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**Request for Quotation (RFQ#238)**  
**For**  
**Project Planning Services**

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**RFQ Issue Date** : 15<sup>th</sup> September 2023

**Proposal Submission Date:** 19<sup>th</sup> September 2023

**Submission Mode** : E Submission

**Submission Location** : E Submission to [Etihad.tenders@etihadesco.com](mailto:Etihad.tenders@etihadesco.com)

**Important Notice:**

1. Any Proposal received after proposal Submission date shall be deemed rejected.
2. Any inquires to be addressed to [Etihad.tenders@etihadesco.com](mailto: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

Etiihad Energy Services Company (“Etiihad 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
- Electromechanical

### 1.3 Objectives of the RFQ

The objective of the RFQ is to appoint an external Project planning consultant (“Consultant”) for provision of project planning services in respect of Dubai Municipality Phase 3 – Solar Projects, Dubai Municipality Phase 2 – Retrofit Projects, Dubai Police – (Solar & Retrofit) Projects in accordance with Scope of Services set-out in article 1.4.

### 1.4 Scope of Services

Consultant’s scope of services shall include the following:

- Create Project Programme (initial stage level -1, followed by complete level -4 programme)
- Creating project baseline & updating it on monthly basis.
- Project will have 3 to 4 different contractors; separate project programme will be received from contractors; planner job is to combine all plans into 1 programme.
- Providing progress reports (plan vs actual) & updating WBS status on monthly basis till project completion.
- Generating S-Curve & histogram for the monthly reports.
- Projects duration vary from 16 to 24 months.
- Highlighting project status/delays as per project critical path.
- Project programme to be created in Primavera (latest version) or MS project as directed.

## 2. PROPOSAL PREPARATION INSTRUCTIONS

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

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1. Details of notable past experience.
  2. Teams CVs.
  3. Fees breakdown for the Scope of Services.
  4. Trade License of the Bidder.

### **3. MODE OF PROPOSAL SUBMISSION.**

The Bidder shall submit an electronic copy of their proposal only to [etihad.tenders@etihadesco.com](mailto:etihad.tenders@etihadesco.com) by 19<sup>th</sup> September 2023

The submission email must contain following in its subject: “ **RFQ - Project Planning Services – Company Name**”