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Buyer Organisation: Roads & Transport Authority

Overview

RFQ/RFP Code	rfq_247875
Title	S/REQ#12602294.ITEM:Giveaways For WETEX 2026
Description	1: Pen – 300 EA 2: Premium Branded Tote Bag – 300 EA 3: Premium Reusable Water Bottle / Tumbler – 300 EA 4: Premium Eco Journal – 300 EA
Status	Running

RFQ/RFP Settings

Online Response Required:	Yes
Event Currency	AED
RFQ/RFP Publication	08/10/2026 10:42
Closing	15/10/2026 10:00:00
Time Limit for Expressing Interest	15/10/2026 10:00:00
Awarding Strategy	Best Score

Additional Information

Section	Section Description
ERP import	

Title	Description	Value Assigned by Buyer
Notes To Supplier	Notes To Supplier	For Technical queries kindly contact :MS Buthaina Khalfan Saleem Issa Althahali. Email: Buthaina.Altahali@rta.ae TEL: +97142903690 .MS. Shamma Ahmad Salem Ahmad. Email: shamma.alamri@rta.ae Tel: 042903631 Or Ms Badriya Rajab Mohammed Al Balushi Email: badriya.balushi@rta.ae Tel: 042903632.

Section	Section Description
PO Type	

Title	Description	Value Assigned by Buyer
PO Number	PO Number	

Attachments

Path		Description	Folder Size	
root (3)			296 KB	
Filename	Downloadable	Last Modification Date	Description	File Size
BOQ_ (10).xlsx	Yes	08/10/2026		20 KB
Certificate of Tax Group Registration in UAE.PDF	Yes	08/10/2026		80 KB
WETEX Gifts breif.pdf	Yes	08/10/2026		198 KB

Envelopes

Qualification Envelope	Yes
Technical Envelope	Yes
Commercial Envelope	Yes

Qualification Envelope

General Attachments
Allowed

Technical & Purchase Order Terms & Conditions / شروط المناقصات و اوامر الشراء

Question	Description
1. GENERAL	1.1 These terms and conditions apply to every purchase order placed by Road & Transport Authority ("RTA") with any individual, firm or company ('the Supplier'). The contract shall commence and the Supplier will be contractually bound upon the despatch of a purchase order by RTA. These terms and conditions, together with any documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the Order and supersedes all prior or contemporaneous understandings, agreements, negotiations, and communications, both written and oral, with respect to the subject matter of the purchase order. RTA Purchase Order expressly limits Supplier's acceptance to these terms & condition. These terms & conditions expressly exclude any of Supplier's terms and conditions of sale or any other document issued by Supplier in connection with Purchase Order
2. PRICE	2.1 The price to be paid for the goods and / or service is set out in the Purchase Order is a fixed priced and shall be inclusive of VAT.

3. CONFIRMITY TO PURCHASE ORDER	3.1 The goods and/or services supplied or performed under the contract shall: 3.1.1 confirm as to the quantity, type, sort, quality and description; 3.1.2 be fit for their intended purpose and operate as intended ; 3.1.3 be new (unless otherwise specified in the Purchase Order) and of sound materials and skilled and careful workmanship; and 3.1.4 be free and clear of all liens, security interests or other encumbrances. 3.2 If the goods and / or services do not so comply with RTA Purchase Order and/or instructions, RTA is entitled at its option either to return the goods at the risk of the Supplier and reject the goods and / or service and require the Supplier to re-perform the service or accept the whole or part of the goods and / or services supplied by the Supplier but without prejudice to any rights of RTA to claim compensation or damages for loss or damage suffered as a result of such failure to comply.
4. DELIVERY OF GOODS AND / OR PERFORMANCE OF SERVICES	4.1 All goods and /or services ordered by RTA shall be delivered or performed at the cost of the Supplier. 4.2 Failure to deliver the goods or perform the services on the date specified on the Purchase Order shall entitle RTA to cancel the contract without notice. 4.3 All goods and / or services shall be delivered to the address specified in the Purchase Order between 8.00 –12 AM on all working days. Bulk material to be supplied on pallets with size of 1000x1200x1500 with weight not more than 1000 kg each. 4.4 Before despatching the goods or commencing the provision of the services, the Supplier shall allow RTA to inspect or test the goods and /or services for compliance with the specifications / Purchase Order. If the goods / services do not comply with RTA's requirements, RTA shall notify the Supplier either of RTA's intention to reject the goods and / or services or, the remedial steps which must be taken by the Supplier. 4.5 Upon receiving the materials by the store keeper a preliminary delivery shall be considered. However the final delivery shall take place after inspected by the Examination and Receipt of Material Committee. 4.6 Risk and title in the goods and / or services shall only pass to RTA on acceptance of the goods and / or services when delivered to the address in the Purchase Order. RTA also reserves the right to take possession of all goods to which it has title. 4.7 Any goods lost or damaged in transit shall be restored or replaced by the Supplier at the Supplier's expense to RTA's satisfaction. 4.8 If, at any time within 3 months from the date of delivery, the goods and / or services fail to comply with the Purchase Order, RTA may reject the whole or any part of the goods and /or services . RTA may accept replacement goods / services from the Supplier at the Supplier's expense. 4.9 Considering nature of the goods and / or services the Supplier agrees to provide a minimum of 12 month warranty in respect of all goods supplied
5. INVOICES, PAYMENT	5.1 Detailed priced invoices, shall be sent to RTA at the address detailed in the Purchase Order. Invoices shall be sent immediately after delivery of goods is made or completion of the service and shall bear RTA's Purchase Order number. 5.2 RTA shall make payment through a cheque within 60 days of receipt of a valid invoice from the Supplier.
6. INDEMNITY	6.1 The Supplier agrees to indemnify and keep indemnified RTA from and against any loss, damages, actions, claims, demands, proceedings, costs, charges, expenses or any other liability (whether criminal or civil) suffered or incurred by RTA resulting from its obligation under the contract or Supplier's negligence, wilful misconduct or breach of the Terms of this Order or possession of the Goods infringes or misappropriates the patent, copyright, trade secret or other intellectual property right of any third party.
7. FORCE MAJEURE	7.1 Neither party shall be liable to the other for any delay or failure in performing its obligations under the Purchase Order to the extent that such delay or failure is caused by an event or circumstance that is beyond the reasonable control of that party. 7.2 If there is delay in implementation or supplying due to unforeseen circumstances or force majeure, the supplier must apply for waiving delay penalty within 15 days in writing & submit all the necessary documentation for proofing so, the request will be presented to the concerned section of Procurement Department for study and approval. Non-submission of this request by the supplier during the mentioned period will prevent him from the right to overrule the delay penalty.
8. CONFIDENTIALITY	8.1 The Supplier shall treat all confidential information belonging to RTA as confidential and safeguard it accordingly; and shall not disclose any confidential information without the prior written consent of RTA.
9. PERFORMANCE BOND	9.1 The supplier should submit within 5 days from receipt of Purchase Order a performance bond amounting to 10% of the total value of Purchase Order. The bond shall be irrevocable, unconditional and automatically renewed

10. PENALTIES	10.1 In case of the supplier doesn't supply within the specified period and/or failed to comply with its contractual obligations, RTA shall have the right to take one or all of the following actions against the supplier: 10.1.1 Impose a delay penalty of 2% for each delayed week with a maximum of 10% of the total value. 10.1.2 Purchase materials required in the tender from the market at the expense of the supplier & charge the latter with the balance plus 10% as administrative expenses. 10.1.3 Confiscate the performance Bond fully or partially.	
11. CHANGE ORDER	11.1 RTA may, from time to time, initiate changes by issuing to Supplier written notices (each, a "Change Order") that alter, add to, or deduct from the Goods or Services, but that are otherwise subject to these Terms & Conditions. Supplier will promptly comply with the terms of any Change Order.	
12. RELATIONSHIP OF THE PARTIES	12.1 The Supplier is an independent contractor of RTA. Nothing contained herein shall be construed as creating any agency, partnership, employment or fiduciary relationship.	
13. TERMINATION	13.1 RTA may terminate the Purchase Order, in whole or in part, for any reason upon thirty (7) days' prior written notice to Supplier. In addition to any remedies provided herein, RTA may terminate this Purchase Order with immediate effect, either before or after acceptance of Goods or Services, if Supplier has breached any of the Terms herein. If the Supplier becomes insolvent, commences or has commenced by it or against it bankruptcy proceedings, reorganization or assignment for the benefit of creditors, then RTA may terminate this Order. If RTA terminates the Order for any reason, Supplier's sole and exclusive remedy is payment for the Goods or Services received and accepted by RTA prior to the termination.	
14. SCOPE OF WORK/SLA	14.1 If the subject matter of Purchase Order necessitates carrying out of particular type of Scope of Work (SOW) or Service Level Agreement (SLA), the Supplier shall complete the tasks described in the SLA or the SOW and furnish all resources required to deliver the goods/services in accordance with SOW or the SLA. The SOW or the SLA shall be deemed to form and be read and construed as an integral part of the Purchase Order	
15. INTELLECTUAL PROPERTY	15.1 RTA retains ownership of all intellectual property rights in all documents provided by RTA in connection with or arising out of the contract. 15.2 The Supplier grants to RTA a perpetual, royalty-free, irrevocable non-exclusive licence to use all intellectual property rights in the goods and / or services supplied to the extent that it is necessary to fulfil its obligations under the contract. 15.3 Intellectual property rights and other rights in the goods and services shall vest in the party from whom the goods and services originate unless the goods and / or services are produced for RTA as bespoke. If the latter, the rights shall vest in RTA upon their creation. 15.4 In the event of any breach of any such intellectual property rights the Supplier shall indemnify RTA,.	
16. ASSIGNMENT	16.1 The Supplier shall not sub-contract or assign or transfer this contract or the benefit of this contract to any third party except with the consent in writing of RTA.	
17. ENTIRE AGREEMENT	17.1 These terms and conditions and the Purchase Order shall comprise the entire terms and conditions of the contract in relation to the subject of the Purchase Order and the Supplier's terms and conditions shall be expressly excluded.	
18. NOTICES	18.1 Any notification by either party to the other under the contract shall be in writing, delivered by post, by fax or email to the other party at the address shown in the Purchase Order.	
19. GOVERNING LAW & JURISDICTION	19.1 This contract shall be subject to and construed in accordance with federal laws of the United Arab Emirates & Dubai Emirate laws, and the parties irrevocably submit to exclusive jurisdiction of the courts of Dubai.	
20. TERMS AND CONDITIONS SPECIFIED	18.1 These terms and conditions will apply unless RTA specifies different terms and conditions. If different terms and conditions are specified by RTA, those terms will override these Purchase Order terms and conditions and will apply instead of these.	
Question	Description	Question Type
Confirmation	Please confirm that you have read, understood and accept the Terms and Conditions set out above.	Yes/No Value
Question	Description	
Offer Validity	Offers must be valid for (90) ninety days. RTA reserves the right to extend the validity of offers for another (30) thirty days, if required	
Offer Validity	Offers must be valid for (90) ninety days. RTA reserves the right to extend the validity of offers for another (30) thirty days, if required	

BID BOND CONFIRMATION

Question	Description	Question Type
SPECIMEN FORM OF BID BOND:	Please find the attached SPECIMEN FORM OF BID BOND:	Yes/No Value
BID BOND EXEMPTION LETTER:	Please find and read the attached exemption letter CAREFULLY and confirm if you are ANY of the listed type of suppliers which are EXEMPTED from submitting their bid bond. (RTA SHALL HAVE THE RIGHT TO EXCLUDE ANY SUPPLIER WHO DISCLOSED FALSE INFORMATION).	Option List
BID BOND:	Kindly confirm if you have submitted your Bid Bond. (Kindly note that the Bid Bond worth AED 1,500.00 valid for (120) days and renewable automatically before its expiry for further periods each of them equal 30	Option List

BID BOND COPY

This section is applicable only when:		BID BOND: = Yes I have SUBMITTED my bid bond
Question	Description	Question Type
BID BOND COPY:	Please attach herein a valid copy of your Bid Bond (FAILURE TO SUBMIT A VALID COPY OF THE BID BOND WILL RESULT IN SUPPLIER EXCLUSION).	Attachment

Reason

This section is applicable only when:		BID BOND: = No I have NOT SUBMITTED my bid bond
Question	Description	Question Type
REASON:	Please enter the reason for NOT submitting your bid bond.	Text

UNDERTAKING LETTER

Question	Description
Undertaking Letter	I, ...(Represented By).....the undersigned representing on behalf of M/s.(Company Name)....., hereby undertake to : 1. Not disclosed at all times from the expression of interest throughout tendering/ contracting with RTA in this Project /PO or even after its expiration any confidential information, trade secrets, or propriety data of RTA business. Moreover, I accept and agree the below Confidentiality Clause stated in the RTA Standard Contract and RFP. "The Second Party hereby undertakes to the First Party at all times hereafter whether during or after the termination of this Contract to keep confidential all or any information, data, reports, documents, or other papers of any kind whatsoever which the Second Party and/or Nominated Second Party's officials may see in connection with the provision of the Services pursuant to this Contract, and the Second Party and/or Nominated Second Party's officials shall signed an undertaking vide which undertake not disclose or divulge the contents thereof to any third party without the prior written approval of the First Party" 2. Fully abide by the tender documents requirements including the attached Contract/PO draft. Furthermore, 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.

Question	Description	Question Type
Company Name	Company Name	Text
Represented By	Represented By	Text
Date	Date	Date
Signature	By Selecting Agree, you signed on the Undertaking Letter	Option List

RTA Code of Conduct

Question	Description	Question Type
RTA – Supplier Code of Conduct	Please find and read the attached Code of conduct and confirm if you agree by selecting Yes.	Yes/No Value

Technical Envelope

General Attachments
Allowed

Company Details

Question	Description	Question Type
Company Name as per the trade license	Company Name as per the trade license	Text
Trade license / Com Registration copy:	Please attach the company's UAE Trade License or it's Overseas Commercial License, whichever is applicable. * UAE Companies are expected to attach their copy of Valid UAE Trade License. * Overseas Companies are expected to attach a copy of their Valid Country's Commercial License.	Attachment
Trade License – Issue Date	Please provide your company's trade license's issue date.	Date
Trade License Expiry:	Please enter the expiry date of the company's Trade License.	Date

Technical Proposal

Question	Description	Question Type
Technical Criteria 1	Uniqueness, Design Quality & Variety of Options	Attachment
Technical Criteria 2	Lead time management & Execution	Attachment
Technical Criteria 3	Credentials (experience, Team & client portfolio)	Attachment
Technical Criteria 4	Technical Criteria Description	Attachment

Technical Criteria 5	Technical Criteria Description	Attachment
Technical Criteria 6	Technical Criteria Description	Attachment

Commercial Envelope

General Attachments
Allowed

Contact Person details

Question	Description	Question Type
Contact Person	Please enter contact person name.	Text
Contact Person Number	Please enter contact person number.	Text
E-mail	E-mail	Text
Bid Validity in Days	Please enter your bid validity in days.	Text
Country of Origin Certificate	Please attach the country of origin certificate.	Attachment
Supplier Remarks	Please enter any remarks that you would which to highlight to the buyer.	Text

Price Bid

Code	Description	Remarks	Unit of Measurement	Quantity					
1	Pen		EA	300					
2	Premium Branded Tote Bag		EA	300					
3	Premium Reusable Water Bottle / Tumbler		EA	300					
4	Premium Eco Journal		EA	300					
Total with VAT	VAT	Origin	Delivery Period in Days.	Brand Name	Manufacturer Name, and Part No.	Country of Origin	Supplier Item Description	Supplier Remarks	Total with VAT
Section total included in total?				Yes					

Supplier Happiness Survey

Question	Description	Question Type
Previous experience - التعاملات السابقة	Have you ever worked previously with RTA? - هل سبق وتعاملت مع هيئة الطرق والمواصلات؟	Yes/No Value
Experience	How was your experience - كيف كانت تجربتك	Option List
Happiness Reason - سبب السعادة	What made you happy - مالذي أسعدك	Multi Choice Option List
Dissatisfaction Reason - سبب عدم الرضا	What made you dissatisfied - مالذي سبب لك عدم الرضا	Text