



جامعة خليفة  
Khalifa University

REQUEST FOR QUOTATION

**RFQ#KU/AD/6371108/2021**

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**[MEP and Civil works for Medical College phase 2]**

Khalifa University (KU),  
Abu Dhabi, UAE  
April 12, 2021

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## 1. INTRODUCTION

### 1.1 Purpose of this document

Khalifa University is requesting for proposals from companies interested in **MEP and Civil works for Medical College phase 2**. The offer shall remain open for acceptance for a period of **90** days from the final date of receipt of tenders. The intent of this proposal and the ensuing process is to provide companies with necessary information, requirements and specifications and terms and conditions necessary for the preparation of a comprehensive and professional proposal.

Selection of the company will be based on a variety of factors such as background and qualifications, quality of demonstrate able reference sites and references, staff profile, processes employed, official OEM authorizations and price, delivery and execution capabilities

Khalifa University may consider your Tender in part or in total or not at all without assigning any reasons thereof

You shall submit technical literature in respect of the equipment/services/system(s) offered. This should include services requirements such as power, air conditioning, drain etc. in respect of major equipment/services/system offered.

You are also required to submit the following information as applicable, along with your tender:

- A- Your capabilities for provision of after sales services and include a list of similar installations/supply you have carried out in U.A.E/Gulf States.
- B- If your Tender varies in any respect from the Tender Documents please submit details and reasons for such variations in a separate sheet and the relevant prices as required.
- C- After submission of your tender and before receipt of our order if you have introduced a newer model of the equipment/services/system offered in the tender, you shall supply the latest model of the equipment/services/system available at the time of delivery of the equipment/services/system if so desired by Khalifa University.
- D- After placement of the order and the delivery/installation of the equipment/services/system, if you have introduced a newer model of the equipment/services/system tendered within the Guarantee period such newer equipment/services/system shall be offered to the University at a negotiated cost keeping the cost of the replacement equipment/services/system at the order value.
- E- All relevant pre-installation details relating to the equipment/services/system shall be provided along with the Tender.

### 1.2 Background

The newly-established Khalifa University (KU) combines the Masdar Institute of Science and Technology (MI), the Khalifa University of Science, Technology and Research (KUAR)

and the Petroleum Institute (PI) into one world-class, research-intensive institution, seamlessly integrating research and education to produce world leaders and critical thinkers in applied science and engineering. Khalifa University endeavors to be a leader among research intensive universities of the 21st century, while catalyzing the growth of Abu Dhabi and the UAE's rapidly developing knowledge economy. The University has a dedicated Research Centre and has tie-ups with major research establishments for collaborative research.

The University is also taking lead in the establishment and management of the Emirates Advanced Network for Education and Research (ANKABUT).

## 2. Basic Conditions

- This is an open and competitive process.
- The proposal must contain the signature(s) of a duly authorized officer or agent of the company submitting the proposal.
- The University reserves the right to accept proposals that appears to be best value and in the best interest of the University prima facie and negotiate with the company based on the proposal.
- Multiple vendors may be awarded, bid is not all inclusive.
- The University will not pay for any of the proposals received or the time spent by the company in preparing the proposals. All proposals submitted will be deemed to the property of the University.
- The proposals may be withdrawn or resubmitted before the closing date. Proposals received after the closing date will not be considered. Proposals are likely to be disqualified by the committee due to non-compliance of the prescribed guidelines.
- After the closing date, the proposals will be reviewed at the convenience of the University.
- The company should submit Trade License and other documents proving nature of their business.
- The company may be required to make presentation about their proposal at their own expenditure.
- The University reserves the right to
  - Accept, reject or negotiate terms of any proposal or any part thereof for purpose of obtaining the best and final offer.
  - Re-issue the proposal
  - Waive any defect or change any procedure as deemed necessary
- The University reserves the right to use any or all the concepts presented in any reply in order to obtain the most effective path to achieving the desired goals. Selection or rejection of submittals shall not affect this right.

- Detailed company profile indicating past experience in this field, especially in educational environments with relevant supporting documents should accompany the proposal.

### 3. TENDER BOND

The Tender must be accompanied by an unconditional Guarantee issued by Abu Dhabi registered Bank to be jointly and severally bound with the Tenderer to the University in a sum not less than **5%** of the total value of the Tender. The Guarantee shall remain valid until **120** days after the date set for opening of Tenders. All charges and costs in this connection shall be borne by the Tenderer. If the Tenderer decides to withdraw his offer before the expiry of **90** days after the date of opening of the Tenders, the Bank Guarantee shall be encashed by the University.

### 4. PERFORMANCE BOND

The successful Tenderer shall provide at his own cost, a Performance Bond in the form of an unconditional Bank Guarantee from **Abu Dhabi / UAE** registered Bank in favor of the Khalifa University P.O Box: 127788, for **10%** of the total value of the order not later than **15** days from the date of the order.

The Performance Bond shall be valid from the date of receipt of the official order by the successful Tenderer to the date of successful completion of **the warranty period plus 3 months as applicable.**

If the successful Tenderer fails to perform his obligations under the official order issued by the Khalifa University the Bank Guarantee shall be confiscated and encashed and be the acquired right of the Khalifa University without prejudice to the University right to take whatever legal action deemed necessary.

### 5. SCOPE OF WORK

Supply and Install the following Material: (Scope of work is attached)

Srl.	Description	Qty	Unit
	<b>MEP and Civil works for Medical College phase 2</b> (BOQ Detailed Technical Specification is attached)	<b>1</b>	<b>LUM</b>

### 6. DEFAULT / PENALTY

If the Contractor fails to deliver and install within the time specified in the Contract any Articles or any part thereof the University will apply a penalty of **2%** per week or any part thereof, subject to a maximum of **10%** of the order value of the delayed items shall be payable by us during the defaulting period. Khalifa University may eventually purchase

same/similar item/s to make good the default, and charge the supplier the full price difference plus **10%** administrative expenses.

## 7. TERMS OF PAYMENT

- [a] **100%** of the total value of the equipment/services shall be paid within 30 days from delivery / installation and commissioning of the equipment/services / System and acceptance by the Khalifa University, Abu Dhabi.
- [b] Maintenance Charges [if applicable] will be paid quarterly in arrears after the maintenance has been carried out.
- [c] Training Charges [if applicable] shall be due for payment after the training is carried out.

## 8. WARRANTY (IF APPLICABLE)

Warranty for a period of **24** months from the date of acceptance of the Equipment/services/System shall be given. The University will accept the Articles after operationally testing the Articles for a period of **three months** from the date of commissioning of the Articles. If Khalifa University is not able to utilize the Equipment/services/System for more than one week due to delay in rectification by the Contractor, the warranty period will be extended accordingly.

## 9. MAINTENANCE (IF APPLICABLE)

- [a] The successful Tenderer herein called the Contractor, shall during the period of warranty duly carry out at his cost all Preventive Maintenance Procedures and necessary repairs strictly in accordance with the equipment/services manufacturer's recommendation and ensure that all steps are taken in accordance with good practice to keep the Article in good repair during the period of guarantee.
- [b] The date for carrying out the Preventive Maintenance shall be agreed upon in advance with the respective personnel at site.
- [c] At the end of the warranty period, the Contractor shall check the equipment/services and ensure that it is in proper working condition before handing it over to KHALIFA UNIVERSITY
- [d] Detailed reports on all what has been done during the Preventive Maintenance visits and during the repair call visits if carried out, shall be **provided**
- [e] Tenderers shall indicate their response time to the calls from Khalifa University to attend to equipment/services offered

## 10. OPERATING MANUALS/TECHNICAL DOCUMENTATION

- [a] The successful Tenderer shall at his cost supply a minimum of 2 sets of complete Operating Manuals in English Language of the equipment/services/system(s) supplied.
- [b] The successful Tenderer shall also at his cost supply in English language a set of technical documentation relating to the Article. The said technical documentation shall comprise:
- Installation and Commissioning Instructions
  - Schematic and Wiring Diagrams
  - Circuit Description
  - Trouble Shooting Procedures
  - Routine and Preventive Maintenance Procedures
  - All other data pertaining to the Operation, Maintenance and Repair of the Equipment/services/System.
  - Exploded view drawings to show/identity different parts/components.
  - Recommended Spare Parts List. This list shall state the manufacturers name and address, serial and part number, technical description of the part or parts and any catalogue or manual number that is relevant to the ordering of spare parts or items.
- [c] The Contractor shall make available to University the required number of sets of operating manuals as well as technical documentation along with the Articles supplied.

## 11. TRAINING

The tenderer is required to submit a Training Program which he will undertake for training the staff of the University, both in operating as well as repair and maintenance aspects of the Article, the content of which training program will be adequate to impart a full understanding of the theory of operating and the repair and maintenance techniques associated with the Article in line with the manufacturer's recommendations. The said training to be arranged by the Contractor, will be made available at an Institution provided by them, be it local or overseas, which is specially equipped with tools, equipment/services and manpower to handle such training.

If the nature of the Articles is such that the training cannot be done except at the place of installation, the same should be identified by the Contractor. In this case prior arrangement has to be agreed upon with Khalifa University and training should be conducted in a manner not to be detrimental to the Article itself or causing inconvenience to Khalifa University.

## 12. USEFUL LIFE TIME

The Tenderer shall indicate the expected useful life time of the Article offered.

### 13. SPARE PARTS

The Tenderer shall be responsible to stock locally spare parts for the equipment/services during this period and a confirmation to this effect shall be given.

In case some spare parts/accessories are not available locally, the Tenderer shall indicate a specified committed response time for the delivery of such spare parts/accessories.

#### **PRICED LIST OF SPARE PARTS (IF APPLICABLE)**

**Important Notice:** Please make sure that a complete list of spare parts with unit prices as well as Technical Literature/Catalogues are submitted along with your Tender, otherwise your **offer may not be considered**.

### 14. PREAMBLE TO QUOTATION FORM

- [a] The Tenderer shall at his cost carry out the installation of the equipment/services
- [b] The Tenderer shall at his cost, provide both the on-site and/or overseas training for the operator as well as the engineer, wherever applicable. All training charges (Abroad), including tuition fees, air passage, hotel accommodation, food and other expenses shall be borne by the Tenderer.
- [c] The equipment/services offered shall conform to relevant International Standards.
- [d] Specifications given in the Quotation Form are general and may not include for everything. The Tenderer shall add or delete as necessary in order to ensure that complete equipment/services/system is offered.
- [e] The equipment/services offered shall be upgradeable. The successful Tenderer shall provide software upgrades as and when available free of charges, during the warranty and maintenance period.
- [f] The Tenderers shall be responsible for the entire system even when the peripherals are offered from other suppliers.
- [g] Buy back trade-in price of the existing equipment/services to be replaced shall be inserted by the Tenderer in the '**Form of Quotation**'. All costs connected with dismantling of the equipment/services and carting away from site shall be borne by the successful Tenderer.
- [h] The Tenderer is required to submit the details of the system application and technical support available locally.
- [i] Details of the Test Equipment/services, if any, should be given and its price indicated.



- [j] The Tenderer, shall at his cost, provide two year full warranty for the equipment/services. All charges for the comprehensive service and maintenance, including repairs and spare parts as well as preventive maintenance during the 2 years' warranty period shall be borne by the Tenderer.

## 15. ADMINISTRATIVE

### 15.1 Who may apply?

A firm that is qualified to provide such goods and services as outlined in the details. A firm that can demonstrate successful track record of timely execution of similar projects at Universities or at similar organizations.

### 15.2 How to apply

**Proposals must be submitted electronic in TWO separate envelope (attachment); one Technical (excluding any prices) and one Commercial.**

**Technical:**

**Supplier should select the **Technical Category** while attach the Technical Proposal. Proposal shall be disqualified by the committee if it is under Commercial Category**

**Commercial:**

**Supplier should select the **Commercial Category** while attach the Commercial Proposal. Proposal shall be disqualified by the committee if it is under Technical Category**

1. The proposals should be submitted through the ADERP by the specified closing date and time.
2. The proposals should be signed by an authorized person on behalf of the Statutory Auditor.
3. The proposals can be in [Arabic or English] and should not be sent by facsimile or e-mail.
4. Commercial Proposal should be submitted **separate from the technical proposal**, or the entire proposal will be discarded in case of non-compliance. Proposals can also be not accepted if they do not address all the matters referred to above.
5. **Original Bid Bond to be submitted by hand in sealed envelope in the closing day, and copy of it to be uploaded in the Commercial Category otherwise proposal will be discarded.**

### 15.3 Last Date of Submission

The completed electronic proposals shall be submitted **through** the **ADERP SYSTEM** as per below deadline.

Key Dates in RFP Process	Last Date (on or before)	Until - Time
Deadline for submitting Proposal Responses to the Request for Proposal	<b>As per the ONLINE closing date (ADERP System)</b>	<b>14:00 hrs</b>

### 15.4 How to get clarification

Discussions can be arranged on request to clarify the requirements.

### 15.5 Proposal format

Overall the entire proposal must contain at least 2 important parts (1) Technical section and (2) a Commercial section.

#### **a- TECHNICAL PROPOSAL**

In the Technical section, the vendor should include the detailed specifications, time-lines, projected required personnel, and schedules for completing the project. Technical Methodology used to satisfy the requirements specification should include, but is not limited to: Statement(s) of the detailed, step-by-step process that will be used to solve any problem specified in the Overview and Statement of Work. This statement is intended to reveal vendors' understanding of the requirements specification.

**Please attach the BID BOND and the Form of Tender copies without prices to avoid disqualifying the Bid.**

#### **b- Commercial proposal (IF APPLICABLE)**

In the Commercial section, the vendor must detail the time and costs that will be required to complete the project.

**Please make sure that the priced BID BOND copy and Commercial Form of Tender copy is included in the Commercial Proposal only.**

### 16. SITE VISIT CONTACT IF REQUIRED

Scheduled of site Visit will be sent by:

<b>Name</b>	AlZouhra Sulaiman Al Tauil
<b>Address</b>	Procurement & Contract Abu Dhabi Campus
<b>Phone</b>	+971 (0)2 312 4190
<b>Email</b>	<a href="mailto:alzouhra.altauil@ku.ac.ae">alzouhra.altauil@ku.ac.ae</a>

### 17. END OF PROPOSAL

# **FORM OF TENDER**

**CLIENT: KHALIFA UNIVERSITY (KU)**  
**P.O Box; 127788, Abu Dhabi, United Arab Emirates.**

**TENDER FOR: TENDER NO. [ [RFQ . 6371108](#) ]**

**TITLE: [MEP and Civil works for Medical College phase 2](#)**

Having read and understood all the terms and conditions of the Tender and Specifications, we, the undersigned, offer as follows:

- [a]** To carry out and complete all requirements described or referred to in the specifications for the above Tender supplied to us and in accordance with all other terms and conditions described in this Tender for the net sum given below.
- [b]** To complete delivery of the goods or materials described in this Tender to Site or to Khalifa University, Site, within..... Weeks from the date of our receipt of official order from Khalifa University, Abu Dhabi.
- [c]** To commence installation of the goods and materials described in this Tender within .....days from such time as instructed by Khalifa University and thereafter complete installation, testing and commissioning of the said goods within .....days.
- [d]** To make good at our own cost any defects, imperfections, or other faults which shall appear within the period of Guarantee and which shall be due to design or materials or workmanship and to pay any costs incurred by the Khalifa University, Abu Dhabi, arising from the making good of such defects, imperfections or other faults.

**FOR THE SUM OF DIRHAMS .....**  
.....

**(DHS.....)**

**(Total tender price should be indicated above)**

We agree to abide by this Tender for a period of 90 days from the last date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

**FOR AND ON BEHALF OF.....**  
.....

**ADDRESS: .....**  
.....

**SIGNATURE AND OFFICIAL STAMP: .....**

**DATE: .....**

**Note:**

**(Our Terms& Conditions same as the Terms & Conditions of the Tender)**