



## Request for Proposal

Project: <b>Adult Library Renovation</b>	Proposal Due By: <b>June 30, 2025</b>	RFP Issued By: <b>Tokyo American Club</b> <a href="https://www.tokyoamericanclub.org">https://www.tokyoamericanclub.org</a>
<b>Project Overview:</b>  The Adult Library is undergoing a renovation to transform it into a quiet, comfortable space for studying and reading. The project aims to improve seating capacity, update outdated furniture, and optimize the layout for better space utilization.		
<b>Project Goals:</b> <ul style="list-style-type: none"> <li>• Create a quiet, cozy, and comfortable environment.</li> <li>• Increase desk/table seating from 13 to 20–25 seats.</li> <li>• Maintain at least 18 reading chairs.</li> <li>• Improve layout efficiency while preserving current functionality.</li> </ul>		
<b>Scope of Work Desired:</b> <ul style="list-style-type: none"> <li>• Replace outdated reading chairs and study carrels.</li> <li>• Add counter-style seating and two four-person tables</li> <li>• Relocate and adjust shelving to create more space.</li> <li>• Install new magazine and newspaper shelves around concrete pillar.</li> <li>• Ensure furniture aligns with existing design themes and color palettes.</li> </ul>		
<b>Current and Potential Roadblocks and Barriers to Success:</b> <ul style="list-style-type: none"> <li>• Structural limitations due to immovable support beams.</li> <li>• Existing bookshelves may not be easily split or relocated.</li> <li>• Study carrels take up excessive space.</li> <li>• Some seating areas are underutilized due to layout and lack of privacy.</li> </ul>		
<b>Proposal Evaluation Metrics and Criteria:</b> <ol style="list-style-type: none"> <li>1. Alignment with design goals and space constraints.</li> <li>2. Quality and durability of proposed furniture (at least 10-year lifespan preferred).</li> <li>3. Aesthetic compatibility with existing library design.</li> <li>4. Creative use of space and multi-functional furniture.</li> <li>5. Cost-effectiveness and feasibility of implementation.</li> </ol>		
<b>Proposal Submission Requirements:</b> <ul style="list-style-type: none"> <li>• Submission</li> </ul> <p>Submission may be in softcopy submitted electronically via email. Upon receiving the submission, TAC will inform the proposer to acknowledge receipt of the submission. It is the responsibility of the Bidder to ensure that the proposal is received by TAC, by the date and time specified. Late proposals will not be considered.</p>		

- Timeline:

Date	Activity
June 30, 2025	Proposal must be received at TAC by 17:00
August 2025	TAC Management reviews submissions and determines the proposal to recommend for Committees and Board approval.
September 2025	Committees and Board reviews and votes on the successful proposal.
October 2025	Notification of successful proposal to vendor.

- Proposal Contents

Proposals in English is mandatory. At a minimum, the proposal must include:

- Detailed layout and design plan that meet the fire-related regulations.
- Furniture specifications and material samples.
- Timeline for project completion.
- Budget breakdown.
- Maintenance and durability expectation.

- Qualification

Bidder must be an interior furnishing vendor that is legally registered and authorized to operate and services in Japan.

Project Due By:  
**November 2025**

Budget:  
**8 million Japanese Yen**

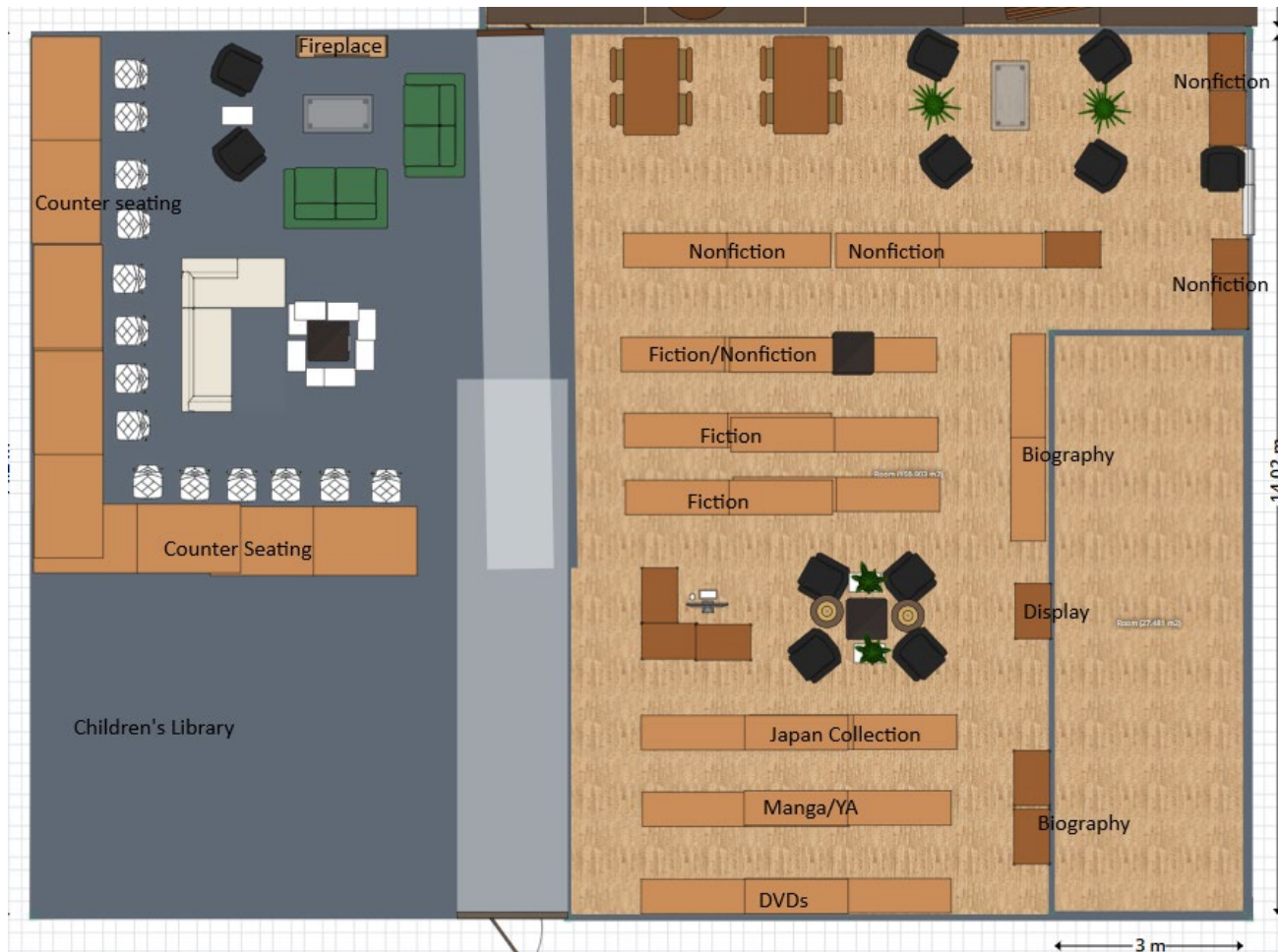
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**Minato-ku, Tokyo 106-8649**

## Layout Idea (NEW)



## Terms and Conditions

### Right to Reject

TAC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

### Notification of Award

For the proposal to be accepted by TAC, the proposal will be reviewed and vetted by TAC Management team and TAC governance bodies, including the House Committee, Finance Committee, and the Board of Governors. The approval process may take up to 1 to 2 months depending on the complexity and sensitivity of the project. Upon conclusion of final negotiations with the successful bidder. All bidder submitting proposals in response to this Request for Proposal will be informed, in writing, of the results.

### Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the bidder and will not be reimbursed by TAC.