



**REQUEST FOR PROPOSALS (RFP)**

**For**

**INTERIOR DESIGN & FURNISHING, ELETRICAL AND CIVIL WORKS**

**EMERGENCY DEPARTMENT RECEPTION AREA**

Tender no. : **UHS/ENGG/TENDER/0007/2020**

Tender issue date: **March 03, 2020**

Deadline for submission of proposals: **March 18, 2020**

Closing time: **02:00 pm**

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**Definitions and Abbreviations:**

The terms used herein this Tender documents and the subsequent contract shall have the following meanings:

Participant/Bidder	A legal entity entitled to submit a Proposal & Fully Licensed to perform the required works within the emirate of Sharjah.
Contracting Authority/	University Hospital Sharjah- Sharjah (UHS)
Days/months/years	Calendar days/months/years
Government	Sharjah Government
Proposal	Sealed tender bid envelop submitted by the Participant to the address stated in this document and according to its deadline. The sealed bid proposal should include all the documents required.
Site of work	University Hospital Sharjah- Main Building- Emergency Department Ground Floor
RFP	Request for Proposal (RFP) For Interior design, Demolition, furnishing, electrical and civil works for Emergency Department- University Hospital Sharjah

## Section A- Instructions to Participants

In submitting proposals, participants must comply with all instructions contained in this document. Failure to submit a proposal containing all the specified information and documentation (incl. all completed forms and templates, and a declaration etc.,) within the stated submission deadline will lead to rejection of the proposal at UHS absolute discretion.

### Article 1 - TENDER Timeline Table

Requesting clarifications from the UHS	<b>March 04, 2020</b>
Last date for issuing clarifications and Deadline for submission of proposals	<b>March 18, 2020 (2PM)</b>
Site Visit for University Hospital Sharjah Main building- University City Road, University City ,Sharjah	<b>Site visits allowing during working days</b> in the period from <b>March 02, 2020</b> to <b>March 18 ,2020</b> (From 08:30AM to 02:30PM - From Sunday to Thursdays )

### Article 2 - Site Survey

Participants are requested to visit the locations areas during the period stated in the above table.

Contact Person: **Eng. Noura AlAwadhi**  
Facility & Support Service Manager

Note: Above contact is only for the purpose of the Site Survey. The Site Survey is only for the participants to check the site as stated herein this RFP. Any inquiries have to process as stated in article 11 below. Any deviation to such rules will eliminate the bidder from participation in this tender.

### Article 3 - Packing and Labelling of Proposals

Each submitted Proposal must comprise a Technical offer and a Commercial offer in a separate envelopes in a (1) Sealed Envelope contain both documents, one clearly marked as "**Technical Offer**", and 2<sup>nd</sup> marked as "**Commercial Offer**".

#### Article 4 - Submission of Proposals

Proposals must be submitted IN SEPARATE Envelops, either by recorded delivery (official postal service) or hand delivery directly to UHS in return for a signed and dated receipt to the following address:

<b>Technical Proposal:</b>	<b>Eng. Noura AlAwadhi</b> Facility & Support Service Manager University Hospital Sharjah, University City P.O. Box 72772, 1 <sup>st</sup> Floor Administration Suite
<b>Financial Proposal:</b>	<b>Mr. Prasanna HTV</b> Director of Finance & Administration University Hospital Sharjah, University City P.O. Box 72772, 1 <sup>st</sup> Floor Administration Suite

**Note:** Proposals submitted by any other means (i.e, fax or e-mail) will be rejected. Any deviation from these instructions (e.g., unsealed envelopes) is to be considered a breach of the rules, and will lead to rejection of the proposal.

#### The outer envelope should carry the following information:

- a) The address for submission of Proposal indicated above;
  - b) The reference code of the Tender no. to which the Participant is responding
  - c) The name of the Participant.
- The envelope of the Technical and Commercial offers should be clearly labeled.

#### Article 5 - Sealed Envelope Contents (\*)

- The required documents in below table should be submitted in one sealed envelope as per article 3 & 4 above.

(\*) Note: During the bid opening of the proposals and in case any participant did not submit the required documents (\*) stated above, the proposal will be administratively rejected immediately without further consideration for review or clarifications to complete such documents.

Document Title (*)	Check List Y/N
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-Signed Letter of Submission (Use Annex II herein this RfP ) on Vendor's letterhead signed and stamped by Participant's authorized representative acknowledging the Vendor's agreement to the terms and conditions of this RFP and certifying that all information offered in the submitted proposal are true, accurate, and complete.	
4- Valid Certificate from Sharjah Municipality and other governmental agencies necessary to perform such works	
5- Certificates of Quality Assurance, if any;	
6- Copy of valid trade license/ Legal registration documents/agency registration in UAE. Registration Certificate in the Chamber of Commerce	
7- Business references to verify that the participant has a satisfactory performance record and demonstrate his experience in the nature of business as indicated in the tender.	
8- Copy of the interior design layout of the proposed project, drawings including 3D visualization of the site including proposed furniture intended to be use. (**) Multiple examples of designs matching the ambiance of the location (minimum of two examples) The expected design fitting the allocated space (ref. Annex I- layout). (**) Designs must be submitted with the proposals contents.	
<b>Financial Proposal</b>	
12- <b>The Financial Offer</b> address to Director of Finance and Administration, University Hospital Sharjah with <b>tender reference</b> .	
IMPORTANT NOTES TO PARTICPANTS (*) Note: During the bid opening of the proposals and in case any participant did not submit the required documents (*) stated above, the proposal will be administratively rejected immediately without further consideration for review or clarifications to complete such documents.	

## Article 6 - Tender Terms and Conditions

Provided that Participants are complying with the requirements stated in this RFP, this TENDER will be evaluated on first – price sealed bid- TENDER. This means that Proposals should be submitted in one closed sealed envelope. Failure to meet the terms and conditions of this TENDER will result in disqualification of the Participant's Proposal. In the event of multiple quotes received, the one received last will be considered as valid and all previously submitted quotes will be considered invalid.

### **Article 7 - Applicable Laws**

These Tender Terms are governed by and interpreted in accordance with the laws of the United Arab Emirates and the forthcoming contract will be subject to jurisdiction of Sharjah Courts.

### **Article 8 - Validity of Proposal**

Proposals must remain valid and open for the acceptance of the Contracting Authority for 60 days from the Tender closing date. Proposals specifying a shorter acceptance period will be rejected.

### **Article 9 - Incomplete and Late Offers**

Incomplete and late Proposals will not be accepted. It is the Participant's responsibility to ensure that the Proposal is submitted complete, on time and in accordance with the Tenders terms and conditions. Late Proposals shall be returned to Participant unopened.

### **Article 10 - Enquiries**

Participant may submit questions in writing through e-mail to the following address and up to the deadlines stated in article 1.

Contact Name : **Christopher Claveria**

Address : **University Hospital Sharjah, University City, Sharjah**

E-mail : **[christopher.claveria@uhs.ae](mailto:christopher.claveria@uhs.ae)**

Any clarification issued by the Contracting Authority will be communicated in writing to all the participants before the date stated in the table above. No further clarifications will be given after the stated date.

### **Article 11 - Alteration of Proposals**

Participants may alter their proposals by written notification prior to the deadline for submission of proposals stated in this Tender. No proposals may be altered after this deadline.

### **Article 12 - Eligible Participants**

Participants considered eligible to submit proposals are defined as the entity /Organization that is legally registered in the UAE to do business in the field detailed in the tender and can provide a valid certificate of legal registration/ trade registration license.

### **Article 13 - Costs for preparing Proposals**

Under no circumstances will the UHS accept liability for any costs incurred in connection with the preparation and submission of Proposals even if the UHS decides to reject all the proposals or cancel the tender altogether.

**Article 14 - Clarification**

During the evaluation process, the UHS may request additional information from participants with regard to the submitted proposal if deemed necessary by the TENDER evaluation committee.

**Article 15 - Evaluation of Proposals**

A Technical & Financial evaluation of Proposals. The selection of the awarded proposal shall be based on technical compliance

**Article 16 – Amendments**

During the Proposal submission period, if the Contracting Authority decides to modify any requirement/s of the Tender; this modification/s shall be released through the issuance of an amendment/s to the Tender. Any amendments will be issued in writing and will be sent to all Participants.

**Article 17 - Confidentiality**

The entire evaluation procedure is confidential and all proposals are for official use only and may not be communicated neither to the Participants nor to any party.

**Article 18- Ownership of Proposals**

The Contracting Authority retains ownership of all proposals received as part of this Tender. Consequently, participants have no legal right to have their Proposals returned to them.

**Article 19 - Tender Cancellation**

The Contracting Authority has the right at any stage to cancel this Tender without justification to any of the Participants. In this event, Contracting Authority will notify participants in writing of the cancellation.

**Article 20 - Discussion/Negotiation**

Although Proposals may be accepted and a contract awarded without discussion, the UHS may initiate discussions should clarification or negotiation be necessary. Participants should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

**Article 21 - Award**

Only successful Participant will be notified of the award. An award can be withdrawn by Contracting Authority at any time prior to its signing of a definitive contract with the awarded Participant. The Contracting Authority reserves the option of Contracting only for a portion of the specified project scope or of not awarding a Contract to any Participant. Final approval to enter into a Contract, the standard terms and conditions of Contract and the scope of Services to be provided pursuant to the Contract, rests with the Contracting Authority. The Contracting Authority can withdraw the award without any Justification.



## **Article 22 - Signing Contract with awarded Participant/ Bidder**

The awarded Participant is requested to sign the contract with University Hospital Sharjah within a week from notification of award without any delay. The delay in signing the Contract by the awarded participant within stipulated timeline herein will lead to withdrawal of the award, in addition to paying the contracting authority any amount difference of the first year rental value between the awarded participant and the second ranked participant in this tender.

## **Section B – Terms of References**

### **Article 1. Background of UHS and its Objectives.**

The University Hospital Sharjah (UHS) is a governmental entity established by especial Decree (01/2011); to fulfil the requirements for the provision of high quality healthcare services in accordance with international quality standards. The main building of UHS is located in the University City, Emirates of Sharjah.

By announcing this tender, the UHS wishes renovate with state of the art hospital interior design for the **Emergency Department, Reception Area located within the hospital, Ground floor (400 square mtrs approx.)** Annex 1: Layout drawing is annexed to this document.

### **Article 2. Special Terms and Conditions**

1. The awarded Participant will be responsible to fit-out work and furnish the available space specified by Contracting Authority for the purpose. The participants shall submit a design layout of the Emergency Department reception and waiting areas, drawings including photos of furniture's intended to be supplied.
2. The Contracting Authority reserves the right to accept or reject the interior design proposed , in case Contracting Authority finds that they are not the right quality or not befitting the design of UHS building and will affect the general view of the building, and it shall be the responsibility of the Participant to revised as per the requirement
3. The successful Participant will be required to enter into a purchase contract with contracting authority which includes the requirements of this tender including these Special terms and Conditions.
4. The successful Participant required to obtain all/ any necessary license from Department of Economic Development, Sharjah Municipality, Chamber of Commerce, and any other licensure and permits as per laws and regulations in the emirate of Sharjah.
5. The participant should submit the training certificate of its employees in food safety and food handling in addition to annual training schedule.
6. Participant is expected to offer UHS staff a discounted rate at least at 20% to attract staff and differentiate between them and customers.

### Article 3. Scope of Work

Scope of Work as follows:

No.	Description
1.	Interior Design, Layout and 3D rendering of proposed design
2.	Demolition Works
3.	Vinyl Flooring
4.	Furniture (waiting areas and reception counter)
5.	Ceiling Electrical and Civil Works, including LED lighting
6.	Airlock double door in ER main entrance



**Annex II- Letter of Submission**

To : University Hospital Sharjah- University City, Sharjah

Subject: Letter of Submission for

Tender no. \_\_\_\_\_

Tender title: \_\_\_\_\_

Dear Sirs, We, \_\_\_\_\_ ,  
hereby acknowledge that we studied the subject RFP and we are in agreement with the terms and conditions of it and certifying that all information offered in the submitted proposal are true, accurate, and complete.

In case of being awarded this tender, we understand that we should immediately work with UHS to finalize all the requirements stipulated in the tender requirement.

In case of any clarification, please contact Mr.----- assigned to respond to any received inquiry related to the submitted proposals in responses to this RfP. The contact is as follows: Designation: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Authorized Signatory Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

Company stamp