving around.

A space dedicated to periodicals will be set up in a specific cabinet for the presentation of the magazines. It will have a shelf to display the latest issues from the front, behind a reserve will allow the storage of back issues. The opening system of the shelves must be easy to handle, resistant and not very noisy. The space will also include a daily newspaper display on a stand. This area will be equipped with low chairs and table to allow consultation on the spot.

The pillars near the periodicals area will feature listening posts. These would be fixed supports for digital tablets as well as headphones to hang.

3/ Teen space (base):

A new teen space will be created within the adult space. A part of the current youth collections will be placed there and a bookcase will be created for the creation of a new collection of books for teenagers. We will favor a corner space allowing the zoning of this public on beanbags seats, as well as a fixed display for the consultation of a digital tablet (wall display for example).

4/ Youth space (base):

With a set of shelves and display units allowing the consultation of the entire collections dedicated to the young public. For children and toddlers, the space must make them want to discover books. For that, the atmosphere must be playful by the forms and the colors, the type of furniture chosen and the arrangement of the furniture in the space. It will present a comfort of reading without constraint for the little ones (variety of reading: sitting, lying down...) on a carpet. A board game library space is to be provided, as well as a table to play the proposed games.

The books and comics for young people will be presented on display units, in furniture on casters on two levels in double face to gain in space and modularity. We can also propose several display units on the floor (less deep than the ordinary storage for albums) for the smallest format albums intended

for baby readers. These will be on casters with brakes and can be placed under the album display units, to optimize space during activities with the public.

The wish is to find a privileged space for activities with the very young (storytelling activities) but sufficiently adaptable so that it can be used at other times by other audiences for other activities (film screenings, video games, board games, manual activities, etc.).

A shoebox will be provided near the entrance of the youth area.

As an option, the Médiathèque can provide a story teepee if the space allows it or a decorative wall space in the shape of an animal to display its new books (See the inspiration notebook in the appendix).

5/ Consultation and work space on site:

Modular work tables will be offered. A preference for individual tables that can be grouped together for collective work would be appreciated (see inspiration notebook in appendix).

Provide access to power strips (or integrated outlets on some tables) to recharge personal equipment.

6/ Multimedia room (option):

Provide modern furniture for the following number of computer stations: 10. The multimedia equipment (screen + tower, or all-in-one screen) can be integrated into the furniture.

7/ Outdoor reading area (option):

As an option, an outdoor reading area on the terrace may be proposed on the floor. It must be comfortable, aesthetic and weather resistant. It will allow you to sit or lie down in a semi-reclining and will be foldable or stackable. The integration of one or more hammocks may be considered. A space for reading or playing on the first floor can be presented as an option, notably with tables with integrated chess sets.

8/ Staff office space (option):

This space can be optimized and even relocated. It must remain large enough to accommodate large stocks of books, but the objective is to reduce it, while providing a pleasant working environment. It contains 4 desks and computer stations. The work surfaces must be large enough to allow the equipment of documents and the preparation of workshops.

The furniture or refurbishment proposal will have the following specific characteristics:

- Ergonomics and comfort to ensure good working conditions;
- Adaptation to different professional activities;
- Favor the advantages over the disadvantages of an open space organization.

D - RECOMMENDATIONS AND OPTIONS:

The glass facades should be preserved. A wall of expression could be considered near the entrance of the Media Library or in the youth area (white board or slate wall, etc.)

Different types of storage are to be favored, convex shelves, display units on wheels.

End arrangements would be appreciated: end displays, tables or shelves, display panels with Plexiglas, etc.

Acoustic panels would be a plus to cover the ceiling. A work on the floor is to be planned, to create for example zones of parquet to delimit spaces. A wall or floor signage could be presented as an option.

The purchase of additional equipment for the Battambang library, notably a lending bank, tables and tables and seating, will be considered as an option.

The proposal(s) will be detailed, i.e. it will include:

- List and cost of furniture items by area;
- List and cost of furnishings;
- List and cost of options;
- Dimensions, materials and colors of products;
- Product illustrations;
- Layout diagram(s);
- Warranty conditions;
- The commitment to ensure a follow-up of the range for a minimum period of 10 years;
- Delivery and installation times and conditions.

E - APPENDICES :

Organization of the collections

Collections	Number of documents	Actual location	Wished location
Adult novels in French and Khmer (includes: Asian's novels, Cambodian novels, Thrillers, Sci-Fi, Pléiade)	4 127	Adult area ground floor	Adult area ground floor
Audio book	20	Adult area ground floor	Adult area ground floor
Adult comics	976	Adult area ground floor	Adult area ground floor
Adult mangas	159	Adult area ground floor	Adult area ground floor
Poetry, Theater plays, Comedy	351	Adult area ground floor	Study room first floor
Adult non-fiction books	3010	Adult area ground floor	Study room first floor
Adult non-fiction about Cambodia	2000	Adult area ground floor	Adult area ground floor
Adult non-fiction about Asia	618	Adult area ground floor	Adult area ground floor
Adult DVD's (includes fiction and non-fiction)	1256	Adult area ground floor	Adult area ground floor
Adult CD's	1044	Office	Office
Adult newspapers and magazines	529	Adult area ground floor	Adult area ground floor
French foreign language	1058	Learner room first floor	Learner room first floor
FFL textbooks...	176	Learner room first floor	Learner room first floor
Photography books	1049	Study room first floor	Study room first floor
Children books in textile	3	Children area	Children area
Picture books for toddlers	306	Children area	Children area
Picture books (includes picture books in Khmer)	1480	Children area	Children area
First readers books	281	Children area	Children area
Children novels in French and Khmer	1140	Children area	Children area
Children audio books	5	Children area	Children area
Teen books	146	Children area	Adult area ground floor
Children comics in French and Khmer	701	Children area	Children area

Children mangas	252	Children area	Children area
Storytales in French and Khmer, Theater plays, Poetry for children	Storytale : 361 T : 14 P : 64	Children area	Children area
Non-fiction children's books in French and Khmer	1062	Children area	Children area
Children DVD's (includes fiction and non-fiction)	151	Children area	Children area
Children CD's	36	Children area	Children area
Children newspapers and magazines	597	Children area	Children area
Board Games	20	Children area	Children area
Computers	10	Multimedia room first floor	Multimedia room first floor
Video games consols	4 (2 PS4 and 2 Nintendo Switch)	Video Games area ground floor	Video Games area ground floor
TV	4	2 in the video games area ground floor, 1 in the adult area, 1 in the children area	2 in the video games area ground floor, 1 in the adult area, 1 in the children area
VR equipment	2 headset	Video Games area ground floor	Video Games area ground floor
Tablets	8 news + 3 old tablets	Video Games area ground floor and office	Ground floor

Inspiration notebook:









