



PROPOSALS REQUESTED FOR TRAINING ROOMS COMPREHENSIVE FITOUT
WORKS & AV SYSTEM AT THE SHARJAH CHAMBER OF COMMERCE AND
INDUSTRY HEADQUARTER BUILDING



Bid issue date: 15/07/2025

Deadline for submission of proposals: 04/08/2025

Instructions to Bidders

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Instructions to Bidders

The vendor is invited to submit a comprehensive proposal for the design, supply, installation, testing, and commissioning of a fully functional training room fit out. The scope includes both civil and MEP works, as well as furnishing, AV, and IT elements as specified. 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 BUILDING 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: 22/07/2025
- Time of Site Survey: 10AM-11AM
- Contact Person: G. Rajagopal (052 – 397 3958, 06 – 593 8592)

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 through the below given email address. A hard copy required for technical proposal.

3 -Submission of Proposals

Proposals (hard copies of technical proposal) 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, (noura@sharjah.gov.ae)

Head of Procurement department,
Sharjah Chamber of Commerce and Industry,
Post Box No. 580, Sharjah, UAE.

Or

Homaira Asad, (homaira@sharjah.gov.ae)

Procurement Executive,
Sharjah Chamber of Commerce and Industry,
Post Box No. 580, Sharjah, UAE.

Or

Maryam Murad, (maryamm@sharjah.gov.ae)

Procurement Executive,
Sharjah Chamber of Commerce and Industry,
Post Box No. 580, Sharjah, UAE.

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 persons and their experience 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.
8. Detailed Scope of Work
9. Design Concept, Layout Drawings, electrical drawing, plumbing drawing, AC ducting drawing and 3D drawing of the training rooms and reception area.
10. Proposed Brand List and Datasheets
11. Execution Plan and Methodology
12. Project Schedule (Gantt chart preferred)
13. HSE Compliance Plan
14. Quality Control Procedure
15. Past Relevant Projects and References
16. Warranty Terms and After-Sales Support
17. List of Subcontractors (if any)
18. The bidder must submit a signed and stamped copy of the RFP and declaration.

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 the 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)
- Itemized Cost Breakdown (materials, labor, equipment, taxes, etc.)
- Total Lump Sum Price (in AED)
- Payment Terms and Schedule
- Project Timeline with Milestones
- Warranty Terms and After-Sales Support
- Validity of Quotation (minimum 60 days)
- Company Profile and Trade License
- List of Subcontractors (if any). If there are subcontractors (especially for AV & IT), it is mandatory for them to hold a meeting with the responsible persons of the SCCI and inform them about the details of the work.

4.3 Scope of Work (Summary)

- Interior Fit-Out: Partitioning, ceilings, flooring, painting, doors.
- Furniture: Workstations, chairs, podiums, training desks, storage.
- AV System: Projector/display, speakers, microphones, cabling.
- IT Works: Structured cabling, Wi-Fi access points, patch panels.
- MEP: Lighting, HVAC, power sockets, fire alarm modifications.
- Compliance: All works must meet [Local Authority] regulations and standards.

5 - RFP Terms and Conditions

Failure to accept the terms and conditions of this RFP at the time of submission of the 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 : 06 – 593 8592, 052 – 397 3958

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 on 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

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

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. DETAILED BOQ

TRAINING ROOM 1

- 1) Demolishing the existing wall, ceiling, floor, accessories and cart away the debris to the municipality approved dumping area.
- 2) For levelling the existing floor, supply and install floor screed (thickness as per requirement)
- 3) Supply and installation of carpet.
- 4) Supply and installation of wooden skirting (15cm height)
- 5) Supply and installation of Gypsum wall full height (until the concrete ceiling (soundproof with rock wool)
- 6) Supply and apply wall putty and 2 coat Jotun primer.
- 7) Supply and apply Jotun Fenomastic emulsion (Minimum 2 coats)
- 8) Supply and apply MDF decorative cladding on the wall (as per 3D designs submitted by the bidder) (color and design need to get prior approval)
- 9) Supply and install gypsum ceiling (designed for a meeting room and rock wool insulation for sound proofing).
- 10) Necessary AC ducting works, supply and install VAV and thermostat and fixing linear diffuser.
- 11) Supply and apply wall putty and 2 coat Jotun primer.
- 12) Supply and apply Jotun Fenomastic emulsion (minimum 2 coats)
- 13) Provide MDF shelving cabinets with painting or lamination.
- 14) Supply and installation of 98" LED interactive display.
- 15) Supply and installation of AV systems including wireless presentation. (The details will be provided during the site visit)
- 16) Supply and installation of ceiling speakers.
- 17) Supply and installation of electrical cabling, lighting, power sockets, dimming light system.
- 18) Supply and install IT cables and RJ45 sockets
- 19) Supply and install pendant linear light for the meeting table.
- 20) Supply and installation of meeting table and chairs (the quantity of the chairs will be provided during site visit)

- 21) Necessary changing the sprinkler piping system and installing fire system devices (if required)
- 22) Exit lights and emergency lights.
- 23) Supply and install ceramic pots and plants.
- 24) Supply and install whiteboard (optional)
- 25) Supply and install glass partition with single swing door with handle and locks
- 26) 2m smart intelligent stickers on the glass and door. (optional)

TRAINING ROOM 2

- 1) Demolishing the existing wall, ceiling, floor, accessories and cart away the debris to the municipality approved dumping area.
- 2) For levelling the existing floor, supply and install floor screed (thickness as per requirement)
- 3) Supply and installation of carpet.
- 4) Supply and installation of wooden skirting (15cm height)
- 5) Supply and installation of Gypsum wall full height (until the concrete ceiling (soundproof with rock wool)
- 6) Supply and apply wall putty and 2 coat Jotun primer.
- 7) Supply and apply Jotun Fenomastic emulsion (Minimum 2 coats)
- 8) Supply and apply MDF decorative cladding on the wall (as per 3D designs submitted by the bidder) (color and design need to get prior approval)
- 9) Supply and install gypsum ceiling (designed for a meeting room and rock wool insulation for sound proofing).
- 10) Supply and apply wall putty and 2 coat Jotun primer.
- 11) Supply and apply Jotun Fenomastic emulsion (minimum 2 coats)
- 12) Supply and install 2 fixed glass (double pane glass) windows with frame.
- 13) Necessary AC ducting works, supply and install VAV and thermostat and fixing linear diffuser.
- 14) Provide MDF shelving cabinets with painting or lamination.
- 15) Supply and installation of 98" LED interactive display.
- 16) Supply and installation of AV systems including wireless presentation. (The details will be provided during the site visit)
- 17) Supply and installation of ceiling speakers.

- 18) Supply and installation of electrical cabling, lighting, power sockets, dimming light system.
- 19) Supply and install IT cables and RJ45 sockets
- 20) Supply and install pendant linear light for the meeting table
- 21) Supply and installation of "U" shaped meeting table and chairs (the quantity of the chairs will provide during site visit)
- 22) Necessary changing the sprinkler piping system and installing fire system devices (if required)
- 23) Exit lights and emergency lights.
- 24) Supply and install ceramic pots and plants.
- 25) Supply and install 2 numbers of window blinds.
- 26) Supply and install whiteboard (optional)

RECEPTION AREA

- 1) Demolishing the existing ceiling, floor, accessories and cart away the debris to the municipality approved dumping area.
- 2) For levelling the existing floor, supply and install floor screed (thickness as per requirement)
- 3) Supply and installation of tile skirting (10cm height)
- 4) Supply and install the reception counter with marble top and reception chair.
- 5) Supply and install CNC cut decorative MDF wall cladding on the wall.
- 6) Supply and install decorative gypsum cornice
- 7) Supply and installation of 60 x 60 Porcelain tiles with gap (1.5 mm) (Brand: RAK Ceramics)
- 8) Supply and apply wall putty and 2 coat Jotun primer.
- 9) Supply and apply Jotun Fenomastic emulsion (minimum 2 coats)
- 10) Necessary AC ducting works, supply and install VAV and thermostat and fixing linear diffuser.
- 11) Supply and arrange coffee tables and single sofas in the waiting area.
- 12) Decorative gypsum ceiling insulated with rock wool for sound proofing.
- 13) Supply and install coffee counter with marble top and bar stools.
- 14) Supply and install bookshelves. (optional)
- 15) Supply and install ceramic pots and plants.

- 16) Supply and install double swing glass door without frame and with DORMA floor machine. (12mm toughened glass with handle and lock)
- 17) Supply and installation of electrical cabling, Decorative lighting, power sockets.
- 18) Necessary changing the sprinkler piping system and installing fire system devices (if required)
- 19) Supply and install IT cables and RJ45 sockets
- 20) Supply 3- tier serving trolley.
- 21) Supply and install wooden door with ironmongery.

PANTRY

- 1) Demolishing the existing ceiling, floor, accessories and cart away the debris to the municipality approved dumping area.
- 2) For levelling the existing floor, supply and install floor screed (thickness as per requirement)
- 3) Supply and install floor tiles.
- 4) Supply and installation of tile skirting (80mm height)
- 5) Supply and install cement board partition in the pantry.
- 6) Supply and apply wall putty and 2 coat Jotun primer.
- 7) Supply and apply Jotun Fenomastic emulsion (minimum 2 coats)
- 8) Supply and install gypsum ceiling
- 9) Supply and installation of electrical cabling, lighting, power sockets.
- 10) Supply and install a new ALUMINIUM kitchen cabinet with granite top.
- 11) Supply and install single bowl kitchen sink with mixer (GROHE)
- 12) Supply and install water heater 50 liter.

TOILETS

- 1) Demolishing the existing ceiling, floor, accessories and cart away the debris to the municipality approved dumping area.
- 2) For levelling the existing floor, supply and install floor screed (thickness as per requirement)
- 3) Supply and apply waterproofing for the wall and floor.
- 4) Supply and install floor tiles.
- 5) Necessary coring for the dry and wet waste pipes.

- 6) Supply and install wall tiles.
- 7) Supply and install wash basins and basin mixers.
- 8) Supply and install close coupled WC and health faucets (RAK AND GROHE).
- 9) Supply and install 50liter water heater
- 10) Supply and install cement board partition (or 4" block wall)
- 11) Supply and apply wall putty and 2 coat Jotun primer.
- 12) Supply and apply Jotun Fenomastic emulsion (minimum 2 coats)

18- DECLARATION

I have read and understood the terms and conditions as well as the scope of works provided in the RFP.

Date:

Signature:

Stamp:

Shariah Chamber of Commerce and Industry