

**INTERNATIONAL INDIAN SCHOOL
DAMMAM**

HVAC AMC - 2018

**PREQUALIFICATION QUESTIONNAIRE
&
B I D F O R M**

I. INTRODUCTION

It is the policy of the International Indian School, Dammam (IIS, Dammam) to pre-qualify General Services Contractors/Suppliers before including them in the International Indian School's Approved List of Contractors/Suppliers.

The objective of the Pre qualification exercise is to evaluate the Contractors/Suppliers capabilities to provide a effective, reliable and trouble free Services/Supply for the specified period as per the specifications and requirements.

By completing and submitting the Contractors/Suppliers Pre qualification Questionnaire you would provide the required information about your Company needed for the Pre qualification. Upon receiving the completed Pre qualification Questionnaire, IIS, Dammam will review and evaluate it thoroughly and it may be followed by a visit to your Company for further assessment.

All the information provided for this Pre qualification process will be treated as "confidential" by the International Indian School, Dammam.

School reserves the right to accept or reject the bid without assigning any reason.

INSTRUCTIONS

1. Answer all the questions and provide complete information and attach necessary documentation, clearly marked to the relevant section and question number.
2. All answers shall be preferably typed or legibly written.
3. If the space provided for a particular question is not enough, you may include your answer in an attachment sheet (s).
4. Questions that are not applicable to your Company may be marked "N/A" (Not Applicable).
5. Complete the "General Services Contractors/Suppliers Pre qualification Questionnaire" and submit them in a folder in duplicate with all the required documents to the following address:

The Chairman, International Indian School, P.O. Box 3320, Khobar – 31952, Saudi Arabia.
6. If you need any clarification, please contact The VP (Admn), on school telephone 8142801 Extn: 241 and Fax: 814 2806.

ORGANIZATIONAL INFORMATION

1. What is the nature of ownership of your Company, (i.e. proprietary, limited, partnership, subsidiary or joint venture, etc.)? Please provide a copy of the Commercial Registration / license of your firm.
2. Do you have other subsidiaries, joint ventures or are a part of a parent company? If so, please describe the type of business briefly.
3. Is your operation run as a separate cost center?
 - a) Please provide a Bank Reference and authorization to discuss your financial capability with your bank. You will have to give a Bank Guarantee of at least 50% of the total bid at the time of signing the contract.
 - b) Please provide a copy of the annual audited financial statement for the last two years. Please also provide authenticated details of retained earnings, copy of Commercial Registration (CR) Certificate and Certificate of Registration with Chamber of Commerce, if any.

GENERAL INFORMATION

1. Please provide the history of your Company, mention any current or proposed developments and generally describe your operation.
2. Please describe your facilities briefly and attach a sketch of your location and facilities.
 - (a) Please provide the organizational chart of your Company and indicate the number of employees in each functional group.
 - (b) List down briefly the academic and experience qualification of the key personnel, including the executives and heads of the functional groups.

OPERATIONAL INFORMATION

1. Provide a list of your major Clients. Customers with type of service provided, details, reference, contact name, address and telephone numbers, e.g. ARAMCO, SABIC etc.
2. If you subcontract, what are your criteria in selecting your sub-contractors? Describe your procedure briefly.
3. Do your sub-contractors to sub-contractors include complete technical and quality requirements?
4. Describe your supervision & control activities that ensure the effectiveness of the operation.

II. EARNEST MONEY DEPOSIT

The bidders have to submit an Earnest Money Deposit of SR. 10,000/- along with their bids. The Earnest Money of the unsuccessful bidders will be refunded. Bids that are not accompanied with the Earnest Money, will be rejected.

III. BID CLOSING DATE

Duly filled Bid Form should reach the school office on or before Saturday, 09.12. 2017 at 1200 hours. Under any circumstances the school will not accept any bid received after the above specified time and date .

TECHNICAL PROPOSAL

The Technical Proposal given below is to be duly filled by the Contractor and submit along with the Pre - qualification Form. If required, extra pages can be added.

1	Name of the Organization	
2	Contact Address	
3	Telephone & Fax Nos	
4	E-Mail Address	
5	Name of the person who is authorized person to sign the contract	
6	Turnover during the last year	
7	Past experience – mention the Current School Text Books supplying contracts in Saudi Arabia	

I hereby certify that the above statements are true and if it is found to be incorrect at any point of time during the execution of the contract, International Indian School, Dammam has the right to take any action, as deem fit against our firm, including termination of the contract.

Signature

Office Seal

Title

Date:

Name of the Company

INTERNATIONAL INDIAN SCHOOL, DAMMAM

HVAC PREVENTIVE AMC – 2018

BID FORM

BASIC INFORMATION

Name of the Company

Mailing Address

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Telephone Nos. Mobile.....

Fax No.

Name of the Contractor representative

PRE REQUISITES

1. Provide a copy of the Commercial Registration Certificate and license copy for operating a Catering Contract.
2. Provide a Bank Reference and authorization to discuss your financial capability with your bank.
3. Provide a copy of the annual audited financial statement for the last two years.
4. Submit Pre-qualification documents of the organization including the details of current and previous clients, past similar HVAC contracts including financial details and other related information.
5. Provide necessary details if any part of the contract will be sub-contracted.

SCOPE OF WORK

1. Annual Preventive Maintenance Contract for the complete Central Air-conditioning system in the Boys & Girls Sections. Total air-conditioning units under the contract will be 60 nos – 54 units of York & Carrier in the Boys section and 6 Trane units in the Girls section.

2. The contractor is bound to carry out routine services / maintenance of all the above units whenever required.
3. Under the Maintenance Contract the contractor is bound to carry out the following works.

- Cleaning and washing of air filters.
- Cleaning of Evaporator and Condensor Coils.
- Checking of gas and oil.
- Lubrications of bearings and other parts.
- Inspection of belts.
- Inspection of electrical control circuit and connections.
- Checking of Compressor, Condensor and Evaporator Fan motor.
- Periodical Inspection 4 times during the year.
- Emergency visits on request by the school, in case of any related emergency.

<u>Type of Service</u>	<u>Total Rate in S.R. for all Sixty (60) HVAC units</u>
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AMC for Sixty (60) HVAC Units at Intl. Indian School for one (1) year.
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The price indicated in its entirety is free from any compensation by the school to the contractor for any applicable taxes, insurance including Saudi Arab Social Insurance, fees, mobilization and demobilization, accommodations, transportations to and from the school, all overheads, profits and all other direct and indirect cost that incur, or might incur by the undersigned bidder.

The prices indicated in the bid will not be subjected to any escalation or reduction whatsoever and shall remain the same during the life of the Contract, as and when it becomes operational.

Date.....

Name in Print and Signature of the bidder

(SEAL)