



SOFT TOUCH
Furnishing

PREQUALIFICATION DOCUMENT



Al Amry Building
Office No. 0602B, Port Said
Dubai - U.A.E.
W www.stfurnishing.com

INTRODUCTION

It gives us immense pleasure of introducing SOFT TOUCH FURNISHING LLC, having excellence in interiors and soft furnishings in the United Arab Emirates and by being managed by a team of professionals and the skilled workers that can execute any task with the best quality of work and services.

The Partners of SOFT TOUCH FURNISHING LLC have started their journey 7 years ago in the United Arab Emirates and have executed many landmark projects in the U.A.E and in Saudi Arabia.

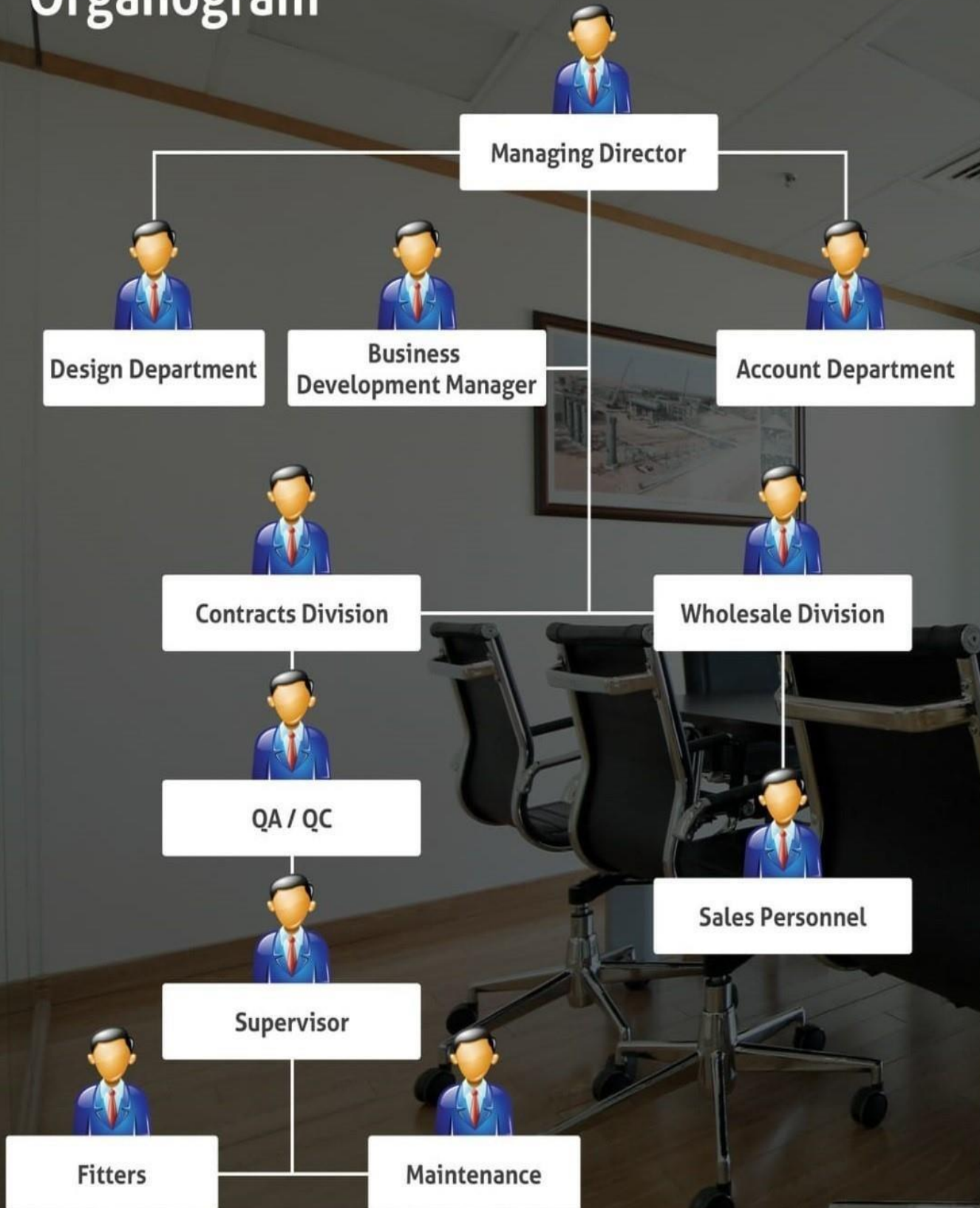
The partners have worked with the most reputed companies in the region with the capacity of Senior Manager/ Partner and enjoyed working with consultants, developers and main contractors of the UAE for their various projects. After 7 years of experiences, the Partners have started their new venture as SOFT TOUCH FURNISHING LLC to serve the client better and to their every need.

QUALITY POLICY

SOFT TOUCH FURNISHING LLC is committed to providing total customer satisfaction through quality and timely delivery of our services. We are also committed to continually meet and/or exceed our customer's quality requirements. The Management is committed in achieving our goals as stated below:

- Provide skilled professional practices and quality services to customer by providing any calibration and testing in accordance to stated standardized methods and customer's requirements.
- Be a learning organization and seek continual improvement in our activities, aimed at increasing customer satisfaction.
- Organization with statutory and regulatory requirements relevant to our work, services and health and safety policies.
- By creating a work environment to all employees that promotes teamwork and problem solving.

Organogram



List of Manpower (Permanent Staff & Technicians)

STAFF

S. No.	Qualifications/Positions	No. of Persons
01	Qualified Sales Executives	7
05	Draughtsmen	2
07	Supervisors	2
09	Storekeepers	1
10	Purchasers	1
11	Administrators (Arabic And English Speaking)	1
12	Accountants And Cashiers	1
13	Experience General & Clerical Personnel	2
Total		17

TECHNICIANS

S. No.	Qualifications/Positions	No. of Persons
01	Flooring Fitters	6
02	Carpet Fitters	6
03	Plant And Machinery Mechanics	1
04	Offices & Accommodation Complexes	2
05	Drivers - Hv And Lv	2
06	Labourers/Helpers	2
Total		19

WORKING METHOD STATEMENT

1. PRE-SITE WORKS

2.: Upon receipt of a Letter of Intent or an Official Order, STF will commence with mobilization in accordance with the required project organization chart.

Proceed with design work in accordance with the contract drawings and Bill of Quantities. The contract will be executed following QA/QC and Safety procedures as set by the Management.

2. A full set of all final detail drawings, including finishing details and specifications, will be requested from the Client Representative for proper co-ordination of the Flooring and Soft Furnishing works.

3. From the contract documents and drawings, detailed material take-offs for all materials are to be prepared, compared with the tender quantities and later verified from the drawings. These bills of quantities along with copies of all relevant sections of the technical specifications are to be handed over to the Materials Control Department. The Materials Coordinator will verify the availability of the materials in our stores and in case of non-availability, they will forward the necessary enquiries to the various suppliers / manufacturers. The suppliers / manufacturers will be requested to confirm their final price and best possible delivery dates to meet the agreed program of works.

4. Immediately upon approval, the Materials Coordinator will release the orders, in coordination with the Project Supervisor. The Materials Coordinator will continuously communicate with the selected suppliers to ensure that materials are delivered on site as per order conditions and in accordance with the promised delivery periods.

5. Attend any pre - site meetings with civil contractors to finalize programmes.

6. Arrange pre - site meetings for co-ordination along with our suppliers and sub-contractors.

7. Finalize site programme and agree delivery installation dates with all interested parties.

WORKING METHOD STATEMENT

1.SITE ESTABLISHMENT AND SITE WORKS

2.The appointed supervisor, prior to undertaking work on site will study all the contract documents and familiarize himself on the type of engineering details and the specification requirements. In addition, he will ensure that all materials are on site and at the same time verify that all are in line with the quality and standards to execute the works.

3.Request temporary service connection by Civil Contractor.

4.The Works will progress in accordance to the mutually agreed Programme of Works and in case of milestones these will be met accordingly.

5.To achieve timely completion and workmanship to the highest standards, a Progress and Quality Control procedure will be followed by the supervisor to ensure that works are carried out in line with the specifications and good industry standards. The works will be completed on agreed stages and the relevant installation approvals will be submitted to the designer/engineer for signature. Upon signing the relevant approval forms the works in the stated area will be considered completed, accepted and handed over to the client.

6.For safety on site, the supervisor in close coordination with the Main Contractor and others concerned, will ensure that the works are carried out without any danger to the personnel and in accordance with the approved Safety standards of the main contractor

7.Carry out the works generally in accordance with the approved contract program, in compliance with master program of the main contractor.

8.Liaise with civil contractor as work proceeds.

9.Ensure all works carried out are in accordance with specifications and drawings.

10.Sequence of work is to be agreed.

11.Hold regular sites progress meetings.

WORKING METHOD STATEMENT

1.QUALITY ASSURANCE

2.Take adequate measures to ensure quality of goods are or required standard. Method statement for quality and workmanship in compiling with specification to be issued by Projects Manager.

1.DELIVERIES

2.Generally, all materials shall be delivered to site fully protected and remain so until incorporated into the works. Discarded protection materials shall be removed to waste collection area provided.

1.SNAGGING AND COMMISSIONING

2.Carry out snagging inspections.

3.Carry out remedial work as required prior to final inspection and handover.

4.Commissioning all works and fittings as required.

1.GENERAL WORK

2.Clear away rubbish as work proceeds.

3.Liaise with designer and other works contractors as necessary.

4.Respond to and evaluate designer instructions as they are received.

5.Prepare and submit interim valuation bills by the agreed dates.

6.Ensure health and safety procedures are followed by all site operatives under our control.

WORKING METHOD STATEMENT

1. POST CONTRACT WORK

2. Carry out any remedial work if needed as required during the defect liability period.

Upon completing the various stages of the works and all approvals and documents have been duly signed, the Manager will issue a letter to the designed/engineer attaching all the relevant copies and financial reports. With same letter, the Manager a) confirms the completion and final handover of the works and b) requests the final settlement of all outstanding payments.

HEALTH AND SAFETY

The policy of SOFT TOUCH FURNISHING LLC, "STF", is to conduct its operation in a way as to avoid harm to its employee, contractors, and all others who may be affected directly or indirectly by its activities and giving prime importance to maintain the highest standard of Health, Safety and Environmental Protection.

The company provides a safe workplace for all its employees by taking such reasonable steps as are necessary to eliminate hazards to health and potential causes for foreseeable accidents.

We provide proper facilities, equipment, and sufficient training to enable employees to perform their work safely and efficiently. Furthermore, additional special training will be given where appropriate.

The Company shall ensure the use of Personal Protective Equipment and clothing as provided to its employees and monitoring the conservation of Health & Hygiene in site and camp.

STF shall comply with all laws and regulation of the United Arab Emirates in regard to employee Health and Safety.

We believe that safety is synonymous with quality. Since we are committed to excellence, it follows that minimizing risks of injury to people and damage to equipment and products is inseparable from our overall objective.

To achieve this and to ensure that the avoidance of accidents and the promotion of safe and healthy workplaces is a common objective for the Company and every member of its staff, a Safety Manual and Safety Procedures have been established.

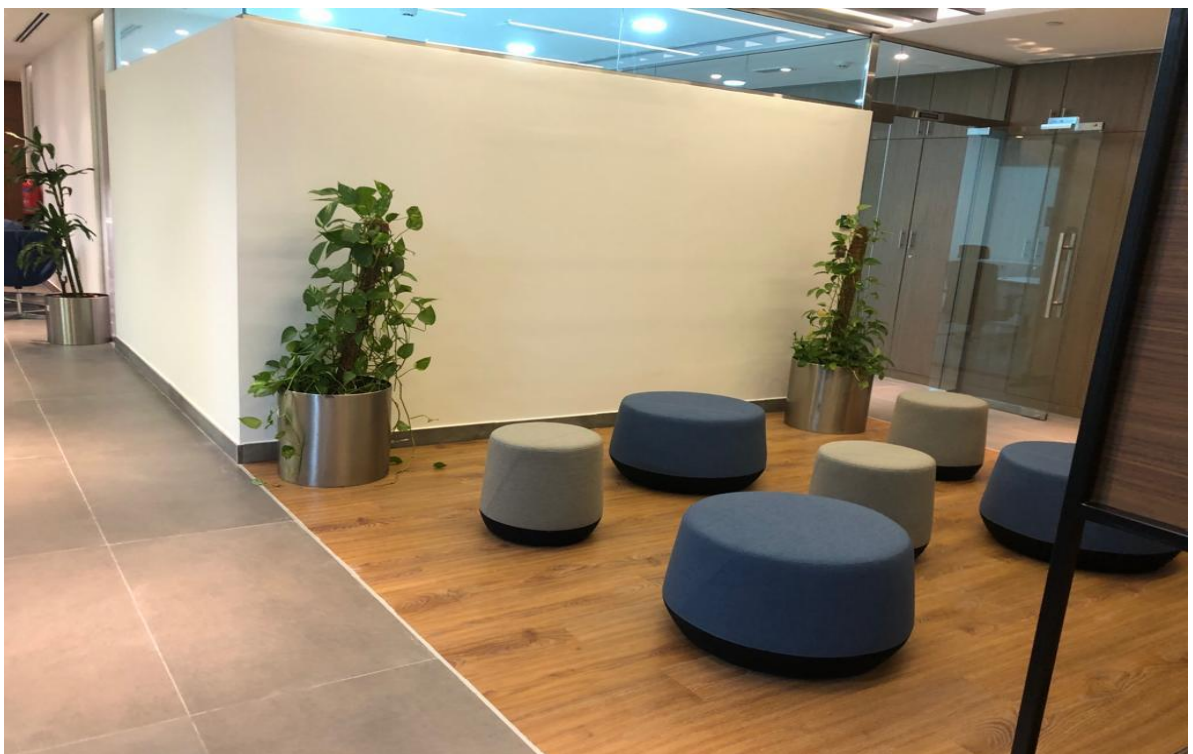
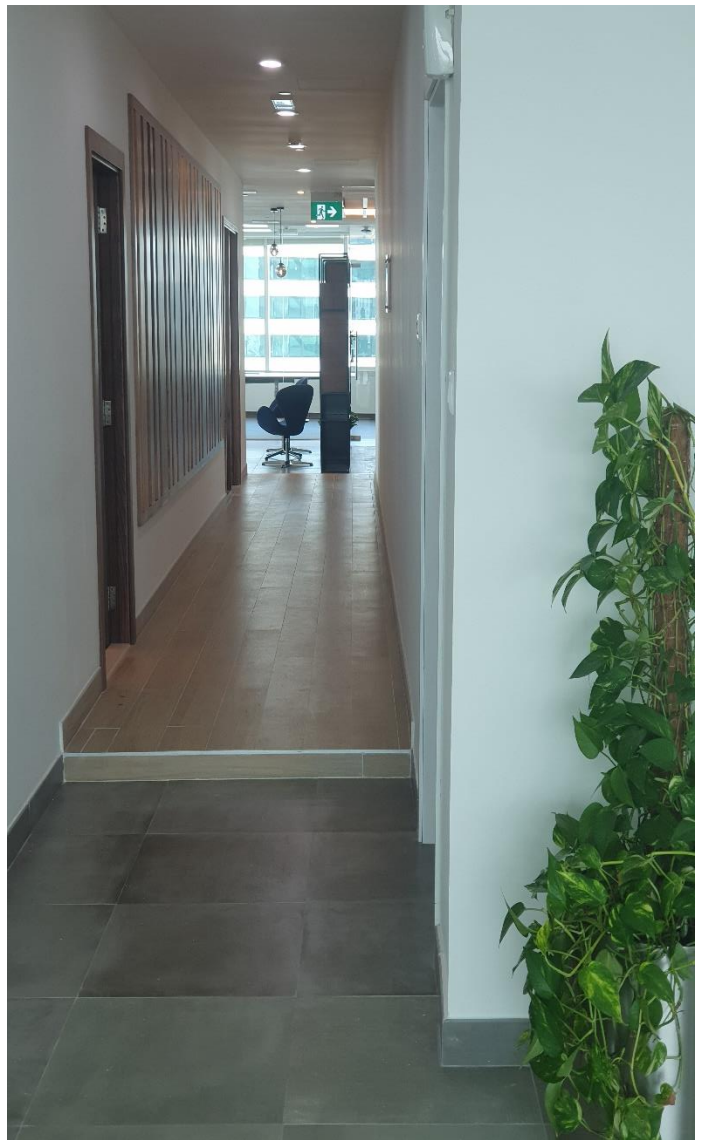
SOFT TOUCH FURNISHING LLC is dedicated to the pursuit of excellence and firmly believes that safety and environmental protection procedures are an intrinsic part of this philosophy.

***FIT- OUT JOBS
BRIEFING***

Complete Fit out Works – AFGRE Offices -DFC

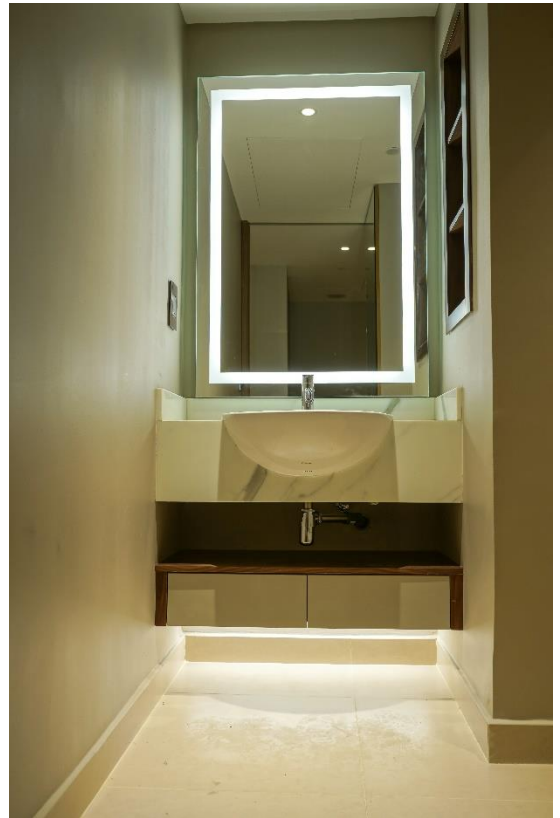


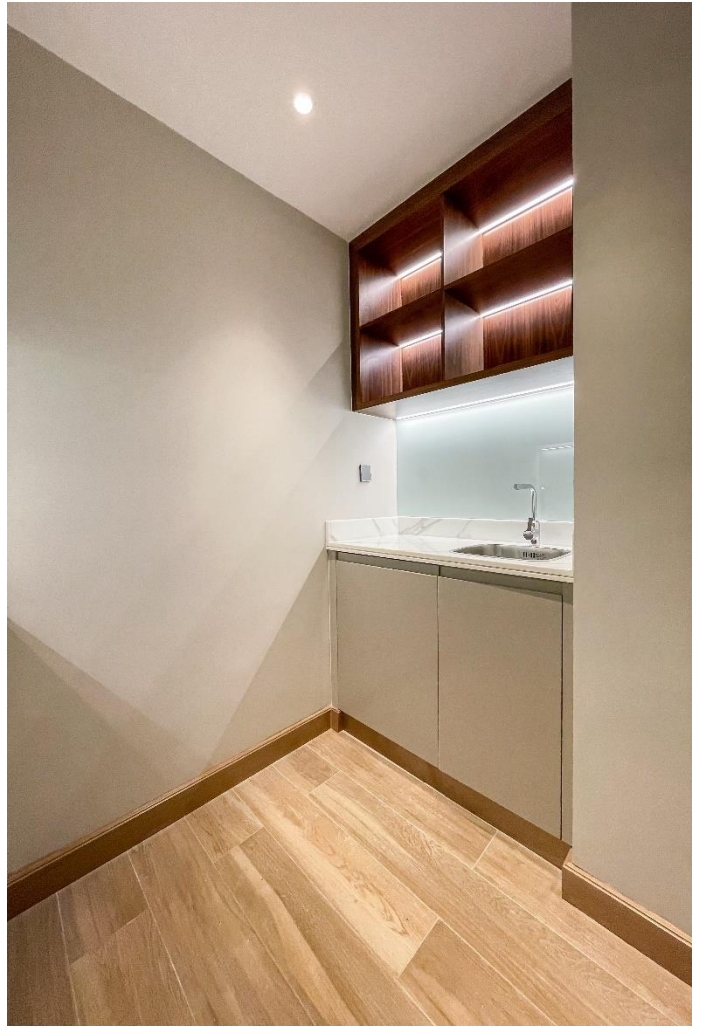






Fit out Works – Rooms Refurbishment- Holiday Inn - DFC Client : AFGRE



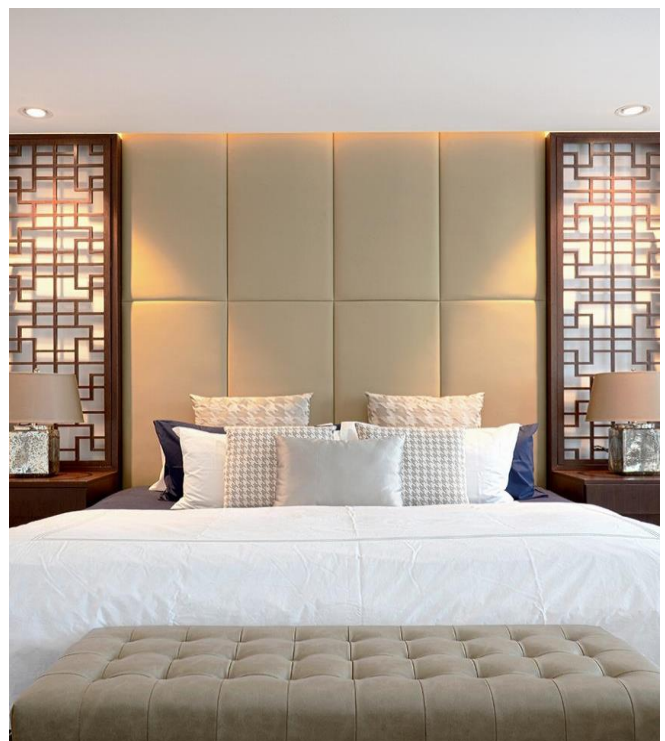
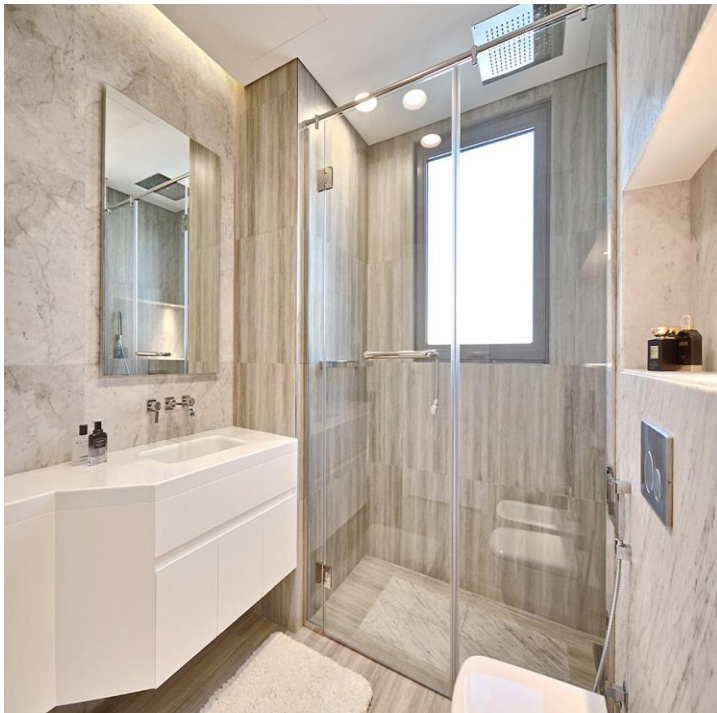


MAF – AL ZAHIIYA Project SALES OFFICE & Club House





Fit out Out Works -Private Villa @ Palm Jumeirah

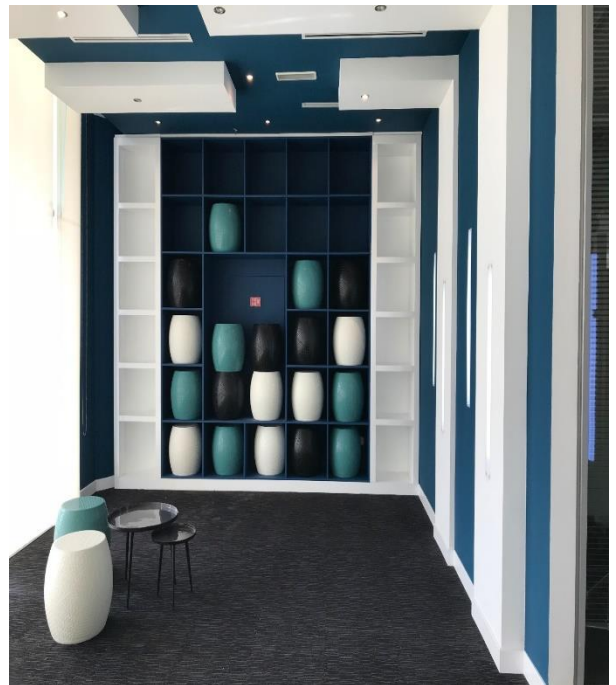
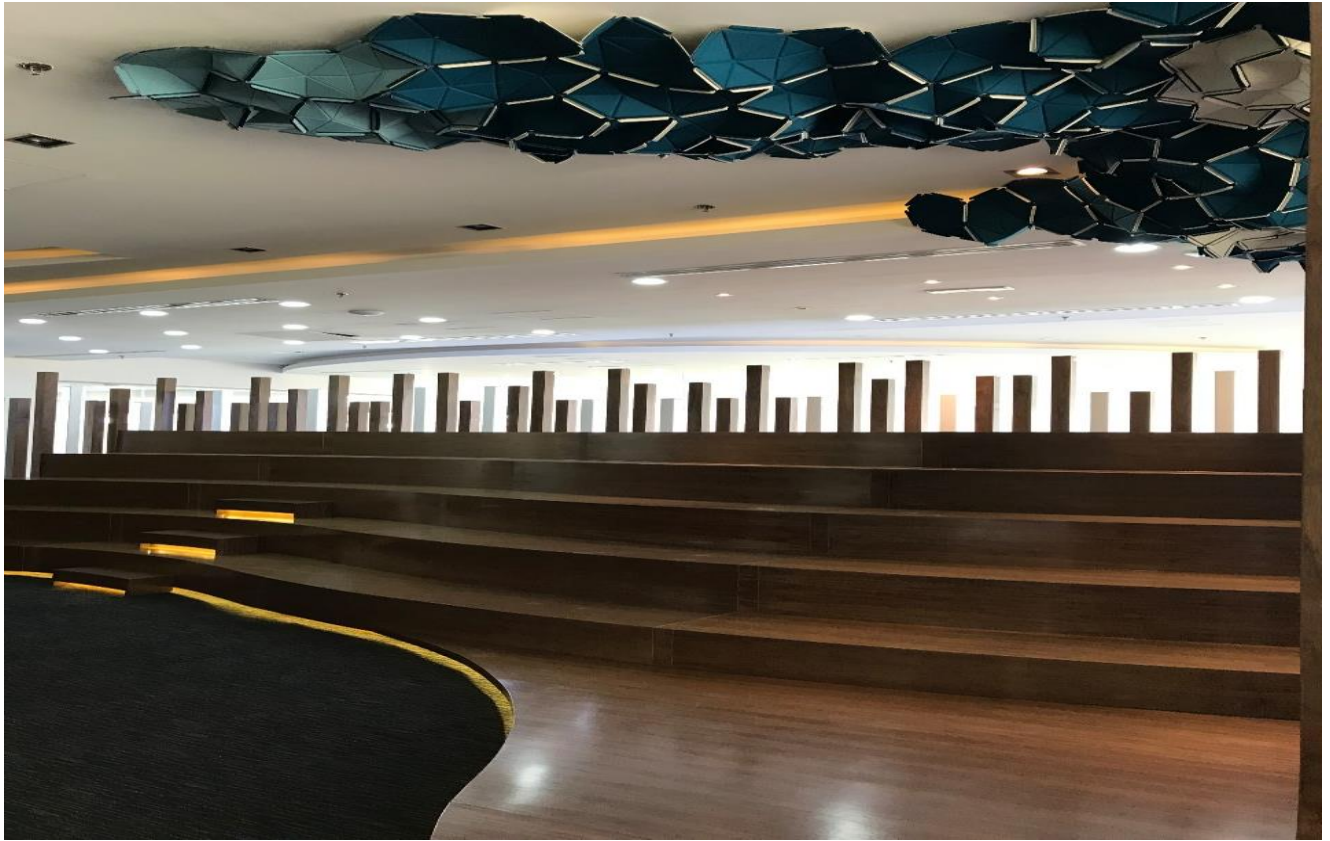




Fit-out out Works - Retail Shop – Dubai – Client : Gorgeous Event



Training center
Oud Metha
Client : Mr. Jamal Zarouni



Complete Fit Out Works - Marina Plaza



TRUMP EXECUTIVE GOLD CLUB-DUBAI

3D design Carpet



Refurbishment Segretto lounge & bar Custom Made furniture - Madinat Jumeirah



Conference Room Dubai Smart Government – D3

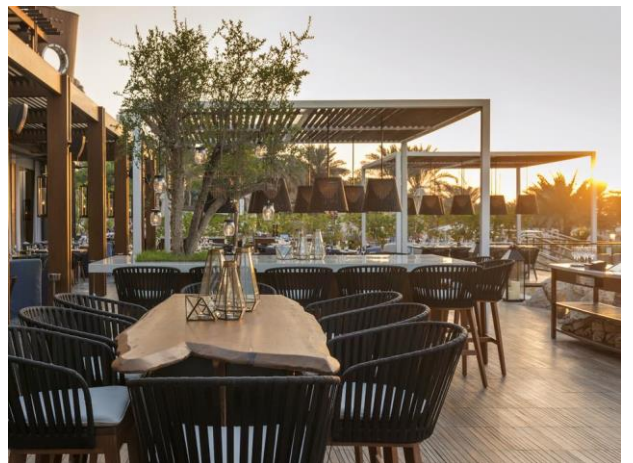


Furniture Refurbishment of Bahri Bar Mina Salam

BAHRI BAR



Bussola restaurant & Lounge The Westin - Custom made Furniture



Private villa – Abu Dhabi



LANDSCAPE WORKS







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