ROADS & TRANSPORT AUTHORITY
OF THE GOVERNMENT OF DUBAI

Invites

Request for Offer

FOR

TOD at Union Metro Station and Saahat Deira Projects

IN DUBAI, UNITED ARAB EMIRATES

Public Private Partnership Project

Project Procurement Reference No.: RA/IO/61451

Date: 8, December 2019
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Disclaimer

The information contained in this Request for Offer document (the “RFO”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of RTA or any of their employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFO and such other terms and conditions subject to which such information is provided.

This RFO is not an agreement and is neither an offer nor invitation by RTA to the prospective Applicants or any other person. The purpose of this RFO is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this RFO (the “Application”). This RFO is being issued as a key step of the Tender Process to shortlist bidders for appointment of a Winning Bidder to be the private partner for RTA in this Project. This RFO includes statements, which reflect various assumptions and assessments arrived at by RTA in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFO may not be appropriate for all persons, and it is not possible for RTA, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFO. The assumptions, assessments, statements and information contained in this RFO may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFO and obtain independent advice from appropriate sources.
Information provided in this RFO to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. RTA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed during the tender process.

RTA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFO or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFO and any assessment, assumption, statement or information contained therein or deemed to form part of this RFO or arising in any way with pre-qualification of Applicants for participation in the Bidding Process.

RTA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFO.

RTA may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFO.

The issue of this RFO does not imply that RTA is bound to select and/or short-list Applicants for Bid Stage or to appoint the selected Bidder or Project Company, as the case may be, for the Project and RTA reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and
RTA, Dubai

submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by RTA or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and RTA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.
1. Introduction

1.1. Background

1.1.1. RTA is responsible for planning and providing the requirements of transport road and traffic in the Emirate of Dubai, and between Dubai and other Emirates of the UAE, neighboring countries in order to provide an effective and integrated transport system capable of achieving Dubai’s vision and serving the vital interest of the Emirate. RTA is keen to provide its customers with level best services to meet their requirements and expectations.

1.1.2. Dubai aspires to achieve a reputation as a world leader in regards to smart city features and sustainability. As a part of this initiative and RTA’s plan to encourage Public-private partnership in building the future of Dubai, RTA is contemplating to develop **Transit Oriented Development (TOD) at Union Metro Station** and a **Multi-Story car park and a commercial plaza at Saahat Deira** in Dubai and is looking to implement these projects with potential partners from the private sector (the “Projects”).

1.1.3. Details of the Projects and brief scope of work are given in Clause 3 and 4.

1.1.4. RTA intends to enter into an agreement with the Winning Bidder on PPP basis in which the Winning Bidder shall invest the Capital Funds, construct, operate and maintain the Projects for stipulated period on BOT basis.

1.1.5. RTA intends to short-list suitable Applicants (the “Bidders”). Based on the response and the short-list, RTA shall undertake further dialogue.
1.1.6. RTA shall receive Applications pursuant to this RFO in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by RTA, and all Applications shall be prepared and submitted in accordance with such terms on or before the Application Due Date.

1.2. Brief description of Bidding Process

1.2.1. This RFO is a qualification stage for selection. Applicants would be required to furnish the information specified in this RFO. At the end of this stage, RTA shall announce a short-list of suitable pre-qualified Applicants, as a list of sequentially preferred Applicants.

1.2.2. Depending on the response and the shortlist of Applicants, RTA may decide either to undertake the next stage process of invitation of sealed proposals (Request for Proposals, RFP) or may directly engage in dialogue and discussion with the shortlisted Applicant(s), in the sequence of preference.
Instructions to Applicants

A. General

1.3. Eligibility of Applicants

1.3.1. For determining the eligibility of applicants, the following shall apply;

(a) The Applicants may be a single company or a group of companies (the “Consortium”), coming together to implement the Projects. The term Applicant used herein would apply to both a single company and a Consortium.

(b) An Applicant may be incorporated anywhere and not necessarily in UAE. In case the Applicant is a Consortium then the term Applicant shall include all members of such Consortium.

1.3.2. Applicant (any member of Consortium) should not be blacklisted earlier by RTA for whatever reason.

1.4. Cost of Application

The Applicants shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the bid process. RTA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.
1.5. Right to accept or reject any or all Applications/ Bids

1.5.1. Notwithstanding anything contained in this RFO, RTA reserves the right to accept or reject any Application and to annul the Bidding Process and reject all Applications/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor. In the event RTA rejects or annuls all the bids, it may, in its discretion, invite all eligible Applicants to submit fresh bids hereunder.

1.5.2. RTA reserves the right to reject any Application and/ or Bid if:

(a) at any time, a material misrepresentation is made or uncovered, or
(b) the Applicant does not provide, within the time specified by RTA, the additional information sought by RTA for evaluation of the Application.

If the Applicant/ Bidder is a Consortium, then the entire Consortium may be disqualified/ rejected.

1.5.3. In case it is found during the evaluation or at any time before signing of the PPP Contract that one or more of the pre-qualification conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith and further process of Project Award shall be terminated. RTA shall communicate such decision to the Applicant in writing and thereafter RTA shall not be liable in any manner whatsoever to the Applicant and without prejudice to any right or remedy which RTA may have under this RFO, the
Bidding documents and subsequent relevant communications. In case it is found after signing of the PPP Contract that one or more of the pre-qualification conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the PPP Contract shall become null and void ab initio at its preamble and the relevant termination clause shall be part of the PPP Contract.

1.5.4. RTA reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFO. Any such verification or lack of such verification by RTA shall not relieve the Applicant of its obligations or liabilities nor will it affect rights of RTA.

1.6. Clarifications

1.6.1. Applicants requiring any clarification on the RFO may write to:

**Main Liaison Person:**
Name: Dipak Abhyankar
E-mail address: Dipak.Abhyankar@rta.ae, Telephone: 042904261

**Alternative Liaison Person:**
Name: Dr. Eya Noubbigh
E-mail address: eya.noubbigh@rta.ae, Telephone: 042903292

1.6.2. RTA shall endeavor to respond to the questions raised or clarifications sought by the Applicants.

1.6.3. Verbal clarifications and information given by RTA or its employees or representatives shall not in any way or manner be binding on RTA.
B. Preparation and Submission of Application

1.7. Language

The Application and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided, they are accompanied by translations of all the pertinent passages in the English language duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

1.8. Format and signing of Application

The Applicant shall provide all the information sought under this RFO. RTA will evaluate only those Applications that are received with all the specified documents in Clause 8 and are complete in all respects. Incomplete and /or conditional Applications shall be liable to rejection.

C. Evaluation Process

1.9. Evaluation of Applications

Applications shall be evaluated in following sequence:

(i) Technical Assessment described in Clause 06

(ii) Financial Assessment described in Clause 7
1.10. **Short-listing of Applicants**

Based on Technical and Financial Assessment, “Aggregate Score” would be calculated for each of the Applicant. RTA reserves right to decide the cut-off aggregate score for short-listing. RTA reserves right to short-list any, all or none of the Applicants.

Assessment criteria for the next stage (if undertaken as per clause 1.2.2) could be different and may not carry forward the current stage scores of the shortlisted Applicants.

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2. **Miscellaneous**

2.1. The Bidding Process shall be governed by, and construed in accordance with, the laws of UAE and Emirate of Dubai and the Dubai courts shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process.

2.2. RTA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

   a) Suspend and/or cancel the Bidding Process and/or amend and/or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
   b) Consult with any Applicant in order to receive clarification or further information;
   c) Retain any information and/or evidence submitted to RTA by, on behalf of, and/or in relation to any Applicant; and/or
   d) Independently verify, disqualify, reject and/or accept any/all submissions or
   e) Seek other information and/or evidence submitted by or for any Applicant.
2.3. It shall be deemed that by submitting the Application, the Applicant agrees and releases RTA, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder and the bidding documents, pursuant hereto and/ or in connection with the bidding process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

2.4. Separate and non-interdependent Offers: Bidders are required to make separate and non-interdependent offers for the two Projects, viz., Union Station TOD and Saahat Deira. Each Project will be assessed separately. Bidders may also choose to submit an offer for only one Project.

3. TOD at Union Metro Station

3.1. The Project is titled as “TOD at Union Metro Station”. The Project shall be undertaken on Public Private Partnership (PPP) Basis.

3.2. The Project is expected to encourage intermodal passenger transport, involving a combination of various public transportation options. The major goal of the intermodal passenger transport will be to reduce dependence on cars as the major mode of ground transportation and increase use of public transport.

3.3. The selected bidder will be responsible for Construction, Financing, Operation and Maintenance, and Transfer back the Project to RTA at the end of the Term.
3.4. Location and Site:

The Project Plot is exactly above the Union Metro Station. Since construction is restricted exactly above the metro-lines, hence only the marked area in the plot is available for construction. FAR shall be applicable on the entire plot.

Adjacent to the plot is a Bus Station for RTA buses. PTA marine station is also in near vicinity. Walkability between different modes of transport is an important factor for the success of a TOD and hence, this plot is an ideal location for the purpose. It is a prime location with dense population and commercial areas.

Key Location Attributes are:

- Several Government Entities Offices (Dubai Municipality, Dubai Chamber of Commerce and Industry and Department of Land and Property)
- Al Ghurair Centre including their residential area (Al Ghurair Centre Apartments)
- Several Hotels (Radisson Blu, Lotus Downtown Metro Hotel Apartments and Le Meridien Hotel)

3.5. Details of the Site:

- GPS Coordinates: 25.265462, 55.313995
- Dubai Municipality Plot No.: 119-349
- Total Plot Area: 37,855 SqM
### 3.6. Project Details

<table>
<thead>
<tr>
<th>Term</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Up to 50 Years</td>
</tr>
<tr>
<td>Total Plot Area</td>
<td>37,855 (SqM)</td>
</tr>
<tr>
<td>Area for development</td>
<td>14,622 (SqM)</td>
</tr>
<tr>
<td>Setback</td>
<td>Not mandatory</td>
</tr>
<tr>
<td>FAR</td>
<td>2.50</td>
</tr>
<tr>
<td>Max Height</td>
<td>4 Basements + Ground + Mezzanine + 20 story</td>
</tr>
<tr>
<td>Usage</td>
<td>Mixed Uses: Residential, Commercial, Offices</td>
</tr>
<tr>
<td>Parking Requirements</td>
<td>As per TOD &amp; FLM requirements</td>
</tr>
<tr>
<td>Additional Requirement</td>
<td>Prayer room, Landscaped areas and Soft Play Areas</td>
</tr>
</tbody>
</table>
4. Deira Yard (Referred as “Saahat Deira”)

4.1. The Project is titled as “Saahat Deira”. The Project shall be undertaken on Public Private Partnership (PPP) Basis.

4.2. The selected bidder will be responsible for Construction, Financing, Operation and Maintenance, and Transfer back the Project to RTA at the end of the Term.
4.3. Location and Site:

4.4. Details of the Site:

- GPS Coordinates: 25.261282, 55.316673
- Dubai Municipality Plot No.: 125-212
- Total Plot Area: 17,522 SqM

Selected winning bidder-developer shall be responsible for the cost and task of shifting the services-utility lines / pipes beneath the plot before initiating the construction of Project.
4.5. Project Details:

<table>
<thead>
<tr>
<th>Term</th>
<th>27 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Plot Area</td>
<td>17,522 (SqM)</td>
</tr>
<tr>
<td>Max Height</td>
<td>Basement(s) + Ground + 1 + Rooftop Plaza **</td>
</tr>
<tr>
<td>Usage</td>
<td>Multi-Level Car Park with Rooftop Plaza</td>
</tr>
<tr>
<td>Parking Requirements</td>
<td>Minimum 1,000 car parks</td>
</tr>
<tr>
<td>Additional Requirement</td>
<td>WoW factor (elaborated below)</td>
</tr>
</tbody>
</table>

** The project is envisaged to enhance elegance of the area with “WoW Factor” rooftop plaza and hence the car-park elevation above the ground has to be elegant. However, developers may propose innovative design while maintaining the elegance factor. The design shall be subject to approval by RTA and Government Authorities.

**wow factor project:**

Dubai is known for luxury shopping, ultramodern architecture and a lively nightlife scene.

Buildings, parks and plazas with exotic attractive themes present magnetic value to the tourists and residents. RTA would like to develop this plot with modern Car Park with state-of-the-art rooftop plaza. Please refer to Appendix A of this RFO for Indicative Thematic for Rooftop plaza.
4.6. Development Masterplan:
5. Revenue Model

5.1. Revenue Model for Union Station TOD:

The developer shall earn revenues from lease-rental of residential, commercial and office properties.

5.2. Revenue Model for Saahat Deira:

The developer shall earn revenues from:

- Parking charges (fee)
- Lease rental (or operational income) from rooftop plaza commercial
- Lease rental of retail space.

5.3. Financial Structure offer

The bidder shall propose any of the following structure for each Project:

(i) Revenue share to be given to RTA

(ii) or The Required contribution from RTA and its form of arrangement

Contribution from RTA may be suggested in any form, such as following:

- RTA’s land contribution to be treated as Equity.
- Leasing rights of certain percentage of built-up area to be assigned to RTA, thereby receiving guaranteed lease payment from RTA.

(iii) or Mix of the above. For e.g., RTA contribution in initial years & revenue share later.

Specific figures or percentage shares of commitment are not required at this stage.

Only the proposed model is to be described.
6. Technical Assessment

- Technical submission shall be assessed based on the following (score out of 100):

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Project Experience</td>
<td>25</td>
</tr>
<tr>
<td>6.2 Financing Experience</td>
<td>25</td>
</tr>
<tr>
<td>6.3 Financial competencies</td>
<td>25</td>
</tr>
<tr>
<td>6.4 Project Plan</td>
<td>25</td>
</tr>
</tbody>
</table>

- Technical score would carry 60% weight.

6.1. Project Experience (Comparable similar projects)

Successfully completed / under implementation projects

- Internationally

- In middle east / GCC countries

- Within the UAE region and the emirate of Dubai

6.2. Financing Experience

- Projects undertaken as a developer

  (by arranging finance or as an investor itself)

- PPP Projects

6.3. Financial competencies

- Minimum Net Worth: AED 100 million

  In case the bidder has proposed to fund the project by an investor/financier, then proof of financial soundness of the investor/financier may be considered in lieu of the net worth criteria specified above.
RTA, Dubai

- Financial Soundness of the company / consortium / financier (if different from the company/group company) as assessed from the last three (3) audited financial statements certified by the auditor.

- Following ratios/indicators may be used to evaluate financial competencies:
  - Debt/Equity ratio
  - Gross revenue
  - Net cash flow

6.4. Project Plan

As elaborated in Clause 08.

7. Financial Assessment

- Financial submission shall be assessed (score out of 100) based on the proposed revenue model as follows.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Revenue share to be given to RTA</td>
<td>100</td>
</tr>
<tr>
<td>7.2 Mix of 7.1 and 7.3</td>
<td>50 – 100</td>
</tr>
<tr>
<td>7.3 Contribution from RTA in any form</td>
<td>0 – 50</td>
</tr>
</tbody>
</table>

- Financial score would carry 40% weight.
8. Documents to be submitted by Applicants

All the documents should be compiled in a single PDF file for submission.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Covering letter expressing interest in the Project(s) on the letterhead of single bidder or lead consortium member. Name and address of all the members of the consortium should be mentioned in the letter. Note: Letter from each consortium member authorizing the lead consortium member to represent the consortium member for the Project.</td>
<td>Separate for each Project if Consortium members are different. Else common.</td>
</tr>
</tbody>
</table>
| **2.** Company profile describing year of incorporation, types of businesses, head office location, countries in which projects are undertaken, etc.  
  * A single company bidder shall provide its profile  
  * Consortium shall provide profile of each member. |   |
| **3.** Documentary Evidence for each project to be considered for Technical Assessment as per Clause 6.1 and 6.2 which should include:  
  * Project name, type, project status and year  
  * Project description  
  * Project financing structure and Bidder’s contribution in financing  
  * Documentary proof for each Project  
  * Any other document as deemed apt by the bidder | Separate for each Project. |
| **4.** Project Plan:  
  * Project Concept Plan  
    (Project Concept Plan for Saahat Deira must include Rooftop development concept)  
  * Description of Construction Plan  
  * Operational and Maintenance Plan  
  * Tentative Timeline  
  * Subcontractors and suppliers if already tied up  
  * Proposed Financing Plan for the Project  
  * Financier’s details and letter of willingness, if applicable  
  * A brief description of how the project will be developed | Separate for each Project. |
- to promote intermodal passenger transport, involving a combination of various public transportation options, as being the key theme of Transit Oriented Development.
- as an offering that is attractive to public transport users.

<table>
<thead>
<tr>
<th>5. Audited Financial Statements for last 3 years (of each member of consortium). In case the bidder is part of a big corporate group and the group has consolidated balance sheet, it should be clearly mentioned. In case the bidder has proposed to fund the project by an investor/financier, then adequate proof of financial soundness of the investor/financier and its willingness should be submitted.</th>
<th>Common for common members of consortium for both Projects. Specific for Project-specific members.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Deviations: In case anything is proposed, that is in addition to or deviating from the provisions of this RFO, it should be clearly mentioned.</td>
<td>Separate for each Project.</td>
</tr>
<tr>
<td>7. Structure offer as per 5.3.</td>
<td></td>
</tr>
<tr>
<td>8. Letter of undertaking on the letterhead of single bidder or lead consortium member, as per format in Appendix D.</td>
<td>Common for both Projects.</td>
</tr>
</tbody>
</table>
Appendix A

Indicative Thematic

for Union Metro Station TOD

Note: The thematic designs for Union Metro Station TOD are for illustration purposes and were approved in 2012 by His Highness Sheikh Mohammed bin Rashid Al Maktoum (Vice President and Prime Minister of the United Arab Emirates, and ruler of the Emirate of Dubai).
Appendix B

Indicative Thematic

for Saahat Deira Rooftop plaza
Appendix C

Affection plans
Saahat Deira Affection Plan
Appendix D

Letter of Undertaking
FORMAT FOR UNDERTAKING

Dear Sir,

Subject: Undertaking

I, ....................................................... the undersigned on behalf of M/s. .................................................., hereby undertake to fully abide by the tender documents requirements. Furthermore, the company confirms receipt of all tender documents and templates from RTA and agrees that no changes or amendments would be done/allowed during the course of tendering process.

The company undertakes that all information shared as part of the tender process is considered strictly confidential and shall not be disclosed in whole, or in part, to any third party without the prior written consent of Roads & Transport Authority.

The company also acknowledges that information shared as part of the tender process is the intellectual property of Roads & Transport Authority and is subject to a disclosure agreement as recognized by the copyright and intellectual property protection regulations.

Yours faithfully,

Name:
Date:
Designation:
{Authorized Signature & Company Stamp}
ADDITIONAL GUIDANCE FOR BID SUBMISSION

• The submission of response to RFO is required to be done through e-tenders system on RTA portal. Please note that the submission requires the bidders to be registered on the e-tendering system. This registration may take at least 7 working days and therefore, we urge you to register to the RTA portal as early as possible to avoid any delays in submission of the responses to tender.

• Once registered, bidders have the option to submit tender-specific queries through the e-tendering system.

• Please follow the below link to start the registration process as a company account.

   https://www.rta.ae/wps/portal/rta/ae/home/registration/registercompany

• Please refer to Attachment 1 for guideline and procedure to your online company registration process.

• Please refer to Attachment 2 for E-Tendering User Manual.
ATTACHMENT 1

REGISTRATION GUIDE
1- Registration
Company Registration

Step 1
- Go to www.rta.ae
- Click on "Register as a new user" as shown above.

Step 2
- Click on the Register icon under 'Register as a new user'.

Step 3
- Click on the Register icon under 'Register as a company'.

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Company registration consists of 3 levels.

**Level 1**: The user must fill out company related information such as company name and business license number.

- After filling all the company information required, attach all supporting document.
  - Supporting documents: Copy of business license, copy of passport, copy of company business card
  - Note: This step will not be required if your license activity type is: Dubai Economic Department – Other.

**Level 2**: Enter the company administrator’s details including the username that will be used when logging in.

- Username guidelines:
  - Must be at least 6 characters.
  - It can contain letters [A, B, C], numbers [1, 2, 3], and Periods [.]
  - Special characters are not allowed [&, *, % $, #, @]
Level 3: Enter the security code shown in the image and click on the 'proceed' button.

A message is displayed, stating: Your company registration request has been sent and is awaiting approval. Once the company is approved/rejected an email will be sent to the entered administrator’s email address.

Approvals take between 2-3 business days.

We have sent an email to verify your account. Please check your email inbox and click on the activation link to be able to choose your password as shown in above screen.

Password must be a minimum of 8 characters including at least 1 alphabet, 1 number and 1 special character. Example: password@123
Company Registration – DED Other

- You chose your password and your registration process is now complete. You can login now!
- To login click on the icon

- In case your license is issued from Dubai Economic Department – Other, after completing step 6 of the registration, which is entering the security code, you will receive an authentication code via email to verify your account.

- Enter the 4-digit code received by email and click on the 'choose password and proceed' button.
ATTACHMENT 2

E-TENDERING

USER MANUAL
### Document Control

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<tr>
<th>Item</th>
<th>Description</th>
</tr>
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<td>Document Title:</td>
<td>User Manual</td>
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<tr>
<td>Doc Ref:</td>
<td>RTA/VTMS/001</td>
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<tr>
<td>Version:</td>
<td>1.0</td>
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<td>Classification:</td>
<td>Public ○ Internal ○ Confidential ○ Confidential &amp; Restricted</td>
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<td>03/10/2017</td>
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### Document Review and Approval History

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<td>03/10/2017</td>
<td>Bahwan Team</td>
<td>Initial Draft Version</td>
</tr>
<tr>
<td>2.0</td>
<td>20/02/2018</td>
<td>Bahwan Team</td>
<td>Draft Version</td>
</tr>
</tbody>
</table>

(All revisions should be approved. Review and Approval can be by internal source or by the customer.)

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Date</th>
<th>Reviewer(s)</th>
<th>Remarks</th>
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<th>Version No.</th>
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<th>Approver(s)</th>
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</tr>
</thead>
</table>
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1. Introduction

Vendor Tender Management System (VTMS) will support Vendors, Suppliers, and Investors to participate in tender / Auction / Reverse Auction process online. The purpose of the document is to describe step by step process to participate in tender/Auction/Reverse Auction.

2. Logging On

1. Visit www.rta.ae website, click login in the top right corner and then enter RTA Portal username and password to login
2. In the Home page, Click e-Tendering link which is in the center to access the E-Tendering system.

3. You have landed in the E-Tendering System Dashboard. Now click on the dashboard links for quick navigation to view public tenders, limited tenders, RFI and Auction.

3. Limited Tenders

Limited Tenders are shown if the vendor has been invited to participate in the tendering.
4. Tender Search

1. Select E Tendering - > Tender from top menu.

2. The Tender Search screen appears.
In the Tender Search screen, enter the search fields and click on Search to display a particular Tender or only click Search to display all the Tenders. Then click on Tender number to view tender details page.
i. **Tender Details with Payment option**

5. **Subscribe and Online Payment**

Check Subscribe (Are you interested to participate) check box to show your expression of interest (EOI) to participate in the tendering process.
1. Click Pay in Tender details screen to pay the tender fees.
2. Payment screen appears.

DubaiPay
MIDDLE EAST LEADING GATEWAY

Transaction Information
- Service Provider: Roads and Transport Authority
- Service: Online e-Tendering
- SP Transaction No: 5520180220000000621
- Amount: 300.00 AED

Payment Method
- Credit Card
- Direct Debit

3. Service and amount details are mentioned on top of the screen
4. Select the mode of payment (Credit Card/Direct Debit)
5. If you need to add contact information click on Add another contact button.
6. Click Pay to proceed with the payment.
7. Click Cancel to stop the payment process and return to homepage
8. Enter the card details by following the instructions provided
9. Click Pay to proceed to the confirmation page of the payment service provider
10. The confirmation page is displayed as below:
11. Click Confirm to make the payment
12. Click Print to print the receipt.
13. Click Home to return to homepage and perform another transaction.
14. Now click on download button in Tender details page (RFP Document) which is Enabled after online payment is completed.
15. Click Back to return to the home screen.

6. Queries/Notifications Details

Click on Queries/Notification in the top menu. Queries/Notification screen appears as below:
Search

In the Queries/Notification screen, enter the search fields and click on Search to display a particular Queries/Notification or only click Search to display all the Queries/Notification.
Post queries

1. Click on Post Queries link in the Queries/Notification screen.
2. Queries Details screen appears as below:

3. Enter and select query details.
4. If you need to add one more query, click on **Add Row** to add a new row to write your next query.
5. If you need to delete a row click on **link**.
6. Click on **Submit Queries** to submit queris..
7. Click Back to return to the home screen.

Latest Notification

1. Click on Latest Notification link in the Queries/Notification screen.
2. Published Notification details screen appears as below.
3. Click download now to download the document.

4. Click Back to return to the home screen.

7. View Response/Clarifications

1. Click onView Response link in the Queries/Notification screen.
2. Consolidated Questions and Answers screen appears as below:
c. You can view the answer to the corresponding query which you have raised.

8. Tender Proposal Submission

Click on Tender Submission in the top menu.
1. Tender Submission Search screen appears as below:

![Tender Submission Search Screen](image)

**Search**

In the Tender Submission Search screen, enter the search fields and click on Search to display a particular Tender Submission details or only click Search to display all the Tender Submission details.

<table>
<thead>
<tr>
<th>Tender Number</th>
<th>Tender Name</th>
<th>Reference No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Type</td>
<td>Tender Status</td>
<td>Submission Status</td>
</tr>
<tr>
<td>Published Date</td>
<td>Submission Due Date</td>
<td></td>
</tr>
<tr>
<td>From Date</td>
<td>To Date</td>
<td>From Date</td>
</tr>
</tbody>
</table>

* Any one of the Search criteria is mandatory
Tender submission

1. Click on Tender Number link **CASS/BUF/1050**. Tender submission screen appears as below.

2. Click on **Create Response** to generate the Response Reference Number.

3. Upload the mandatory documents. (Browse a file and Click on to upload.)
Document.

4. Click on download to download the document.

5. Click on delete to delete the document.

**BOQ Details**

1. BOQ Details section in the tender submission page:

![BOQ Details](image)

2. Click on save to save the BOQ Details.

3. Click on save to return clear

4. Click on save to Import the BOQ Details in excel form.

5. Click on save to save the BOQ Details in excel form.

6. Click on Final submission to submit final proposal for tender.

   a. An alert message displays as "Please verify the details, as changes after final submission is not allowed...!"

7. Click Back to return to the home screen.
**ii. Tender Details with free**

For Free of cost tenders, the document will enable automatically to download. Click on the tender number link in new Tender screen, which is free of cost.

1. Click download now in RFP document section to download the document.

<table>
<thead>
<tr>
<th>Bid Bond Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Type</td>
</tr>
<tr>
<td>Cash Deposit Receipt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tender Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published Date</td>
</tr>
<tr>
<td>01-FEB-2018 00:00:00</td>
</tr>
<tr>
<td>Submission Due Date</td>
</tr>
<tr>
<td>26-FEB-2018 00:00:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RFP Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.No</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

2. Click Back to return to the home screen.

**9. Queries/Notifications Details**

Click on *Queries/Notification* in the top menu. Queries/Notification screen appears as below:
Search

In the Queries/Notification screen, enter the search fields and click on Search to display a particular Queries/Notification or only click Search to display all the Queries/Notification.
Post queries

1. Click on Post Queries link in the Queries/Notification screen.
2. Queries Details screen appears as below:

3. Enter and select query details.
4. If you need to add one more query,
click on **Add Row** to add a new row to write your next query.

5. If you need to delete a row click on **Delete** link.

6. Click on **Submit Queries** to submit queries.

7. Click Back to return to the home screen.

**Latest Notification**

1. Click on Latest Notification link in the Queries/Notification screen.
2. Published Notification details screen appears as below.

3. Click download now to download the document.

4. Click Back to return to the home screen.

**11. View Response/Clarifications**
1. Click onView Response link in the Queries/Notification screen.
2. Consolidated Questions and Answers screen appears as below:

<table>
<thead>
<tr>
<th>S.No</th>
<th>RFP Document Reference</th>
<th>Questions</th>
<th>Answers</th>
<th>Response Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.2, 1.2.6</td>
<td>Can you share us the overall business process flow diagram involving all the systems?</td>
<td>Overall diagram will be shared during implementation, however for new systems involved are [Maximo, Document mgmt system and vendor pre-qualified system, RTA Portal, Payment Gateway, SMS Gateway, eFax]. Note that integration with these systems should be thru the RTA TIBCO Integration Bus.</td>
<td>28-Jun-2017 01:00 AM</td>
</tr>
<tr>
<td>2</td>
<td>1.2, 1.2.6</td>
<td>Can you share us the overall business process flow diagram involving all the systems?</td>
<td>Overall diagram will be shared during implementation, however for new systems involved are [Maximo, Document mgmt system and vendor pre-qualified system, RTA Portal, Payment Gateway, SMS Gateway, eFax]. Note that integration with these systems should be thru the RTA TIBCO Integration Bus.</td>
<td>28-Jun-2017 01:00 AM</td>
</tr>
<tr>
<td>3</td>
<td>1.4.8</td>
<td>What are the integration points which maximal (round and outbound) and other systems?</td>
<td>The Overall Process as discussed during the bid meeting is straightforward, as of now contract Request process is fully automated internally. Once the request is approved, contract dept. offices should be able to publish the contract to the e-Tendering system.</td>
<td>20-Jun-2017 01:00 AM</td>
</tr>
</tbody>
</table>

c. You can view the answer to the corresponding query which you have raised.

12. Tender Proposal Submission

Click on Tender Submission in the top menu.
1. Tender Submission Search screen appears as below:

In the Tender Submission Search screen, enter the search fields and click on Search to display a particular Tender Submission details or only click Search to display all the Tender Submission details.
**Tender submission**

1. Click on Tender Number link **CASS/BUF/1050**. Tender submission screen appears as below
2. Click on to generate the Response Reference Number.

3. Upload the mandatory documents. (Browse a file and Click on to upload the.

4. Click on download to download the document.

5. Click on delete to delete the document.

**BOQ Details**

1. BOQ Details section in the tender submission page:
2. Click on save to save the BOQ Details.

3. Click on save to return clear

4. Click on save to Import the BOQ Details in excel form.

5. Click on save to save the BOQ Details in excel form.

6. Click on Final submission to submit final proposal for tender.

   a. An alert message display as "Please verify the details, as changes after final submission is not allowed...!"

7. Click Back to return to the home screen.

13. RFI

Click on RFI in the top menu. Request for Information screen appears as below
Search

1. In the RFI Search screen, enter the search fields and click on Search to display a particular Tender or only click Search to display all the Tenders.
RFI Details Screen

For Free of cost tenders, the document will enable automatically to download. Click on the tender number link in new Tender screen, which is free of cost.

1. Click download now in RFP document section to download the document.

2. Click Back to return to the home screen.

RFI submission

1. Click on Tender Number link. Tender submission screen appears as below.
2. Click on **Create Response** to generate the Response Reference Number.
3. Upload the mandatory documents.
   (Browse a file and Click on **Select files here to upload** to upload the Document.
4. Click on download to download the document.
5. Click on delete to delete the document.
6. Click on Final submission to submit the tender.

   a. An alert message display as "Please verify the details, as changes after final submission is not allowed...!".

7. Click Back to return to the home screen.

9. Auction & Reverse Auction

Click on Auction/Reverse in the top menu.

Search

Auction/Reverse screen appears as below. Click Search to search Auction.
Auction Details Screen

1. Click Auction number in search grid it will opens auction detail page.

2. Click Online Auction is open for bidding link for participating in tender.
3. Enter the **Highest bid amount** and click **Bid Now**. For Auction.

4. Enter the **Lowest bid amount** and click **Bid Now**. For Reverse Auction.