

**RFP Reference: UHS/SS/RFP/025/2025**  
**RFP Closing Date: 18<sup>th</sup> September 2025**

**4<sup>th</sup> September 2025**

| No. | Description   | Total Space         |
|-----|---|---------------------|
| 1   | <b>Rental Space –</b><br>The lease and operation of a retail flower-shop, chocolate, and gift shop to be located on the ground floor of the University Sharjah Hospital | 15.51 square meters |

**Dear Valued Vendors**

**University Hospital Sharjah. (UHS)** Management has decided to invite vendors for a Request for Proposal (RFP). You, as a vendor are requested to participate in the RFP process by submitting your offer to provide the services as described in the attached scope of service document.

The RFP should comply with the following terms & conditions:

1. The proposal should be clear, informative & include proposed business activity, fit-out design, business model, Duration, and Delivery Period.
2. The vendor shall be fully responsible for all costs related to the design, renovation, and fit-out of the space, and must ensure full compliance with hospital infection control standards and regulations. All designs, themes, fit-out materials, staff uniforms, staffing plans, and price lists must be submitted to and approved by the hospital administration before implementation. Additionally, no items may be displayed or sold without prior written approval from the hospital management. The tenant will bear the cost of electricity on a monthly basis, and if applicable, water usage will also be charged. The University Hospital Sharjah will not cover any expenses related to the shop setup, approvals, or operations. It is the vendor's sole responsibility to obtain all necessary permits and approvals from relevant internal and external authorities.
3. For Site Visit, please contact:

**Ahmed Mahfouz**

Engineering and Support Services Department

**Email:** [ahmed.mahfouz@uhs.ae](mailto:ahmed.mahfouz@uhs.ae)

Contact No. 0547769776

**Badr AlHammadi**

Engineering and Support Services Department

**Email:** [Badr.Alhammadi@uhs.ae](mailto:Badr.Alhammadi@uhs.ae)

Mobile No. 0554020408

**Note: The schedule of visit is restricted and by appointment only.**

4. The University Hospital Sharjah is offering this retail opportunity as part of enhancing the hospital environment, while maintaining the highest standards of safety, hygiene, and operational control. Interested vendors are encouraged to review all terms carefully and ensure full compliance with the outlined requirements before submitting their proposals.
5. The financial offer should be on your company letterhead containing the authorized signatory and must be sent to the attention of the Director of Finance, **University Hospital Sharjah, PO Box 72772, Sharjah in a sealed document.**
6. As a part of the RFP document, the Vendors are requested to provide their valid Trade License, Name, and Designation of the Managing Director/General Manager/Sr. Manager have the authority to bind their company for the business relationship. Also, is required the provide licenses, certificate confirming that the vendor is legalized to operate the propose business activity. As well as the following documents:
  - a) Updated company license/ MOA/ POA for the signatory (if any)
  - b) company profile
  - c) Tax registration certificate
  - d) Full company address
  - e) Any other documents/approval required by the government authorities required to operate the business activity
  - f) The vendor shall demonstrate successful prior experience similar to the proposed business activity in the last 3 years.
7. Any delays or non-conformance may result in the termination of the contract and/or imposition of penalty for delayed deliverables as per the contract terms.
8. UHS shall be constantly evaluating the compliance of Contracted Terms and consistency of response time and progress of work throughout the duration of the agreement. Should Vendors not meet the requirements of UHS, therefore UHS reserves the right to terminate the contract if the vendor is not able to rectify during the time allotted by UHS's representative.
9. **The Request for Proposal (RFP) should be submitted in two sealed envelopes and submitted to the Administration Office Finance Department- UHS:**
  - a. **The Technical Proposal details (PLEASE DO NOT INDICATE ANY FINANCIAL VALUE IN THIS).** If requested for additional clarifications and details these need to be submitted to **(Administration Office Finance Department- UHS).**
    - i. A detailed company profile outlining relevant experience.
    - ii. The technical proposal shall be complete as indicated in this document.
    - iii. Technical offer in hard copy and soft copy- (USB).
    - iv. Reference hospital/facility where similar business activity is present.

- b. **The Financial Offer** addressed to UHS's Director of Finance and Administration, with **RFP reference**.
  - i. Comprehensive financial proposal in hard copy and soft copy- (USB).

**All above documents should be submitted before the RFP closing date, all documents submitted after the closing date shall not be accepted.**

- 10. UHS reserves the right to accept/reject the RFPs without assigning any reason thereof.
  - a. The RFP will be awarded as a project as per the contract.
- 11. Business Model, Market reputation, Quality, Price, and scope of services are combined parameters for RFP evaluation.
- 12. The Vendor, its employees, its subsidiaries, and everyone who has a direct or indirect relationship with implementing and securing the works and purchases included within the scope of this RFP, shall be obligated to inform UHS and disclose in writing any case of conflict of interest or any private interest that has arisen, will arise, or may arise. For any transaction related to the activities of UHS, in accordance with UHS policies.
- 13. The vendor, its employees, and subsidiaries shall be obligated to maintain confidentiality of any data, drawings, documents, or information related to the RFP - written or oral. This includes all dealings, affairs, or secrets related to UHS that they may have come across during the RFP process. Vendors shall not be allowed to disclose any information related to the RFP through any media outlet without obtaining prior written approval from UHS.
- 14. The copyright of any documents and materials submitted by UHS within this RFP is owned by UHS, and accordingly, these documents and materials may not be copied, in whole or in part, or reproduced, distributed, made available to any third party, or used without obtaining prior written approval from UHS. All documents submitted by the UHS in connection with the request for proposals shall be returned upon request, without any copies being retained by the bidder or any other person.

For University Hospital Sharjah