



**REQUEST FOR PROPOSALS: MAINTENANCE WORKS AT SAJJA
WAREHOUSE SHED NO. 13**



Bid issue date: 16/10/2024

Deadline for submission of proposals: 06/11/2024

Instruction to Bidders

1 - SITE SURVEY

2 - PACKING AND LABELLING OF PROPOSALS

3 - SUBMISSION OF PROPOSALS

4 - PROPOSAL CONTENTS

5 - RFP TERMS AND CONDITIONS

6 - INCOMPLETE AND LATE OFFERS

7 - INQUIRIES

8 - ALTERATION OF PROPOSALS

9 - BIDDER RESPONSIBILITY

10 - ELIGIBLE BIDDER

11 - CLARIFICATION

12 - AMENDMENTS

13- CONFIDENTIALITY

14 - OWNERSHIP OF PROPOSALS

15 - BID CANCELLATION

16 - DISCUSSION/NEGOTIATION

17 –WORK DESCRIPTION

Instruction to Bidders

The bidder is requested to read the documents carefully to be able to submit a responsive proposal. In submitting the proposal, the contractor must respect all instructions, forms, Terms of Reference, contract provisions and specifications contained in this document. Failure to submit a proposal containing all the required information and documentation within the deadline specified will lead to the rejection of the proposal.

1 -SITE SURVEY

All suppliers are requested to visit SAJJA WAREHOUSE for a walk-through inspection to investigate prior submitting their proposal. Submitting proposals without the Site survey would be at the supplier's own risk.

Date of Site Survey: 23/10/2024

Time of Site Survey: 10 AM -12 PM

Contact Person: RAJAGOPAL (SCCI BUILDING, 0523973958, 065938592)

Important Note: Above contact is only for the purpose of the Site Survey. Please note that the Site Survey is only for the suppliers to check the project delivery. Suppliers are strictly not allowed to enquire about any financial or procedural questions. Any deviation from such rules will eliminate the supplier from participation in this tender.

2 - Packing and Labelling of Proposals

Each submitted proposal must comprise a technical offer and a financial offer, each of which must be submitted separately in sealed envelopes.

3 -Submission of Proposals

Technical Proposal must be submitted hand delivery directly to the SCCI in return for a signed and dated receipt to the following address:

Noura Jasim Almaazmi, (noura@sharjah.gov.ae)

Head of Procurement department,
Sharjah Chamber of Commerce and Industry,
Post Box No. 580, Sharjah, UAE.

Or

Homaira Asad, (homaira@sharjah.gov.ae)

Procurement Executive,
Sharjah Chamber of Commerce and Industry,
Post Box No. 580, Sharjah, UAE.

Note: Any deviation from instructions (e.g., unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rules and will lead to

Or

Maryam Murad, (maryamm@sharjah.gov.ae)

Procurement Executive,

Sharjah Chamber of Commerce and Industry,

Post Box No. 580, Sharjah, UAE.

rejection of the proposal. The pages of the Technical and Financial offers must be numbered.

4 - Proposal Contents

4.1 Technical offer

The Technical offer must include the following documents:

1. Table of contents, including page numbers.
2. Full contact details of the key person in the company in case of any clarification requirements.
3. Letter of Submission on the contractor's letterhead signed and stamped by the person in charge or company's authorized representative acknowledging the supplier's agreement of the terms and conditions of this RFP and certifying that all information offered in the submitted proposal are true, accurate, and complete.
4. An executive technical summary including Items, Technical Specifications (Bill of Quantities) unpriced, demonstrating the supplier understands of the RFP's requirement, including the specification of requested item, delivery and installation schedule, detailed scope of works.
5. Copy of valid trade license / legal registration, Documents/agency registration in the UAE
6. Business references from different clients show that the supplier has a satisfactory performance record. Supplier is required to include details of points of contact (name, address, telephone number, etc.) for such references.
7. Quality accreditation certificates if any.

Important Notes: After the bid opening of the TECHNICAL proposals and in case any bidder does not submit the required documents stated above, the proposal will be administratively rejected without further consideration for review.

REVEALING THE FINANCIAL OFFER IN TECHNICAL OFFER WILL LEAD TO THE REJECTION OF THE PROPOSAL.

4.2 Financial offer

The Financial offer must be presented as an amount in U.A.E currency (DHS), inclusive of all applicable tariffs and /or taxes. The bidder must put the prices showing the unit price per item intended to be proposed.

- Payments under this contract will be made in U.A.E currency (DHS).
- The hard copy of the priced list should be submitted stamped and signed.
- Soft Copy of financial offer through email (only to procurement department)

5- RFP Terms and Conditions

• Failure to accept the terms and conditions of this RFP at the time of submission of proposal may result in giving the award to the next supplier.

6 - Incomplete and Late Offers:

• Incomplete and late proposals will not be accepted. It is the bidder's responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions. Later proposals shall be returned.

7 - Enquiries

• Suppliers may submit questions in writing through e-mail to the following address before the deadline stated in the above timetable,

Contact Name: G. Rajagopal

E Mail : rgopal@sharjah.gov.ae

Phone No : 0523973958, 065938592

Any clarification to be issued by the Services Sector will be communicated in writing to the supplier before the deadline stated in the timetable above. No further clarifications will be given after this date.

8 - Alteration of Proposals

Suppliers may alter their proposals by written notification prior to the deadline for submission of proposals stated in this RFP. No proposals may be altered after this deadline.

9 - Bidder Responsibility

It is the responsibility of each supplier before submitting a proposal:

a) To consider federal and local laws and regulations that may affect costs, progress, performance or furnishing of the service.

b) To study and carefully correlate supplier's knowledge and observations with the contract documents and such other related data.

c) To promptly notify the section Head of Procurement & Services Sector of all conflicts, errors, ambiguities, or discrepancies which supplier has discovered in or between the contract documents and such other related documents.

10 - Eligible Bidder

Bidders considered eligible to submit proposal are defined as the entity /organization that is legally registered to do business in UAE and can provide a valid certificate of legal registration/ trade registration license.

11- Clarification

During the evaluation process, SCCI may request additional information from suppliers if it is necessary for further clarity in regard to the submitted proposal.

12 – Amendments

During the proposal submission period, if the SCCI decides to modify/change any requirements of the RFP, the modifications shall be released through the issuance of an amendment to the RFP. Any amendment will be issued in writing and will be sent to all suppliers.

13 - Confidentiality

The entire evaluation procedure is confidential, and all proposals are for official use only and may be communicated neither to the bidders nor to any party other than the SCCI.

14 -Ownership of Proposals

The SCCI retains ownership of all proposals received as part of this tender. Consequently, suppliers have no legal right to have their proposals returned to them.

15 -Bid Cancellation

The SCCI has the right at any stage in the tender process to cancel all the tenders without justification to any of the suppliers. In the event, Suppliers will be notified in writing of the cancellation by the SCCI.

16 - Discussion/Negotiation

Although proposals may be accepted and a contract awarded without discussion, the SCCI may initiate discussions should clarification or negotiation be necessary. Bidders should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

17 – Work description

ELECTRICAL

- 1) LED high bay lights: 8 Nos
- 2) LED Tube lights: 75 Nos
- 3) Electrical Cabling for AC:
- 4) New Electrical Distribution Box & SMDB: 1 No
- 5) Electrical cabling from LV panel to DB: Lot
- 6) SMDB & LV panel Modification
- 7) Approval from Sharjah electricity and water authority.

(All cabling must be in GI conduit)

AIR CONDITIONING

- 1) Supply and installation of Split AC units: required tonnage 30 tons. 5 ton 4 units in the mezzanine floor and 5 ton 2 units below the mezzanine area.
- 2) Supply and installation of thermostat: same as the number of AC units.
- 3) Copper pipes from the outdoor unit to the indoor unit must be through the metal tray or trunking.
- 4) The fiber ceiling sheet (4 Nos) must be covered with proper insulation sheet.
- 5) The top portion of the wall (metal sheet) needs to be insulated properly.
- 6) Need to install Metal stand for fixing outdoor unit 11m length x 1.4m width (both ends must be welded with the existing steel pillar). The location: above the sliding door. Need a portable ladder for maintenance works in outdoor unit.

PLUMBING

- 1) Removing and cart away the existing sanitary systems (Wash basin, WC and floor tiles and wall tiles)
- 2) Supply and installation of WC: 1 No (RAK Liva)
- 3) Supply and installation of new wash basin with accessories: 1 No (RAK)
- 4) Supply and installation of angle valve, basin tap, Health faucet and necessary pipe fittings.

PARTITION, PAINTING & FLOOR TILING WORK

- 1) Preparing the existing floor with proper screeding.
- 2) Supply and apply epoxy painting: 325 Square meter (Approximately)
- 3) Skirting (Optional)

- 4) Painting the whole wall.**
- 5) Need a partition wall (double side gypsum wall with rock wool insulation) on the border of mezzanine floor (16-meter length x 5-meter height up to the existing ceiling)**
- 6) Supply and installation of aluminium door above the staircase (1m x 2.2m)
(Suppliers must submit the paint colour samples for approval)**

Minimum 1 year warranty and site support for the workmanship and devices

Minimum 1 year warranty required for AC units & 5-year warranty for the AC compressor.

Minimum 5-year warranty for the epoxy flooring.