



REQUEST FOR PROPOSALS (RFP)- DESIGN, FITOUT OF INTERIOR WORKS & SUPPLY OF FURNITURE.

SHARJAH CHAMBER OF COMMERCE & INDUSTRY

BRANCH OFFICE: KALBA

LOCATION: KALBA MALL, SHARJAH, UAE.



Bid issue date:

Deadline for submission of proposals:

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Instruction 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 **Kalba Mall Unit # 07** 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: 23/01/2025

Time of Site Survey: 11:00 am

Contact Person:

AJEESH - Mob: 055 8520933

RAJAGOPAL- Mob: 052 3973958

CLEMENT VARGHESE – Mob: 0551271592

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

Proposals must be submitted hand delivery directly to the SCCI Procurement department in return for a signed and dated receipt to the following address:

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 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	Ajeesh.T	Rajagopal	Clement Varghese
Email	ajeesh@sharjah.gov.ae	rgopal@sharjah.gov.ae	clement.v@sharjah.gov.ae
Phone No	055-8520933	052-3973 958	055-1271592

- 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 proposal 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

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 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. Drawings, Layout & 3D layout.

The contractor must submit the drawings, Layout for Civil, HVAC, Electrical, Plumbing and the 3D layout design for entire office setup.

BILL OF QUANTITY- SHARJAH CHAMBER OF COMMERCE & INDUSTRY OFFICE KALBA MALL			
S.NO	DESCRIPTION	UNIT	QUANTITY
A.	Civil Works		
a.	Demolition Works		
1	Demolition and Cart away of existing block wall as per the proposed drawing.	LS	1
b.	Partition Works		
1	Wall cutout for the proposed pantry room door	LS	1
2	Supply and installation of 20cm thick block wall partition,	M2	39
3	Supply and installation of 100mm thick gypsum partition with necessary GI framing works (Storerroom, Server room wall)	M2	30
4	Supply and installation of fire rated gypsum wall cladding by using 12mm thick gypsum board (Gypsum line), stud, track & tape & jointing work.	M2	290
5	Supply and installation of single leaf wooden door by using 18mm thick double mdf and PU paint finish, including door accessories. Size: 900x2100mm	NO	5
6	Supply and installation of SS brushed finish door kick plates for bathroom door.	NO	2
7	Supply and installation of 12mm thick tempered clear glass partition with normal SS U Channel.	M2	19
8	Supply and installation of single leaf glass door, including floor machine and door accessories.	NO	2
9	Supply and installation of frosted sticker for manager room glass partition only.	LS	1
10	Supply and installation of emergency exit door (steel fire rated door) Size: 1000x2100mm	Nos	1
c.	Wall Finishes		
1	Supply and apply 1 coat primer, 2 coat Jotun Fenomastic matt white paint on wall cladding & column cladding area as per proposed drawing.	m2	290
2	Supply and installation 30x40cm wall tiles in male & female washroom area. (RAK Ceramics)	m2	50
3	Supply and installation 30x40cm wall tiles in pantry room area. Note: Only consider cupboard area (RAK Ceramics)	m2	6
4	Supply and installation of 10cm MDF Skirting white pu paint finish.	LM	130

d.	Floor Work		
1	Supply and installation of 12cm cement sand screeding ready to receive the floor tile level.	M2	305
2	Supply and installation of 60cmx60cm floor tiles and grouting. (RAK Ceramics)	M2	297
3	Supply and installation 3mm SS strip at the door entrance area	LM	4
4	Supply and installation of 30x30cm floor tile in male & female washroom area. (RAK Ceramics)	M2	8
e.	Ceiling Work		
1	Supply and installation of fire rated gypsum plane ceiling by using 12mm thick gypsum board (Gypsum line) with including GI framing, supporting, tape & jointing work.	M2	260
2	Supply and installation of fire rated gypsum bulkhead by using 12mm thick gypsum board (Gypsum line) with including GI framing, supporting, tape & jointing work at shopfront glass area.	LM	30
3	Supply and installation of 60x60cm gypsum ceiling (GTI) store, pantry, prayer, & male, female washroom by using 60x60cm gypsum tile with including gi framing & supporting work	M2	45
4	Supply and apply 1 coat primer, 2 coat Jotun Fenomastic white matt paint finish on gypsum ceiling area.	M2	260
5	Supply and installation of 60x60cm gypsum access panel for the MEP services.	NO	15
f.	Waterproofing Work		
1	Supply and apply waterproofing (Brand: Dr.Fixit) for toilet and pantry area floor	LS	1
g.	External Signage Work		
1	Supply and installation of 3D letter external signage with logo as per approved drawings.	NO	1
h.	Curtain Blinds		
1	Supply and installation of rolling type black out blind curtain with including accessories for glass window area.	M2	135
i.	Joinery & Furniture Works		
1	Workstation: Supply and installation of workstations with side half partition (Size: 1800x700x750mm, Material: 18mm MDF with laminated sheet)	Nos	5
2	Workstation: 3nos Raw cupboard under the workstation Material: 18mm MDF with laminated sheet)	Nos	5
3	Workstation: swivel type high back cloth chairs with arms	Nos	5
4	Workstation: coffee table for visitor size 800 x 800 Material: 18mm MDF with laminated sheet)	Nos	5

5	Workstation: Nonmoving cloth chairs with arms	Nos	5
6	Waiting area: 3person seating leather sofa	Nos	4
7	Waiting area: coffee table for visitor size 800 x 800 Material: 18mm MDF with laminated sheet	Nos	4
8	Reception Table: Supply and installation of reception table (L Shaped, Size: 2200+1500x1000x1200mm, Material: 18mm thick MDF with laminated sheet)	Nos	1
9	Reception: supply 3nos Raw cupboard under the reception table Material: 18mm MDF with laminated sheet)	No	1
10	Reception: Swivel type high back cloth chairs with arms	No	1
11	Meeting Table: Supply and installation of meeting table (Size: 1200x2400mm, Material: 18mm thick MDF with laminated sheet)	Nos	1
12	Meeting table chairs: supply swivel type cloth chairs with arms	Nos	12
13	Manager room: L' shape Table Size: 1800 x 1500mm, Material: 18mm thick MDF with laminated sheet)	Nos	
14	Manager room: Swivel type high back cloth chairs with arms	Nos	1
15	Manager room: supply 3nos Raw cupboard under the reception table Material: 18mm MDF with laminated sheet)	Nos	1
16	Manager room: Coffee table for size 800 x 800 Material: 18mm MDF with laminated sheet)	Nos	1
17	Manager room: Nonmoving cloth chairs with arms	Nos	2
18	Pantry Bottom Cabinet: Supply and installation of bottom cabinet with kitchen sink and granite top (Size: 2200x600x900mm, Material: 18mm thick MDF with laminated sheet + 20mm thick granite top)	Nos	1
19	Pantry Wall Cabinet: Supply and installation of wall cabinet (Size: 2200x350x450mm. Material: 18mm thick MDF with laminated sheet)	Nos	1
20	Pantry Table: Supply and installation of 18mm thick MDF wall hanging table (Size: 1200x400mm, Material: 18mm thick MDF with laminated sheet)	Nos	1
21	Pantry Table: Nonmoving cloth chairs with arms	Nos	4
22	Storeroom: Supply and installation of MS steel powder coated shelves (Size: 900x300mm, 6 levels)	Nos	5
j.	Miscellaneous Work		
1	Minimum of 2 rounds (during handover and prior to store opening) of professional cleaning which include all surfaces prior to hand-over to client and store opening.	LS	1

2	Floor Protection by 4mm thick plywood and polythene sheet.	M2	305
B	Electrical Works		
	Supply, installation, testing and commissioning of cables/wire, PVC conduits and ceiling rose in final sub-circuits, power point, connection and termination to all type of light fittings (including installation) as listed below as referred on the approved drawings and its specification. (Cable: DUCAB)		
1	Supply and installation of LED Down lights 40W with pvc conduit and cabling work (Bright, UK brand)	NO	110
2	Supply and installation of LED 60cm x60cm recessed lights 40W with pvc conduit and cabling work (Bright, UK brand)	NO	15
3	10Amp One Way single Gang Switch (Brand: MK)	LS	1
4	Grid switch with phase barrier (Brand: MK)	NO	1
	Supply, installation, testing and commissioning of sub-circuit wiring, conduits, trays/trunking, terminations, connection supports, fittings etc., complete as per drawings and specifications.		
5	13A Double and Single socket (Brand: MK)	NO	15
6	Power for ONU BOX	NO	1
7	Power for FACP	NO	1
8	20A single phase isolator for indoor Ac Unit (Brand: Schneider)	NO	5
9	32A three phase isolator for outdoor AC unit (Brand: Schneider)	NO	5
10	Floor mounted socket (floor box, IP rating below IP65) (Brand: MK)	NO	8
11	20A isolator for signage with timer (Brand: Schneider)	NO	1
12	Thermostat point	NO	5
13	DB dressing of the existing DB as per new load schedule.	NO	1
14	Supply and installation of the new DB and db dressing as per new load schedule. (Brand: Alfancar DB box with ABB accessories) with 3phase ELECB, MACB, TP Isolator as per the lighting and power supply load.	NO	1
15	Supply and installation of cable tray, trunking with required support and accessories for electrical works	LS	1
16	Cold test and live test by third party	LS	1
17	Supply and installation of Air Curtain for glass door entrance area.	NO	2
18	Power point for the air curtain	NO	2
C	IT / Data Works		
1	Supply and installation of telephone & data points (For workstations, Reception, Manager table, pantry & Meeting room)	Nos	20
2	Supply and installation of IT rack with switch for data points	No	1
D	Air Conditioning Works		

1	Supply and installation of phenolic pre insulated ducts as per the proposed air conditioning layout (Number of units-5) Include VCD for required areas.	Unit	5
2	Supply and installation of 8" flexible ducts connecting from branch duct to plenum box		
3	Supply and installation of pre insulated plenum box		
4	Supply and installation of 3 slot linear grill (Supply and Return diffusers)		
5	Supply and installation of square grill (Supply and return diffusers)		
6	Supply and fixing new thermostat with necessary wiring.		
7	Maintenance platform for FCU servicing & Maintenance		
8	Servicing FCU (Considered only servicing, any damages or repairing in the FCU will charge extra)		
9	Supply and installation of 3/4 and 3/8 copper pipping work for ducted split unit (20mtr pipe considered for each unit)		
10	Supply and installation of 50mm Dia, UPVC Pipe with necessary support and insulation work.		
11	Testing & Commissioning AC units		
E	Plumbing Works		
1	Supply and installation of main water supply line from shop stub-out point to bathroom area by using 32mm dia. PPR pipe (12mtr)	LS	1
2	Supply and installation of cold-water supply line by using 25mm dia. ppr pipe, supply and installation of gate valve.	NO	3
3	Supply and installation of hot & cold-water supply with angle valve	NO	10
4	Supply and installation of 50 L water heater.	NO	1
5	Supply and installation of waste drainage line by using 110mm dia. UPVC Pipe and connected with shop drainage point	LS	1
6	Supply and installation of Soil drainage line by using 110mm dia. HPVC Pipe and connected with shop drainage stub out point.	LS	1
7	Supply and installation of water drainage point as pr proposed drainage pipe layout by using UPVC Pipe including accessories.	NO	8
8	Supply and installation of water closet set. (RAK; LIWA/FLOORA)	NO	2
9	Supply and installation of wash basin set. (RAK; LIWA/FLOORA)	NO	2
10	Supply and installation of sink for pantry.	NO	1
11	Pressure test of the water supply line.	LS	1
F	Firefighting Works		
1	Supply and installation of pendant sprinklers	Nos.	33
2	Upright sprinklers	Nos	Existing
3	Pipe pressure test and report	LS	1
4	Supply and installation of 80 dia. zone control valve	LS	1

5	Supply and installation of drain valve	LS	1
6	Maintenance platform for zone control valve	Nos.	1
7	Fire extinguisher Co2	Nos.	5
8	Fire extinguisher Dry Powder	Nos.	5
G	Fire Alarm Works		
1	Smoke detector Brand: Shield Neo	Nos.	12
2	Void Detector Brand: Shield Neo	Nos	6
3	LED Indicator Brand: Shield Neo	Nos.	6
4	Break glass Brand: Shield Neo	Nos.	2
5	Sounder Brand: Shield Neo	Nos.	4
6	New FACP including interfacing with panel, Brand: Shield Neo	Nos.	1
7	Interfacing module for FCU & zone control valve	Nos.	7
8	Programming, Testing & commissioning of FF & FA interfacing with building main FACP As per civil defense regulations and standard	LS	1
9	Maintenance platform for Void Detector	NO	6
H	EMERGENCY LIGHTING WORKS		
	Supply and installation of emergency and exit lights with cables and conduits including supports		
1	Emergency Light Brand: Shield/ Eaton	Nos	13
2	Exit Light wall mounted Brand: Shield/ Eaton.	Nos	7
I	AUTHORITY APPROVALS		
1	SCD , Sharjah Civil Defense: Consultancy charges for preparing shop drawings and obtaining drawing approvals from SCD (SCD charges excluded, Actual amount to be paid by client)	LS	1
2	SEWA , Sharjah Electricity & Water Authority: Consultancy charges for preparing shop drawings and obtaining approvals from SEWA (SEWA charges excluded, Actual amount to be paid by client)	LS	1

Note: The quantity of the above furniture may vary.

SAMPLE LAYOUT:

