

M/s Katara Hospitality (Raffles & Fairmont Doha) Kind Attn: Mr. Mohamed Rafeek E-Mail: Rafeek.MOHAMED@raffles.com Mobile: +97450731171	QREF 30-01-2025-3 SUBJECT: AMC Mechanical Ventilation Units Maintenance - Raffles & Fairmont Site: Katara Towers – Raffles & Fairmont Doha
DATE : 30-01-2025	Email: mes@mes.qa

Dear Sir,

We are pleased to submit our proposal for the Annual Preventive and Corrective Maintenance Services, including Testing, Adjusting & Balancing (TAB), for the ventilation systems at Katara Twin Towers. The following details outline our scope, methodology, pricing, and terms.

1. INTRODUCTION

1.1. Company Profile

MES is a specialized HVAC maintenance and Testing, Adjusting & Balancing (TAB) provider with extensive experience serving premium and mixed-use facilities. Our team consists of HVAC engineers, and skilled technicians who have commissioned and maintained complex ventilation systems in high-end properties in Qatar.

1.2. Project Background

Katara Twin Towers requires an Annual Preventive Maintenance (PM) and Corrective Maintenance (CM) program for their extensive ventilation systems, which include various fan types and fire dampers. Additionally, periodic Testing, Adjusting & Balancing (TAB) is critical to ensure optimal performance, regulatory compliance, and safety for guests and staff.

2. SCOPE OF WORK

Preventive Maintenance (PM):

Scheduled checks as per manufacturers' recommendations and QCDD/NFPA standards. Tasks include visual inspections, cleaning, lubrication, belt checks, tightening electrical and mechanical connections, and operational tests. Preparation of checklists and documentation of findings.

Corrective Maintenance (CM):

On-call repairs to address faults or breakdowns with rapid response times (e.g., within 2 hours or 90 minutes for emergencies).

Testing, Adjusting & Balancing (TAB):

Conducted per NEBB standards to confirm and fine-tune airflow and static pressures. Comprehensive TAB reporting highlighting deficiencies and recommendations.

Fire Damper Inspection:

Visual and functional testing of approximately 1,500 dampers.

Reporting & Documentation:

Weekly or monthly maintenance logs, corrective action forms, and an annual summary.

3. FANS SCHEDULE

The table below outlines the fans included in this scope of work:

Fan Type	Quantity
Jet Fans	178
Stair Pressurization Fans	28
Lobby Pressurization Fans	8
Smoke Extraction Fans	20
Fresh Air Fans	20
Exhaust Fans	99
Parking Extraction Fans	24
Parking Fresh Air Fans	20
Fire Dampers	1,500

4. OUR APPROACH

4.1. Mobilization & Planning (Month 1)

- Initial site surveys to confirm fan/damper quantities, access requirements, and safety protocols.
- Finalize 52-week maintenance schedule, method statements, risk assessments, and communication procedures.
- Kick-off meeting with client management to align expectations and reporting formats.

4.2. Preventive Maintenance Implementation (Months 1-12)

- Regular visits by technicians to perform scheduled checks per manufacturer/O&M manuals.
- Use of detailed checklists, ensuring consistent quality and traceability.
- Maintain an on-site or remote log of spare parts and consumables.

4.3. Testing, Adjusting & Balancing

- Baseline TAB at the start of contract to measure and adjust airflow/pressures.
- Periodic rechecks for critical areas (e.g., stair/lobby pressurization, smoke extraction).
- Fire damper inspections conducted monthly in manageable batches.

4.4. Corrective Maintenance & Emergency Response

- On-call team available for urgent breakdowns (2-hour response or better as required).
- Collaboration with the client/operator to obtain major replacement parts.
- Focus on swift restoration of service to minimize downtime.

4.5. Final Review & Annual Closeout

- Annual summary report
- Recommended improvements and system upgrades for the following year.
- Handover and completion certificate from the client.

5. Pricing

• Total Monthly Charge: 47,250 QAR (567,000 QAR Yearly)

- This monthly charge covers all the services outlined in the scope of work. Please note that this price excludes any spare parts which are not part of our maintenance contract.

6. INCLUSIONS & EXCLUSIONS

6.1 Inclusions

- Labor & Supervision for PM, CM, and TAB.
- Basic Consumables (lubricants, cleaning agents, minor fasteners).
- Tools & Instruments (calibrated flow hoods, anemometers, manometers, etc.).
- Reporting & Documentation (weekly/monthly PPM logs, TAB reports).

6.2 Exclusions

- **Major Spare Parts:** Motors, VFDs, large bearings, and other capital parts (provided by client).
- **Modifications/Upgrades:** Any system redesign or substantial refurbishment outside standard AMC tasks.
- **Major Access Equipment:** Scissor lifts or man-lifts if required be furnished by the client.
- **Force Majeure Damages:** Damage due to vandalism, misuse, or natural disasters.
- **Taxes & Duties:** Any import duties or taxes if applicable.

7. PROJECT SCHEDULE

1. **Week 0 – Contract Award & Kick-Off:** Receipt of PO/signed agreement, mutual document exchange.
2. **Weeks 1-2 – Mobilization:** Site induction, baseline inspections, final schedule confirmation.
3. **Months 1-12 – Ongoing Maintenance:** PPM routines, damper checks, corrective call-outs.
4. **Month 12 – Final Review:** Comprehensive performance report, recommendations, and close-out.

8. PAYMENT TERMS

- **Monthly:** Based on the contract schedule.
- **Payment Due:** Within 30 days of invoice issuance, unless otherwise specified.

9. VALIDITY & NEXT STEPS

- **Proposal Validity:** 30 days from the date of issuance.
- **Next Steps:** Upon acceptance, we will finalize all contractual details, scheduling, and mobilization steps.

We appreciate the opportunity to submit this proposal and look forward to providing high-quality maintenance and TAB service that ensures safe, reliable, and energy-efficient operation of your ventilation systems. If you have any questions or wish to discuss details further, please feel free to contact us.

Thank you for your consideration.

Sincerely,

METRI ENGINEERING SERVICES W.L.L

FAYEZ METRI (55572793 / 70500311)

