



United Nations Population Fund  
70A Nahda St., Sarayat El-  
Maadi, Cairo.  
P.O. 11435, Egypt  
Email:egypt.tenders@unfpa.org  
Website: <http://www.unfpa.org>

Date: July 4th, 2024

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/EGY/RFQ/24/014**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

**Supply and installation of Air-conditions at UNFPA Egypt CO Premises; 70 A Nahda St., Sarayat Maadi, Cairo, Egypt**

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	<b>Air-condition 1.5HP, cooling function only</b>	<ul style="list-style-type: none"><li>- Capacity 1.5 HP cooling /normal and inverter</li><li>- Energy saving</li><li>- Freon is environmentally friendly</li><li>- Preset Function</li><li>- Tropical Compressor for hot weather</li><li>-Turbo fast cooling function</li><li>- Air Flow Rate (Low-Medium-High)</li><li>- Self-diagnosis to detect faults</li><li>- Healthy dehumidification function</li><li>- Ionizer technology</li><li>- Type: Split</li><li>- Placement: Hi-Wall</li><li>- Brand: Authenticated genuine brands.</li><li>- Remote control</li><li>- LED Screen</li><li>- Up &amp; Down Auto Swing</li><li>- Auto Restart</li><li>- Self-Diagnostic Function</li><li>- Self-cleaning function</li><li>- Refrigerant Warranty: at least 5 years</li><li>- Ease and speed of after sale service and maintenance</li><li>- Availability of spare parts in the local market</li></ul>	Each	2
2	<b>Air condition 2.25 HP, cooling function only</b>	<ul style="list-style-type: none"><li>- Capacity 2.25 HP/ cooling /normal and inverter</li><li>- Energy saving</li><li>- Freon is environmentally friendly</li></ul>	Each	1



		<ul style="list-style-type: none"> <li>- Preset Function</li> <li>- Tropical Compressor for hot weather</li> <li>-Turbo fast cooling function</li> <li>- Air Flow Rate (Low-Medium-High)</li> <li>- Self-diagnosis to detect faults</li> <li>- Healthy dehumidification function</li> <li>- Ionizer technology</li> <li>- Type: Split</li> <li>- Placement: Hi-Wall</li> <li>- Brand: Authenticated genuine brands.</li> <li>- Remote control</li> <li>- LED Screen</li> <li>- Up &amp; Down Auto Swing</li> <li>- Auto Restart</li> <li>- Self-Diagnostic Function</li> <li>- Self-cleaning function</li> <li>- Refrigerant Warranty: at least 5 years</li> <li>- Ease and speed of after sale service and maintenance</li> <li>- Availability of spare parts in the local market</li> </ul>		
<b>3</b>	<b>Air condition 3 HP, cooling function only</b>	<ul style="list-style-type: none"> <li>- Capacity 3 HP/ cooling /normal and inverter</li> <li>- Energy saving</li> <li>- Freon is environmentally friendly</li> <li>- Preset Function</li> <li>- Tropical Compressor for hot weather</li> <li>-Turbo fast cooling function</li> <li>- Air Flow Rate (Low-Medium-High)</li> <li>- Self-diagnosis to detect faults</li> <li>- Healthy dehumidification function</li> <li>- Ionizer technology</li> <li>- Type: Split</li> <li>- Placement: Hi-Wall</li> <li>- Brand: Authenticated genuine brands.</li> <li>- Remote control</li> <li>- LED Screen</li> <li>- Up &amp; Down Auto Swing</li> <li>- Auto Restart</li> <li>- Self-Diagnostic Function</li> <li>- Self-cleaning function</li> </ul>	Each	1



		<ul style="list-style-type: none"> <li>- Refrigerant Warranty: at least 5 years</li> <li>- Ease and speed of after sale service and maintenance</li> <li>- Availability of spare parts in the local market</li> </ul>		
<b>4</b>	<b>Concealed AC Units 1.5HP, cooling function only</b>	<ul style="list-style-type: none"> <li>Capacity 1.5 HP/ cooling /normal and inverter</li> <li>- Energy saving</li> <li>- Freon is environmentally friendly</li> <li>- Preset Function</li> <li>- Tropical Compressor for hot weather</li> <li>-Turbo fast cooling function</li> <li>- Air Flow Rate (Low-Medium-High)</li> <li>- Self-diagnosis to detect faults</li> <li>- Healthy dehumidification function</li> <li>- Ionizer technology</li> <li>- Type: Split concealed</li> <li>- Placement: Ducted</li> <li>-Installation Type concealed installation with ductwork</li> <li>- Brand: Authenticated genuine brands.</li> <li>- Remote control</li> <li>- LED Screen</li> <li>- Ceiling AC Vents</li> <li>- Auto Restart</li> <li>- Self-Diagnostic Function</li> <li>- Self-cleaning function</li> <li>- Refrigerant Warranty: at least 5 years</li> <li>- Ease and speed of after sale service and maintenance</li> <li>- Availability of spare parts in the local market</li> </ul>	Each	1
<b>5</b>	<b>Concealed AC Units 2.25 HP, cooling function only</b>	<ul style="list-style-type: none"> <li>Capacity 2.25 HP/cooling/normal and inverter</li> <li>- Energy saving</li> <li>- Freon is environmentally friendly</li> <li>- Preset Function</li> <li>- Tropical Compressor for hot weather</li> <li>-Turbo fast cooling function</li> <li>- Air Flow Rate (Low-Medium-High)</li> <li>- Self-diagnosis to detect faults</li> <li>- Healthy dehumidification function</li> <li>- Ionizer technology</li> <li>- Type: Split concealed</li> <li>- Placement: Ducted</li> </ul>	Each	1



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		<ul style="list-style-type: none"> <li>-Installation Type concealed installation with ductwork</li> <li>- Brand: Authenticated genuine brands.</li> <li>- Remote control</li> <li>- LED Screen</li> <li>- Ceiling AC Vents</li> <li>- Auto Restart</li> <li>- Self-Diagnostic Function</li> <li>- Self-cleaning function</li> <li>- Refrigerant Warranty: at least 5 years</li> <li>- Ease and speed of after sale service and maintenance</li> <li>- Availability of spare parts in the local market</li> </ul>		
<b>6</b>	<b>Concealed AC Unit 3 HP, cooling function only</b>	<ul style="list-style-type: none"> <li>Capacity 3 HP/cooling /normal and inverter</li> <li>- Energy saving</li> <li>- Freon is environmentally friendly</li> <li>- Preset Function</li> <li>- Tropical Compressor for hot weather</li> <li>-Turbo fast cooling function</li> <li>- Air Flow Rate (Low-Medium-High)</li> <li>- Self-diagnosis to detect faults</li> <li>- Healthy dehumidification function</li> <li>- Ionizer technology</li> <li>- Type: Split concealed</li> <li>- Placement: Ducted</li> <li>-Installation Type concealed installation with ductwork</li> <li>- Brand: Authenticated genuine brands.</li> <li>- Remote control</li> <li>- LED Screen</li> <li>- Ceiling AC Vents</li> <li>- Auto Restart</li> <li>- Self-Diagnostic Function</li> <li>- Self-cleaning function</li> <li>- Refrigerant Warranty: at least 5 years</li> <li>- Ease and speed of after sale service and maintenance</li> <li>- Availability of spare parts in the local market</li> </ul>	Each	1

### About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.



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UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

**Objective:**

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

**II – Detailed Technical Specifications: as specified above**

- **Objectives and scope**
  - Supply and delivery of the specified AC units to our office premises in Maadi.
  - Professional installation of the units, including the necessary ductwork, tubing, and plumbing connections to the drainpipes.
- **Site visit:** site visit is mandatory to ensure the accurate measurements for the ducts, tubing, and plumbing connections as well as to confirm the required HP for each location.  
Please schedule a visit at your earliest convenience through the following:
  - Email us to arrange with the officer in charge; Email [gawish@unfpa.org](mailto:gawish@unfpa.org) & [rashad@unfpa.org](mailto:rashad@unfpa.org)
  - Contacting Eng. Shereif Gawish Mobile # +2-01018358747 or Eng Yousef +201003784510
- **Partial bidding is accepted:** Bidder are allowed to bid for all or some items i.e bidders can quote for the split wall AC units and/or the concealed AC units if that aligns with your business capabilities.
- **Inputs:** UNFPA is providing the herein with the office plan layout, as well as the electrical plan layout to be provided to selected bidders only.
- **Timing / Schedule:** supply and installation to be done during July 2024

**I. Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ms. Noha El-Maraghy</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Tuesday 9 July 2024. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

**II. Eligible Bidders**

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:



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- A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

### III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
  - The bidder can quote for all/partial items.
  - Complete specifications for each quoted item.
  - Catalogue for each quoted item.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation, to be submitted strictly in accordance with the price quotation form

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

### IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than : Saturday 13<sup>th</sup> of July 2014 at 23:00 PM Cairo Time]<sup>1</sup>.

Name of contact person at UNFPA:	<i>Egypt.tenders@unfpa.org</i>
Email address of contact person:	<i>Operations Unit</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/EGY/RFQ/24/014 – Supply and installation of Air-conditions at UNFPA Premises** Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **10 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



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- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

#### **V. Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (as per price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

#### **VI. Award**

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### **VII. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of Contract to increase or decrease, by up to 20%, the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

#### **VIII. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

#### **IX. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.


Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

#### **X. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

#### **XI. RFQ Protest**

	United Nations Population Fund 70A Nahda St., Sarayat El- Maadi, Cairo. P.O. 11435, Egypt Email: <a href="mailto:egypt.tenders@unfpa.org">egypt.tenders@unfpa.org</a> Website: <a href="http://www.unfpa.org">http://www.unfpa.org</a>
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Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit **Ms. Germaine Haddad; Assistant Representative/OIC** at [ghaddad@unfpa.org](mailto:ghaddad@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain Management Unit at [supplychain@unfpa.org](mailto:supplychain@unfpa.org).

## **XII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).





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## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/EGY/RFQ/24/014
<b>Currency of quotation:</b>	EGP/USD Payment will be issued in EGP
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

## Price Quotation Form

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (EGP/USD)
1	Air-Condition, 1.5 HP, split, cooling only	Each		2	
2	Air-Condition, 2.25 HP, split, cooling only	Each		1	
3	Air-Condition, 3 HP, split, cooling only	Each		1	
4	Air-Condition concealed, 1.5 HP, split, cooling only	Each		1	
5	Air-Condition concealed, 2.25 HP, split, cooling only	Each		1	
6	Air-Condition concealed, 3 HP, split, cooling only	Each		1	
7	Delivery Charges based on the following 2020 Incoterm, to: UNFPA Egypt CO 70 A Nahda St., Sarayat Maadi, Cairo, Egypt	Choose an item. Each		1	
<b>GRAND TOTAL</b>					

Vendor's Comments:

	<p>United Nations Population Fund  70A Nahda St., Sarayat El-  Maadi, Cairo.  P.O. 11435, Egypt  Email: <a href="mailto:egypt.tenders@unfpa.org">egypt.tenders@unfpa.org</a>  Website: <a href="http://www.unfpa.org">http://www.unfpa.org</a></p>
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ **UNFPA/EGY/RFQ/24/014** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	<p>Click here to enter a date.</p>
<p>Name and title</p>	<p>Date and place</p>



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## DECLARATION FORM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>2</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>2</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



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5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:


Name of the Company:

UNGM N°:

Postal Address:

Email:

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**ANNEX I:  
General Conditions of Contracts:  
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#),

<https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20Services%20EN.pdf>



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**ANNEX II:**  
**Specifications**  
**Supply and Installation of Office AC's (Split Wall and Concealed)**

UNFPA is seeking a professional CO/firm that can supply and install Ac's in the UNFPA Egypt CO Premises located at 70 A Nahda St., Intersection with St. # 22, Sarayat Maadi, Cairo, Egypt as per the required specifications.

To ensure accurate measurements and a thorough understanding of the space, we kindly request that your team conducts a site visit to our office premises.

During the visit, we would appreciate it if you could assess the existing office dimensions to determine what will be most suitable for our requirements, included in the Annex below the office drawings where the offices highlighted with Blue Font this refers to concealed AC's, and the offices highlighted in Red Font this refers to split wall AC's.

**Required deliverables:**

**1- Split Wall AC Units:**

- Quantity (2) units with Capacity (1.5 HP) each (Cold only), to cover an area of office space (3.87m X 2.37m) & another office space (3.87m X 2.37m).
- Quantity (1) units with Capacity (1.5 or 2.25 HP) each (Cold only), depending on the right standards for the office space, to be advised by the vendor submission to cover an area of office space (3.8m X 3m).
- Quantity (1) units with Capacity (3 HP) to be (Cold only), depending on the right standards for the office space, to be advised by the vendor submission to cover an area of office space (6.56m X 3.8m).

**General required specifications:**

- Energy saving
- Freon is environmentally friendly
- Preset Function
- Tropical Compressor for hot weather
- Turbo fast cooling function
- Air Flow Rate (Low-Medium-High)
- Self-diagnosis to detect faults
- Healthy dehumidification function
- Ionizer technology
- Type: Split
- Placement: Hi-Wall



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- Brand: Authenticated genuine brands.
- Remote control
- LED Screen
- Up & Down Auto Swing
- Auto Restart
- Self-Diagnostic Function
- Self-cleaning function
- Refrigerant Warranty: at least 5 years
- Ease and speed of after sale service and maintenance
- Availability of spare parts in the local market

## **2- Concealed AC Units:**

- Quantity (3) units to cover 5 office spaces as per below information;
- First unit to cover Area (A) with office space (3.57m X 2.31m) & Area (B) with office space (5.3m X 2.31m) with a capacity of (3 HP),
- Second unit to cover Area (C) with office space (4m X 2.6m) & Area (D) with office space (4m X 2.6m) with a capacity of (2.25 HP),
- Third unit to cover Area (E) with office space (4m X 2.6m) with a capacity of (1.5 HP),

### **General required Specifications:**

- Energy saving
- Freon is environmentally friendly
- Preset Function
- Tropical Compressor for hot weather
- Turbo fast cooling function
- Air Flow Rate (Low-Medium-High)
- Self-diagnosis to detect faults
- Healthy dehumidification function
- Ionizer technology
- Type: Split concealed
- Placement: Ducted
- Installation Type concealed installation with ductwork
- Ceiling AC Panels
- Brand: Authenticated genuine brands.
- Remote control
- LED Screen
- Ceiling AC Vents
- Auto Restart
- Self-Diagnostic Function
- Self-cleaning function
- Refrigerant Warranty: at least 5 years



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- Ease and speed of after sale service and maintenance
- Availability of spare parts in the local market

All required units are based on cooling function only,

Please see the below Annex III that include office layout.

**The scope of work should include the following:**

- Supply and delivery of the specified AC units to our office premises.
- Professional installation of the units, including the necessary ductwork, tubing, and plumbing connections to the drainpipes.
- Site visit: We require a site visit to our premises to ensure accurate measurements for the ducts, tubing, and plumbing connections. Kindly schedule a visit at your earliest convenience.
- Additionally, we would like to mention that we are open to receiving separate offers for the split wall AC units and the concealed AC units if that aligns with your business capabilities.

Submissions: Please include the following information in your quotation:

- Detailed breakdown of costs, including unit price, installation charges, cables, delivery and/or any other charges.
- Comprehensive and itemized to facilitate our evaluation and comparison of different proposals.
- Complete specification for quoted items
- Catalogue for quoted item.
- Warranty information for the AC units and installation work.
- Estimated project timeline, including the date of supply and installation.
- Any relevant terms and conditions or special requirements.

**Site visit before quoting:** Arrange a convenient date and time for the site visit, preferably within the next week. Please let us know your availability so that we can schedule a visit accordingly.

**Deadline for submitting quotation:** Please submit your quotation no later than **10<sup>th</sup> of July 2024 @ 13:00pm Cairo Local time.**

- Late submissions will not be considered.



**Annex III**

**Office Layout**

