

M/s Sharq Law Firm E-Mail: j.villa@sharqlawfirm.com	QREF 21/08/25-2 TECHNO-COMMERCIAL PROPOSAL Subject: Technical & Commercial Proposal for HVAC System Maintenance Services Location: Villa-42
DATE: 21/08/2025	Email: mes@mes.qa

Dear Sir,

We, at Metri Engineering Services (MES Qatar), are pleased to submit our ***Techno-Commercial Proposal for the Annual Maintenance of HVAC Systems serving Villa-42***. With our legacy as one of the oldest and most experienced HVAC service providers in Qatar, we are confident in our ability to maintain your systems to the highest industry standards.

This proposal outlines our scope of services, equipment coverage, maintenance methodology, and commercial offer. We look forward to the opportunity to serve your esteemed organization with dedication and professionalism.

1. SCOPE OF WORK

1.1 HVAC System Maintenance:

- Inspection and cleaning of VRF units.
- Check condensate drain lines
- Inspect thermostat calibration and accuracy
- Clean air filters and check air outlets
- Motor/fan alignment check
- Ductwork inspection (Duct cleaning/modifications will be quoted separately if required)

1.2 Support Services:

- Emergency call response within 4 hours
- Quarterly service reports

1.3 Frequency:

- Quarterly scheduled visits (4 visits per annum)

2. EQUIPMENT LIST

2.1 VRF System

VRF(Toshiba Brand)

Total Outdoor Units -6 Indoor Units - 19

2) Wall Split Units - 11 Nos (Indoor 11, Outdoor 11)

3. TECHNICAL APPROACH

- Preventive maintenance as per schedule
- Emergency breakdown response
- Proper documentation and reporting
- Trained HVAC technicians equipped with tools
- Safety compliance and site coordination

4. COMMERCIAL PROPOSAL

TOTAL YEARLY AMC PRICE = 24,000 QAR

Every 6 Months Payments in Advance: QAR 12,000

Duration of Contract: 1 Year (renewable)

5. INCLUSIONS

- Preventive maintenance of listed equipment
- Manpower, basic tools, and cleaning materials
- Reporting, documentation, and emergency response labor

- Notes: minor rectification works are free of charge (topping Refrigerant, oil, contactors, relays).
- Major rectification works will be reported and charged as extra.

6. EXCLUSIONS

- Spare parts (filters, refrigerant for major leaks, PCB, motors, etc.)
- Major repairs or overhauls
- Equipment replacement
- Electrical/civil works

7. DELIVERABLES

- Quarterly service reports
- Emergency response logs

8. Proposal Validity: 30 days

For any clarifications or technical discussions, please contact:

Metri Engineering Services W.L.L

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