



حكومة الشارقة
دائرة الأشغال العمامة

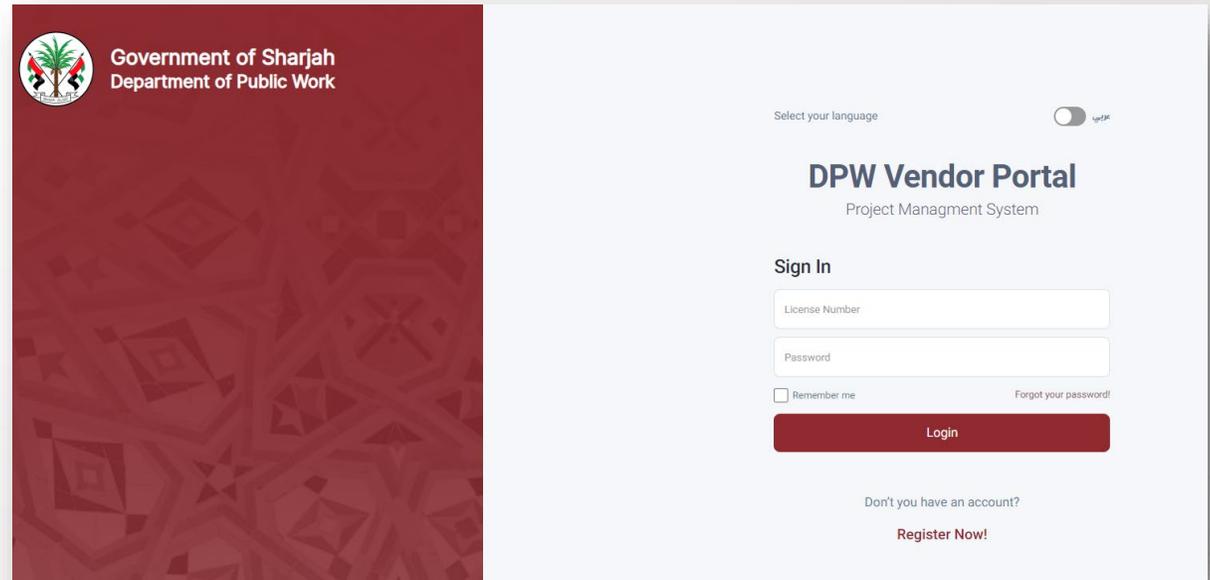
Government of Sharjah
Public Works Department

User Manual

Vender Portal

► Log in

- If you are already registered, please enter the trade license number and password that you have received through registered email.
- If you want to register a new company, please click on the **Register Now** button.



The screenshot shows the login interface for the DPW Vendor Portal. On the left, there is a dark red sidebar with the Government of Sharjah logo and the text "Government of Sharjah Department of Public Work". The main content area is white and features a language selector at the top right, set to "English" (English). Below this is the title "DPW Vendor Portal" and the subtitle "Project Management System". The "Sign In" section contains two input fields for "License Number" and "Password". There is a "Remember me" checkbox and a "Forgot your password?" link. A prominent red "Login" button is positioned below the input fields. At the bottom of the form, there is a link for "Don't you have an account?" and a "Register Now!" button.

Step Two



➤ Fill data

- Please fill in all the required data and make sure to add an authorized signatory then press Next button.

Registration

Company Details Trade License Representatives Attachments Done

English Name* Landline (971)(2)(3)(4)(6)(7)(9)* Website

Arabic Name* Membership Type* Email*

Address-Emirate* Classification* TRN*

Area* Pobox Emirate* POBOX* Sharjah Finance Department Number*

Does the company have a membership in Al Rowad Foundation?

Notes

Next

Authorized Signatory

Delegation Date

Delegation Number

Add

➤ Add attachments

- Please fill in all the required data and make sure to add an authorized signatory then press Next button.

Company Details Trade License Representatives **Attachments** Done

The required attachments:

- ✓ A copy of the valid trade license*
- ✓ A copy of the company manager's passport and a copy of the unified number page in the passport
- ✓ A copy of the company manager's ID
- ✓ UAE VAT registration certificate
- ✓ List of employees of the facility (Ministry of Labor)
- ✓ The company's account number with the Sharjah Central Finance Department
- ✓ Others

Attachment Type* Select file*

Choose File No file chosen

✓ Add

| # | Attachment Type | Attachment |
|---|-----------------|------------|
|---|-----------------|------------|

Back Next

➤ Upload signature and stamp

- Please be sure to add your signature and stamp to be able to sign and review the general contract before submitting the application later.

Company Details Trade License Representatives Attachments **Done**

Click to view the signature

Upload your signature as png

Choose File sign.png

تم تحميل التوقيع بنجاح

Click to view the stamp

Upload your stamp as png

Choose File stamp.png

تم تحميل الختم بنجاح

Back Review Submit

► Confirmation message

- You will receive an SMS confirming your registration, then click on the "**Back to Login**" button then you can enter the trade license number and password to be obtained in the email.

Step six



► Order status

- Go to "My profile" page and then click on "requests" button to follow the status of your request.

Hello, 783911
AHMED HOSSAM BLDG.CONT

Registration/Renewal Certificates

My Profile **Requests**

CNT-0107 AHMED HOSSAM BLDG.CONT
783911 [click here to submit a renewal request.](#)

Filter by

Registration/Renewal Certificates

| # | Code | Certificate Type | License Number | Prepared Date | Status |
|-------------------------------------------------------------|------|------------------|----------------|---------------|--------|
| There is no data to display, do your filtration and search! | | | | | |

Adjustment Requests

| # | Code | Prepared Date | Status |
|---|------------------|---------------|------------|
| 1 | CNT-0107/Adj-001 | 07 March 2024 | InProgress |

Step seven



► Pay registration fees

- Go to "My tasks" page and then click on "pay fees" button as shown.

Hello, 789456
wafa company test

Tasks

Tasks Sent Tasks My Drafts

Filter by

| # | Task Date | Transaction Type | Code | Task Type | Task Status | Description |
|---|------------------------|------------------|---------|-----------------------|-------------|-----------------------|
| 1 | 07 March 2024 15:47:40 | Companies | GCN-382 | Pay registration fees | Pending | Pay registration fees |

Review
Pay Fees
PDF

► Complete registration

- Your application page will appear, then click on "Click here to pay through Tahseel payment gateway" which will take you to Tahseel portal to complete the payment procedure then you completed the registration successfully.

Pay the renewal fees

| | |
|--------------------------------------------------------------------|------------------|
| Code | Certificate Type |
| Request Code: SPL-0241/REN-001 | Registration |
| Company | Renewal Fees |
| wafa company test | AED1,000.00 |
| Notes | |
| Pay the fees to finalize the registration process. | |
| Click here to pay through Tahseel payment gateway. | |

Company renewal

Step one



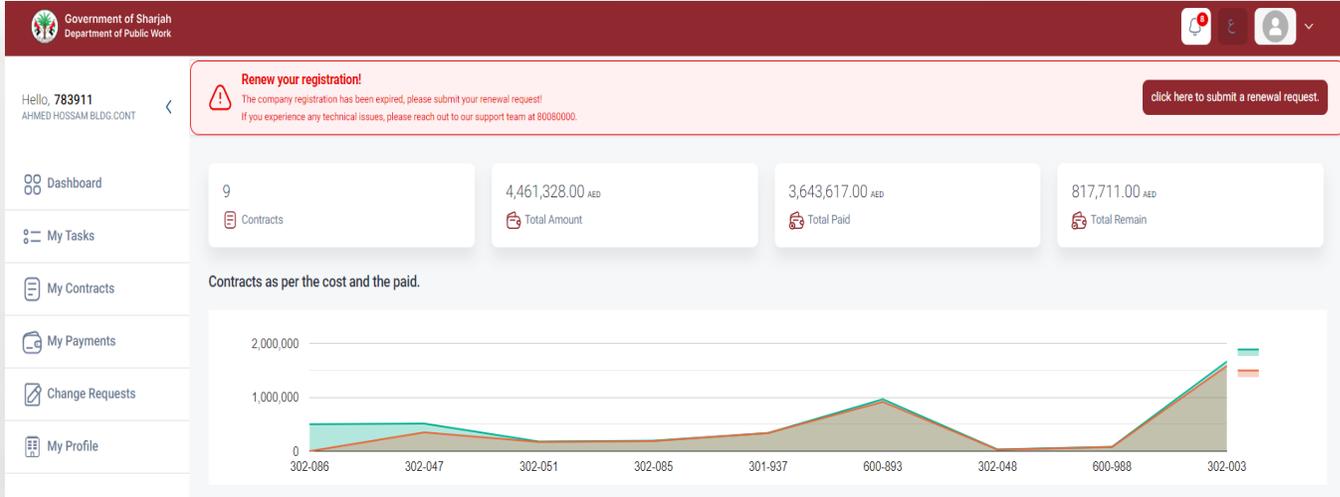
► Log in

- Please log in with your company account

The screenshot shows the login interface for the DPW Vendor Portal. On the left, there is a dark red sidebar with the Government of Sharjah logo and the text "Government of Sharjah Department of Public Work". The main content area is white and features a language selector at the top right, currently set to "عربي" (Arabic). Below this is the title "DPW Vendor Portal" and the subtitle "Project Management System". The "Sign In" section contains two input fields for "License Number" and "Password", a "Remember me" checkbox, and a "Forgot your password!" link. A prominent red "Login" button is positioned below the form. At the bottom, there is a link for "Register Now!" for users who do not have an account.

➤ Registration expired Alert

- An alert message will appear, click on the "Click to submit a registration renewal request" button



The screenshot displays the user interface of the Government of Sharjah Public Works Department. At the top, a red banner contains a warning icon and the text: "Renew your registration! The company registration has been expired, please submit your renewal request! If you experience any technical issues, please reach out to our support team at 80080000." A button on the right of the banner reads "click here to submit a renewal request".

Below the banner, the dashboard shows the following data:

| Contracts | Total Amount | Total Paid | Total Remain |
|-----------|------------------|------------------|----------------|
| 9 | 4,461,328.00 AED | 3,643,617.00 AED | 817,711.00 AED |

Below the data cards, there is a section titled "Contracts as per the cost and the paid." which contains a line graph. The x-axis represents contract IDs (302-086, 302-047, 302-051, 302-085, 301-937, 600-893, 302-048, 600-988, 302-003) and the y-axis represents the amount in AED, ranging from 0 to 2,000,000. The graph shows two lines: a blue line representing the total cost and a red line representing the total amount paid. The blue line is consistently above the red line, indicating that the total cost of contracts is higher than the total amount paid.

Step three



► Edit data

- Edit data if needed

Edit Adjustment Request

Company Details Trade License Attachments Done

English Name* AHMED HOSSAM BLDG.CONT

Membership Type* Contractor

TRN* 100541743900003

Arabic Name* أحمد حسام للخدمات البنية

Classification* Fifth Class

Sharjah Finance Department Number* 6006140

Pobox Emirate* Sharjah POBOX* 0

Does the company have a membership in Al Rowad Foundation?

Notes

Notes

Next

Step four



➤ Edit attachments

- Edit attachments that need to be replaced and then press the Submit button.

Edit Adjustment Request

Company Details Trade License Attachments Done

The required attachments:

- ✓ A copy of the valid trade license*
- ✓ A copy of the company manager's passport and a copy of the unified number page in the passport
- ✓ A copy of the company manager's ID
- ✓ UAE VAT registration certificate
- ✓ List of employees of the facility (Ministry of Labor)*
- ✓ The company's account number with the Sharjah Central Finance Department
- ✓ Others

Attachment Type* Select file*

No file chosen

| # | Attachment Type | Attachment | |
|---|--------------------------------------------------------------------------|---------------------------------|---------------------------------------|
| 1 | The company's account number with the Sharjah Central Finance Department | مسجل دائرة المالية المركزية.pdf | <input type="button" value="Delete"/> |

Edit Adjustment Request

Company Details Trade License Attachments Done

Step five



► Order status

- Go to "My profile" page and then click on "requests" button to follow the status of your request

Hello, 783911
AHMED HOSSAM BLDG.CONT

Registration/Renewal Certificates

My Profile **Requests**

CNT-0107 AHMED HOSSAM BLDG.CONT
783911 [click here to submit a renewal request.](#)

Filter by

Registration/Renewal Certificates

| # | Code | Certificate Type | License Number | Prepared Date | Status |
|-------------------------------------------------------------|------|------------------|----------------|---------------|--------|
| There is no data to display, do your filtration and search! | | | | | |

Adjunct Certificates

| # | Code | Prepared Date | Status |
|---|------------------|---------------|------------|
| 1 | CNT-0107/Adj-001 | 07 March 2024 | InProgress |

Step six



► Pay renewal fees

- Go to "My tasks" page and then click on "pay fees" button as shown

Government of Sharjah
Department of Public Work

Hello, 783911
AHMED HOSSAM BLDG.CONT

Dashboard

My Tasks

My Contracts

My Payments

Change Requests

My Profile

Tasks

Tasks Sent Tasks My Drafts

Filter by

| # | Task Date | Transaction Type | Code | Task Type | Task Status | Description |
|---|------------------------|--------------------|------------------|------------------|-------------|------------------|
| 1 | 11 March 2024 10:39:29 | Company Adjustment | CNT-0107/Adj-001 | Pay renewal fees | Pending | Pay renewal fees |

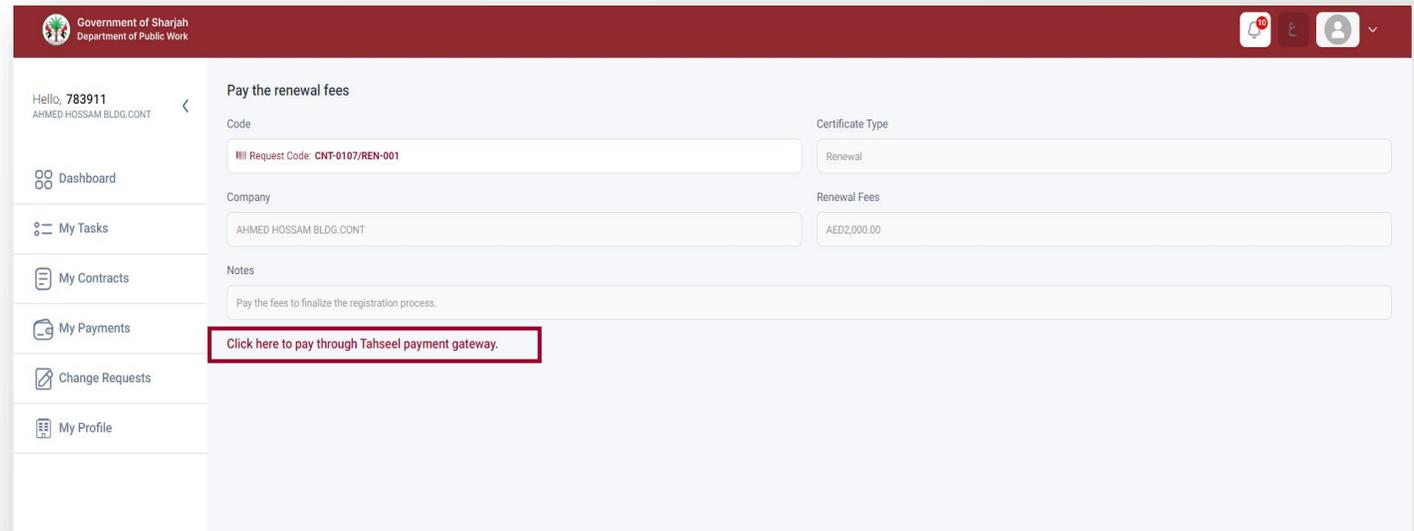
| # | Task Date | Transaction Type | Code | Task Type | Task Status | Description |
|---|------------------------|--------------------|------------------|------------------|-------------|------------------|
| 1 | 11 March 2024 10:39:29 | Company Adjustment | CNT-0107/Adj-001 | Pay renewal fees | Pending | Pay renewal fees |

Review

Pay Fees

➤ Complete renewal

- Your application page will appear, then click on "**Click here to pay through Tahseel payment gateway**" which will take you to Tahseel portal to complete the payment procedure then you completed the renewal successfully.



Government of Sharjah
Department of Public Work

Hello, 783911
AHMED HOSSAM BLDG.CONT

Dashboard
My Tasks
My Contracts
My Payments
Change Requests
My Profile

Pay the renewal fees

Code
Request Code: CNT-0107/REN-001

Certificate Type
Renewal

Company
AHMED HOSSAM BLDG.CONT

Renewal Fees
AED2,000.00

Notes
Pay the fees to finalize the registration process.

[Click here to pay through Tahseel payment gateway.](#)

Edit feature

Step one



► Log in

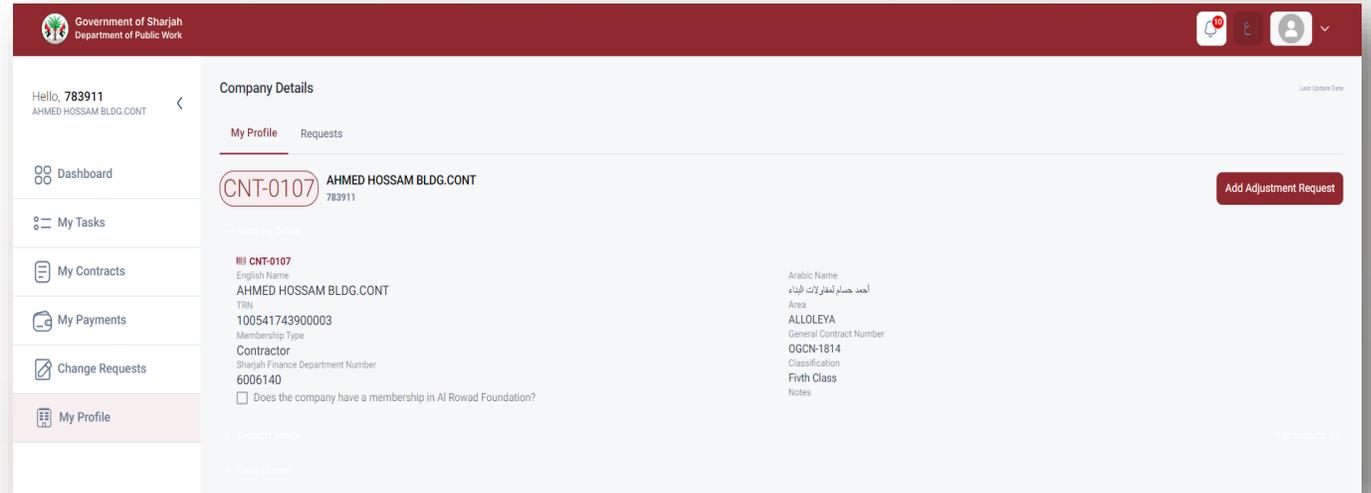
- Please log in with your company account

The screenshot shows the login interface for the DPW Vendor Portal. On the left, there is a dark red header with the Government of Sharjah logo and the text "Government of Sharjah Department of Public Work". On the right, the main content area is white and contains the following elements:

- A language selection option: "Select your language" with a toggle switch set to "عربي".
- The title "DPW Vendor Portal" and subtitle "Project Management System".
- A "Sign In" section with two input fields: "License Number" and "Password".
- A checkbox for "Remember me" and a link for "Forgot your password!".
- A prominent red "Login" button.
- A link for "Don't you have an account? Register Now!"

➤ Adjustments request button

- Go to My profile page and click on the "Add Adjustments Request" button



The screenshot shows the 'Company Details' page for user 783911. The page is divided into a left sidebar with navigation options: Dashboard, My Tasks, My Contracts, My Payments, Change Requests, and My Profile. The main content area shows the company details for 'AHMED HOSSAM BLDG.CONT' with ID 783911. A red button labeled 'Add Adjustment Request' is visible in the top right corner of the main content area. The company details include the following information:

| Field | Value |
|-----------------------------------|---------------------------|
| Company ID | CNT-0107 |
| English Name | AHMED HOSSAM BLDG.CONT |
| TRN | 100541743900003 |
| Membership Type | Contractor |
| Sharjah Finance Department Number | 6006140 |
| Arabic Name | أحمد حسان المطرلات البناء |
| Area | ALLOLEYA |
| General Contract Number | OGCN-1814 |
| Classification | Fifth Class |
| Notes | |

Step three



► Edit data

- Edit data as needed

Edit Adjustment Request

Company Details Trade License Attachments Done

English Name*
AHMED HOSSAM BLDG.CONT

Membership Type*
Contractor

TRN*
100541743900003

Arabic Name*
أحمد حسام للخدمات البنية

Classification*
Fifth Class

Sharjah Finance Department Number*
6006140

Pobox Emirate*
Sharjah

POBOX*
0

Does the company have a membership in Al Rowad Foundation?

Notes
Notes

Next

Step four



➤ Edit attachments

- Edit attachments that need to be replaced and then press the Submit button

Edit Adjustment Request

Company Details Trade License Attachments Done

The required attachments:

- ✓ A copy of the valid trade license*
- ✓ A copy of the company manager's passport and a copy of the unified number page in the passport
- ✓ A copy of the company manager's ID
- ✓ UAE VAT registration certificate
- ✓ List of employees of the facility (Ministry of Labor)*
- ✓ The company's account number with the Sharjah Central Finance Department
- ✓ Others

Attachment Type* Select file*

No file chosen

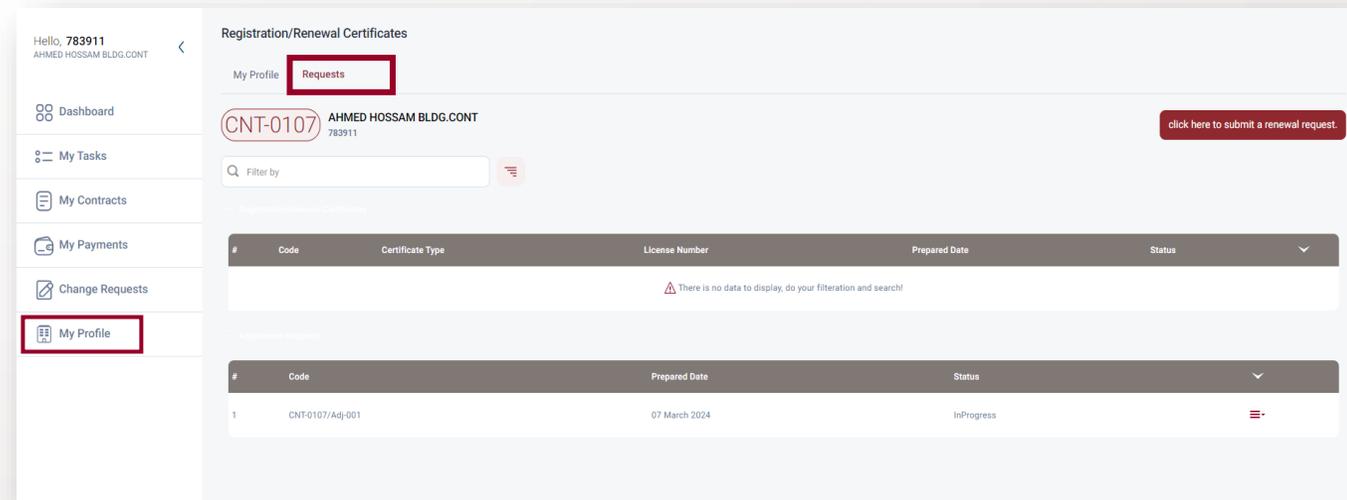
| # | Attachment Type | Attachment | |
|---|--------------------------------------------------------------------------|---------------------------------|---------------------------------------|
| 1 | The company's account number with the Sharjah Central Finance Department | مسجل دائرة المالية المركزية.pdf | <input type="button" value="Delete"/> |

Edit Adjustment Request

Company Details Trade License Attachments Done

➤ Order status

- Go to "My profile" page and then click on "requests" button to follow the status of your request



Hello, 783911
AHMED HOSSAM BLDG.CONT

Registration/Renewal Certificates

My Profile **Requests**

CNT-0107 AHMED HOSSAM BLDG.CONT
783911 [click here to submit a renewal request.](#)

Filter by

Registration/Renewal Certificates

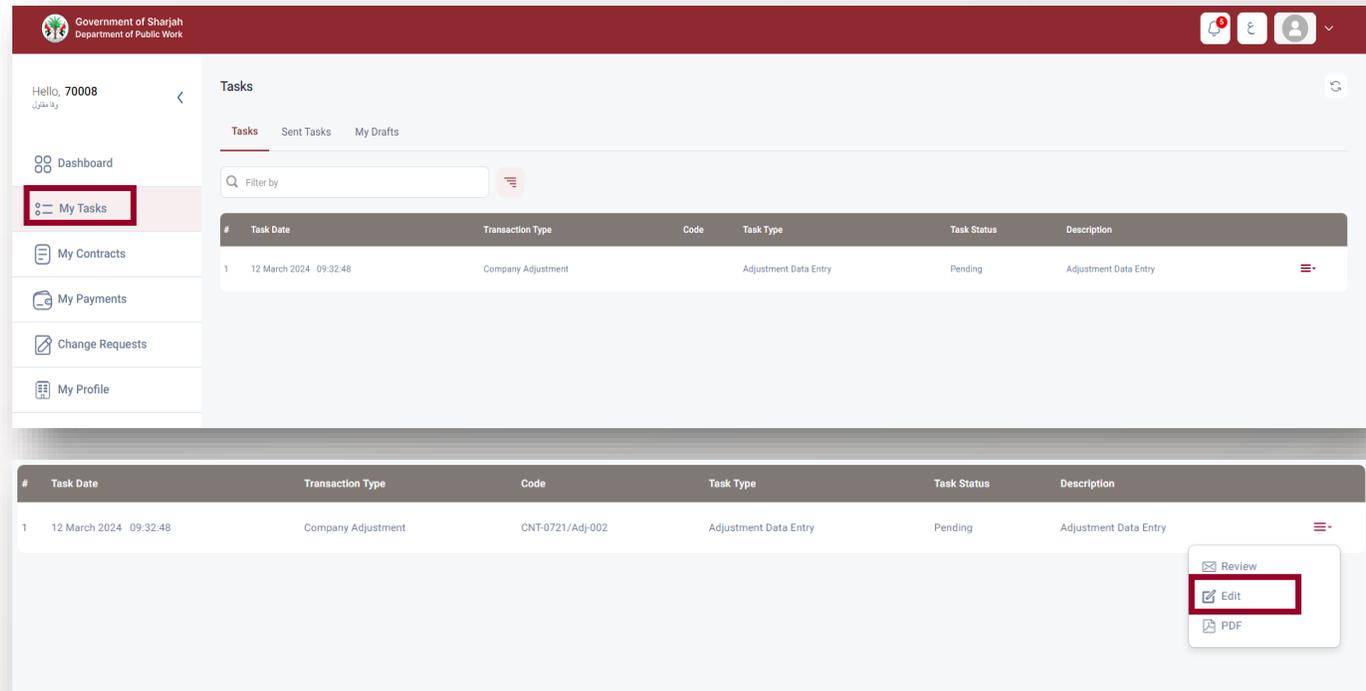
| # | Code | Certificate Type | License Number | Prepared Date | Status |
|-------------------------------------------------------------|------|------------------|----------------|---------------|--------|
| There is no data to display, do your filtration and search! | | | | | |

InProgress Requests

| # | Code | License Number | Prepared Date | Status |
|---|------------------|----------------|---------------|------------|
| 1 | CNT-0107/Adj-001 | | 07 March 2024 | InProgress |

► If Transaction need to edit

- If your adjustments request transaction is returned, the transaction will appear in “My Tasks” page to edit it, then click on the “edit” button as shown
- In case your request does not need edit, you will receive a notification that the data has been successfully updated



The screenshot shows the 'My Tasks' page in the Government of Sharjah Public Works Department portal. The page header includes the department name and a user profile icon. The main content area displays a table of tasks with the following columns: Task Date, Transaction Type, Code, Task Type, Task Status, and Description. A single task is listed with a date of 12 March 2024, a transaction type of 'Company Adjustment', a code of 'CNT-0721/Adj-002', a task type of 'Adjustment Data Entry', and a status of 'Pending'. An 'Edit' button is highlighted in a red box, indicating the next step in the process.

| # | Task Date | Transaction Type | Code | Task Type | Task Status | Description |
|---|------------------------|--------------------|------------------|-----------------------|-------------|-----------------------|
| 1 | 12 March 2024 09:32:48 | Company Adjustment | CNT-0721/Adj-002 | Adjustment Data Entry | Pending | Adjustment Data Entry |

Payment Services

Step One



حكومة الشارقة
دائرة الأشغال العمامة

Government of Sharjah
Public Works Department

► Log in

- Please login with your company account.

Government of Sharjah
Department of Public Work

Select your language عربي

DPW Vendor Portal

Project Management System

Sign In

License Number

Password

Remember me [Forgot your password!](#)

Login

Don't you have an account?
[Register Now!](#)

Step Two



➤ Payment Request

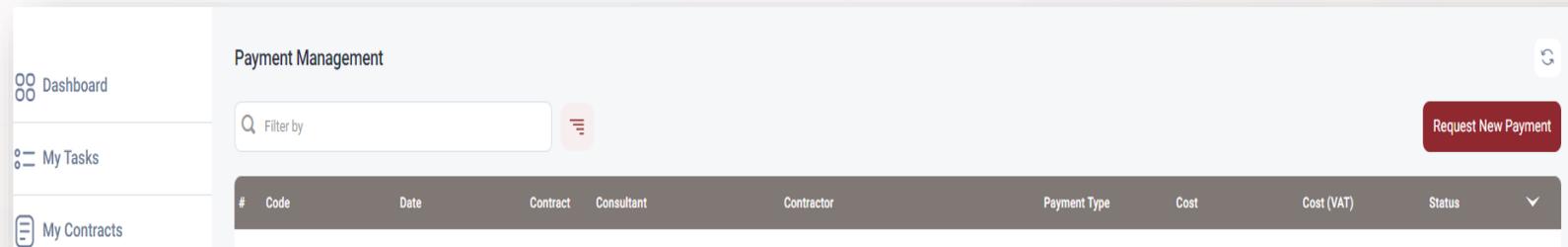
- Click on My payments so you can apply for the payment request.

The screenshot shows the dashboard of the Government of Sharjah Public Works Department. The top navigation bar includes the department logo and name in Arabic and English, along with utility icons for notifications, search, and user profile. The main content area features a summary of contract statistics: 0 contracts, 0.00 AED total amount, 0.00 AED total paid, and 0.00 AED total remain. Below this is a 'Contracts' section with a search filter and a table. The table has columns for #, Project, Code, Department, Consultant, Contractor, Total Cost, Status, and Last Payment. A message indicates that there is no data to display at the moment.

| # | Project | Code | Department | Consultant | Contractor | Total Cost | Status | Last Payment |
|---------------------------------------------------------------|---------|------|------------|------------|------------|------------|--------|--------------|
| ⚠ There is no data to display, do your filtration and search! | | | | | | | | |

► Payment Request

- Tap Request New Payment to apply for the payment.



Step Four



► Payment Request

- Enter the required data.

Dashboard

My Tasks

My Contracts

My Payments

Change Requests

My Profile

New Payment Request

Request | Clauses | Retentions | Format | Attachments | Done

Payment Code:

Contract*

Payment Type*

VAT*

Evaluation Date*

Notes

Next

Step Five



► Payment Request (clauses)

- Enter the required data.

New Payment Request

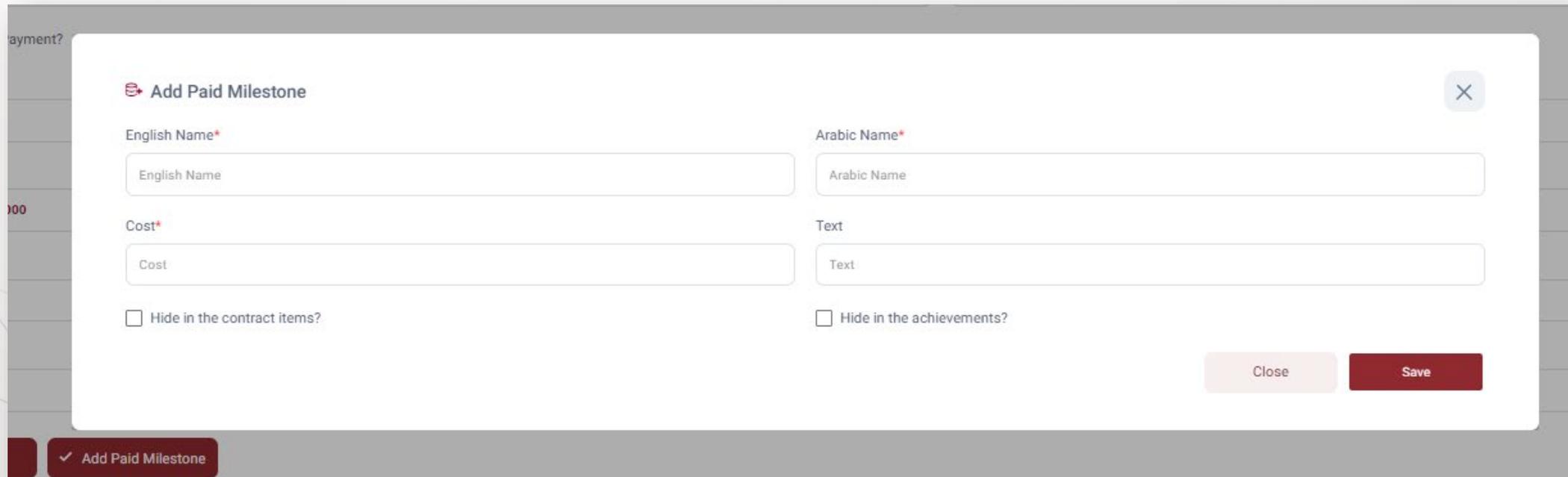
Request **Clauses** Retentions Fines Format Attachments Done

| | |
|------------------------------------------------------------|------------------------------------------------------------------------------------|
| Payment Code: <input type="text" value="Payment Code"/> | Net Amount <input type="text" value="Net Amount"/> |
| <input type="checkbox"/> Advanced Payment? | |
| Milestone* <input type="text"/> | Uncompleted works amount* <input type="text" value="Uncompleted works amount"/> |
| Cost <input type="text" value="Cost"/> | Percentage Achievement* <input type="text" value="Percentage Achievement"/> |
| Percentage <input type="text" value="Percentage"/> | Requested Amount* <input type="text" value="Requested Amount"/> |
| Paid <input type="text" value="Paid 0"/> | Text* <input type="text" value="Text"/> |

تم بإحاطة بنود الدفعة

► Payment Request

- Click on **Paid Milestone** to add the extra cost of the clauses.



The screenshot shows a modal window titled "Add Paid Milestone" with a close button (X) in the top right corner. The form contains the following fields and options:

- English Name***: A text input field with the placeholder "English Name".
- Arabic Name***: A text input field with the placeholder "Arabic Name".
- Cost***: A text input field with the placeholder "Cost".
- Text**: A text input field with the placeholder "Text".
- Hide in the contract items?
- Hide in the achievements?

At the bottom right of the modal, there are two buttons: "Close" (light gray) and "Save" (dark red). Below the modal, a dark red button with a white checkmark and the text "Add Paid Milestone" is visible.

► Payment Request

- Add retentions details.

New Payment Request

Request Clauses **Retentions** Fines Format Attachments Done

Payment Code:

Percentage*

Amount*

Description *

Net Amount

Select the clauses should be retained (0)

| | |
|-----------------------------------------------------------------------------------|--------------------------|
| قيمة أعمال إضافية رقم (4) (توريد وتركيب الكابلات الكهربائية) -62100 | <input type="checkbox"/> |
| قيمة أعمال إضافية رقم (2) (إنشاء الأسوار والبوابك الخارجية) -228708 | <input type="checkbox"/> |
| القيمة الأصلية للحد-القيمة الأصلية للحد-1853981 | <input type="checkbox"/> |
| قيمة أعمال إضافية رقم (1) (إنشاء عرفة خدمات) -186514 | <input type="checkbox"/> |
| قيمة أعمال إضافية رقم (3) (أعمال صحية وكهربائية وكونترات ورصف بالإنترلوك) -192672 | <input type="checkbox"/> |

✓ Add

| # | Description | Percentage | Amount |
|---|-------------|------------|--------|
|---|-------------|------------|--------|

Back Next

Step Eight



► Payment Request

- Add “Fines” details.

New Payment Request

Request Clauses Retentions **Fines** Format Attachments Done

Payment Code: Net Amount:

Description*

Amount*

| # | Description | Amount |
|---|-------------|--------|
|---|-------------|--------|

► Payment Request

- Enter the required attachments.

New Payment Request

Request — Clauses — Retentions — Fines — Format — **Attachments** — Done

The required attachments:

- Time Schedule
- Initial Handing Over Certificate*
- Others
- Claim*
- Delay Report

Payment Code: 300-553/PMNT-002

Attachment Type * Select file*

Choose File No file chosen

Add

| # | Attachment Type | Attachment |
|---|-----------------|------------|
|---|-----------------|------------|

Step six



► Payment Request

- Click "Review" and then "Submit" until the request is received by the Department.

New Payment Request

Request Clauses Retentions Fines Format Attachments Done

Payment Code:

Net Amount

i Data has been saved successfully.

Close

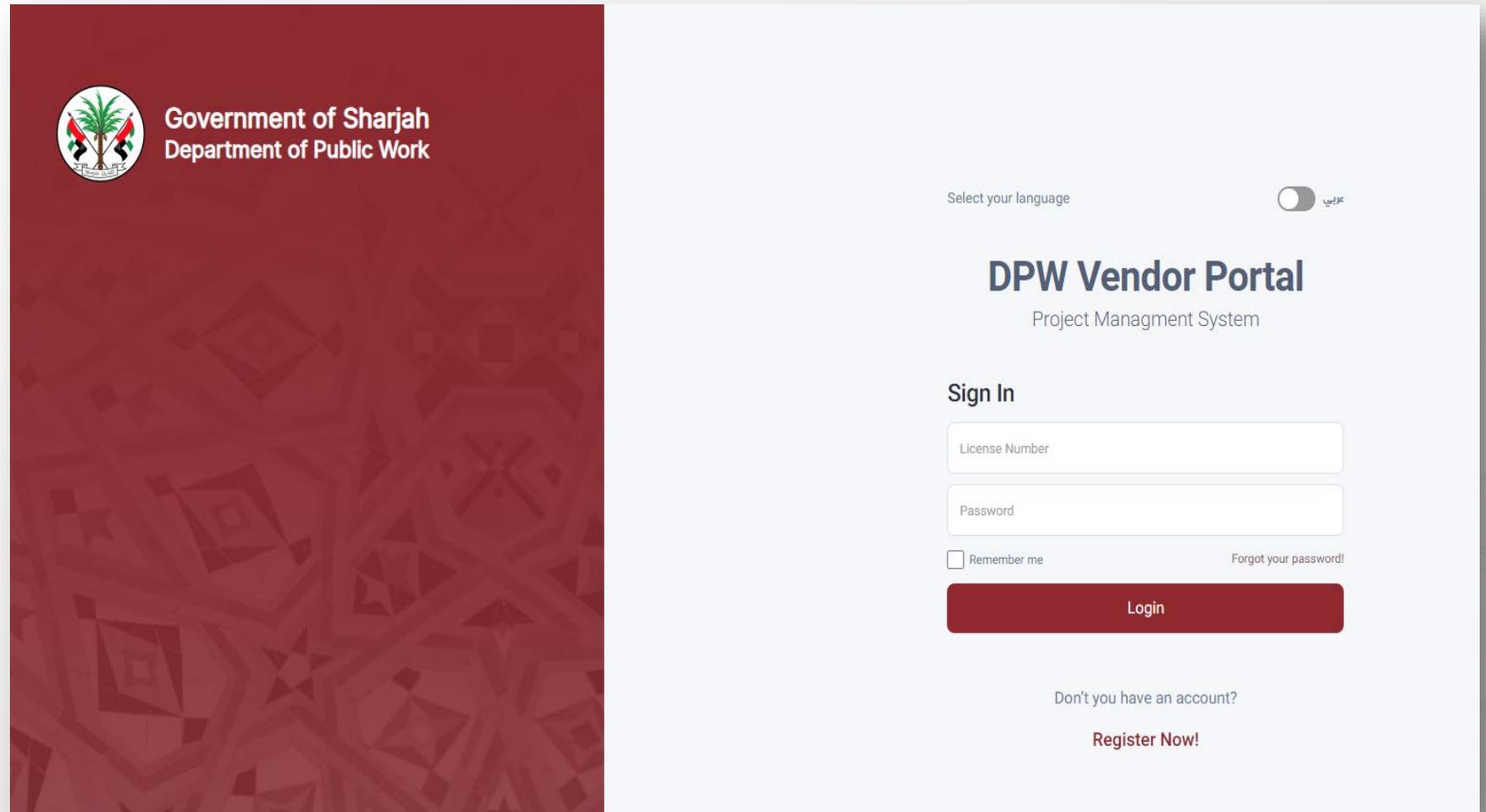
Tender Services

Step One



► Log in

Please login with your company account.



The screenshot shows the login interface for the DPW Vendor Portal. On the left, there is a dark red banner with the Government of Sharjah logo and the text "Government of Sharjah Department of Public Work". On the right, the main content area is white and contains the following elements:

- A language selection toggle for "عربي" (Arabic).
- The title "DPW Vendor Portal" and subtitle "Project Management System".
- A "Sign In" section with two input fields: "License Number" and "Password".
- A checkbox for "Remember me" and a link for "Forgot your password!".
- A prominent red "Login" button.
- A link for "Don't you have an account?" leading to a "Register Now!" button.

Step Two



➤ Tender participation

Click on **Tenders** so you can apply for the tender participation

The screenshot displays the dashboard for the Government of Sharjah, Department of Public Work. The user is logged in as 'Hello, 112233' with an expiry date of 05 October 2019. The dashboard features four key metrics:

- 4 Contracts
- 10,010,000.00 AED Total Amount
- 50,110.00 AED Total Paid
- 9,959,890.00 AED Total Remain

Below these metrics is a line graph titled 'Contracts as per the cost and the paid.' The Y-axis represents the amount in AED, ranging from 0 to 10,000,000. The X-axis shows contract codes: 111-000, 111-000, and 111-000. The graph shows a steady increase in the total amount paid over time, reaching approximately 50,110.00 AED.

The 'Tenders' menu item in the left sidebar is highlighted with a red box. Below the graph is a 'Contracts' section with a search filter and a table header:

| # | Project | Code | Department | Consultant | Contractor | Total Cost | Status | Last Payment |
|---|---------|------|------------|------------|------------|------------|--------|--------------|
|---|---------|------|------------|------------|------------|------------|--------|--------------|

Step Three:



► Pay for participation

Tap View tender details & pay to participate in tender.

| # | Code | Project | Last Submission Date | Consultant | Area | Fees | Scope of work | Status | |
|---|--------------|----------------------------------------------|----------------------|----------------------------|----------|-------------|------------------------------------------------|----------|-----------------------------------------------|
| 1 | TND/2024-021 | أعمال هدم وإزالة بناء سور ندى حورفكان الريفي | 24 August 2024 | Department of Public Works | SAJAAH_S | AED8,000.00 | Assignment of a commercial building consultant | Approved | View tender details & pay |



► Terms and conditions

Agree on all the terms and conditions

I agree on all the terms and conditions?

X No ✓ Yes

Step Five:



➤ Tender details

Review the tender details and click on “ Pay fees”

Tender details Last Submission Date
24 August 2024

TND/2024-021 EMIRATES STONES LIMITED COMPANY
3290 [Print the receipt](#)

Classification
Limited

Bidding Type
Tender

Scope of work
Assignment of a commercial building consultant

Area
SAJAAH_S Location

Start Date
04 August 2024

Execution Period In Days
12

Last Submission Date
24 August 2024

End Time
12:00:00

Consultant
Department of Public Works

Description
test

| # | Coordinator | Email | Mobile |
|---|-------------------------------|-------------------------------|--------------|
| 1 | Amer Mohamad Abou Tawila (BD) | amer.abutawila@dpw.sharjah.ae | 971565099945 |

Attachments

Purchase the tender.
Purchase the tender documents to be able to view and download the attachments.
If you experience any technical issues, please reach out to our support team at 06-5165555.

[Pay Fees](#)

Step Six:



► Pay tender fees

To continue click on the link to pay through Tahseel payment gateway

Pay Tender Fees

| | |
|--------------------------------------------------------------|------------------------------------------|
| Code | Fees |
| <input type="text" value="Code TND/2024-021"/> | <input type="text" value="AED8,000.00"/> |
| Company | License Number |
| <input type="text" value="EMIRATES STONES LIMITED COMPANY"/> | <input type="text" value="3290"/> |
| Notes | |
| <input type="text"/> | |

[Click here to pay through Tahseel payment gateway.](#)

Step Seven:



➤ Tender documents

All tender document will appear after payment

| # | Attachment Type | Attachment |
|---|--------------------------------------|------------|
| 1 | نموذج تقييم المقاول (استلام ابتدائي) | wafa.png |
| 2 | BOQ(PDF) | wafa.png |
| 3 | BOQ (Excel) | wafa.png |
| 4 | نموذج ضمان حسن الأداء | wafa.png |

Step Eight:



حكومة الشارقة
دائرة الأشغال العمامة

Government of Sharjah
Public Works Department

► Print the receipt

Click on **Print the receipt** button.

You will the view receipt information then click to open the receipt page

Tender details

TND/2024-021 EMIRATES STONES LIMITED COMPANY
3290

Classification
Limited

Bidding Type
Tender

Scope of work
Assignment of a commercial building consultant

Area
SAJAAH_S Location

Description
test

Start Date
04 August 2024

Execution Period in Days
12

Last Submission Date
24 August 2024

End Time
12:00:00

Consultant
Department of Public Works

Last Submission Date
24 August 2024

Print the receipt

Click to open the receipt page.

Step One:



حكومة الشارقة
دائرة الأشغال العمامة

Government of Sharjah
Public Works Department

► Log in

Please login with
your company
account.

Government of Sharjah
Department of Public Work

Select your language عربي

DPW Vendor Portal

Project Management System

Sign In

License Number

Password

Remember me [Forgot your password!](#)

Login

Don't you have an account?
[Register Now!](#)

Step Two:



► Quotations participation

Click on **Tenders** so you can apply for the Quotations participation

Government of Sharjah
Department of Public Work

Hello, 112233
الرقم التجريبي لتتوفر
Expiry Date: 05 October 2019

4 Contracts
10,010,000.00 AED Total Amount
50,110.00 AED Total Paid
9,959,890.00 AED Total Remain

Contracts as per the cost and the paid.

10,000,000
5,000,000
0
111-000 تجرية 000-111 تجرية 122 تجرية

Contracts

Filter by

| # | Project | Code | Department | Consultant | Contractor | Total Cost | Status | Last Payment |
|---|---------|------|------------|------------|------------|------------|--------|--------------|
|---|---------|------|------------|------------|------------|------------|--------|--------------|

Step Three:



► Submit your proposal

Click on **Submit your proposal** to proceed.

| # | Code | Project | Last Submission Date | Consultant | Area | Fees | Scope of work | Status | |
|---|--------------|---------------------------------------------------------------|----------------------|----------------------------|------------------|---------|------------------------------------------------|----------|--------------------------------------|
| 1 | TND/2024-023 | أعمال إنشاء وصيانة مرعى الترحمة (المرحلة الأولى) منطقة المدام | 05 December 2024 | Department of Public Works | WAREHOUSES LANDS | AED0.00 | Assignment of a commercial building consultant | Approved | Submit your proposal |

Step Four:



► Terms and conditions

Agree on all the terms and conditions

I agree on all the terms and conditions?

X No ✓ Yes

Step Five:



➤ Quotation details

Review the Quotation details and click on **Submit proposal**

Tender details Last Submission Date
05 December 2024

TND/2024-023 EMIRATES STONES LIMITED COMPANY
3290 [Back](#)

+ Tender details

+ Coordinators

- Attachments

| # | Attachment Type | Attachment |
|---|--------------------------------------|------------|
| 1 | نموذج ضمان حسن الأداء | wafa.png |
| 2 | BOQ(PDF) | wafa.png |
| 3 | نموذج تقييم المقبول (استلام ابتدائي) | wafa.png |
| 4 | BOQ (Excel) | wafa.png |

Submit your proposal
Submit your bid value and upload your proposal as PDF!
If you experience any technical issues, please reach out to our support team at 06-5165555. [Submit proposal](#)

Step Six:



➤ Submit proposal

Enter the bid price and click on Next to upload attachments then close

The screenshot shows a web form titled "Submit proposal" with a close button (X) in the top right corner. The form is divided into two main sections: "Bid Price" and "Attachments". The "Bid Price" section contains a text input field with the placeholder text "Bid Price" and a red "Next" button. The "Attachments" section is currently empty. Below the form, there is a light grey "Close" button.



➤ Update proposal

You can edit your proposal during offering period by clicking on **update proposal**



Submit your proposal

Submit your bid value and upload your proposal as PDF!

If you experience any technical issues, please reach out to our support team at 06-5165555.

Update proposal

Step Eight:



► Quotations details

You can view the Quotation details and update your proposal once you go back to tender page – **Quotation**

Current Tenders Old Tenders

Current Tenders ↻

Filter by 📊

| # | Code | Project | Last Submission Date | Consultant | Area | Fees | Scope of work | Status | |
|---|--------------|---------------------------------------------------------------|----------------------|----------------------------|------------------|---------|------------------------------------------------|----------|-------------------------------------|
| 1 | TND/2024-022 | أعمال إنشاء وصيانة معرض الدرجة (المرحلة الأولى) بمنطقة الدمام | 05 December 2024 | Department of Public Works | WAREHOUSES LANDS | AED0.00 | Assignment of a commercial building consultant | Approved | 🔔 Quotation details |

Handover Service

Step One:



Handover Request

Click on **Handover** so you can apply for the **Handover Request**.

Click “ **Add Handover Request**”

The dashboard displays the following statistics:

- 3 Contracts
- 26,924,941.85 AED Total Amount
- 47,273.00 AED Total Paid
- 26,877,668.85 AED Total Remain

The bar chart shows 'Contracts as per the cost and the paid' with a legend for Total Cost (green) and Paid Amount (red). The Y-axis is 'Paid Amount' ranging from 0 to 16,000,000. The X-axis lists contracts: '000-111' and '000-112'. The '000-111' contract shows a Total Cost of approximately 16,000,000 AED and a Paid Amount of approximately 10,000,000 AED.

The 'Handovers' table is as follows:

| # | Code | Date | Consultant | Contractor | Handover Type | Status |
|---|----------------|--------------|----------------------------|------------------------|------------------|--------|
| 1 | HO-001/000-111 | 29 July 2025 | Department of Public Works | الشركة العربية للتوريد | Initial Handover | Draft |

An 'Add handover request' button is highlighted in the top right corner of the Handovers section.

Step Second:



Add Handover Request

Select "Contract"

The screenshot shows the 'Add Handover Request' form. The left sidebar contains navigation options: Dashboard, My Tasks, My Contracts, My Payments, Change Requests, Handovers, My Profile, and Tenders. The main form area has a header 'Add Handover Request' and a user profile 'Hello, 112233'. The form includes a 'Handover' section with a 'Handover Code' field. Below it is a 'Contract*' dropdown menu, which is highlighted with a red box. The dropdown shows a search bar and two items: 'تجريبي 9 | تجرية8' and 'مشروع تجريبي للمواقع الالكترونية | 000-111 | تجريبي9 | تجرية12'. There is also a 'Notes' field and a 'Next' button at the bottom.

Step Three:



Add Handover Request

Select "Type of Handover"

Government of Sharjah
Department of Public Work

Hello, 112233
الشركة العمومية للتراف
Expiry Date: 05 October 2019

Dashboard
My Tasks
My Contracts
My Payments
Change Requests
Handovers
My Profile
Tenders

Add Handover Request

Handover Final Statement Attachments Done

Handover Code:
Handover Code:

Contract*
شركة | تجاري و

Handover Times
Search
Initial Handover
Final Handover
Initial and final receipt
Next

مرحباً يا عمري
كيف يومك؟
مساعدتك؟

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Step Five:



Add Handover Request

Generate “ Final Statement”

Government of Sharjah
Department of Public Work

Hello, 112233
الشركة التجارية للتوريد
Expiry Date: 05 October 2019

Dashboard
My Tasks
My Contracts
My Payments
Change Requests
Handovers
My Profile
Tenders

Add Handover Request

Handover Final Statement Delay Report Attachments Done

Generate Final Statement

Code: 000-111/HO-001/FS-001
Original Contract Amount: AED15,989,000.00
Total CRs Amount: AED925,000.00
Total Changes Amount: AED0.00
Total Deduction Amount: AED0.00
Final Statement Value: AED16,914,000.00

Final Statement

| # | BOQ Item | Amount as per the contract | Uncompleted Works | Change Type | Change Amount | Amount of performen works |
|---|---------------------------------|----------------------------|-------------------|--------------|---------------|---------------------------|
| 1 | test | AED15,989,000.00 | AED0.00 | Works Deduct | AED0.00 | AED15,989,000.00 |
| 2 | Technical business settlement | AED110,000.00 | AED0.00 | Works Deduct | AED0.00 | AED110,000.00 |
| 3 | Technical business settlement | -AED110,000.00 | AED0.00 | Works Deduct | AED0.00 | -AED110,000.00 |
| 4 | Technical Business Settlement 2 | -AED110,000.00 | AED0.00 | Works Deduct | AED0.00 | -AED110,000.00 |

مساعدتك
كيف يمكننا
مساعدتك

Step Six:



Add Handover Request

Add "Delay Reason" if there is.

The screenshot displays the 'Add Handover Request' interface. The main form is titled 'Add Handover Request' and is divided into several sections: 'Handover', 'Final Statement', 'Delay Report', 'Attachments', and 'Done'. The 'Delay Report' section is currently active and contains the following fields:

| Field | Value |
|---------------------------------|----------------------------|
| Project | Project for Old Contracts |
| Contract period by days | DAY 360 |
| Delay In Days | DAY 56 |
| Contract Code | 000-111 |
| Contract Date | 02 November 2017 |
| Penalty per day | AED100.00 |
| Consultant | Department of Public Works |
| ITP start date | 10 June 2024 |
| Total Penalty Amount | AED5,600.00 |
| Contractor/Supplier | الشركة العمومية للشارج |
| Supposed Completion Date | 04 June 2025 |
| Supervision Fees Per Day | AED56.00 |
| Final Statement Value | AED16,914,000.00 |
| Actual Handover Date | 29 July 2025 |
| Total value of supervision fees | AED56.00 |

A modal window titled 'Add a delay reason' is open, allowing the user to input the following details:

- From Date: dd/MM/yyyy
- To Date: dd/MM/yyyy
- Cause in English*
- Cause in Arabic*
- Beneficiary: Government departments, Contractor, Others (Public Works Department)
- Delay Period*: 0
- Unjustified days*: Unjustified days

The modal includes 'Close' and 'Save' buttons. A red box highlights the 'Add a delay reason' button in the main form, and another red box highlights the 'Next' button.

Step Seven:



Add Handover Request

Add " Attachment".

Government of Sharjah
Department of Public Work

Hello, 112233
الدائرة العمومية للأشغال
Expiry Date: 05 October 2019

Dashboard
My Tasks
My Contracts
My Payments
Change Requests
Handovers
My Profile
Tenders

Add Handover Request

Handover Final Statement Delay Report Attachments Done

The required attachments:
Updated project timeline
Copy of as-built drawings
Warranty Certificates
Inspection certificates
Certificates of Service Installation
Clearance Certificates
Others
Letter of Work Completion*

Attachment Type *
Select file*
Choose File 3.jpg

Add

| # | Attachment Type | Attachment | Delete |
|---|---------------------------|------------|--------|
| 1 | Updated project timeline | 3.jpg | Delete |
| 2 | Copy of as-built drawings | 3.jpg | Delete |
| 3 | Warranty Certificates | 3.jpg | Delete |
| 4 | Inspection certificates | 3.jpg | Delete |

Handover Code: 000-111/HO-001

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Step Seven:



حكومة الشارقة
دائرة الأشغال العمامة

Government of Sharjah
Public Works Department

Add Handover Request

View "Handover" form.

Government of Sharjah
Department of Public Work

Hello, 112233
التعليق: 05 October 2019

Dashboard
My Tasks
My Contracts
My Payments
Change Requests
Handovers
My Profile
Tenders

Add Handover Request

Handover Final Statement Delay Report Attachments Done

Handover Code: 000-111/HO-001

Back Handover Submit

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PDF

1 of 1

70%

مخطط استلام نهائي لمشروع

| رقم المشروع | التاريخ | مشاريع الصيانة الاعرابية | المنفذ | التكلفة - التكلفة |
|-------------|------------|--------------------------|---------|-------------------|
| 000-111 | 2024/06/10 | بناية الأتيل المصفاة | العمامة | التكلفة الحقيقية |

| تاريخ حذف الإحتلال / الحفظ <th>تاريخ خروج وحدة الإستهلاك النهائي<th>تاريخ البدء</th></th> | تاريخ خروج وحدة الإستهلاك النهائي <th>تاريخ البدء</th> | تاريخ البدء |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------|
| 2025/07/29 | --- | --- |

| تاريخ الإستهلاك النهائي |
|-------------------------|
| 2025/07/29 |

| تاريخ وموقع الإستهلاك النهائي | تاريخ وموقع الإستهلاك | تاريخ وموقع الحفظ |
|-------------------------------|-----------------------|-------------------|
| --- | --- | --- |

Step Eight:



Add Handover Request

Submit.

The screenshot shows a web application interface for managing handovers. On the left is a sidebar menu with options: Dashboard, My Tasks, My Contracts, My Payments, Change Requests, Handovers (selected), My Profile, and Tenders. The main content area is titled 'Handovers' and includes a search filter and an 'Add handover request' button. A table displays the following data:

| # | Code | Date | Consultant | Contractor | Handover Type | Status |
|---|----------------|--------------|----------------------------|------------------------|------------------|------------|
| 1 | HO-001/000-111 | 29 July 2025 | Department of Public Works | الشركة التجارية للتقوى | Initial Handover | InProgress |

Below the table, a white notification box displays the message: 'Data has been saved successfully.' with a 'Close' button.



حكومة الشارقة
دائرة الأشغال العامة

Government of Sharjah
Public Works Department

Dear customer
You can communicate with us
through our channels
Sharjah Public Works Department

