



Request for Quotation (RFQ)
For
Press Release Services
(RFQ No. 156)

RFP Issue Date : September 22, 2021

Proposal Submission Date: September 29, 2021

Submission Mode : E Submission

Submission Location : E Submission to tendercommittee@etihadesco.com

Important Notice:

- 1. Any Proposal received after proposal Submission Time shall be deemed rejected.**
- 2. Any inquires to be addressed to Etihad.tenders@etihadesco.com**

IMPORTANT NOTICE

This Request for Quotation (“**RFQ**”) is being made available by Al Etihad Energy Services Co. LLC (hereinafter referred to as “**Etihad**” or the “**Employer**”) to the bidders on the terms set out in this RFQ. This RFQ contains a summary of available information and no reliance will be placed on any information or statements contained herein, and no representation or warranty, expressed or implied, is or will be made in relation to such information. Neither the Employer nor its clients or partners will have any liability or responsibility in relation to the accuracy, adequacy or completeness of neither such information nor any statements made. For the avoidance of doubt, bidders should not assume that such information or statements will remain unchanged. Nothing in this RFQ will be construed as legal, financial or tax advice. In no circumstances will the Employer, its partners or clients will incur any liability or responsibility arising out of or in respect of the issue of this RFQ.

The Employer reserves the right to amend this RFQ, the procurement process, its requirements and any information contained herein at any time by notice, in writing, to the bidders.

Nothing in this RFQ is, or should be relied upon as representation of fact or a promise as to the Etihad’s decision at the end of the procurement process or its ultimate decision in relation to the award of any agreement(s) or any other future event.

The Employer and its customers, advisers, consultants, contractors, employees and/or agents do not accept any responsibility for the legality, validity, effectiveness, adequacy or enforceability of any documentation executed, or which may be executed, in relation to this procurement process. No legal relationship or other obligation will arise between a bidder and The Employer unless and until an agreement has been formally executed in writing by The Employer and the bidder and any conditions precedent to its effectiveness have been fulfilled.

The Employer reserves the right, at its absolute discretion and without notice, to terminate, abandon, alter or change the basis of this procurement process, or to exclude one or more of the bidders from this procurement process and, in such circumstances, The Employer and its respective advisors shall not be liable to any person(s) as a result thereof.

Each bidder’s acceptance of delivery of this RFQ constitutes its agreement to, and acceptance of, the terms set forth in this RFQ.

1. GENERAL INFORMATION

1.1 Etihad ES Introduction

Etihad Energy Services Company (“Etihad ES” or the “Employer”) was established in 2013 with a mission to make Dubai’s built environment a leading example of energy efficiency for the region and the world, through the creation of an energy performance contracting (ESCO) market.

The Employer has **four active service lines**.

- Etihad Retrofit
- Etihad Solar
- Facility Management
- Dubai Carbon Centre of Excellence

Figure 1: Employer’s Service Lines

Service Line	Description
Etihad Retrofit	The retrofit department contributes to achieving energy demand reduction targets set by Dubai Supreme Council of Energy in the Dubai Integrated Energy Strategy and DSM Strategy 2030. As a Super ESCO, Etihad ESCO enables the Energy Performance Contracting (EPC) market by developing energy efficiency projects that involve both the private and public sectors.
Etihad Solar	Our solar department is supporting the execution of the Shams Dubai program, an initiative launched in 2013 with the ambitious target to have a solar panel on every rooftop in Dubai by 2030. The Shams Dubai framework regulates the connection of solar energy to DEWA’s grid through a net metering structure.
Facility Management	Etihad Facility Management Services integrates people, place & processes within the built environment, with the purpose of improving the quality of the life of the people and productivity of the core building.
Dubai Carbon	Dubai Carbon is the agent of sustainability change. We provide advisory, consultancy, project management and reporting services in relation to sustainability, carbon management and renewable energy. DCCE aim is to challenge conventional business practices to achieve new global best practices towards a climate change compliant regime. Through our range of platforms, Dubai Carbon bring together private and public sector entities by breaking down silos and instigating engagement via proactive yet selective activities.

1.3 Objectives of the RFQ

The objective of the RFQ is to retain a qualified agency to provide public relations services for the Employer (Ethad Esco).

1.4 Scope of Services

The selected bidder is required to provide **Press releases for 10 news worthy projects defined by the client**. It shall be provided **in both English and Arabic and distributed to the press and media**.

1. PR as part of scope of work for the contract term
2. The proposed contract term shall be 3 Months, so that it can cover all upcoming contracts in Q4 2021

2. QUOTATION PREPARATION INSTRUCTIONS

The bidder's quotation shall contain the following sections as a minimum:

I. TECHNICAL QUOTATION

The Technical Quotation should include the following elements as a minimum:

- Demonstrate **understanding and/or familiarity with Energy Service Lines, and communications strategies** on energy efficiency/sustainability
- Describe your **approach and activities** to fulfill the deliverables set forth in the RFQ
- List **media outreach** for the press releases
- Specify the **proposed team structure and credentials** -Refer Annexure B
- Include **any additional activities/deliverables** deemed essential with justification
- Sample of other related work

II. FINANCIAL QUOTATION

The bidder shall prepare its financial quotation with the following requirements:

1. Fees breakdown
2. All prices shall be in United Arab Emirates Dirhams (AED)
3. Filled "Form of Bid" to be attached - Refer Annexure A

Proposal should have two separate PDF titled Technical Proposal & Financial Proposal

Mode of Proposal Submission.

The bidder shall submit an electronic copy of their quotation only to tendercommittee@etihadesco.com latest by September 29, 2021.

The submission email must contain following in its subject:

“ RFQ #156 - Quotation for Press Release Services ”

III. Payment Terms:

1. 30 Days from delivery of services.

Any clarifications related to this RFQ, should be addressed only to etihad.tenders@EtihadEsco.com.

ANNEXURE A – FORM OF BID

FORM OF BID

Main Offer

Dated: _____

RFQ No.: _____

To,

**Al Etihad Energy Services Co owned by DEWA one person
Company LLC.**

P.O. BOX 37578

Dubai

United Arab Emirates

Dear Sir,

1. Having examined the RFQ, Scope of work and KPI, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide

 the Scope of Work, Specifications
 and at the prices mentioned in our Proposal.

1. Main Offer	<u>TOTAL TENDER PRICE</u> <u>LUMPSUM IN AED.</u> EXCLUDING VAT	<u>TOTAL TENDER PRICE</u> <u>LUMPSUM IN AED.</u> WITH APPLICABLE VAT
Definite items	in figures:	in figures:

1. Main Offer	<u>TOTAL TENDER PRICE</u> <u>LUMPSUM IN AED.</u> EXCLUDING VAT	<u>TOTAL TENDER PRICE</u> <u>LUMPSUM IN AED.</u> WITH APPLICABLE VAT
TOTAL	in figures: in words	in figures: in words

We confirm that we fully comply with the Provisions of UAE VAT Law and regulations and have shown separately the applicable VAT amount against each item. We also herewith submit our VAT Tax Registration Number (TRN) and copy of Tax Registration Certificate issued by Federal Tax Authority, UAE. We also understand that VAT shall be payable by Al Etihad Energy Services Co. LLC to us only upon receipt of a VAT compliant valid Tax Invoice as per UAE VAT regulations.

2. **Discount**, if any to be deducted from the above amount(s) is given below:

OFFER	DISCOUNT IN PERCENTAGE
1. Main Offer% (in words)

3. We understand that only such discounts as are shown in this Form of Bid shall be considered and that any discounts shown elsewhere will not be taken into account for tender evaluation and that the discount shall be applicable to the tender as a whole, as well as to all items/sections or parts thereof individually.
4. We undertake, if our Bid is accepted to commence the Works upon receipt of written notification of acceptance of our Tender.
5. We agree to abide by this Bid for the period of **30 days** from the closing date of the Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

6. Your written acceptance on our contract awarding letter shall constitute a binding Contract between us.
7. We confirm that the terms and Conditions given in the RFQ, Scope of work and KPI and Contract are acceptable to us and if our proposal is accepted, we shall execute a contract with Al Etihad Energy Services Co LLC accordingly without any exceptions, we further confirm to commence service within (.....) days of the mobilization notice issued by the Employer.
8. In all cases the Contract shall be deemed to commence as from the date of officially awarding this Contract.
9. We understand that you are not bound to accept the lowest or any proposal you may receive.
10. We understand that Employer reserves right to award whole or part of work without any extra cost to Employer.
11. We understand that we will engage the laborer and staff sponsored by our company only. We shall obtain written confirmation & permission from Employer prior to utilizing any sub-contractors / other company personnel.
12. We agree that in the event of our Tender being accepted, we will within 15 (fifteen) days of award of Contract, submit a Performance Bond for 10% of the Contract Price
13. We hereby confirm that no Employer staff or his or her relatives up to third degree has ownership or partnership in our company and our participation in Employer Bid does not constitute a Conflict or perceived Conflict of Interest.
14. We shall be deemed to have fully informed ourselves of the following provision: -

Any commission, advantage, gift, gratuity, reward or bribe given, promised or offered by or on behalf of the Contractor or his agent or servant or any other person on his or their behalf to the Employer or to the Engineer or the Engineer's Representative or to any of their respective members, officers, servants, advisors, agents or employees or to any person on their behalf or on behalf of any of them in relation to the obtaining or to the execution of this or any other contract with the Employer, may, in addition to any criminal liability which may thereby be incurred, subject the Contractor to the cancellation of this and all other contracts which he may have entered into with the Employer and also to the payment of any loss or damage resulting from such cancellation.
15. We attach herewith the original Tender Bond No dated and valid tillfor an amount of Dirhams..... issued from a Bank M/s..... in Dubai along with the Master Tender Document.

16. Our proposal does not contain any deviation or exceptions from the terms & conditions enunciated in the RFQ, Scope of Work and KPI documents.

Dated this _____ day of _____ 2021.

Name & Signature _____ in the capacity of _____
duly authorized to sign proposal for and on behalf of:

(NAME OF THE FIRM IN CAPITALS)

Complete Address : _____

Telephone No. : _____

Fax No. : _____

Signature : _____

Witnesses:

1. _____
(Name) (Signature)

2. _____
(Name) (Signature)

ANNEXURE B - STRUCTURE AND ORGANIZATION

To be completed by the bidder. In case of a consortium, all parties forming the consortium should provide the requested information

I. BIDDER'S DETAILS

Legal Name of the Company : _____

Trade License No. : _____

Date & Place of Incorporation : _____

Address : _____

Telephone No. : _____

Telefax No. : _____

Email Address : _____

Company Website : _____

Please attach valid and notarized copies of Company Statement of Ownership, UAE Trade License. In case of a consortium, please attach valid copy of the consortium agreement clearly defining roles of all parties involved.

II. EXPERIENCE DETAILS

Total Years of Global Experience : _____

Total Years of Experience in UAE : _____

III. DETAILS OF COMPANY ACCREDITATIONS AND CERTIFICATIONS

Accreditation / Certification	Date of Accreditation / Certification

Please attach valid copies of above mentioned accreditations and certifications (if applicable).

IV. PLEASE ATTACH AN ORGANIZATION CHART SHOWING YOUR COMPANY STRUCTURE INCLUDING THE POSITIONS OF DIRECTORS AND KEY PERSONNEL

V. AUTHORIZED COMPANY REPRESENTATIVE

Name : _____

Designation : _____

Nationality : _____

Passport No. : _____

Signatures : _____

Please attach valid and notarized copy of Power of Attorney confirming above details

----- END OF DOCUMENT -----