



REQUEST FOR PROPOSALS (RFP)- ROOF TOP AHU FOOTING MODIFICATION, WATER PROOFING, AHU COMPLAINT RECTIFICATION, PRESSURIZATION UNIT INSTALLATION, CONDENSER COIL REPLACEMENT, PREESURE GUAGE AND THERMOMETER REPLACEMENT, INSTALLING ALUMINIUM COVERS FOR DDC PANELS WITH DUCT CONNECTION AND NECESSARY PIPING AND DUCTING WORKS.

SHARJAH CHAMBER OF COMMERCE & INDUSTRY HEAD QUARTER BUILDING & TEJARA 1 BUILDING

LOCATION: AL TAWUN STREET, SHARJAH, UAE.



Bid issue date: 16/09/2025

Deadline for submission of proposals: 07/10/2025

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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 & TEJARA 1 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:

Contact Person:

RAJAGOPAL: 052 – 397 3958 (SCCI BUILDING)

SHASHI KUMAR: 055 – 675 4539 (TEJARA 1 BUILDING)

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

Technical proposals must be submitted directly to the SCCI Procurement department in return for a signed and dated receipt to the following address (Commercial proposal, bidder can send soft copy to below given email ids):

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

Homaira Asad, homaira@sharjah.gov.ae

Procurement Executive, SCCI, 065938772

PO Box No.580, Sharjah, UAE

Or

Maryam Murad, maryamm@sharjah.gov.ae

Procurement Executive, SCCI, 065938766

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 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, details of consumables and machineries.
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 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	Rajagopal
Email	rgopal@sharjah.gov.ae
Phone No	052-3973 958

● 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 writing 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

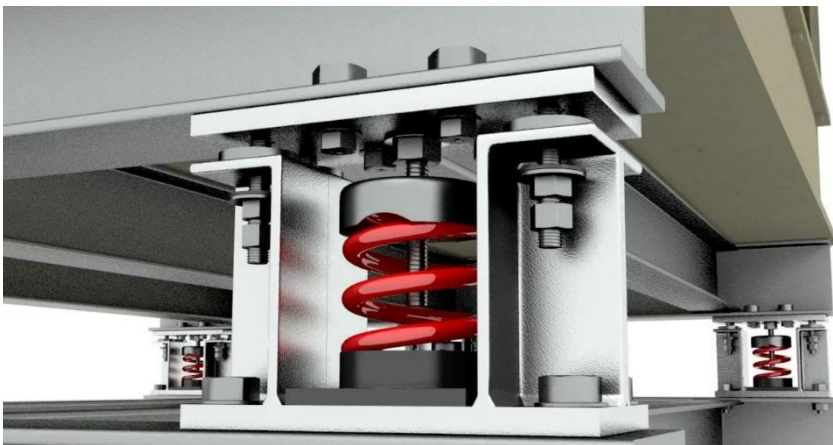
Although proposals may be accepted and a contract awarded without discussion, the SCCI may initiate discussions should clarification or negotiation be necessary. Bidders should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

18 - Work Description

- a) Chiller pipeline and the ducts should be disconnected and remove the AHU from the existing footing.
- b) The existing footing should be demolished and cart away and new concrete beam (concrete bridging) should be made for re-installing the AHU & FAHU.
- c) Repairing of the AHU & FAHU (if there are any complaints like leaking and corrosion)
- d) Need to fix 6" VCD in all AHU supply duct.
- e) Need to paint with zinc rich primer on the corroded parts of the AHU.
- f) Proper fixing of cooling coil drain tray (changing the tray if it is not in a good condition).
- g) Water proofing of new foundation and concrete beam with proper membrane.
- h) A rectangular frame should be formed with "H channel" (image given below) to fix AHU.



- i) Vibration isolator should be provided for each AHUs & FAHUs. (as shown in the image below).



- j) All MEP and civil work related to this project is under supplier's scope.

- k) Proper drain line (new) should be provided for each AHUs.
- l) Supplier shall provide a warranty of 1 year for maintenance works and a minimum of 5 years for waterproofing.
- m) All the materials related to this project shall be provided by the supplier.
- n) Valve actuator (same brand) for all 12 AHUs should be changed.
- o) The existing electrical and control cables should be disconnected and reconnected after completion of maintenance work. Cable should be done using GI conduits.
- p) Testing, commissioning & water balancing.
- q) Need to supply and install a new pressurization pump & chemical dosing system for chilled water line (inside chiller pump room).
- r) Need to remove the existing chilled water and refill with proper chemicals.
- s) Need to replace all thermometers and chilled water pressure gauges.



- t) Need to provide aluminium boxes for all DDC panels and need to connect AC duct from the nearby AC units (with necessary supports).
- u) Need to replace condenser coils (weatherproof) for 20 Nos of SKM outdoor unit (Model RXU-060 S) at TEJARA 1 Building. Testing and commissioning. Need to change the isolator and cable if required.
- v) The rest of the details will be provided during site visit.

19 – Health and Safety Instruction

1. General Requirements

- Conduct a toolbox talk before starting work.
- Ensure all workers are trained, competent, and authorized.
- Use PPE (helmet, safety shoes, gloves, reflective vest, goggles, harness if working at height).
- Keep the workplace clean, dry, and free from obstructions.
- Ensure first aid kit and fire extinguisher are available at site.
- Follow lock-out/tag-out (LOTO) procedures when dealing with electrical/mechanical s

2. Roof Top AC Maintenance Work

- Access & Fall Protection
 - Use safe access ladders or scaffolding with guardrails.
 - Workers must wear full body safety harness tied to approved anchor points.
 - Avoid working near roof edges without proper barriers.
- Weather Conditions
 - Do not perform work in strong winds, heavy rain, or extreme heat.
 - Provide shade and drinking water to avoid heat stress.
- Electrical Safety
 - Isolate and switch off power supply before starting maintenance.
 - Only certified electricians to handle live electrical components.
 - Use insulated tools and test equipment before touching circuits.
- Mechanical Safety
 - Ensure fans, compressors, and moving parts are completely stopped.
 - Use correct lifting techniques or equipment (hoist, pulley, crane) when handling heavy units

3. General Civil & Concrete Works

- Site Preparation
 - Barricade work areas with warning signs.
 - Check underground utilities before excavation.
- Excavation & Formwork

- Provide shoring or sloping for excavations deeper than 1.2 m.
- Keep spoil piles at least 1 m away from trench edges.
- Inspect scaffolding and formwork for stability before use.
- **Concrete Works**
 - Workers must wear gloves, goggles, and masks when handling cement (to prevent skin burns & respiratory hazards).
 - Provide proper curing methods without exposing workers to unnecessary risks (e.g., slippery surfaces).
 - Ensure vibrators and mixers are properly grounded to avoid electrical shocks.
- **Material Handling**
 - Use mechanical lifting equipment for heavy loads.
 - Store materials neatly to avoid tripping hazards.
 - Provide designated walkways free from obstructions.

4. Emergency Preparedness

- Establish clear emergency evacuation routes.
- Workers must know the location of first aid kits, assembly points, and fire extinguishers.
- Report all incidents, near misses, and unsafe conditions immediately.