



REQUEST FOR PROPOSALS (RFP)- ALL EXTERNAL WALL CRACK REPAIRING, WALL PAINTING, GRC CLADDING CLEANING, JOINT FILLING AND REPAIRING, GRANITE WALL CLADDING AND FLOOR REPAIRING.

SHARJAH CHAMBER OF COMMERCE & INDUSTRY HEAD QUARTER BUILDING

LOCATION: AL TAWUN STREET, SHARJAH, UAE.



Bid issue date:

Deadline for submission of proposals:

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Instructions 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 SHARJAH CHAMBER OF COMMERCE HEAD QUARTERS BUILDING for a detailed inspection to investigate prior to submitting their proposal. Submitting proposals without the Site survey would be at the supplier's own risk.

Date of Site Survey:

Time of Site Survey:

Contact Person:

Shashi Kumar - Mob: 0556754539

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 site. Suppliers are strictly not allowed to inquire 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 (required only soft copy for commercial proposal). Required soft copy (through email) for both technical and commercial proposals.

3 -Submission of Proposals

Proposals (TECHNICAL) must be submitted hand delivery directly to the SCCI Procurement department in return for a signed and dated receipt to the following address:

Noura Jasim Almaazmi, noura@sharjah.gov.ae
Head of Procurement department, 065938774
Sharjah Chamber of Commerce and Industry,
Post Box No. 580, Sharjah, UAE.

Or

Maryam Murad, maryamm@sharjah.gov.ae
Procurement Executive, SCCI, 065938766
PO Box No.580, Sharjah, UAE

Or

Homaira Asad, homaira@sharjah.gov.ae
Procurement Executive, SCCI, 065938772
PO Box No.580, Sharjah, UAE

Note: Any deviation from these 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 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 for any clarification requirements.
3. Letter of Submission on the contractor's letterhead, signed and stamped by the person in charge or the company's authorized representative, acknowledging the supplier's acceptance of the terms and conditions of this RFP and certifying that all information provided in the submitted proposal is true, accurate, and complete.
4. Executive Technical Summary including the items, technical specifications (and Bill of Quantities, if applicable), unpriced, demonstrating the supplier's understanding of the RFP

requirements. This should also include the specifications of the requested items, as well as the proposed delivery and installation schedule.

5. Copy of valid trade license/legal registration and agency registration documents in the UAE.

6. Business references from different clients demonstrate the supplier's satisfactory performance record. The supplier must include contact details (name, address, telephone number, etc.) for each reference.

7. Hard copy of the technical proposal only, with no reference to the commercial offer.

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 and must be submitted. The bidder must put the prices showing the unit price per item intended to be proposed.

- Payments under this contract will be made in the U.A.E currency (DHS).
- The hard copy of the priced list should be submitted stamped and signed.

5- RFP Terms and Conditions

• Failure to accept the terms and conditions of this RFP at the time of submission of the 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.

Late 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	Shashi Kumar
Email	shashi@sharjah.gov.ae
Phone No	055-6754539

- 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 proposals 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 regarding the submitted proposal.

12 - Evaluation of proposals

Technical evaluation of bids

- All suppliers must comply with 80% of the mandatory requirements stated in Vendor Risk Assessment form to be eligible for completion to the technical evaluation stage.
- The quality of each technical offer will be evaluated in accordance with the evaluation factors specified in this document.
- No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

13 – 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.

14 - 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.

15 -Ownership of Proposals

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.

16 -Bid Cancellation

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.

17 - 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.

18 - Work Description

A. External Wall Crack Repairing and Painting

- Inspection and identification of all structural and non-structural wall cracks.
- Cleaning and preparation of cracked areas using appropriate tools.
- Crack filling using approved crack-filler materials and sealants.
- Surface preparation (scraping, sanding, cleaning, etc.) prior to painting.
- Application of primer, putty, and topcoat of weather-resistant exterior paint (Jotashield colorlast matt).
- The color samples must be submitted for prior approval (same as existing color).
- Ensuring proper scaffolding, safety measures, and work quality standards.

B. Granite Cladding Rectification

- Inspection of loose, damaged, or displaced granite cladding panels.
- Removal and reinstallation/replacement of damaged panels using approved fixing systems.
- Re-grouting of joints with suitable non-shrink grout or sealant.
- Cleaning and polishing of the granite surface after completion.
- Ensuring alignment, level, and uniform joint gaps throughout.

C. Flooring Complaint Rectification

- Identification of damaged, uneven, or hollow floor tiles/stones.
- Removal of defective flooring and re-fixing using approved adhesive or mortar.
- Re-grouting of joints and surface leveling as required.
- Final cleaning and polishing to match existing finishes.

- Disposal of debris as per site safety and environmental regulations.

D. GRC cladding cleaning

- Inspect GRC panels for cracks, chips, spalling, or loose fixings.
- Identify and repair any damage before cleaning. GRC edge fiber cladding repairing.
- Rinse the surface with clean water to remove dust and loose debris.
- Remove the damaged joint sealant and fill new sealant.
- Use proper chemicals or detergent to clean the dirt surfaces (avoid acidic or alkaline cleaners).

E. BIRD REPELLENT

- Supply and installation of ultrasound bird repellents around the building.

Note: For the painting works on the external scaffolding, the supplier must obtain permission from the concerned department.

19 - Health and Safety Instructions

1. General Safety Requirements

- All workers must be trained and certified in working at height and scaffolding safety.
- Conduct a Job Safety Analysis (JSA) or Risk Assessment before work begins.
- Ensure a competent supervisor is always present during work.
- Obtain a Work at Height Permit from the responsible authority prior to starting.
- Daily Toolbox Talk must be conducted, focusing on hazards and safe practices.

2. Scaffolding Safety

- Scaffolding must be erected, inspected, and certified by a competent scaffolder before use.
- Only approved metal scaffolding (no bamboo/wooden structures) should be used.
- The scaffold must be stable, level, and placed on a firm base with proper base plates and sole boards.
- Install guardrails, mid-rails, and toe boards on all working platforms.
- Ensure full scaffolding access through ladders or stair towers — do not climb cross braces.
- The scaffolding must be tagged:
 - Green tag – Safe to use

- Red tag – Not safe / under erection or dismantling
 - Scaffolds must be re-inspected daily and after any strong wind, rain, or modification.
 - Maintain a minimum clearance from live electrical lines as per local regulations.
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3. Fall Protection

- All personnel working above 2 meters must wear full body safety harnesses attached to lifelines or fixed anchor points.
 - Use independent lifelines if working on suspended scaffolding or swing stages.
 - Regularly inspect safety harnesses and lanyards for wear or damage before use.
 - Do not work on scaffolding during strong winds, rain, or poor visibility.
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4. Material Handling and Storage

- Secure all paint containers, tools, and materials to prevent falling.
 - Use rope or pulley systems to lift materials — never throw or carry while climbing.
 - Store materials in a safe, balanced manner on the platform (avoid overloading).
 - Keep all walkways clear of obstacles.
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5. Painting Work Safety

- Use non-slip footwear and chemical-resistant gloves while handling paint.
 - Ensure adequate ventilation when working with solvent-based paints.
 - Keep fire extinguishers (CO₂ or dry chemical type) nearby if flammable paints or thinners are used.
 - Avoid open flames, smoking, or spark-producing tools near paint materials.
 - Wear respiratory masks, eye protection, and protective clothing as per MSDS of the paint.
 - Dispose of used paint containers and cleaning rags properly — do not leave them on scaffolding.
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6. Environmental and Housekeeping Measures

- **Protect surrounding areas from paint splashes or spills using drop sheets or coverings.**
 - **Ensure waste segregation for hazardous (paint-related) and non-hazardous materials.**
 - **Keep the work area clean and tidy at the end of each shift.**
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7. Emergency Preparedness

- **Provide a first aid kit and ensure at least one trained first aider is present.**
 - **Maintain clear access for emergency evacuation routes.**
 - **Ensure communication means (e.g., mobile radios) are available at height.**
 - **In case of a fall or accident, stop work immediately, secure the area, and report to safety department.**
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8. Weather and Site Conditions

- **Stop work during:**
 - **High winds (> 40 km/h)**
 - **Rain or thunderstorms**
 - **Poor visibility or low light**
 - **Ensure adequate lighting for work at height during evening or indoor painting operations.**
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