

Posting Date: 6th March 2025

Tender Reference: UHS/MED/ENG/TENDER/004/2025

Tender Expiry Date: 20th March 2025

No.	Description	Qty
1	Design & Construction of parking shades	100

Dear Valued Vendors

University Hospital Sharjah (UHS) has decided to invite vendors for a Tender. You, as a vendor are requested to participate in the tender process by submitting your offer for one or more of the items described in attached technical indicative document.

The Tenderer should comply with the following terms & conditions:

1. The Specification of the proposed scope of services & materials used, should be clear, informative & include Brand, Origin, Unit of measurement, Qty, Duration, and Delivery Period.
2. The price quoted is a turnkey project or as mentioned in the technical requirement listed below (RFP document) to UHS.
3. The financial offer should be on your company letterhead containing the authorized signatory and may please be sent to the attention of the Director of Finance, **University Hospital Sharjah, PO Box 72772, Sharjah in a sealed document.**
4. All deliveries should be made for the ordered quantity in full, without partial shipments, to our Main Warehouse, located in UHS vicinity or as specified on the Purchase Order/ Contract. Failure to comply with the agreed delivery schedule or any shortfall in quantity may result in penalties or contract termination, as per the Purchase Agreement Terms and Conditions.
5. As a part of the Tender 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 authorization letter/Agency certificate confirming that the vendor is legalized to supply the items on behalf of the manufacturer/principal company. As well as the following documents:
 - a) Valid Trade License
 - b) Updated Company Profile
 - c) Tax Registration Certificate (TRN)
 - d) Full Company Address & Contact Details

- e) Memorandum of Association (MOA) and Power of Attorney (POA) for authorized signatory (if applicable)
 - f) An official Authorization Letter/Agency Certificate, confirming the vendor's legal authorization to supply the specified items on behalf of the manufacturer or principal company
 - g) Any additional approvals or compliance documents mandated by government authorities for the supply of the specified equipment.
6. Standard payment terms are 90 days from the date of completion of delivery of all the items ordered or as specifically agreed in writing by the Materials Management Department of UHS
 7. Any delays or short supply or non-conformance may result in the termination of Purchase contract and/or imposition of penalty for delayed supplies as per the Purchase Agreement terms and conditions. **A performance bond may be required to ensure commitment to the agreed timelines and quality standards.**
 8. The proposed items should be evaluated & approved by UHS's technical team before confirmation. Once the agreement is signed off, the supplies will have to correspond to the same quality, specification, and source as originally agreed and any deviations shall be considered a contractual breach.
 9. The specified brand and manufacturer must remain unchanged throughout the contract period unless otherwise approved by UHS in writing.
 10. Any defective products should immediately be replaced with new ones or rectified, as and when notified within a maximum period of one month from the date of notification, at no additional cost to UHS.
 11. UHS will be constantly evaluating the compliance of Contracted Terms and consistency in supplies and progress of work throughout the duration of the project. Vendors are required to submit regular progress reports at agreed intervals detailing progress, challenges, and actions to address any delays or issues 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.
Purchase Contact details (landline, mobile, emails) of the authorized representatives should be mentioned.
 12. **Tenders should be submitted in two sealed envelopes and submitted to the Administration Office Finance Department- UHS:**
 - a. **The Technical Specification 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. The technical offer should conform to the Indicative specification as mentioned in the request for proposal (RFP) below.
 - ii. Technical offer (hard copy and soft copy).
 - iii. Reference project where similar work was performed.
 - b. **The Financial Offer** addressed to UHS's Director of Finance, with **tender reference.**

All above documents should be submitted before the tender expiry date, all documents submitted after the expiry date will not be accepted.

13. UHS reserves the right to accept/reject the tenders without assigning any reason thereof.
 - a. The tender will be awarded project-wise as per the Purchase contract.
14. Quality, Price, and sale services are combined parameters for tender evaluation. Once a vendor has been selected, a negotiation period will follow to allow both parties to review the contract terms thoroughly. This will ensure that all deliverables, KPIs, and expectations are clearly outlined before the final agreement is signed.
15. Vendors must submit a risk management plan, identifying potential risks to the project, such as security breaches, system failures, and disruptions to delivery schedules. Vendors should outline how they intend to address these risks, including their disaster recovery and business continuity plans.
16. Vendors are encouraged to adhere to ethical practices and sustainability standards in their operations. This includes providing energy-efficient equipment and adopting environmentally friendly practices in their supply chain and delivery.
17. 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 tender, 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.
18. The vendor, its employees, and subsidiaries shall be obligated to maintain confidentiality of any data, drawings, documents, or information related to the tender - written or oral. Vendors must ensure that any data shared is protected by encryption standards and secure transfer protocols. Additionally, vendors are required to notify UHS of any data breaches immediately. Compliance with relevant data privacy regulations (e.g., GDPR, UAE Data Protection Law) is mandatory. This includes all dealings, affairs, or secrets related to UHS they may have encountered during the tender process. Vendors shall not be allowed to disclose any information related to the tender through any media outlet without obtaining prior written approval from UHS.
19. The copyright of any documents and materials submitted by UHS within this tender 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. If the vendor develops any custom software or systems for UHS as part of this tender, UHS will retain ownership of the intellectual property or have clear licensing terms for its continued use. 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.

University Hospital Sharjah

Request for Proposal (RFP) DESIGN & CONSTRUCTION OF PARKING SHADES

1. Introduction

University Hospital Sharjah, located in the University City area of Sharjah, invites qualified contractors to submit bids for the construction of parking shades to cover **100 parking spaces** in the hospital parking lot. The chosen contractor will be responsible for designing, supplying, and installing the parking shades according to all requirements and local regulations.

The hospital requires parking shades that effectively block sunlight and protect vehicles from harsh weather, keeping interiors cool and preventing exterior damage. With our coordination contractors will work with the camera vendor, as cameras will be installed in the same area.

2. Scope of Work

The work includes, but are not limited to, the following:

- Design and Construction of Parking Shades: The contractor must design and install parking shades for 100 spaces.
- Materials: The shades must be made of durable, Non-rust and weather-resistant materials (e.g., steel, aluminum, polycarbonate, or approved alternatives) that can withstand high temperatures, rain and strong wind.
 - Warranty for Materials: The materials used should come with a warranty covering damage, rust, or defects during normal use, ensuring they remain in good condition for the warranty period.
- Structural Integrity: The shades must meet UAE building codes and be stable and safe.
- Parking Layout: The parking spaces should be organized to fit the hospital's current layout for maximum efficiency.
- Signage for Staff Name and Designation: Clear signs must be placed at each parking showing the job titles of the staff who will park.

3. Deliverables

The contractor must provide the following:

- A detailed design plan with drawings and material specifications.
- All necessary permits and approvals from relevant authorities (e.g., Sharjah Municipality).
- Full installation and testing of the parking shades.
- A warranty for the construction and materials of the shades for a minimum period of 10 years.

4. Site Visit

A mandatory site visit will be arranged by the contractors to inspect the site and understand the requirements. The date and time for the visit will be shared with interested contractors.

Important: If your company has worked on similar projects, please inform us ahead of time to help coordinate the visit.

5. Tender Requirements

Contractors must submit the following documents as part of their bid:

- Company Profile: A short description of the company, including previous experience in similar projects.
- Project Approach and Timeline: A detailed plan that outlines how the project will be done, including a timeline and key milestones.
- Technical Proposal: A complete design proposal, including materials and shade types.
- Cost Breakdown: A detailed estimate for all materials, labor, equipment, and other expenses.
- Licenses and Certifications: Proof of valid UAE licenses and relevant certifications (e.g., safety).
- Insurance: Proof of insurance for workers and the project.
- References: Contact details for at least two clients who have used your services for similar projects.

6. Contact Person:

For any questions or to request additional information, please contact:

- Eng. Saleh Alawadhi
- Email: saleh.alawadhi@uhs.ae
- Phone: 056 710 2327