

## REQUEST FOR QUOTATION LOCAL PURCHASE SECTION

**RFQ NUMBER** : 2412301587  
**DATE** : 30.11.2023  
**REQ No** : 1032304400  
**REQ TITLE** : AC Duct Cleaning 1032304400  
**DELIVERY LOCATION**  
**CLOSING DATE** : 07.12.2023  
**CLOSING TIME** : 10:00:00

SL NO	ITEM CODE	SERVICE ID	DESCRIPTION	QTY	UOM	BRAND/ORIGIN	WARRANTY	UNIT PRICE	TOTAL PRICE
1		ITEM-00001	CLEANING OF AC DUCTS IN R & D OTF OFFICE BUILDING AT AL QUDRA. ## SCOPE OF WORKS: ## THE CONTRACTOR IS REQUIRED TO QUOTE LUMP SUM PRICE FOR CLEANING OF AC DUCTS (PACKAGE UNIT, DX UNIT AND EXTRACT FANS) ## THE QUOTATION WILL BE SUBMITTED AS PER DEWA SPECIFICATIO N AND SURVEY ONLY. ## CONTRACTOR TO PERFORM INDOOR AIR QUALITY TEST (IAQ) BEFORE AND AFTER CLEANING OF DUCTS TO MAINTAIN TVOC CONCEN TRATION IN THE BUILDING AS PER DM PERMISSIBLE LIMIT (FROM DM APPROVED LAP) AND REPORTS TO BE SUBMITTED FOR OUR VERIFICATION. ## CONT RACTOR HAS TO PROVIDE FRESH AIR DUCT WITH NON RETURN DAMPER (NRD) IN THE WALL FOR 3 NOS OF DX SPLIT UNITS WHICH IS FEEDING TO MANAGE R OFFICE, RECEPTION & COMMON OFFICE AREA AS PER SITE REQUIREMENT. ## CONTRACTOR HAS TO PROVIDE FRESH AIR DAMPER WITH SAND TRAP	1	NO				

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			LOUVE R IN PACKAGE UNIT RETURN AIR DUCT AS PER SITE REQUIREMENT. ## BEFORE STARTING THE WORK, SPECIFIC AREAS WILL BE COVERED AND PROTECTED USING POLYTHENE SHEETS. ## REMOVING THE GRILLS AND DIFFUSERS AND THEN MAKE ACCESS TO CLEAN THE DUCTS FROM INSIDE. ## CONTRACTOR TO CUT GI DUCTS FOR THE ACCESS. ## CONTRACTOR TO CLEAN SUPPLY AIR DUCTS, RETURN AIR DUCTS AND RISER DUCTS AS WELL. ## DUCTS WILL BE CLE ANED FROM INSIDE USING AC DUCT MACHINE (ROTOBRUSH BEAST MACHINE) ## ALL THE DUST AND MOLDS WILL BE REMOVED FROM AC DUCTS & AC GRILLS AS WELL. ## APPLY AC DISINFECTANTION USING ENVIRONMENTALLY FRIENDLY CHEMICALS (BACTERIOSTAT, FUNGISTAT AND DEODORIZER) ## CONTRACTO R TO REPAIR THE ACCESS AFTER CLEANED THE DUCTS. ## CLOSING THE AC GRILLS AFTER						

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			CLEANING THE AC DUCT USING DUCT MACHINE AND APPLYING THE DISINFECTANT. ## AFTER CLEANED THE AC DUCTS, REPORTS TO BE SUBMITTED FOR EACH UNIT SEPARATELY (BEFORE & AFTER CLEANING) ## CONTR ACTOR TO HAND OVER THE UNIT IN WORKING CONDITION. ## THE CONTRACTOR IS REQUIRED TO TAKE ALL PRECAUTION, SO AS NOT DAMAGE ANY OF THE EXISTING EQUIPMENT/STRUCTURE ETC. ## CONTRACTOR STAFF IS REQUIRED TO WEAR PROPER PERSONAL PRODUCTIVE EQUIPMENT AT ALL TIMES INSIDE THE PREMISES ## ALL HEALTH AND SAFETY MEASURES, SIGNBOARDS, FIRE BLANKET, FIRE EXTINGUISHERS ETC#TO BE FOLLOWED UP STRICTLY. ## CONTR ACTOR SHOULD SUBMIT MATERIAL SUBMITTAL, METHOD OF STATEMENT, RISK ASSESSMENT AND ACTION PLAN TO DEWA#S SUPERVISOR APPROVAL BEFORE CARRYING OUT THE INSTALLATION. ## ALL						

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			MAINTENANCE ACTIVITIES SHALL BE PERFORMED IN PRESENCE/SUPERVISION OF CONTRACTOR#S COMPETENT SUPERVISOR ## THE CONTRACTOR SHALL DEPLOY THE SKILLED TECHNICIANS FOR CARRY OUT THE WORKS ## CONTRACTORS TO BE SUBMITTED THEIR OWN CHECK LIST FOR CORRECTIVE MAINTENANCE FOR DEWA#S SUPERVISOR VERIFICATION AND RECORD ## CORRECTIVE MAINTENANCE REPORTS TO BE SUBMITTED WITHIN THREE WORKING DAYS WITH SERVICE REPORT TO DEWA SUPERVISOR#S VERIFICATION AND RECORD. ## THE JOB EXECUTION SHALL BE CARRIED OUT IN THE TIMING ASSIGNED BY THE DEWA ENGINEER ## IN CASE OF UN-SATISFACTORY PERFORMANCE, THE LPO WILL BE CANCELLED BY 15 DAYS# NOTICE PERIOD ## CONTACT PERSON FOR SITE VISIT MR. MOHIDEEN: 055 3810513, 04 3227879 AND MR. AKBAR ALI: 052 8682151. EQUIPMENT LIST. PACKAGING						

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			E UNIT- 1 NO DX SPLIT UNITS- 5 NOS EXTRACT FAN- 2 NOS B. GENERAL CONDITION & MOBILIZATION AT SITE OF THE CONTRACT: - ### ALL THE MAT ERIALS IN GENERAL WILL BE AS PER LATEST STANDARD AND SAME SHALL BE SUBMITTED FOR DEWA ENGINEERS APPROVAL. ### THE CONTRACTOR IS REQU IRED TO TAKE ALL PRECAUTION AS PER HEALTH & SAFETY PROCEDURE, SO AS NOT DAMAGE ANY OF THE EXISTING EQUIPMENT/STRUCTURE ETC. ### SH OULD WE EXPERIENCE A BREAKDOWN IN ANY OF EQUIPMENT/SYSTEM AT ANY TIME OF THE DAY OR NIGHT, YOU WILL RESPOND TO OUR REQUEST WITH YOUR 24 HOURS EMERGENCY CALL OUT SYSTEM AVAILABLE 7 DAYS A WEEK. RESPONDING TIME TO BREAKDOWN CALLS IS WITHIN 1 HOUR AFTER RECEIPT OF NO TIFICATION. ### CONTRACTOR SHALL OBTAIN ALL NECESSARY APPROVALS/ CLEARANCE FROM CONCERNED DEWA ENGINEER/SUPERVISOR BEFORE COMMENCING						

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			ANY MAINTENANCE ACTIVITIES. ### CONTRACTOR SHALL TAKE CARE OF ALL RELATED FORMALITIES SUCH AS MOBILIZATION OF STAFF, ENSURING TOOLS & TEST EQUIPMENT#S ARE AVAILABLE AT SITE FOR CARRYING OUT THE CORRECTIVE MAINTENANCE ACTIVITIES. ### TRANSPORTATION IS CONTRACTOR S COPE FOR THEIR OWN STAFF UNTIL SUCCESSFUL JOB COMPLETION ### DEWA WILL NOT ACCEPT ANY CLAIM FOR EXTRA BEYOND THE ORDER PRICE DURING AND AFTER THE EXECUTION OF WORK, UNLESS CLAIM WITH PROPER JUSTIFICATION IS APPROVED BY DEWA MANAGEMENT. ### CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DISCREPANCIES OR DAMAGES OF THE EXISTING SYSTEM DURING EXECUTION OF WORK ### CONTRACTOR MUST EXECUTE ALL RELATED WORKS REQUIRE TO COMPLETE THE CORRECTIVE MAINTENANCE JOB, EVEN THOUGH IS NOT MENTIONED EXPLICITLY IN THE ORDER. ###						

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			COVID-19 PRECAUTION MEASURES TO BE FOLLOWED AS PER DEWA HEALTH & SAFETY DEPARTMENT RECOMMENDATION UNTIL FURTHER NOTICE. ### CONTRACTOR STAFF IS REQUIRE D TO WEAR PROPER PERSONAL PROTECTIVE EQUIPMENT AT ALL TIME ON THE SITE. C. SAFTEY PRECAUTION & SITE CLEANLINESS: - ### AREA OF WORK SHALL BE KEPT CLEAN & CLEAR AT ALL TIMES DURING AND AFTER THE WORK. IF ANY WASTE GENERATED, THEN IT SHOULD BE CLEANED AND DISPOSED IMMEDIATELY. ### CONTRACTOR SHOULD MAKE PROPER PROTECTION AROUND WORKING AREA TO AVOID ANY DAMAGES OF DEWA PROPERTIES ### CONTRACTOR SHOULD WEAR PROPER PERSONAL PRODUCTIVE EQUIPMENT INSIDE THE DEWA PREMISES. ### ALL HEALTH AND SAFETY MEASURES, SIGNBOARDS, FIRE BLA NKET, FIRE EXTINGUISHERS ETC#TO BE FOLLOWED UP STRICTLY. ### CONTRACTOR MUST						

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			ENSURE THAT ALL STAFF INSIDE DEWA PREMISES SHALL FOLLOW DEWA'S SAFETY & ENVIRONMENT RULES AND REGULATIONS. ### WELDING, FLAME HEATING OR CUTTING, GRINDING, PNEUMATIC CHIPPING ETC. SHALL BE CARRIED OUT WITHOUT SPECIFIC CLEARANCE FROM DEWA. ALL SUCH ACTIVITIES WILL BE CARRIED OUT THROUGH #HOT WORK PERMITS#. HOT WORK PERMIT IF REQUIRED, SHALL BE OBTAINED ON DAILY BASIS. ### CONTRACTOR SHALL NOT KEEP INFLAMMABLE SUBSTANCES IN THE PLANT/WORK AREAS. BUT IN-CASE SUCH ITEMS ARE REQUIRED FOR THE ACTIVITY, THEN ALL REQUIRED PERMISSION MUST BE OBTAINED FROM CONCERNED AUTHORITIES. ### WORKMEN SHALL WEAR ALL NECESSARY PPE'S LIKE UNIFORM, SAFETY SHOES AND HELMET AT WORK SITE. ### ALL ADJOINING PLANT INSTALLATION, INSTRUMENTS, ELECTRIC CABLES AND CUBICLES SHALL BE						



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			ADEQUATELY PROTECTED DURING EXECUTION OF ANY MAINTENANCE ACTIVITIES. ### RIGGING TOOLS & TACKLES WITH VALID TEST/ INSPECTION CERTIFICATES FROM 3RD PARTY SHALL ONLY BE USED BY THE CONTRACTOR. D. TERMS OF PAYMENT: - ### P AYMENT WILL BE MADE AFTER COMPLETION OF THE WORK. ### INVOICE SHALL BE ADDRESSED TO OUR FINANCE DEPARTMENT ALONG WITH COMPLETION OF REPORTS. E. WARRANTY: - ### ONE YEAR WARRANTY FOR CLEANING OF DUCTS. ### THE WARRANTY WILL TAKE EFFECT FROM THE DATE OF TAKEOVER BY DEWA ON THE JOB CARRIED OUT BY THE CONTRACTOR. F. PENALTY CLAUSE: - ### IN CASE CONTRACTOR, DUE TO HIS FAULT FAILS TO COMPLETE THE JOB IN TIME AS PER GIVEN AND AGREED SCHEDULE, THEN CONTRACTOR IS LIABLE TO PAY 1.25% OF THE JOB VALUE AS PENALTY FOR EVERY WEEK OF						

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			DELAY WITH A MAXIMUM CEILING OF 10%. ### IN CASE CONTRACTOR FAILS TO KEEP THE ACTIVITY SCHEDULE IN PROGRESS, THEN DEWA WILL TAKE OVER THE WORK AND EXECUTE IT THE WAY THAT MAY FEEL RIGHT TO MEET THE TIME SCHEDULE. THE EXPENDITURE INCURRED WILL BE BACK CHARGED TO THE CONTRACTOR. G. DOCUMENTS: - ON SATISFACTORY COMPLETION OF EACH ACTIVITIES, A DETAILED FACT-FINDING REPORT (IN ENGLISH) SHALL BE SUBMITTED WHICH WILL COVER ROOT CAUSE ANALYSIS, OBSERVATIONS, RECOMMENDATIONS AND CONFIRMATION OF EQUIPMENT FITNESS BASED ON THE TEST RESULTS. *****						
2		ITEM-00001	DX SPLIT UNIT	5	NO				
3		ITEM-00001	EXTRACT FAN	2	NO				
4		ITEM-00001	NON RETURN DAMPER	3	NO				
5		ITEM-00001	FRESH AIR DAMPER	1	NO				

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TOTAL AMOUNT IN WORDS:

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### SPECIAL NOTES / INSTRUCTIONS:

AC Duct Cleaning

### STANDARD TERMS & CONDITIONS

- 1) Prices should be 'DDP' delivery duty paid at DEWA stores.
- 2) Quotation to be submitted only in local currency U.A.E Dirhams
- 3) DEWA Standard payment terms is '30 days credit' from the date of acceptance of material
- 4) No DEWA staff or his or her relatives up to third degree should have ownership or partnership in your company, and your participation in DEWA tenders / RFQs should not constitute a Conflict or perceived Conflict of Interest.
- 5) The offered product and/ or services in the Quotation, shall be conforming and in accordance with DEWA Energy Management Policy & EnMS Manual.

**SUPPLIER'S REMARKS :**

**SUPPLIER'S SIGNATURE AND STAMP**