

<b>M/s General Real Estate Company</b>  <b>Kind Attn: Engr. Charles Kikano</b> <b>Head of Projects Management &amp; Engineering</b>  Tel: +974 4428 2119 E-Mail: <a href="mailto:greco@ggirco.com">greco@ggirco.com</a>	QREF 15/04/25-2 <b>TECHNO-COMMERCIAL PROPOSAL</b>  Subject: Technical & Commercial Proposal for Ventilation and HVAC System Maintenance Services  Location: General Real Estate Company Building C-Ring Road
DATE: 15/04/2025	Email: mes@mes.qa

Dear Engr. Charles Kikano,

We, at Metri Engineering Services (MES Qatar), are pleased to submit our *Techno-Commercial Proposal for the Annual Maintenance of Ventilation and HVAC Systems at the General Takaful Head Office Building*. 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 Ventilation System Maintenance:

- Check pressurization fans, exhaust fans, and CO sensors
- Inspect fan/motor alignment, noise, and vibration
- Examine ACMV panels
- Conduct pressurization & door force test
- One-time smoke test (Note: system rectification not included if QCDD fails)
- Duct system condition check (any repairs or duct cleaning or duct modifications are excluded)
- Periodical maintenance for the below given Equipment's will be done in accordance to the NFPA (National Fire Protection Association) & Qatar Civil Defense requirements.

- The Scope of work shall be quarterly verification test and maintenance test.
- It also includes the attendance of our staff during QCDD inspections if required.  
This maintenance contract will be (One number of years which includes total four number of visit).

Sl. No	Description	Qty
01	Staircase Differential Pressure Test, Performance Verification Test & Fans Maintenance.	02
02	Door Force Test.	02
03	Basement Area Exhaust Fans, Performance Verification Test & Maintenance.	04
04	Basement Area Exhaust Fans, Performance Verification Test & Maintenance.	04
05	Ground Floor & First Floor SMF Fans Performance Verification Test & Maintenance.	06
06	Air Terminal	Lump Sump
07	Basement Ventilation System Smoke Test During the QCDD Inspection	Lump Sump
08	Submission of performance test and maintenance reports for the above-mentioned applicable scope of works.	For all applicable scopes.

## 1.2 HVAC System Maintenance:

- Inspection and cleaning of FAHU, VRF units, and split 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)

### 1.3 Support Services:

- 24/7 emergency call response
- Quarterly technical reports with invoice submission

### 1.4 Frequency:

- Quarterly scheduled visits (4 visits per annum)

## 2. EQUIPMENT LIST

### 2.1 VRF System

#### Outdoor Units (10 Nos):

- OU-G-01 to OU-2ND-04 (ranging from 63,600 to 307,200 BTU/hr)

#### Indoor Units (72 Nos):

Capacity (BTU/hr)	Quantity
9,600	33
12,000	8
18,000	10
24,000	6
30,000	9
36,000	6
48,000	5

### 2.2 FAHU System

FAHU Ref	Qty	Airflow (CFM)	Capacity (TR)
F.AHU-01	1	2045	12 TR



FAHU Ref	Qty	Airflow (CFM)	Capacity (TR)
F.AHU-02	1	2955	17 TR

### 2.3 Condensing Units

CU Ref	Qty	Capacity (TR)
CU-01	1	12.64 TR
CU-02	1	17.22 TR

### 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

Equipment	Qty	Rate/Visit (QAR)	Visits/Year	1 Year Total (QAR)	2 Years Total
VRF Indoor Units	72	100	4	28,800	57,600
VRF Outdoor Units	10	500	4	20,000	40,000
FAHU Units	2	300	4	2,400	4,800
Condensing Units	2	400	4	3,200	6,400
Ventilation Systems (Maintenance & Performance Verification)	LS	5,000	4	20,000	40,000
<b>TOTAL =</b>				<b>QAR 74,400</b>	<b>QAR 148,800</b>

**Quarterly Payments In Advance:** QAR 18,600

**Duration of Contract:** 2 Years (renewable)

**Payment Terms:** 30 days from invoice date

#### 5. INCLUSIONS

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

#### 6. EXCLUSIONS

- Spare parts (filters, refrigerant, PCB, motors, etc.)
- Major repairs or overhauls
- Rectification of QCDD smoke test failure
- Equipment replacement
- Electrical/civil works

## 7. DELIVERABLES

- Quarterly service reports
- Emergency response logs
- Ventilation Systems Performance Verification reports as per QCD requirements

## 8. Proposal Validity: 90 days

For any clarifications or technical discussions, please contact:

**Metri Engineering Services W.L.L**

Engr. Fayez 55572793

