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**REQUEST FOR PROPOSALS Supply of SECURITY  
SERVICES IN SCCI HEAD QUARTERS, EXPO CENTER,  
KHORFAKKAN EXPO, AL DHAID SHOPPING MALL**

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**Contract Duration:**

**Bid issue date:**

**Deadline for submission of proposals:**

## **Instructions to Bidders**

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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 SCCI HEAD QUARTER, SHARJAH EXPO CENTER, AL DHAID SHOPPING MALL AND KHORFAKKAN EXPO CENTER 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:**

**Time of Site Survey:**

**Contact Person:**

**RAJAGOPAL (SCCI BUILDING, 0523973958, 065938592)**

**AJEESH (AL DHAID SHOPPING MALL, KHORFAKKAN EXPO CENTER  
0558520933,065938595)**

**CLEMENT VARGHESE (SHARJAH EXPO CENTER, 0551271592,065096092)**

**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 soft copy (through email) for both technical and commercial proposals.

### **3 -Submission of Proposals**

Technical Proposals must be submitted hand delivery directly to SCCI in return for a signed and dated receipt to 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 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 is true, accurate, and complete.**
- 4. An executive technical summary including Items, Technical Specifications (Bill of Quantities If any) unpriced, demonstrating the supplier understands of the RFP's requirement, including the specification of requested item, delivery and installation schedule.**

5. Copy of valid trade license / legal registration, Documents/agency registration in the UAE
6. Business references from different clients that shows 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. Hard copy of the technical proposal ONLY “with no reference to 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 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 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 - Inquiries**

- 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 :** 06-5938592, 0523973958

- 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 in regard to 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.

### **THE SECURITY PERSON RESPONSIBILITIES**

- Check and ensure the general safety of the property.
- Check and monitor all personnel, workers, vehicles for contractor's materials delivery and for any unauthorized entry.
- Daily routine as regular.
- Check and monitor lift operations & all Life & Safety Systems.
- Assist the visitors.
- Monitoring all entrance & exit areas.
- Checking and making sure contractors follow site rules & regulations.
- Submit all Incident reports to management.
- Daily security reports submitted to the management.
- Observing the visitors and contractors passing in and out.

### **MANPOWER SCHEDULE**

Description	Location	Required total no. of Security Guards	Shift
Security Guard	SCCI	5	12 HRS/DAY
Security Guard	EXPO CENTER SHARJAH	8	12 HRS/DAY
Security Guard	Al DHAID Shopping mall	2	12 HRS/DAY
Security Guard	KHORFAKKAN EXPO	2	12 HRS/DAY

### **DUTY TIMING FOR SECURITY GUARD AS FOLLOWS**

#### **MANPOWER (SECURITY GUARD)**

#### **SCCI HEADQUARTER BUILDING (7 DAYS/WEEK)**

**3 GUARDS FROM 6 AM TO 6 PM**

**1 GUARD FROM 10 AM TO 10 PM**

**1 GUARD FROM 6 PM TO 6 AM**

#### **EXPO CENTER SHARJAH (7 DAYS/WEEK)**

**5 GUARDS FROM 6.00 AM TO 6.00 PM**

**3 GUARDS FROM 6.00 PM TO 6.00 AM**

#### **AL DHAID SHOPPING MALL (7 DAYS/WEEK)**

**1 GUARD FROM 6.00 AM TO 6.00 PM**

**1 GUARD FROM 6.00 PM TO 6.00 AM**

#### **KHORFAKKAN EXPO (7 DAYS/WEEK)**

**1 GUARD FROM 6.00 AM TO 6.00 PM**

**1 GUARD FROM 6.00 PM TO 6.00 AM**