



**INTERNATIONAL CENTER FOR BIOSALINE AGRICULTURE**

# **ICBA AC DUCT SUPPLY & INSTALLATION**

## **Request for Proposals**

RFP18-009\_ICBA AC DUCT SUPPLY & INSTALLATION

Procurement Section  
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International Center for Biosaline Agriculture - ICBA is an international, non-profit organization that aims to strengthen agricultural productivity in marginal and saline environments through identifying, testing and facilitating access to sustainable solutions for food, nutrition and income security.

## **I. GENERAL INFORMATION**

### **1.1 Purpose**

The International Center for Biosaline Agriculture (ICBA) seeks proposals from qualified companies to provide AC Duct Supply and Installation services.

### **1.2 Instruction to Bidders**

Bidders are requested to read the bidding documents carefully to be able to submit a responsive proposal. In submitting the proposal, bidders must respect all instructions, forms and specifications contained in this bidding document. Failure to submit a proposal containing all the required information and documentation within the deadline specified may lead to the rejection of the proposal.

### **1.3 Deadlines**

Deadline for requesting clarifications, meeting, site visit...	September 12, 2018
Deadline for submission of proposals	<b>September 18, 2018</b>

### **1.4 Submission of Proposals**

Proposals must be submitted in sealed envelopes at ICBA reception or electronically through ICBA procurement website: <http://procurement.biosaline.org/>

### **1.5 Proposal Contents**

Proposal responses should include the following:

- a. The technical proposal
- b. The financial proposal
- c. The company trade license
- d. 3 Client references
- e. Company Brochure or Website URL
- f. ISO certifications if any

### **1.6 Validity of Proposal**

Proposals must remain valid and open for the acceptance of ICBA for 90 days from the RFP closing date. Proposals specifying a shorter acceptance period will be considered as non- responsive proposals.

### **1.7 Incomplete and Late Offers**

Incomplete and late proposals will not be accepted. It is the bidder's responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions.

### **1.8 Inquiries**

Bidders may submit questions in writing through e-mail to the following address and before the deadline stated above:

Contact name : Ms. Jinky Aglipay  
Procurement Assistant  
Tel. no. : 009714 3361155- Ext. 313  
Email : [Procurement@biosaline.org.ae](mailto:Procurement@biosaline.org.ae)

Any clarification issued by ICBA will be published on ICBA Procurement [www.procurement.biosaline.org](http://www.procurement.biosaline.org) before closing date. No further clarifications will be given after that date.

Any prospective bidders seeking to arrange individual meetings with ICBA or any of its employees concerning this contract during the bidding period may be excluded from the bidding process.

### **1.9 Alteration of Proposals**

Bidders may alter their proposals by written notification prior to the deadline for submission of proposals stated in this RFP. No proposals may be altered after this deadline.

### **1.10 Eligible Bidder**

Bidders considered eligible to submit proposals are defined as follows:

- Entity/organization that is legally registered to do business in UAE and can provide a valid certificate of legal registration/trade registration license.
- Bidder must have the technical and financial capacity to perform this Contract successfully.

### **1.11 Costs for preparing proposals**

Under no circumstances ICBA will not be liable for any costs incurred in connection to the preparation and submission of proposals even if ICBA decides to reject all the proposals or cancel the bid.

### **1.12 Clarification**

During the evaluation process, ICBA may request additional information and samples from bidders if it is necessary for further clarifications in regard to the submitted proposal.

### **1.13 Evaluation of proposals**

Each Proposal will be first examined against the criteria below:

- Legal documents compliance
- Clients references feedback
- Company similar previous projects
- Technical proposal compliance with the scope of work
- Financial/Commercial proposal

### **1.14 Amendments**

During the proposal submission period, if ICBA decides to modify/change any requirement/s of the RFP, the modification/s shall be released through the issuance of an amendment to the RFP. Any amendment will be issued in writing and will be sent to all bidders.

### **1.15 Confidentiality**

The entire evaluation procedure is confidential, and all proposals are for official use only and may be communicated neither to the bidders nor to any party other than ICBA.

### **1.16 Bid Cancellation**

ICBA has the right at any stage in the bidding process to cancel the whole bid without the need to give a justified reason to any of the bidders. Bidders will be notified in writing of the cancellation.

### **1.17 Discussion/Negotiation**

ICBA may initiate discussions should clarification or negotiation be necessary. Bidders should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

### **1.18 Award Letter & Contract**

ICBA reserves the option of contracting only for a portion of the specified project scope or of not awarding a contract to any bidder. Final approval to enter into a contract, the contract form and the scope of services to be provided pursuant to the contract, rests with ICBA. A contract may be awarded to more than one bidder based on the quality of the proposals and ICBA's needs. Please note that an award letter is not a contract and can be withdrawn at ICBA sole discretion.

Bidder's Failure to accept the award at the time of receiving notification from the bidder will give ICBA the right to award the tender to the next bidder.

### **1.19 Bidder Responsibility**

It is the responsibility of each bidder before submitting a proposal:

- To examine thoroughly the contract documents and other related data identified in the proposal documents.
- To consider federal and local laws and regulations that may affect costs, progress, performance or furnishing of the service.
- To promptly notify the Procurement Section of all conflicts, errors, ambiguities, or discrepancies in or between the contract documents and such other related documents.

### **1.20 Governing Law and Language**

This Tender is subject to and shall be construed according to the applicable laws and regulations of the United Arab Emirates. The bid documents and all notices pursuant to the provisions thereof shall be in English.

## **II. SCOPE OF WORK**

### **2.1 AC Duct Supply and Installation**

The selected Contractor will be required to provide AC Duct supply and installation. The list is subject to change as some services might be added or deleted depending on the service provider assessment.

- Removing Existing duct from package unit (9nos).
- Fabrication and Installation of supply air and return air duct as per the new drawing layout and GI duct for 9 package unit.

- Package unit supply and return air duct covering with KIMCO fiberglass 2" thickness board installation.
- Package unit supply and return air duct applying with 30-36 foster and cloth.
- Duct joints covering with silicon and aluminum tap.
- Package duct connecting with flexible duct connectors.
- Duct supporting MS angle painting with galvanized paint.
- Supply and fixing supply air and return air duct covering with aluminum cladding
- Replacement of louver grill.
- Replacement of fresh air duct.
- Proper duct supports.

Required materials to be used:

- The ducts should be GI galvanized sheets.
- Duct month connection should be flexible duct connectors.
- All the joints should be closed with silicon and aluminum taps.
- Interior of the ducts should be insulated properly with glass wool 30-36 foster and cloth.
- Duct covering with aluminum cladding.
- Duct covering with KIMCO fiberglass 2" thickness

Materials that need samples approval:

- GI galvanized sheets which will be used for ducts.
- Flexible duct connectors.
- Glass wool.
- Aluminum cladding.

Important Notes:

- All work will be on ICBA building rooftop and supplier should provide the equipment needed to transfer all materials to rooftop from outside of the building only.
- Warranty for the work is required with a minimum of 5 years.
- ICBA will provide access to water and electricity during the work.
- All the drawing is in the attachment.
- The supplier has to come for a site visit and make accurate measurements for the AC outdoor ducts.

Contractor must meet the highest standards prevalent in the AC Industry.

## **2.2 Commercial Proposal**

Proposal prices should include all costs to complete the required work in accordance with the scope.

All Proposal' prices shall be in AED.