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**REQUEST FOR PROPOSALS (RFP)- LIGHTING CONTROL SYSTEMS**

**SHARJAH CHAMBER OF COMMERCE & INDUSTRY**

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**Bid issue date: 17/09/2025**

**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. All suppliers must read and return the signed and stamped RFP along with the technical proposal.

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

### 1 - SITE SURVEY

All suppliers are requested to visit Sharjah Expo for a detailed site inspection prior to submitting their proposals. Submitting a proposal without conducting the site survey will be at the supplier's own risk.

Date of Site Survey:

Time of Site Survey:

Contact Person: RAJAGOPAL- Mob: 052 3973958, Off: 065938592

**Important Note:** The above contact details are provided solely for the purpose of the site survey. Please note that the site survey is intended only for suppliers to inspect the project delivery location. Suppliers are strictly prohibited from asking any financial or procedural questions during the survey. Any deviation from these guidelines will result in the supplier's disqualification from participating in this tender.

### 2 - Packing and Labelling of Proposals

Each submitted proposal must include a technical offer and a financial offer, both of which must be submitted separately in sealed envelopes. In addition, soft copies of both the technical and financial proposals must be submitted via email.

### 3 -Submission of Proposals

Proposals must be submitted directly to the SCCI Procurement Department, in exchange for a signed and dated receipt, at the following address:

Noura Jasim Almaazmi, [noura@sharjah.gov.ae](mailto: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](mailto:homaira@sharjah.gov.ae)

Procurement Executive, SCCI, 065938772

PO Box No.580, Sharjah, UAE

Or

Maryam Murad, [maryamm@sharjah.gov.ae](mailto: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 inclusion of pricing information in the technical offer) will be considered a breach of the rules and will result in the rejection of the proposal. All pages of both 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:** Following the opening of the technical proposals, if any bidder fails to submit the required documents as stated above, the proposal will be administratively rejected and will not be considered for further 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 in the UAE currency (AED), inclusive of all applicable tariffs and/or taxes, and must be submitted accordingly. The bidder must indicate the unit price for each item included in the proposal.

- Payments under this contract will be made in UAE currency (AED).
- A hard copy of the priced list must be submitted, duly stamped and signed.

#### 5- RFP Terms and Conditions

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

#### 6 - Incomplete and Late Offers:

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

#### 7 – Inquiries

Suppliers may submit questions in writing via email to the following address before the deadline specified in the timetable above

G. RAJAGOPAL: 052 – 397 3958, 06 – 593 8592

Mail: [rgopal@sharjah.gov.ae](mailto:rgopal@sharjah.gov.ae)

Any clarifications issued by the Services Sector will be communicated in writing to the suppliers before the deadline specified in the timetable above. No further clarifications will be provided after this date.

#### 8 - Alteration of Proposals

Suppliers may alter their proposals by submitting written notification prior to the proposal submission deadline 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, to:

- a) Consider federal and local laws and regulations that may affect the costs, progress, performance, or delivery of the service.
- b) Study and carefully correlate the supplier's knowledge and observations with the contract documents and any other related data.
- c) Promptly notify the Section Head of Procurement & Services Sector of all conflicts, errors, ambiguities, or discrepancies discovered in or between the contract documents and any other related documents.

#### 10 - Eligible Bidder

Bidders eligible to submit proposals are defined as entities or organizations that are legally registered to conduct business in the UAE and can provide a valid certificate of legal registration or trade license.

#### 11- Clarification

During the evaluation process, SCCI may request additional information from suppliers if further clarification regarding the submitted proposal is necessary.

#### 12 - Evaluation of proposals

Technical evaluation of bids

- All suppliers must comply with at least 80% of the mandatory requirements stated in the Vendor Risk Assessment form to be eligible to proceed 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 will be made based on the requirements outlined in the Terms of Reference.

### 13 – Amendments

During the proposal submission period, if SCCI decides to modify or change any requirements of the RFP, such modifications will be issued through an official amendment to the RFP. Any amendment will be provided in writing and sent to all suppliers.

### 14 - Confidentiality

The entire evaluation procedure is confidential. All proposals are for official use only and will not be disclosed to the bidders or any party other than SCCI.

### 15 -Ownership of Proposals

SCCI retains ownership of all proposals received as part of this tender. Consequently, suppliers have no legal right to request the return of their proposals.

### 16 -Bid Cancellation

SCCI reserves the right to cancel the tender process at any stage without providing justification to any of the suppliers. In such an event, suppliers will be notified in writing of the cancellation by SCCI.

### 17 - Discussion/Negotiation

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

### 18. Drawings & Layout

The contractor must submit drawings and layouts for the light control systems.

### 19. Approvals.

All approvals should be obtained by the contractor (SEWA, Municipality, Civil defense), while the necessary documentation and payments will be handled by SCCI.

## 20- Scope of work and existing system layout

The contractor shall be responsible for the complete turnkey execution of the lighting control system including:

### 1.1 Design & Engineering

- Conduct a detailed assessment of office lighting requirements.
- Provide lighting control layouts and system architecture.
- Ensure compliance with international standards (KNX)
- Design for scalability and future expansion.

### 1.2 Supply

- Lighting control panels, sensors (occupancy, motion), control modules, touch panels, and accessories.
- User interface devices (wall switches, scene controllers, apps, or dashboards).
- Centralized management software (including PC, Monitor and software).

### 1.3 Installation

- Install devices, cabling, and panels as per approved design.
- Piping: GI piping in basement parking area
- Ensure proper labeling, cable management, and neat execution.

### 1.4 Integration

- Scene control (e.g., meeting mode, presentation mode, cleaning mode).
- Dimming and daylight harvesting.
- Motion/occupancy-based control.
- Scheduling (time-based automatic control).
- Interface with BMS.

### 1.5 Programming & Commissioning

- Configure the system to meet operational requirements.
- Conduct testing for all devices and control strategies.
- Train facility staff on system use.

#### 1.6 Documentation

- Provide as-built drawings.
- Programming/project files.
- Operation & Maintenance manuals.

### 21 - Health & Safety Instructions

#### 1. Work at Height

- Risk Assessment & Permit:
  - Conduct a risk assessment before starting.
  - Obtain a work-at-height permit where applicable.
- Access & Platforms:
  - Use only certified scaffolding, ladders, or mobile elevated work platforms (MEWP).
  - Ensure ladders are secured, set at the correct angle (1:4 ratio), and used for short-duration work only.
- Fall Protection:
  - Workers must wear full-body safety harnesses with double lanyards attached to secure anchor points.
  - Install guardrails, toe boards, and safety nets where required.
- Housekeeping:
  - Keep the work area free from loose tools, debris, and materials that could fall.
  - Use tool lanyards to prevent tools from falling.
- Weather Conditions:
  - Stop work at height during strong winds, rain, or poor visibility.
- Training & Supervision:
  - Only trained and competent personnel should work at height.
  - Supervisors must monitor compliance with safety procedures.

## 2. Working with Electricity

- **Isolation & Lockout-Tagout (LOTO):**
  - Always disconnect and isolate power before starting electrical work.
  - Apply lockout/tagout devices to prevent accidental re-energizing.
- **Testing:**
  - Verify absence of voltage using approved testing devices before touching conductors.
- **Personal Protective Equipment (PPE):**
  - Wear insulated gloves, safety shoes, and flame-resistant clothing.
  - Use insulated tools suitable for electrical work.
- **Environment:**
  - Keep the work area dry; never work with electricity in wet or damp conditions.
  - Maintain proper lighting in the workspace.
- **Cables & Equipment:**
  - Inspect cables, extension cords, and equipment for damage before use.
  - Do not overload circuits or use makeshift connections.
- **Competency:**
  - Only licensed and authorized electricians should carry out electrical installations and repairs.
  - Apprentices and assistants must be supervised at all times.
- **Emergency Preparedness:**
  - Ensure fire extinguishers suitable for electrical fires (CO<sub>2</sub> or dry powder) are available.
  - Workers must know the location of emergency switches and first aid kits.

