

**RFP for Yangon Innovation Centre (Phase 1)
RFP Cover Sheet**

Issue Date: January 5, 2018

Due Date and Time: February 28, 2018 at 4:30 PM Myanmar Time

Issuing and Using Organization: Yangon Region Government, Tender Management Committee

All inquiries should be directed to: YIC tender committee, yictender@yangon.gov.mm

This solicitation is posted on our website at: <https://tender.yangon.gov.mm/tenders/90>.

PROPOSALS MUST BE RECEIVED BY YANGON REGION GOVERNMENT, TENDER MANAGEMENT COMMITTEE ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. OFFERORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL.

SEND TO: Yangon Region Government, Tender Management Committee office, Yangon Region Government Compound, Gate 4, Ahlone Road, Dagon Township, Yangon.

THE RFP TITLE, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE SUBMITTED PROPOSAL PACKAGE.

SUBMISSION CHECKLIST

Volume	Title	Format for submission
	This RFP Cover Sheet	Addendum C
A	Executive Summary	Maximum 5 A4 pages
B	Business Proposal	Maximum 12 A4 pages
C	Operation Proposal	Maximum 12 A4 pages
D	Proposed Key Performance Indicators	Maximum 5 A4 pages
E	Addenda	

In compliance with this Request for Proposals and to all conditions imposed therein and hereby incorporated by reference, the Undersigned offers and agrees to furnish the goods/services described herein in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

NAME AND ADDRESS OF OFFEROR:

Name of Offeror	
Address	
Email Address	
Telephone	
Date	
By (<i>Signature in Ink</i>)	
Name Typed	
Title	

OVERVIEW OF YANGON INNOVATION CENTRE

Background

Yangon Region Government is committed to support students from universities in Yangon and youth in informal education system to activate their creativity, knowhow and skills in realizing their future career goals and entrepreneurial endeavors. Hence, Yangon Region Government established Yangon Innovation Centre as an innovation and entrepreneurship hub connecting youth, students, startups, business, academia, investors, professional mentors and trainers locally and internationally.

Mandate and Responsibilities

According to Yangon Region Government cabinet meeting (29/2017) paragraph 40, Yangon Innovation Centre Association is formed with the mandate to **promote and support innovation and entrepreneurship ecosystem for socio-economic and youth development in Yangon Region.**

Priority responsibilities

1. Prioritize programs to engage and empower local youth and students
2. Design and implement programs to promote creativity and innovation practices, to develop relevant knowhow, to support actual implementations, and to inspire young minds with innovation and entrepreneurship
3. Design and implement programs to support innovation and entrepreneurship by establishing networks among youth groups, universities, businesses, academics, experts and civic organizations
4. Collaborate with innovation and entrepreneurship related initiatives from Myanmar and overseas
5. Design and implement a Yangon Region's signature program for innovation and entrepreneurship
6. Advise and recommend policies for development and promotion of innovation and entrepreneurship to Yangon Region Government

Organization Structure

YIC Board of Trustee is formed with three Yangon Region Government ministers and other individuals to oversee YIC direction and key activities. The board serves as a liaison between the cabinet, government departments and YIC association.

YIC Association is registered as a social enterprise at Directorate of Investment and Company Administration (DICA) to serve the mandate and priority responsibilities. The association appoints a management team to execute day-to-day operations and coordinates with the management team for development of future phases to turn YIC compound into an innovation and entrepreneurship hub. The association reports to the trustee board on its progress and future plans.

YIC Management team is appointed and employed by YIC Association to manage and execute YIC missions and objectives. The team oversees and coordinates with operators of facilities in the YIC compound. The team reports to the association and the trustee board.

REF: 003/2017-18

REQUEST FOR PROPOSAL
for
YANGON INNOVATION CENTRE (PHASE 1)

Release Version: 1
Last updated: January 5, 2018

YANGON REGION GOVERNMENT
TENDER MANAGEMENT COMMITTEE

TABLE OF CONTENTS

1. PURPOSE	3
2. BACKGROUND	3
3. STATEMENT OF NEEDS	4
4. OPERATOR BUSINESS MODEL	5
5. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS	6
6. EVALUATION AND AWARD CRITERIA	8
7. CONTRACT PERIOD	9
8. PRE-PROPOSAL CONFERENCE	9
9. QUESTIONS AND ANSWERS	9
10. ADDENDA	10

1. PURPOSE

The intent and purpose of this Request for Proposals (RFP) is to solicit sealed proposals to establish a contract for "Phase 1 Operator" for Yangon Innovation Centre ("Owner").

The mandate, background and organization structure of Yangon Innovation Centre are elaborated in *Addendum A*.

The space for Yangon Innovation Centre Phase 1 is allocated in a building, inside Kyan Mar Yay Seik Kan Compound, Pansodan Road and South of Kannar Road, Yangon, Yangon Region, (the "Facility") as further shown in *Addendum B*, measuring approximately 11,848.79 square feet.

Proposals will be received until 4:30 PM Myanmar Standard Time on February 28, 2018 at Yangon Region Government, Tender Management Committee office, Yangon Region Government Compound, Gate 4, Ahlone Road, Dagon Township, Yangon.

2. BACKGROUND

Yangon Innovation Centre, hereafter referred to as YIC, will be an incubation, coworking, community and event space to support students, youth, startups and SMEs by providing them with accessible and affordable working space, office facilities, capacity development and technical assistance, as part of building innovation and entrepreneurship ecosystem.

The Facility is situated on the upper floor of a newly built building and it is to be handed over to the awarded operator ("Phase 1 Operator") as is. The awarded operator shall design and renovate, then manage and operate the space as an incubation, coworking, community and event space with own sources of funding.

Phase 1 Operator shall propose a profit sharing model with year by year nominal rental fees. Phase 1 Operator shall also propose allocation of a dedicated space and facility sharing scheme for YIC association and management team to accomplish its assigned responsibilities.

Further phases are being planned inside the compound, by YIC association and management team, to host other relevant entities and activities to further support development of innovation and entrepreneurial ecosystem in Yangon Region.

3. STATEMENT OF NEEDS

A. Setting up and renovation: The Phase 1 Operator shall be responsible for proposing space design and utilization which is to be reviewed by the Owner's assigned personnel. The Facility is part of a newly built building and is to be handed over to the awarded operator as is. Then the Phase 1 Operator shall fund and implement required renovation works and M&E services according to the agreed specifications and timeline.

B. Facility management: The Phase 1 Operator shall demonstrate an understanding of and experience with aspects of managing property in the Facility's local jurisdiction, including formal and informal interactions with the Yangon City Development Committee and Yangon Region Government, and other organized groups that have an impact on the Facility and vice versa. The Phase 1 Operator shall possess and demonstrate the knowledge, skills, and abilities to represent Owner and building tenants professionally in interactions with partners, stakeholders, vendors, local officials, and members of the community.

C. Supporting innovation and entrepreneurship ecosystem: The Phase 1 Operator shall demonstrate an understanding of and experience of supporting innovation and entrepreneurship ecosystem. In accordance with the YIC mandate (*Addendum A*), the Phase 1 Operator shall propose, fund and implement key services, programs and activities to support innovation and entrepreneurship ecosystem in Yangon Region.

D. Engaging youth and students: The Phase 1 Operator shall prioritize supporting youth and students for participation in innovation practices and entrepreneurship. The Phase 1 Operator shall propose, fund and implement specific youth and student focused innovation and entrepreneurial programs and initiatives.

E. Socio-economic impacts: The Phase 1 Operator shall demonstrate an understanding of socio-economic impacts of innovation and entrepreneurship. The Phase 1 Operator shall consider and maximize potential socio-economic impacts while planning and implementing key services, programs and activities.

F. Accountability and transparency: The Phase 1 Operator shall perform its contract responsibilities with utmost professionalism and in accordance with Myanmar laws, noting that YIC is a Yangon Region Government endorsed initiative. The Phase 1 Operator shall outline standard procedures to assure accountability and transparency in interactions with YIC management team and YIC board.

4. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

In order to be considered for selection, Offeror must submit a complete response to this RFP in format specified below. Five (5) hard copies (each in a sealed envelope) and One (1) electronic copy (stored in either CD/DVD or memory stick) of each complete set of response to this RFP must be submitted **on or before the due date to Yangon Region Government, Tender Management Committee office**. No other distribution of the proposal shall be made by the Offeror.

A. Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to this RFP shall belong exclusively to the Owner. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure; however, a written notice must be provided that specifically identifies the data or materials to be protected and state the reasons why protection is necessary.

B. Facility Inspection: appointment for inspection of the Facility shall be made via email to yictender@yangon.gov.mm. Any and all visitors to the Facility shall be accompanied at all times by an assigned OWNER representative who will serve as a guide.

C. Language: proposals and addenda are to be prepared in English language.

D. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal in English language. This provides an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. This is a fact finding and explanation session only and does not include negotiation. The Owner will schedule the time and location of these presentations. Oral presentations are an option of the Owner and may or may not be conducted; therefore, proposals should be complete.

E. Unless stated in the response to this RFP, all Offerors will be considered to have accepted all the terms of the RFP and any addendum as issued without exception.

F. Proposal format: proposals should be as thorough and detailed as possible so that the Owner may evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following items in specified format as a complete proposal:

Volume	Title	Format for submission
	RFP Cover Sheet	<i>Addendum C</i>

A	Executive Summary	Maximum 5 A4 pages
B	Business Proposal	Maximum 12 A4 pages
C	Operation Proposal	Maximum 12 A4 pages
D	Proposed Key Performance Indicators	Maximum 5 A4 pages
E	Addenda	

1. **The RFP cover sheet**, as included in *Addendum C*, and all addenda acknowledgments, if any, signed and filled out as required. Provide the names of the person(s) who will be authorized to make representations for the Offeror, their titles, addresses, and telephone numbers. Provide confirmation that the person signing the RFP is authorized to bind the firm.

2. **Executive Summary**, this volume shall include, but not limited to,

- (a) One page abstract
- (b) Relevant technical and professional experience of the Offeror to fulfill the contract
- (c) Key missions and objectives for the contract
- (d) Profiles of key personnels assigned to the contract
- (e) Summary of action plans and strategies for successful implementation of the contract

3. **Business Proposal**, this volume shall include, but not limited to,

- (a) Overview of business plan
- (b) Key services, programs and activities
- (c) Proposed profit sharing business model to the Owner
 - (i) Year by year nominal rental fees
 - (ii) Means of funding (setup, facility management, programs etc)
 - (iii) Revenue streams (rental, services etc)
 - (iv) Revenue or profit sharing with the Owner
- (d) Financial model (CAPEX/OPEX)
- (e) Financial projections for 3 + 2 years
- (f) High-level business implementation plans for the first 4 quarters (3 months, 6 months, 9 months, 12 months)

4. **Operation Proposal**, this volume shall include, but not limited to,

- (a) Overview of organization and management structure
- (b) Profiles and responsibilities of key personnels
- (c) Plans for space setup and renovation

- (d) Plans management and operation of the Facility
- (e) Plans for providing proposed services, programs and activities
- (f) Plans for engaging and supporting youth and students
- (g) Plans for supporting and developing startups
- (h) Plans for engaging investors and promoting investment potentials
- (i) Plans for organizing community events
- (j) Plans for establishing networks with startups, academia, investors, professional mentors and trainers locally and internationally
- (k) Other plans the Offeror proposes

- 5. Proposed Key Performance Indicators**, this volume shall include, but not limited to,
- (a) Overview of methodology for setting, measuring, reporting and accountability of KPIs
 - (b) Specify KPIs directly related to operations of YIC Phase 1, in accordance with YIC mandate
 - (c) Specify KPIs related to engaging and supporting youth and students
 - (d) Specify KPIs related to investment and financing for startups
 - (e) Specify KPIs related to collaboration with local and international ecosystem entities
 - (f) Specify KPIs related to socio-economic impacts for the Yangon Region
 - (g) Specify other KPIs the Offeror proposes

5. EVALUATION AND AWARD CRITERIA

Proposals will be evaluated by the Owner using the following criteria:

- A. Offeror's proposed services, programs and activities, expertise, experience, and qualifications (and proposed sub offerors) as related to the Statement of Needs
- B. Demonstrated experience and qualifications of the Offeror and the Offeror's personnels that will be assigned to provide Yangon Innovation Centre - Phase 1 operation services as related to the Statement of Needs
- C. Business plan and investment amount
- D. Profit sharing business model to the Owner
- E. Impacts on innovation and entrepreneurship ecosystem and socio-economic development of Yangon Region
- F. References from past clients and/or partners

Issuance of this RFP and receipt of proposals does not commit the Owner to award a contract. The Owner reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the firms submitting an RFP, or to cancel all or part of this RFP.

6. CONTRACT PERIOD

The term of this contract is for three years, or as negotiated. There will be an option for two year renewals, or as negotiated, based on performance.

7. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on February 5, 2018 at 10:00 AM at Yangon Region Government office.

Potential Offerors are encouraged to send an email to yictender@yangon.gov.mm to express their interest in attending the pre-proposal conference. The Owner reserves rights to make changes with sufficient prior notice and any change will be updated to YIC tender webpage: <https://tender.yangon.gov.mm/tenders/90>.

The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend.

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

An appointment for inspection of the Facility shall be made via email to yictender@yangon.gov.mm. Any and all visitors to the Facility shall be accompanied at all times by an assigned OWNER representative who will serve as a guide.

8. QUESTIONS AND ANSWERS

Email any questions or requests for clarifications to YIC tender committee, yictender@yangon.gov.mm. All responses to questions will be posted as addenda on the YIC tender webpage: <https://tender.yangon.gov.mm/tenders/90>. It is the responsibility of the Offeror to check the YIC tender webpage.

9. ADDENDA

Addendum A - Overview of Yangon Innovation Centre

Addendum B - Location & Floorplan

Addendum C - RFP Cover Sheet

REF: 003/2017-18
Addendum B

**YANGON INNOVATION CENTRE
LOCATION AND FLOORPLAN**

Location: Kyan Mar Yay Seik Kan Compound, Pansodan
Road and South of Kannar Road, Yangon, Yangon
Region
Lat, Long : 16.768967, 96.160385

YANGON INNOVATION CENTRE

YANGON RIVER

STRAND ROAD

SITE LOCATION
100622.12 sqft (9348.12 sqm)

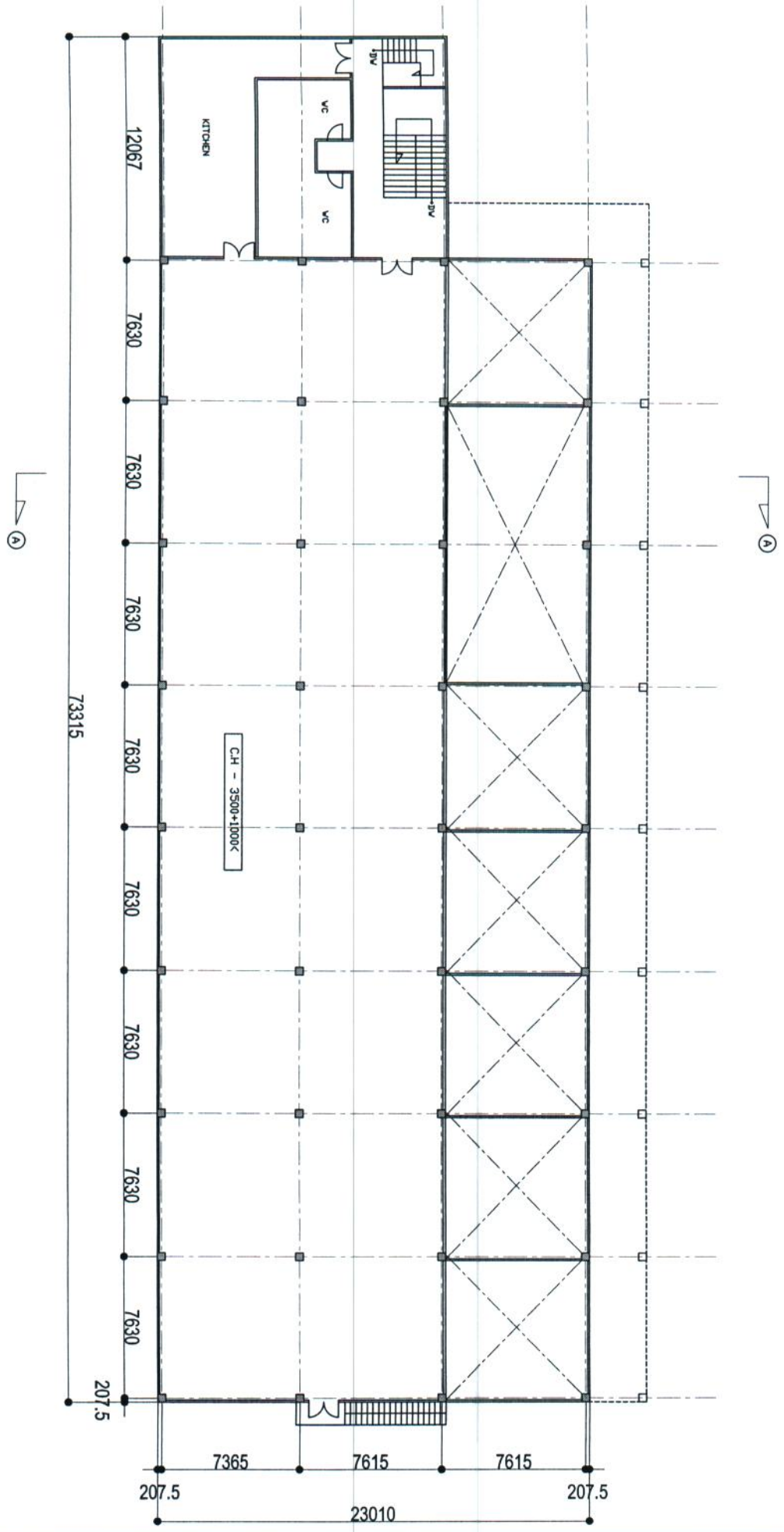
PANSODAN ROAD

STRAND ROAD

NAN THIDA HARBOUR

2000 ft

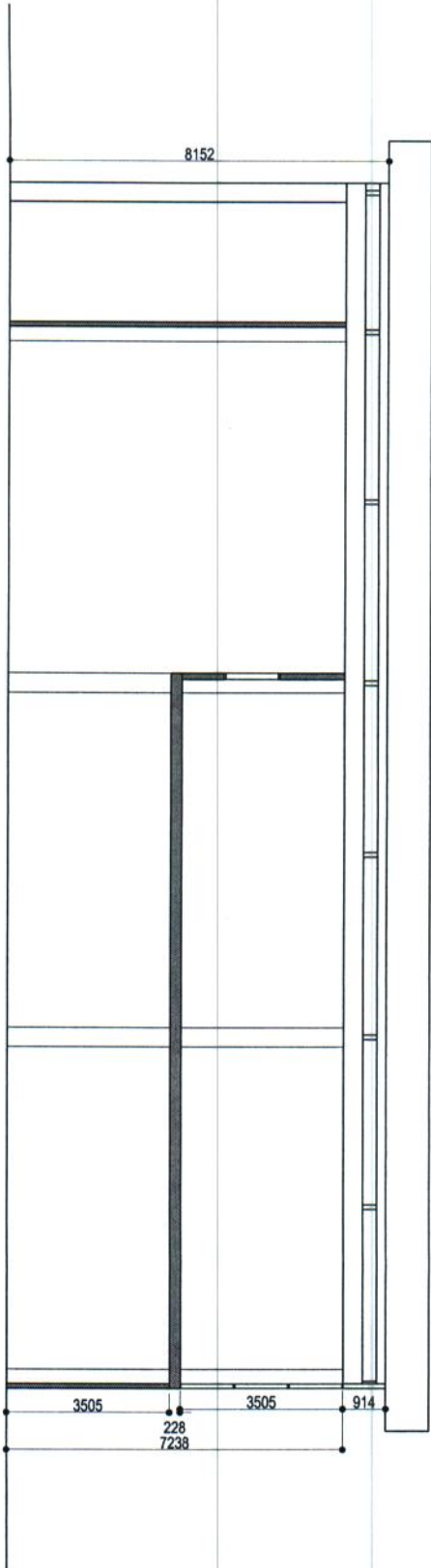




Yangon Innovation Centre
 1st FLOOR PLAN
 SCALE 1:200



SEPT 4/ 2017



SECTION A - A

Yangon Innovation Centre
 SECTION A - A
 SCALE 1:100



FUTURE
 LINK
 Architecture

SEP 4/ 2017

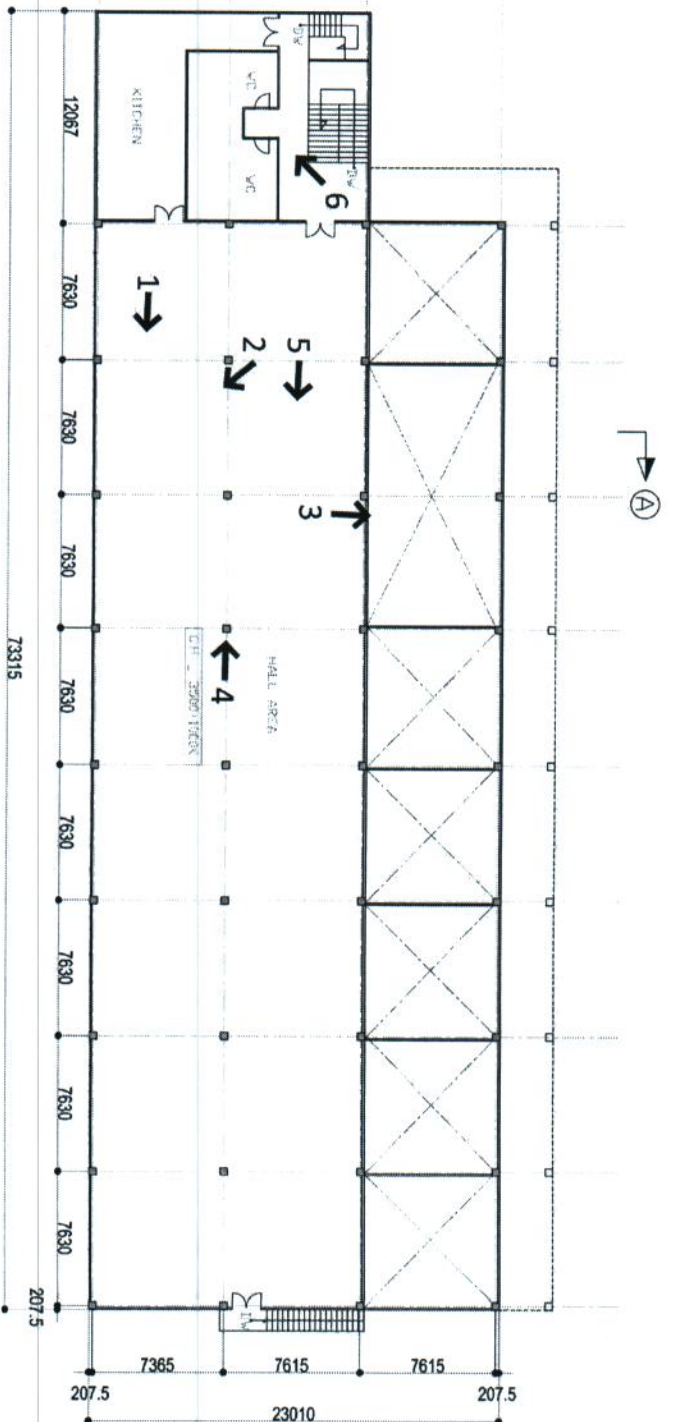
- YIC Site Surrounding



View - 1



View - 2



TOTAL AREA = 11948.79 sqft (1105.79 sqm)

Yangon Innovation Centre
1st FLOOR PLAN
SCALE 1:200



FUTURE
LINK
Architecture

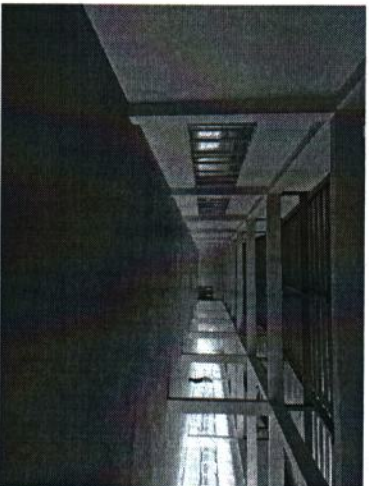
SEPT 4/ 2017



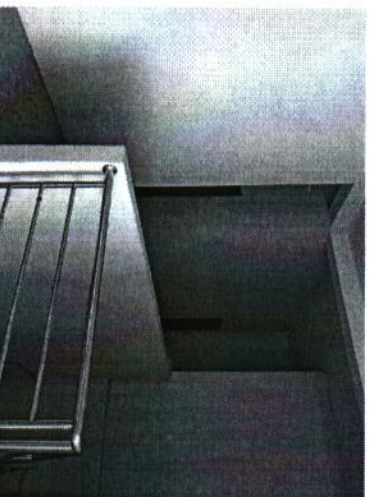
View - 3



View - 4



View - 5



View - 6

architectural concept design

for

Yangon Innovation Centre



FUTURE
LINK

Architecture

Yangon is an economic capital as well as social and cultural centre of Myanmar. People, commodities and information gather here in Yangon. Innovations, new culture, ideas and phenomena as well as businesses are created and ripple across the country and towards abroad. Yangon is a city of people with independent spirit and countless number of small businesses can be seen in retail and service industries.



However, for youths, when it comes to entrepreneurship, it is not as easy as in other ASEAN countries. It is due to lack of knowledge, funding, environment, support, etc. In this fast-moving era of modern times, information, communications and idea are critical factors of success. And innovation will play a key role to connect such factors and transform the combination into a new level of creative, sustainable and successful entrepreneurship.



The centre is for all young people with rich and innovative ideas, or those who are willing to incubate and develop ideas. It is also a place to accelerate them in a highly innovative, supportive and creative environment. They dream and inflate their imaginations here, create and recreate ideas and things upon their free will. It is also the place where young people meet their future business partners, valuable human and knowledge assets.

It is where ideas and innovations are supported by the government, businesses, and universities. It is also closely links with investors. Solutions will be delivered by the combination of innovative systems and Big Data. Business Schools, other start-up and innovation centres all around the world will be collaborating with it as well.



No formal and higher education is necessary to participate or be a member of this innovation centre. Innovations and start-ups are created by passion, idea and collaborations, not higher education nor funds. Young people come and learn at assorted classes, seminars, workshops and also from peers. Participants will learn and read global trends from various information sources. Information, idea and technology will be wrapping people around. Innovation will be done at all levels here in Yangon Innovation Centre in all processes.



Young people and meet and mingle at various places at the centre. They meet in classrooms, in co-working spaces, in private meeting rooms. Or on the lawn over the roof or under the trees in the evening. Exchanges of ideas and brainstormings occur at various places and situations. When they hit the wall with problems, they can go for a run around the centre or do a game at sports court. Youths nurture the ideas here inspired by the innovative environment. These activities go on until they find an idea which would give encourage them and fuel them with energy to start a business. It is a place where egg of ideas hatches into successful and innovative businesses.



philosophy

01



Strand Road is the beginning of the City of Yangon. New and innovative idea of Garden City Theory is applied here to have one of the most beautiful cities in Asia created. This is why we place our innovation centre where the very first innovation occurred in Yangon more than 150 years ago. This time in the new era of Yangon under the new government, we place a new seed of innovation in the oldest grounds of Yangon, where countless new ideas and innovations are to be created with century-long tradition of innovation.



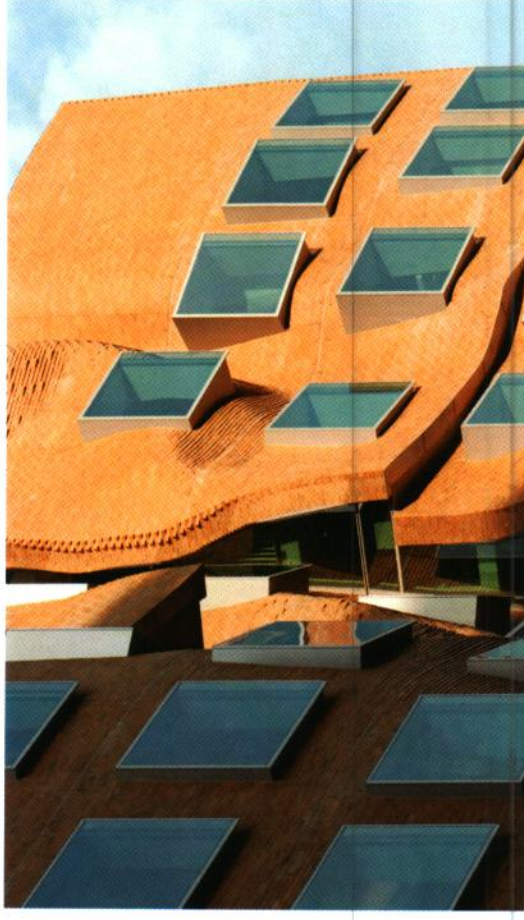
The building design is inspired by environmental aspects and given factors of the location of the site. The site is located on the river bank with express way on its north side. The south facade is designed to capture the south-west wind from the river to flow along the facade lin, lifted up by its louvers upward under the eave to wrap up the whole building to cool down the building in sustainable way. The eave is designed according to the sun path from October to May to protect the direct sun light whilst letting the light in from the open river.



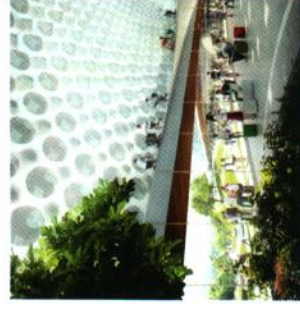
The north side is designed with thick walls and multi brick layers to protect from noise and pollution from express way and traffic of the strand road. Bricks are used to match the city scape of the colonial buildings on the strand road as well as old warehouses on the river bank of Yangon. However, bricks are laid in an innovative way using parametric and algorithm-aided design (AAD) method. Our philosophy is to combine an old material with new design methods in order to demonstrate innovation by the building itself.



Imaginations and uncertain ideas underlie every successful and innovative businesses. The ideas are kneaded as potter's work on clay until it shapes to form a seed of business. With proper support, the seed will then grow into a solid and strong business. The idea is spiced up with various functions and necessities and absorbed all aspects which needed to grow into a business. In this centre, the rooms (functions) are mixed with activities (ideas and sharing) to form a cluster of spaces - open and close.

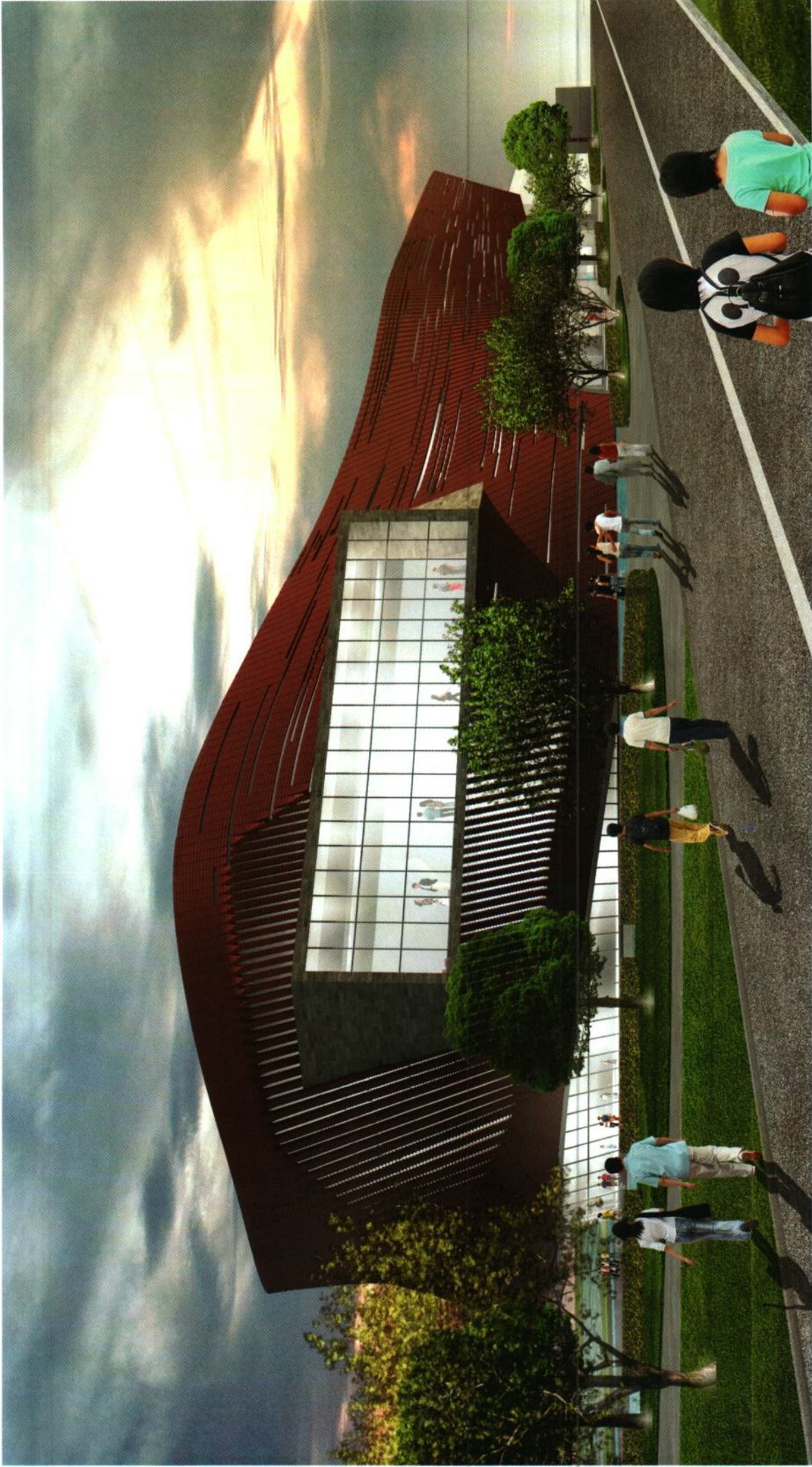


More than half of the volume of the building is lifted from the ground to give public access to the river and open space protected by the roof of the centre. Another purpose is not to block the wind from the river to the city. The grounds will be open for users of the centre as well as general public to enjoy the landscape and Riverview. Interaction between users and non users occurs here in the premises under the roof of the centre.



architectural concept

02



architect's image

03



architect's image

...ity
...nd
...un
...re
...ef
...shi
...At

en
Ag
wi
jn



architect's image

REF: 003/2017-18
Addendum B

**YANGON INNOVATION CENTRE
LOCATION AND FLOORPLAN**

Location: Kyan Mar Yay Seik Kan Compound, Pansodan
Road and South of Kannar Road, Yangon, Yangon
Region
Lat, Long : 16.768967, 96.160385

YANGON INNOVATION CENTRE

YANGON RIVER

STRAND ROAD

SITE LOCATION
100622.12 sqft (9348.12 sqm)

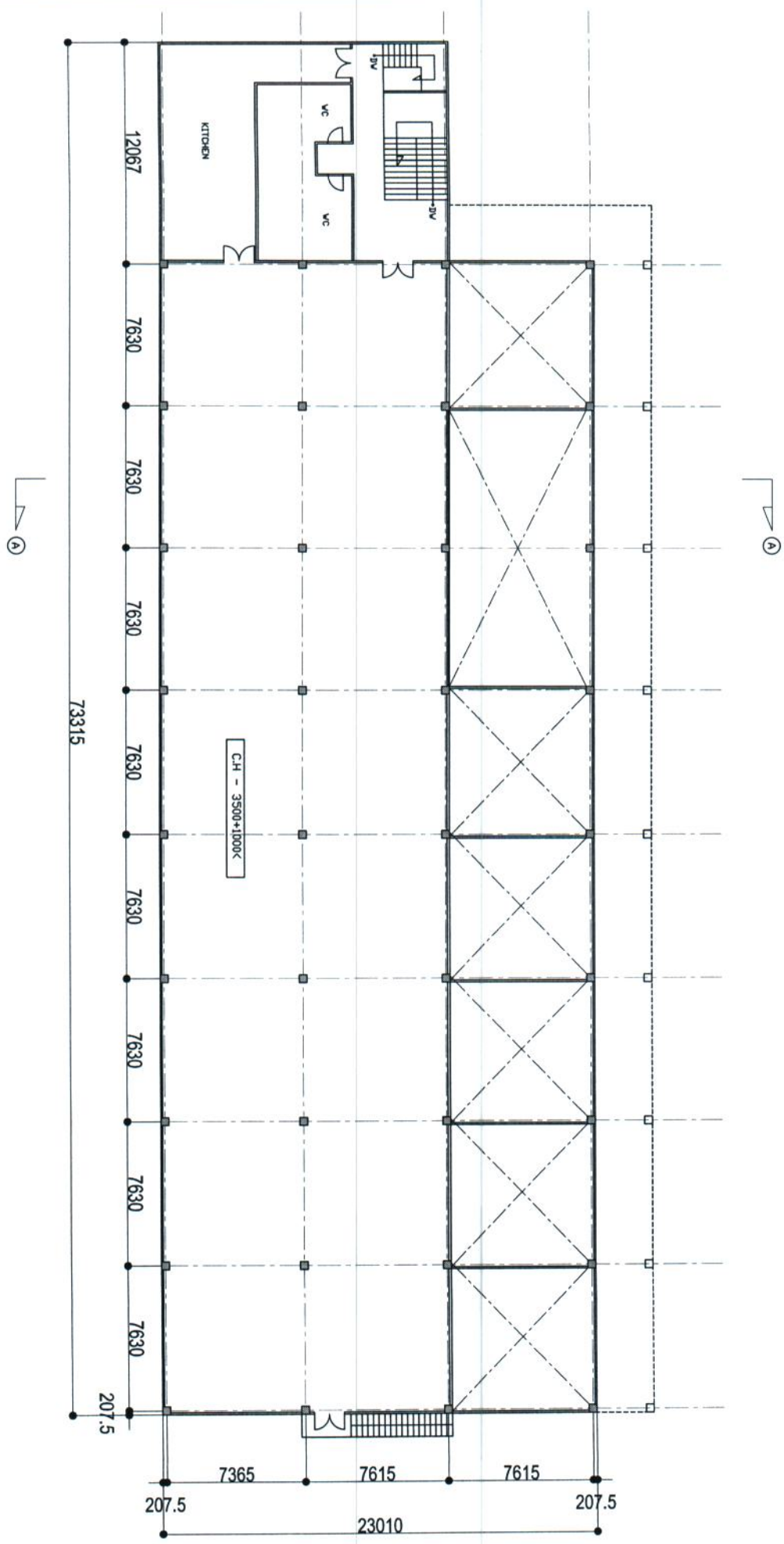
PANSODAN ROAD

STRAND ROAD

NAN THIDA HARBOUR

20000 ft



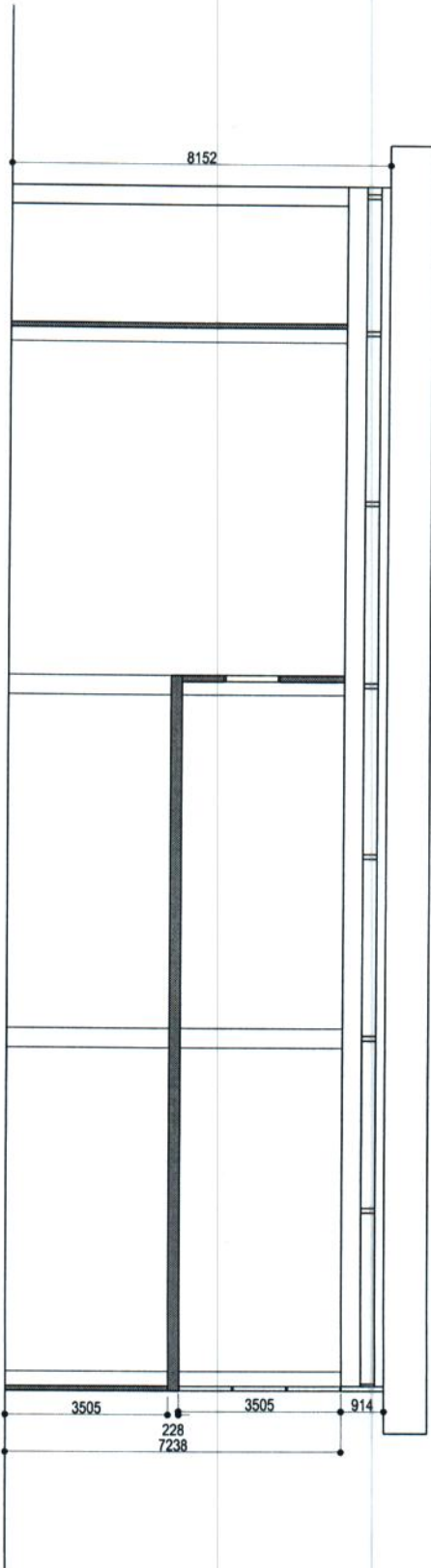


Yangon Innovation Centre
 1st FLOOR PLAN
 SCALE 1:200



FUTURE
 LINK
 Architecture

SEPT 4 / 2017



SECTION A - A

Yangon Innovation Centre
SECTION A - A
SCALE 1:100



FUTURE
LINK
Architecture

SEP 4 / 2017

