



**Request for Quotation (RFQ)**  
**For**  
**Company Stand Design, Building and Installation Services at WETEX 2024**  
**(RFQ#263)**

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**RFQ Issue Date** : May 9<sup>th</sup>, 2024

**Response Due Date** : May 15<sup>th</sup>, 2024

**Response Due Time** : 10:00 AM

**Location** : ONLINE SUBMISSION Via Email

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### 1. **Background information**

Al Etihad Energy Services. LLC (“Etihad ESCO”) is seeking proposals from reputable service providers for installation of our company stand at WETEX 2024 , as per following Specifications and Scope of Services.

### 2. **Specifications**

The stand shall include at a minimum the following:

- a) Flooring (with platform)
- b) Structure
- c) Furniture (As per design requirements.)
- d) TV Screens 43 inches (1 screen)
- e) Graphic Works
- f) All associated lighting and electrical works
- g) Meeting Room for (4- 6) Person
- h) Storage space

The bidder may propose options with different stand designs for Etihad ESCO review.

### 3. **Scope of Services**

Etihad ESCO will get 8\*6 area (Layout and location attached) in World Trade Centre, Dubai during WETEX 2024 and requires our company stand to be installed for the duration of WETEX. The scope of work of the selected bidder shall including but not limited to following:

1. Obtain Etihad ESCO approval on proposed design of the stand.
2. Supply, Transportation, Mock-up, build up and set up of the Stand at the designated area prior to start of WETEX 2024.
3. Dismantling and removal of Stand from the venue.
4. All required communication and site coordination (with Etihad ESCO and staff at the venue) needed for timely installation and removal.

**4. Proposals submission requirements**

The Proposals should include following (at a minimum)

- Trade License of the bidder
- Unit price and total price for items/service. The bidder may propose different options based on stand designs.
- Delivery time for the items.
- Mobilization time required.

**Any clarifications related to this tender, should be addressed only to - [etihad.tenders@etihadesco.com](mailto:etihad.tenders@etihadesco.com).**

The bidder shall submit an electronic copy of their proposals to [etihad.tenders@etihadesco.com](mailto:etihad.tenders@etihadesco.com) latest by the **10 AM on May 15, 2024.**

The submission email must contain following in its subject:

**“RFQ#263 Proposal for Company Stand Installation Services at WETEX 2024 - Company Name”**

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