



**CLEANING SERVICES FOR SCCI HEADQUARTER BUILDING, SHARJAH EXPO
CENTER, TEJARA 1 & 2 BUILDINGS, EXPO PARKING BUILDING, AL DHAID
CHAMBER, EXPO CENTER AND SHOPPING MALL, KHOR FAKKAN EXPO CENTER
AND CHAMBER**



Bid issue date: 25/06/2026

Deadline for submission of proposals: 16/07/2026

Instructions to Bidders

- 1 - SITE SURVEY**
- 2 - PACKING AND LABELLING OF PROPOSALS**
- 3 - SUBMISSION OF PROPOSALS**
- 4 - PROPOSAL CONTENTS**
- 5 - RFP TERMS AND CONDITIONS**
- 6 - INCOMPLETE AND LATE OFFERS**
- 7 - ENQUIRIES**
- 8 - ALTERATION OF PROPOSALS**
- 9 - BIDDER RESPONSIBILITY**
- 10 - ELIGIBLE BIDDER**
- 11 - CLARIFICATION**
- 12 - AMENDMENTS**
- 13- CONFIDENTIALITY**
- 14 - OWNERSHIP OF PROPOSALS**
- 15 - BID CANCELLATION**
- 16 - DISCUSSION/NEGOTIATION**
- 17 – SCOPE OF WORKS**
- 18 – ADDITIONAL CONSUMABLES REQUIRED**
- 19 – MANPOWER SCHEDULE**
- 20 – MCHINERY LIST**
- 21 – DECLARATION**

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.

1 -SITE SURVEY

All suppliers are requested to visit SCCI HEAD QUARTER, EXPO CENTER SHARJAH, TEJARA 1, TEJARA 2 BUILDINGS, NEW PARKING BUILDING, AL DHAID CHAMBER OF COMMERCE & SHOPPING MALL and KHORFAKKAN CHAMBER OF COMMERCE & 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 (052 – 397 3958, 06 – 593 8592)
 - SHASHI KUMAR - TEJARA 1 & TEJARA 2 (055 – 675 4539, 06 – 593 8596)
 - AJEESH - AL DHAID SHOPPING MALL, KHORFAKKAN CHAMBER OF COMMERCE (055 – 852 0933, 06 – 593 8595)
 - CLEMENT VARGHESE - SHARJAH EXPO CENTER (055 – 127 1592, 06 – 509 6092)
 - SOJAN PUTHUPARAMBIL - NEW PARKING BUILDING (052 -625 6384)

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. Suppliers are strictly not allowed to enquire 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.

3 -Submission of Proposals

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

Noura Jasim Almaazmi - Head of Procurement department

- noura@sharjah.gov.ae
- 06 – 593 8774

Or

Homaira Asad - Procurement Executive

- homaira@sharjah.gov.ae
- 06 – 593 8772

Or

Maryam Murad - Procurement Executive

- maryamm@sharjah.gov.ae
- 06 – 593 8766

Note: Any deviation from 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) 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 machinery.
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. 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.
- Soft Copy of financial offer through email (only to procurement department)

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. Later 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: G. Rajagopal

E Mail : rgopal@sharjah.gov.ae

Phone No : 052 – 397 3958, 06 – 593 8592

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:

- To consider federal and local laws and regulations that may affect costs, progress, performance or furnishing of the service.
- To study and carefully correlate supplier's knowledge and observations with the contract documents and such other related data.
- 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 – 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.

13 - 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.

14 -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.

15 -Bid Cancellation

The 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.

16 - 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.

17- THE CLEANING WORKS DESCRIPTION (SCOPE OF WORKS)

Daily cleaning works

Sweeping and mopping floors by using vacuum cleaner and dust control sweepers and the suitable type of chemicals as per type of tiles whether it is ceramic, stone, marble or vinyl. The tiles after application of chemicals should be cleaned with water to remove these chemical subtotals and to reduce the risk of slipping.

Cleaning of carpet by using the vacuum cleaner and removing stains from it.

Cleaning of kitchens. Lift and stairs with detergents and disinfectants.

Cleaning and polishing the building entrance, internal corridors and public open areas by using a polishing machine and emptying garbage bins to the central collection point.

Removals of garbage from bins to public bags to be transported to the central collection areas to confirm the removal of garbage and cleaning of surrounding area.

Cleaning and washing garbage collection rooms with detergents and disinfectants.

Cleaning of toilets in public Areas by using suitable detergents, Chemical and disinfectants, (separate cleaning equipment shall be used for toilets)

Cleaning of toilets and washing of its floors, walls and sanitary by using chemicals, providing flushers with chemical in addition to water and applying disinfectants on counters, floors and drainage areas in the toilets.

Using deodorants and disinfectants in the toilet's bowls and urinals.

Supply and re-supply of consumables (such as paper tissue, roll toilets papers and liquid hand wash soap).

Sweeping and wiping of glass internally and externally and clearing of windows panes internally.

Removing dust and cleaning furniture including table stands, Files cabinet, books shelves, telephones, faxes, photo copiers, and all other office equipment.

Arranging, organizing and taking glass from meeting rooms and offices.

Removing and cleaning stains from the walls whenever so required.

Cleaning of public areas in the chamber the restaurant, the businessmen club and the swimming pool.

Weekly Cleaning Works

Cleaning of floors by using deep cleaning machines and chemicals.

Cleaning and wiping of light accessories fire hoses, emergency exits, and emergency exits lights.

Cleaning of doors and windows glass internally and externally.

Cleaning of waste containers through water pressure and disinfectants and cleaning of corridors (with the machine suitable with corridor size).

Machine brushing of car parking area.

Cleaning and keeping clean the building external appearance.

Cleaning of the external light glass cover.

Fortnight's Cleaning Works

Polishing of wooden furniture

Removing dust from high places, horizontal surfaces and shelves.

Removing dust from portraits and photos and polishing it.

Tiles cleaning, washing and buffing.

Monthly Cleaning Works:

Machine scrubbing or rubbing for floors whenever so required.

Furniture cleaning.

Full cleaning of toilets and kitchens with chemicals.

Cleaning of windowpanes or slides, glasses and frames internally and externally.

Removing stains from carpets.

Removing dust from light accessories and painted walls and removing the same from high surfaces and polishing of wooden walls.

Cleaning of windows curtains with wet cloth and carpets with shampoo.

Machine brushing of car parking in the underground area, the corridors and outside the building.

Cleaning of light fixtures from dust and cleaning of air-conditioning openings and washing of external lights.

Cleaning of all the sign boards inside and outside building.

Cleaning of all drain gutters in the basement parking.

Cleaning of the roof floor and rainwater drain points.

Half Yearly Cleaning Works:

Carpet shampooing

The cleaning shall cover offices on the ground floor, offices on the first floor, stairs, lift parlors, roofs, car parking areas and external yards.

ALL HOUSE KEEPING STAFFS MUST WEAR SAME UNIFORM AND SAME COLOUR SHOES. THE SUPPLIER MUST GIVE "PPE" FOR THE STAFFS WHEN EVER IT REQUIRED.

Important note: Deep cleaning should be done once a week in all buildings. Also, the supplier is responsible for deep cleaning again if requested by the department concerned.

ALL THE CHEMICALS LIKE CLOROX, FLOOR STRIPPER, ALL PURPOSE CLEANER, CARPET SHAMPOO, DISINFECTANT & DAILY CONSUMABLES LIKE TISSUES, HANDWASHING LIQUID, STEEL POLISH, FURNITURE POLISH, INSECT SPRAY ARE INCLUDED TO SUPPLIER'S SCOPE.

18) ADDITIONAL CONSUMABLES REQUIRED

SUPPLIER HAVE TO PROVIDE 8 ROLLS OF J CLOTH IN A MONTH FOR EXPO CENTER CEO AND DIRECTOR OFFICE.

PROVIDE 10 NOS OF 400 ML DETTOL HAND SOAP MONTHLY FOR CHAMBER HIGHER MANAGEMENT OFFICE TOILETS & KHORFAKKAN CHAMBER OF COMMERCE.

PROVIDE 2 CARTONS OF FACIAL TISSUE TO KHORFAKKAN CHAMBER OF COMMERCE.

NOTE: AS PER REQUIREMENT, THE MANPOWER WILL USE IN ALL BUILDINGS, THE BUILDINGS WHICH ARE MENTIONED IN THE RFP.

19- MANPOWER SCHEDULE

The manpower required for the schedule given below. Please note that all sites required manpower with consumables.

LOCATION	NUMBER OF STAFFS	NUMBER OF DAYS
SCCI HEADQUARTER	MALE CLEANER- 10 NOS FEMALE CLEANER-3 NOS SUPERVISOR- 1 NO	7 DAYS / WEEK
EXPO CENTER SHARJAH	MALE CLEANER- 4 NOS FEMALE CLEANER- 4 NOS SUPERVISOR-1 NO	7 DAYS / WEEK
EXPO PARKING BUILDING	MALE CLEANERS-2 NOS	7 DAYS / WEEK
TEJARA 1	MALE CLEANER-1 NO FEMALE CLEANER-1 NO	7 DAYS / WEEK
TEJARA 2	MALE CLEANER-1 NO FEMALE CLEANER-1 NO	7 DAYS / WEEK
AL DHAID SCCI, SHOPPING MALL & EXPO CENTER	MALE CLEANER- 2 NOS FEMALE CLEANER- 2 NOS	7 DAYS / WEEK

KHORFAKKAN SCCI & EXPO CENTER	MALE CLEANER- 3 NOS FEMALE CLEANER- 1 NO	7 DAYS / WEEK
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MACHINERY LIST






Please note that for EXPO PARKING BUILDING, TEJARA 1 and TEJARA 2 we are not mentioning any machinery. Normal cleaning equipment (like mop trolley) the supplier must provide. The machinery for deep cleaning, supplier can use the machinery from SCCI and Expo center (without any interruption in these building cleaning works)

20- MACHINERY LIST

SCCI






CLEANING MACHINE LIST			
SI NO	MACHINE	QUANTITY	IMAGE
1	RIDE ON MACHINE	1	
2	WALK BEHIND MACHINE	1	



3	CARPET EXTRACTOR	1	
4	ULTRA HIGH SPEED BUFFING MACHINE	2	
5	SCRUBBING MACHINE	2	
6	WET AND DRY SUCKING MACHINE	3	
7	HIGH PRESSURE WATER PUMP	1	

8	VACUUM CLEANER	5	
9	CLEANING SERVICE TROLLY	6	
10	MOP TROLLY DOUBLE	5	
11	MOP TROLLY SINGLE	10	
12	AIR BLOWER FOR CARPET DRYING	2	

MACHINERY LIST (FOR EXPO CENTER)





CLEANING MACHINE LIST			
SI NO	MACHINE	QUANTITY	IMAGE
1	RIDE ON MACHINE	1	
2	WALK BEHIND MACHINE	1	
3	CARPET EXTRACTOR	1	
4	ULTRA HIGH SPEAD BUFFING MACHINE	2	
5	SCRUBBING MACHINE	2	



6	WET AND DRY SUCKING MACHINE	3	
7	VACUUM CLEANER	5	
8	CLEANING SERVICE TROLLY	4	
9	MOP TROLLY DOUBLE	5	
10	MOP TROLLY SINGLE	10	

11	AIR BLOWER FOR CARPET DRYING	2	
12	HIGH PRESSURE WASHER	1	

MACHINERY LIST FOR KHORFAKKAN





CLEANING MACHINE LIST			
SI NO	MACHINE	QUANTITY	IMAGE
1	ULTRA HIGH SPEAD BUFFING MACHINE	2	
2	WALK BEHIND MACHINE	1	



3	SCRUBBING MACHINE	1	
4	WET AND DRY SUCKING MACHINE	2	
5	VACUUM CLEANER	2	
6	CLEANING SERVICE TROLLY	2	

7	MOP TROLLY SINGLE	4	
8	HIGH PRESSURE WASHER	1	


MACHINERY LIST FOR AL DHAID

CLEANING MACHINE LIST			
SI NO	MACHINE	QUANTITY	IMAGE
1	ULTRA HIGH SPEAD BUFFING MACHINE	2	
2	WALK BEHIND MACHINE	1	

3	SCRUBBING MACHINE	1	
4	WET AND DRY SUCKING MACHINE	2	
5	VACUUM CLEANER	2	
6	CLEANING SERVICE TROLLY	4	

7	MOP TROLLY SINGLE	4	
8	HIGH PRESSURE WASHER	1	

MACHINE REQUIRED FOR PARKING BUILDING

CLEANING MACHINE LIST			
SI NO	MACHINE	QUANTITY	IMAGE
1	RIDE ON MACHINE	1	

REQUIRED HIGH PRESSURE WASHER IN EACH SITE WHENEVER IT REQUIRED.

21) DECLARATION

I HAVE READ AND UNDERSTOOD THE TERMS & CONDITIONS, THE LIST OF ADDITIONAL CONSUMABLES, CHEMICALS AND THE MACHINERY LIST.

NAME:

DATE:

SIGNATURE: