

Terms of Reference (ToR)

For the Design and Construction of Indoor Filming Sets (Hospital Wards, Prison Cells, Courtrooms, Living Room and Bedroom).

1. Background

The Bhutanese film industry requires high-quality indoor filming sets that reflect local architectural and cultural context. To support professional filmmaking and reduce dependency on on-location shooting, this project aims to develop modular indoor filming sets such as hospital wards, prison cells, living room, bedroom, kitchen and courtrooms within an existing studio space.

The studio dimensions are approximately **70 ft x 33 ft x 16 ft (height)**. Considering operational requirements, the working area for set creation is limited to **50 ft x 20 ft x 10–12 ft (height)**, totaling **1,000 sq. ft.** of usable space. All sets must be designed and constructed to fit within this defined working area while leaving adequate room for lighting and grip equipment.

2. Objectives

- To design and construct modular indoor filming sets that realistically represent various institutional spaces such as hospital wards, prison cells, and courtrooms.
- To ensure that these sets are adaptable, reconfigurable, and optimized for reuse across multiple productions.
- To standardize construction techniques and set units to ensure cost efficiency, durability, and effective space management.

3. Scope of Work

Design and build modular indoor filming sets.

3.1 Set Design

- Reviewing the attached floor plans and reference designs.
- Preparing detailed layout plans for each type of filming space.
- Estimated detailed cost (BOQs).
- Ensuring all designs fit within the 1,000 sq. ft. working area.
- Designing modular set units such as:
 - Walls (single/double-sided)
 - Windows and frames

- Doors and door frames
- Pillars and structural elements
- Raised platforms or levels
- Core furniture elements (hospital beds, judge benches, prison bunks, living room furniture, bedroom furniture, etc.)
- Essential props
- Incorporating Bhutanese architectural elements where appropriate.

3.2 Set Construction

- Building all set units using materials suitable for repeated handling and assembly.
- Ensuring lightweight but sturdy construction for easy movement and reconfiguration.
- Ensuring all units meet safety and compliance standards for indoor filming environments.
- Painting, texturing, and finishing all units as per approved design.

3.3 Assembly & Reconfiguration

- Demonstrating how set units can be assembled to create:
 - A hospital ward
 - A prison cell or corridor
 - A courtroom interior
 - A living room
 - A bedroom
 - A kitchen
- Ensuring all sets can be reconfigured within the 1,000 sq. ft. space.
- Providing setup guidelines including assembly diagrams, recommended lighting positions, and camera movement guidance.

4. Deliverables

The contractor/set designer must provide:

1. Detailed floor plans and 3D designs for all sets.
2. Technical drawings for each modular unit.
3. A complete set of modular construction units, finished and studio-ready.
4. Assembly manual/guidebook for reconfiguration.
5. Material and equipment list used in construction in the form bill of quantities (BoQ).
6. Final installation and demonstration inside the studio.

5. Technical Requirements

- All sets must fit within the working area of **50 ft x 20 ft (1,000 sq. ft.)**.

- Height of set structures must adhere to **10–12 ft** constraints.
- Units must allow proper placement of lighting and grip equipment.
- Units must be fire-safe, durable, and compatible with repeated use.
- Construction must allow quiet operation to avoid sound disturbances during shooting.

6. Roles and Responsibilities

6.1 Contractor/Designer

- Conduct site visits and measurements.
- Develop design options and finalize with the client.
- Source materials and construct set units.
- Conduct assembly and testing.
- Presentation of work plans.

6.2 Client (Commissioning Agency)

- Provide access to studio facilities.
- Review and approve designs and materials.
- Oversee project implementation.

7. Timeline

A detailed project timeline will be developed but should include:

- Design and Planning Phase
- Material Procurement
- Construction Phase
- Installation and Demonstration
- Final Review and Handover by **June 15, 2026**

8. Budget and Payment Terms

Sl. No.	Phase	Milestone/Activities	Amount
1	1	Upon signing of contract agreement and submission of Demand Draft (DD)	10%
2	2	Submission of Inception Report	10%
2	2	Finalization of drawings/designs and upon	40%

		approval of the designs	
3	3	Completion of construction	40%

9. Evaluation Criteria

Proposals will be evaluated based on:

Sl. No.	Particular	Description	Score
A	Experience of the Firm	General/specific experience	10
B	Human Resource and Experts		60
B1	Architecture	1. Minimum of Bachelors Degree 2. Work Experience	(20)
B2	Site Engineer	1. Minimum of Bachelors Degree 2. Work Experience	(20)
B3	Interior designer	1. Minimum of Bachelors Degree 2. Work Experience	(20)
C	Technical approach and methodology		30

10. Reporting and Coordination

- Regular progress reports must be submitted to the client.
- Coordination meetings will be scheduled throughout the project.

11. Procurement Requirements

- All procurement activities shall comply with relevant Government of Bhutan procurement rules and regulations.
- Bidders must submit:
 - A valid license (CDB and Consultancy)
 - Tax clearance certificate
 - Detailed bill of quantities (BoQ)
 - Drawings

- Materials must meet required safety and quality standards, with documented evidence of compliance.
- Preference may be given to suppliers offering durable and locally sourced materials when feasible.

11.1 Procurement of Props and Set Items

The contractor shall procure all essential props and items required for each set type, including but not limited to:

- **Hospital Ward:** hospital beds, bedside tables, medical equipment replicas, curtains, monitors (non-functional), trolleys, cabinets.
- **Prison Cell:** bunk beds, metal bars or frames, secured doors, simple furniture, sanitary fixtures (mock), lighting elements.
- **Courtroom:** judge bench, witness stand, seating for court officials, gallery benches, desks, flags, signage.
- **Living Room:** sofas, chairs, tables, shelves, rugs, decor items, lighting fixtures.
- **Bedroom:** beds, side tables, wardrobes, lamps, curtains, minimal decor.
- **Kitchen:** modular cabinets, countertops, sink units (mock), shelves, cooking range replicas, refrigerator replica, utensils, storage items, and basic kitchen props.

All props must be safe for indoor filming, lightweight, reusable, and designed to realistically mimic real-world environments. The contractor/set designer must provide a complete inventory list upon delivery.

- All procurement activities shall comply with relevant Government of Bhutan procurement rules and regulations.
- Bidders must submit:
 - A valid trade license
 - Tax clearance certificate
 - Detailed bill of quantities (BoQ)
- Materials must meet required safety and quality standards, with documented evidence of compliance.

12. Compliance Requirements

- All construction must comply with Bhutan building codes, workplace safety regulations, and fire safety standards.
- Electrical components must be certified for studio use and meet safety norms.
- Designs must ensure adequate space for emergency exits, lighting rigs, and equipment movement.

- The contractor/set designer must follow all applicable labor regulations, ensuring safe working conditions.

13. Sustainability Requirements

- Use of sustainable, recyclable, or reusable materials is strongly encouraged.
- Construction methods should minimize waste generation.
- Designs should prioritize long-term durability to reduce replacement frequency.
- Energy-efficient lighting and materials should be considered where applicable.

14. Acceptance and Handover

The project will be deemed complete upon:

- Delivery of all modular units
- Successful assembly demonstration
- Submission of manuals and technical documentation
- Final inspection and approval by the client

15. Firm Expertise and HR Requirements

The competent firm must have the following experts:

1. Architecture
2. Site Engineer
3. Interior Designer

16. Pre-bid Meeting

Pre-bid meeting to be held on 25th December 2025 from 15:00 to 17:00 at BICMA.

Annex I: Indicative List of Sets and Props

This annex provides a non-exhaustive, indicative list of filming sets and associated props to guide design, construction, and procurement. The final list may be refined during the design approval stage.

A. Institutional Sets

1. Hospital Ward Set

- Modular wall panels with hospital finish x 1 set
- Hospital beds (mock or modified) x 2
- Bedside tables and lockers x 2
- Medical curtains and rails x 2 sets
- Medical equipment replicas (monitors, IV stands, trolleys, wheel stretcher) x 1 set
- Cabinets and shelves x 2 sets
- Signage and basic wall graphics x 1 for every compartment/room

2. Prison Cell / Prison Interior Set

- Modular wall units with prison texture x 1 set
- Cell doors with bars or grilled panels x 1 no.
- Single prison beds x 1 no.
- Basic stools or benches x 1 no.
- Minimal storage units x 1 no.
- Interrogation room with tables and chairs x 1 set

3. Courtroom Set (to be replicated from local setting)

- Judge's bench
- Witness stand
- Lawyer tables and chairs
- Gallery seating benches
- Flags, emblems, and signage
- Books, files, and desk accessories

B. Residential Sets

4. Living Room Set

- Sofa sets and armchairs x 2 sets
- Coffee tables and side tables x 1 set
- Shelving units and cabinets x 2 nos

- Carpets or rugs x 2
- Table lamps and floor lamps x 4
- Decorative items (frames, vases, cushions) x 2 sets

5. Bedroom Set

- Bed frames and mattresses (mock) x 1 single and 1 queen size
- Bedside tables x 2
- Wardrobes or storage units x 2
- Lamps and lighting fixtures x 2
- Curtains and basic decor x 2 sets

6. Kitchen Set

- Modular kitchen cabinets (upper and lower) x 1 set
- Countertop units x 1 no.
- Sink unit (non-functional or mock) x 1 unit
- Cooking range and chimney replicas
- Refrigerator replica x 1
- Open shelves and storage racks x 1 set
- Basic kitchen utensils and containers x 1 set

C. General Modular Set Units (Common to All Sets)

- Interchangeable wall panels (plain, textured, institutional)
- Doors and door frames (various styles)
- Window units with frames
- Pillars and structural elements
- Raised platforms or steps
- Paint, surface textures, and finishes adaptable across sets

Annex II: Indicative Layouts and Floor Plan References

This annex outlines indicative layouts and planning principles for fitting multiple interior locations within the available **1,000 sq. ft. (50 ft x 20 ft)** working area of the studio. The layouts are illustrative and intended to guide efficient spatial planning.

A. General Layout Principles

- All set layouts must conform to the maximum usable height of **10–12 ft.**
- Adequate clearance must be maintained for:
 - Lighting rigs and stands
 - Camera movement and framing
 - Grip equipment and crew circulation
- Modular units shall be designed to allow quick reconfiguration between sets without dismantling the entire structure.

B. Indicative Layout Concepts

- **Single-Set Configuration:** Full 1,000 sq. ft. utilized to represent one complete location (e.g., hospital ward or courtroom).
- **Multi-Set Configuration:** Division of the working area into two or more functional spaces using modular wall units (e.g., living room and bedroom; prison cell and corridor).
- **Open-Back Layouts:** One or more walls left open to facilitate camera angles and lighting.

C. Reference Floor Plans

- Attached sample floor plans illustrate:
 - Efficient zoning of different location types within the studio
 - Placement of doors, windows, and corridors
 - Use of interchangeable wall panels to simulate multiple locations

These reference designs shall be used by the contractor to finalize detailed working drawings, subject to client approval.

Annex III: Minimum Technical Specifications for Materials and Construction

This annex specifies the minimum technical standards to be adhered to during set construction and procurement.

A. Structural and Construction Materials

- Framing materials shall be lightweight yet durable (e.g., seasoned timber, metal framing sections).
- Wall panels shall be reusable, with smooth finishes suitable for repainting and texturing.
- Joints and connectors shall allow repeated assembly and dismantling without loss of structural integrity.

B. Safety and Compliance

- All materials must be fire-retardant or treated with fire-resistant coatings.
- Sharp edges and exposed fasteners must be avoided.
- Flooring surfaces shall be anti-slip and suitable for heavy foot traffic.

C. Acoustic and Visual Considerations

- Materials should minimize unwanted noise during filming.
- Surface finishes must be camera-friendly, avoiding excessive glare or reflection.

D. Props and Furniture Specifications

- Props shall be lightweight, stable, and safe for actor interaction.
- Furniture must withstand repeated use and movement.
- Replicas of equipment (medical, kitchen, or institutional) must be visually accurate but non-functional unless otherwise approved.

E. Sustainability Specifications

- Preference shall be given to reusable and recyclable materials.
- Use of low-VOC paints and finishes is encouraged.
- Construction waste shall be minimized and disposed of responsibly.