



**REQUEST FOR PROPOSALS FOR SUPPLY AND INSTALLATION
OF DIMMER PANEL WITH COMPATIBLE LED LIGHTS AND
SMART CONTROL PLATES.**



Bid issue date:

Deadline for submission of proposals:

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Instruction to Bidders

Bidder is requested to read the documents carefully to be able to submit a responsive proposal. In submitting the proposal, 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 Contractors are requested to visit Sharjah Chamber of Commerce Headquarter building for a walk through inspection to investigate the location 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

Telephone No: 052-7217019, 0557947871

Important Note: Above contact is only for the purpose of the Site Survey and technical queries. Please note that the Site Survey is only for the contractors to check the situations at the site. Contractors are strictly not allowed to inquire about any financial or procedural questions. Any deviation to such rules will eliminate the contractor from participation in this tender.

2 - Packing and Labelling of Proposals (SOFT COPIES ONLY)

Each submitted proposal must comprise a Technical offer and a financial offer, each of which must be submitted separately in sealed envelopes. Each Technical offer and financial offer must contain one original, clearly marked "Original", and 1copy, marked "Copy". **(HARD COPIES NOT REQUIRED)**

3 -Submission of Proposals (SOFT COPIES ONLY)

Proposals must be submitted through email to the following address:

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

Note: Any deviation from these instructions (e.g. 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. **(HARD COPIES NOT REQUIRED)**
4. An executive technical summary including Items, Technical Specifications and Warranty.
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. Soft 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 did not submit the required documents state 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. Bidder has to 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. **(HARD COPIES NOT REQUIRED)**
- Soft Copy (CD) of financial offer

5- RFP Terms and Conditions

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

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: Mohammad Al Mazrouei (Director of OPERATION CENTER)

E Mail : m.almazrouei@sharjah.gov.ae

Phone No : 06-5938899

- Any clarification to be issued by the Operation Center 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

Contractors 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 is 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 regards to the submitted proposal.

12 - Evaluation of proposals

Technical evaluation of bids

- All contractors have to comply with 80% of the mandatory requirements stated in Vendor Risk Assessment form to be eligible for the 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

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.

16 -Bid Cancellation

The SCCI has the right at any stage in the tender process to cancel the whole 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 –Available Scope of Works

Changing the existing dimmer panels, Lamps and control switches. Supply and installation of new dimmer panels with compatible LED lamps and control switch plates. **All civil works related with this project is under supplier's scope.** Supplier have to follow up safety regulations. Supplier have to submit work schedule and weekly work progress reports. Required minimum 2 years warranty for the dimmer panel and 5 year warranty for the LED lamps.

DB SCHEDULE

For more details suppliers can visit the site.

SL No	Area	Room Name	ELEC ROOM	DB NUMBER	No. of LE Dim Circuits
1	GF	AUDITORIUM	AUDITORIUM CONTROL ROOM	DCP-G8 , DCP-G7	11*
2	FF	MULTI PURPOSE HALL(AL DOURA HALL)	F-01	DCP-F1 & DCP-F2	12
3	FF	MULTI PURPOSE HALL(AL DOURA HALL)	F-01	DCP-F2	1
4	FF	BORD ROOM	F-02	DCP-F3	10
5	FF	EXEC MEETING ROOM	F-02	DCP-F5	10
6	FF	MEETING ROOM -1	F-02	DCP-F5	
7	FF	MEETING ROOM -2	F-02	DCP-F5	
8	FF	F/ADMIN MEETING ROOM 1	F-03	DCP-F6	9
9	FF	F/ADMIN MEETING ROOM 2	F-03	DCP-F6	
10	FF	MEETING ROOM (BLOCK-1)	F-03	DCP-F6	
11	FF	INTERNAL AFFERS MR2	F-04	DCP-F8	
12	FF	FC MEETING ROOM	F-04	DCP-F9	3
13	FF	INT AFFAIRS DEPT MR-1	F-04	DCP-F7	3
14	FF	FC MEETING ROOM - 2	F-04	DCP-F10	9
15	FF	RAMADAN AFFAIRS MR	F-04	DCP-F10	
16	FF	ECONOMIC AFFAIRS MR	F-04	DCP-F10	
17	FF	MEETING ROOM (BLOCK - 7)	F-04	DCPF-11	9
18	FF	ECONOMIC AFFAIRS MR-1	F-04	DCPF-11	
19	FF	ECONOMIC AFFAIRS MR-2	F-04	DCPF-11	
20	GF	MEETING ROOM (SAJSEEN)	G-01	DCP-G1	3
21	GF	LEADIES MAGLIS 1	G-02	DCP-G2	6
22	GF	MEETING ROOM 1	G-02	DCP-G2	
23	GF	LEADIES MAGLIS 2	G-02	DCP-G2	
24	GF	MEETING ROOM 2	G-02	DCP-G2	
25	GF	LEADIES MAGLIS 3	G-02	DCP-G2	

26	GF	MEETING ROOM 3	G-02	DCP-G2	
27	GF	RESTAURANT	G-03	DCP-G4	12
28	GF	RESTAURANT	G-03	DCP-G5	4
29	GF	MEETING ROOM 1	G-03	DCP-G3	10
30	GF	MEETING ROOM 2	G-03	DCP-G3	
31	GF	MEETING ROOM 3	G-03	DCP-G3	
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