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**REQUEST FOR PROPOSALS For Annual Maintenance Contract  
for SCCI Main Building**

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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 Main Head Quarters BUILDING for a walk through inspection to investigate the machineries in SCCI 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:**

**Telephone No:**

**Important Note:** Above contact is only for the purpose of the Site Survey. Please note that the Site Survey is only for the contractors to check the equipment's in 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

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".

### 3 -Submission of Proposals

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

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

**Note:** Proposals submitted by any other means (fax or e-mail) will be rejected. 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 and PPM 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. 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.
- 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 Services Sector)**

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

**Phone No**                :        **06-5938899**

- 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**

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 – Scope of Works**

The scope of works including Maintenance of

1. Entire HVAC System
2. Entire Electrical System
3. Entire Sanitary System
4. Fire Fighting and Fire Alarm System
5. Central Battery System
6. Generator
7. Shuttering Door and Sliding Glass Door
8. Painting, Masonry and carpentry work.

We required non-comprehensive Proposal.

**19 – Required Technicians:**

Contractor must send the following skilled technician on working days 7.00 AM – 5.00 PM. Also in case of emergency situation complaints must be attended as soon as possible.

- |                         |    |       |
|-------------------------|----|-------|
| 1. A/C Technician       | -- | 1 No. |
| 2. Asst. A/C Technician | -- | 1 No. |
| 3. Electrician          | -- | 1 No. |
| 4. Plumber              | -- | 1 No. |

## 20 - DETAILS OF EQUIPMENTS TO BE MAINTAINED

### EQUIPMENT SCHEDULE

<b>Customer:</b> M/s Sharjah Chamber of commerce			
Site: New Building			
<b>Sl.No</b>	<b>Equipment Details</b>	<b>Quantity</b>	<b>Units</b>
<b>A</b>	<b>HVAC EQUIPMENT</b>		
1	Reciprocating chillers - Make: SKM		
	Model: APCC 5210BY	4	Nos
2	Chilled water Pumps	5	Nos
3	Air Handling Units	34	Nos
4	Fresh Air Handling Units	4	Nos
5	Fan Coil Units	32	Nos
6	Split/ Window A/c units	23	Nos
7	Pressurization Unit	1	Nos
8	Exhaust Fans	17	Nos
9	Variable Air Volume Units (VAV's)	75	Nos
<b>B</b>	<b>ELECTRICAL EQUIPMENT</b>		
1	L V Panles	3	Nos
2	SMDB's	12	Nos
3	DB's	45	Nos
4	Capacitor Bnaks	3	Nos
5	Generator	1	Nos
6	Lighting ControlSystem With motion sensors & timers	1	Lot
7	Dimming system for meeting rooms	1	Lot
<b>C</b>	<b>PLUMBING EQUIPMENT:</b>		
1	Booster Pumps	4	Nos
2	Transfer pumps	12	Nos
3	Sanitary ware	1	Lot
4	Grey water system	1	Lot
5	Water tanks	9	Nos
<b>D</b>	<b>FIRE ALARM SYSTEM</b>	1	Lot
<b>E</b>	<b>FIRE FIGHTING SYSTEM</b>		
1	Diesel pump set	1	Nos
2	Electrical motor pump set	1	Nos
3	Sprinklers & Fire Extinguishers	1	Nos
<b>F</b>	<b>Central Battery System</b>	1	Lot
<b>G</b>	<b>Sliding doors &amp; Shutter doors</b>	14	Nos
<b>H</b>	<b>Carpentry,painting &amp; masonry works</b>	1	Lot

## 21 - MEP COMMON PPM SCHEDULE:

Facilities Inspection and Maintenance Schedule																
SL.No.	Description	Equipment/Activity	Schedule for the year												Frequency of Inspection/ Maintenance	
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1	HVAC Machinaries	Chillers		X				X					X		3 times/ year	
		Chilled water pumps		X				X					X		3 times/ year	
		Pressurization pumps		X				X					X		3 times/ year	
		FAHU's		X				X					X		3 times/ year & Only filters need to clean twice a month	
		AHU's in Roof		X				X					X		3 times/ year	
		AHU's in 1st Floor			X				X					X	3 times/ year	
		AHU's in Ground floor				X				X					X	3 times/ year
		AHU's in Basement	X				X				X					3 times/ year
		Split A/C in Roof & Ground floor ( SPA chiller)		X				X						X		3 times/ year
		Split A/C in Basement 6 Nos.			X				X						X	3 times/ year
		Split A/C in Basement 6 Nos.				X					X				X	3 times/ year
		Exhaust fan 9 Nos.				X					X				X	3 times/ year
		Exhaust fan 8 Nos.	X				X					X				3 times/ year
		VAV's 19 Nos. in First floor		X				X						X		3 times/ year
		VAV's 19 Nos. in First floor			X				X						X	3 times/ year
		VAV's 7 Nos. in First floor & 11 Nos. in Ground floor				X					X				X	3 times/ year
		VAV's 19 Nos. in Ground floor	X				X					X				3 times/ year
		Fcu's 1 No. in Roof & 5 Nos. in GF		X				X						X		3 times/ year
Fcu's 8 nos. in Basement			X				X						X	3 times/ year		
Fcu's 9 nos. in Basement				X				X					X	3 times/ year		
Fcu's 9 nos. in Basement	X				X				X					3 times/ year		
2	Electrical	LV Panel		X				X					X		3 times/ year	
		SMDB's				X				X				X	3 times/ year	
		DB's	X				X				X				3 times/ year	
		Capacitor banks			X				X					X	3 times/ year	
		Generator													Checking every month and Service 2 times in a year	

3	Plumbing	Booster pumps		X				X					X		3 times/ year
		Transfer pumps		X				X					X		3 times/ year
		Sanitary ware in Ground floor				X				X				X	3 times/ year
		Sanitary ware in First floor	X				X				X				3 times/ year
		Sanitary ware in Basement			X				X					X	3 times/ year
		Water Tanks			X						X				2 times/ year
4	Fire System	Fire alarm		X			X			X			X		4 times / year
		Central Battery System		X			X			X			X		4 times / year
		Fire fighting system		X			X			X			X		4 times / year
5	Automatic Doors	Sliding and shuttering doors		X			X			X			X	4 times / year	
6	Civil, Carpentry and painting	Civil, Carpentry and painting												Whenever required	