



PRE-QUALIFICATION DOCUMENT



Acropol Interiors L.L.C
P.O Box no. 117392
902H, IBN Battuta Gate Office,
Sheikh Zayed Road,
Dubai, UAE

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OUR VALUES

- *Unmatched customer service and Innovative Solutions*
- *Optimize growth by achieving the desired return on investment.*
- *Incentivize our employees through motivational rewarding schemes.*



FOUNDER'S MESSAGE

"Innovation cannot be explained without the mention of creativity. The interwoven relationship between the two ensures that one cannot thrive without the other. Creativity is thinking up of new things, whereas innovation is doing new things. And I believe that creativity is always an antidote for monotony. My years of experience have taught me that capital and experience are both secondary to ideas. If you have ideas, you have the core ingredient for your business"

EXECUTIVE SUMMARY

Acropol Interiors LLC was established in 2007 in Dubai, UAE as an interior design company capable of delivering turnkey projects and fit out works. We provide total interior solutions from concept to execution.

We are a specialised company in all types of interior fit out works including, hotels, restaurants, corporate offices, banks, schools and retail outlets. We have been operational for around two decades and have completed many prestigious projects throughout the region.

We work together as an integrated team providing all services from concept to commissioning. This high degree of interaction between our design, manufacturing, execution and business development teams ensures that every minute detail gets the close attention it deserves by our qualified and experienced team of architects, engineers, site supervisors and skilled technicians. Every project is assigned a dedicated project engineer who will manage the project and co-ordinate with the client during the entire project lifecycle.

As one of the leading fit out companies in Dubai, we understand that the quality of work relies heavily on the skills and abilities of the building and fit out experts in the field. In line with that, we have equipped our workers with knowledge and technology to fulfil their designated tasks with perfection.

Like most things in life, we have to work to a budget and time; capable of delivering the project within the time frame and allocated budget.

We are in an enviable position of having our own joinery, upholstery, gypsum, painting divisions and other associated works like electromechanical, glass & metal divisions.

Our expertise includes workspaces, hotels & resorts, bars & restaurants, retail shops & kiosks, hospitals & clinics, schools & auditoriums, spas & saloons, and place of worships...Etc.

Our design and estimation department use the latest BIM technology to enable optimum design outputs, developing concepts, drawings, details and 3d views, enabling us to maintain complete control over the program execution, quality standards and costs.

Our philosophy condensed into one statement:

"We are persistent in the pursuit of perfection."

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Website: www.acropoluae.com

ACROPOL INTERIORS L.L.C JOINERY DIVISION

WAREHOUSE HOUSE S6,
PHASE 2,
DUBAI INDUSTRIAL CITY
UAE





رخصة تجارية Commercial License

تفاصيل الرخصة / License Details			
رقم الرخصة	596417	اسم الشركة	اكروبول للتصميم الداخلي (ش.ذ.م.م)
اسم الشركة	اكروبول للتصميم الداخلي (ش.ذ.م.م)	الاسم التجاري	اكروبول للتصميم الداخلي (ش.ذ.م.م)
الشكل القانوني	ذات مسؤولية محدودة	الشكل القانوني	ذات مسؤولية محدودة
تاريخ الإصدار	07/06/2007	تاريخ الإصدار	07/06/2007
رقم الرخصة الام	596417	رقم الرخصة الام	596417
عضوية الغرفة	120130	عضوية الغرفة	120130
رقم الرخصة	596417	رقم الرخصة	596417
اسم الشركة	اكروبول للتصميم الداخلي (ش.ذ.م.م)	اسم الشركة	اكروبول للتصميم الداخلي (ش.ذ.م.م)
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الاطراف / License Members			
رقم الشخص/No.	الاسم / Name	الجنسية / Nationality	الصفة / Role
560561	توماس سامويل جيرين	الهند / India	مدير / Manager
517205	توماس سامويل	الهند / India	مدير / Manager

نشاط الرخصة التجارية / License Activities			
اعمال تنفيذ التصميم الداخلي			
Interior Decoration			
العنوان / Address			
صندوق بريد	117392	P.O. Box	
رقم القطعة	532-8359	Parcel ID	
ملك مدينة دبي الصناعية - بر دبي - مدينة دبي الصناعية 04S - صندوق رقم -06			
البريد الإلكتروني / Email			
الملاحظات / Remarks			

رقم الإيصـال 0 Receipt No. تاريخ الطباعة 11:24 23/06/2020 Print Date



يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، أرسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على اذن الدفع.
Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment voucher.

وثيقة إلكترونية معتمدة وصادرة بدون توقيع من دائرة التنمية الاقتصادية، لمراجعة صحة البيانات الواردة في الرخصة برجاء زيارة الموقع www.dubaided.gov.ae
Approved electronic document issued without signature by the Department of Economic Development. To verify the license kindly visit www.dubaided.gov.ae



رخصة تجارية Commercial License

تفاصيل الرخصة / License Details			
رقم الرخصة	721306	اسم الشركة	اكروبول لتجارة المفروشات
اسم الشركة	اكروبول لتجارة المفروشات	الاسم التجاري	اكروبول لتجارة المفروشات
الشكل القانوني	مؤسسة فردية	الشكل القانوني	مؤسسة فردية
تاريخ الإصدار	19/11/2014	تاريخ الإصدار	19/11/2014
رقم الرخصة الام	721306	رقم الرخصة الام	721306
عضوية الغرفة	243822	عضوية الغرفة	243822
رقم الرخصة	721306	رقم الرخصة	721306
اسم الشركة	اكروبول لتجارة المفروشات	اسم الشركة	اكروبول لتجارة المفروشات
الاسم التجاري	اكروبول لتجارة المفروشات	الاسم التجاري	اكروبول لتجارة المفروشات
الشكل القانوني	مؤسسة فردية	الشكل القانوني	مؤسسة فردية
تاريخ الإصدار	19/11/2014	تاريخ الإصدار	19/11/2014
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عضوية الغرفة	243822	عضوية الغرفة	243822

الاطراف / License Members			
رقم الشخص/No.	الاسم / Name	الجنسية / Nationality	الصفة / Role
560562	ذياب عبدالله سعيد ابراهيم اليماحي	الامارات / United Arab Emirates	مالك / Est. Owner
560561	توماس سامويل جيرين	الهند / India	مدير / Manager
517205	توماس سامويل	الهند / India	مدير / Manager

نشاط الرخصة التجارية / License Activities			
تجارة الأثاث المكتبي			
تجارة أثاث المدارس والمستشفيات والمختبرات			
Office Furniture Trading			
Schools, Hospitals & Laboratories Furniture Trading			
العنوان / Address			
صندوق بريد	117392	P.O. Box	
رقم القطعة	C-008-021	Parcel ID	
مكتب رقم 404 ملك الجوى للاستثمار (ش.ذ.م.م) - الثانية الاولى - تيكوم			
الملاحظات / Remarks			

تم نقل الموقع بتاريخ 31/12/2018

رقم الإيصـال 0 Receipt No. تاريخ الطباعة 15:48 23/10/2019 Print Date

يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، أرسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على اذن الدفع.
Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment

وثيقة إلكترونية معتمدة وصادرة بدون توقيع من دائرة التنمية الاقتصادية، لمراجعة صحة البيانات الواردة في الرخصة برجاء زيارة الموقع www.dubaided.gov.ae
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MEMBERSHIP CERTIFICATE

غرفة دبي
DUBAI CHAMBER

شهادة تسجيل العضوية
Membership Certificate

License no.	596417
Membership no.	120130
Registration no.	1011329
Trade Name	ACROPOL INTERIORS (L.L.C)
Legal Status	Limited Liability Company
Activity	Interior decoration
Member Since	09/06/2007
Date of Issue	15/06/2020
Expiry Date	06/06/2021

رقم الرخصة	596417
رقم العضوية	120130
رقم السجل التجاري	1011329
الاسم التجاري	اكروبول للتصميم الداخلي (ش.ذ.م.م)
الشكل القانوني	شركة ذات مسؤولية محدودة
نوع النشاط	أعمال تنفيذ التصميم الداخلي
تاريخ الانسحاب	09/06/2007
تاريخ الإصدار	15/06/2020
تاريخ الانتهاء	06/06/2021

Remarks

This certificate shall be invalid incase of any alteration without chamber's authorization

For online verification of this Certificate, please visit our website
<http://www.dubaichamber.com/verify>

غرفة تجارة وصناعة دبي
Dubai Chamber of Commerce & Industry

هاتف 4 2280000 (+971) (Outside UAE) | 800 CHAMBER (800 2426237) (Within UAE) | P.O. Box 1457 - Dubai, U.A.E.
فاكس 4 2211646 (+971) | customercare@dubaichamber.ae | www.dubaichamber.ae

الملاحظات

تعتبر هذه الشهادة لاغية في حال أي كسب أو تعديل عليها دون اعتماد ذلك من الغرفة

للتأكد من صحة بيانات الشهادة يرجى الرجوع إلى موقع الغرفة
<http://www.dubaichamber.com/verify>

ISO CERTIFICATE



Certificate Of Registration

Awarded to

ACROPOL INTERIORS LLC

at

P.O.BOX NO: 117392, OFFICE 902H, IBN BATTUTA GATE OFFICE BUILDING, SHEIKH ZAYED ROAD, DUBAI, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS requirements for registration of the management system standard detailed below:

ISO 9001:2015

Quality Management Systems

Scope of work

INTERIOR DECORATION

EA 34

Certificate No: ADU-1542

Originally Registered: 28 JULY 2020

Latest Issue: 28 JULY 2020

Valid up-to: 27 JULY 2023

Quality Registrar Systems



MANAGING OFFICE ADDRESS:
Quality Registrar Systems
P.O. Box :26826
United Arab Emirates



Tel: +971-2-6714302
Fax: +971-2-6741449
www.qrsyst.com

This is an accredited certificate authorized for issue by Accreditation Service for Certifying Bodies (Europe) Limited who have assessed QRS as a Certifying Body for compliance with ISO 17021:2015 'Conformity Assessment - Requirements for bodies providing audit and certification of management systems'.
This certificate is only valid when confirmed by the register listed in the quality registrar system (qrsyst.com)



ACROPOL INTERIORS QUALITY POLICY

ACROPOL INTERIORS is committed to provide superior quality products and services in the field of interior design that meet applicable regulatory, statutory, and client requirements by adhering to a quality management system that delivers enhanced value to our clients. Our reputation of bespoke designing has been built on outstanding customer service and the ability to provide cost effective innovative workspaces that develop and inspire the work environment.

To meet our commitment, we shall;

- ❖ Meet or exceed our client's expectations consistently for service quality and performance;
- ❖ Value our clients through open communication, timely responses and improved efficiency;
- ❖ Appreciate and foster an environment of trust, integrity, challenge and reward that attracts and retains the competent employees at all levels of the organization;
- ❖ Leverage efficient technology applied to all business processes in order to maintain a competitive advantage;
- ❖ Timely deliver products and services to meet our client's requirements;
- ❖ Build long-term relationship with clients and strategic suppliers based on shared objectives;
- ❖ Ensure that our Quality Management System serves our clients' needs;
- ❖ Continuously improve our processes and systems.

Chief Executive Officer

**NOOR
TAKAFUL**

To Whom It May Concern

CERTIFICATE OF COVER CONFIRMATION

This is to confirm that we have arranged Workmen's Compensation Takaful for M/s. Acropol Interiors LLC as per the following details:

Ref. No.	NTG/WC/30619/AILLC
Period of Cover	From : 23/06/2019 To : 22/06/2020
Participant	M/s. Acropol Interiors LLC
No. of Employees	Office Staff – 8 nos. Factory Staff – 28 nos. Total – 36 nos.
Estimated Annual Wages	Office Staff – AED 600,000 Factory Staff – AED 720,000 Total – AED 1,320,000
Conditions	As per Noor Takaful Standard Workmen's Compensation Certificate Wordings and relevant endorsements
Contribution	"As Agreed"

The certificate is issued at the Participant's request as evidence of cover subject to detailed terms, conditions and exclusions of the original policy

FOR AND ON BEHALF OF NOOR TAKAFUL GENERAL PJSC



Authorised Signatory
Date : 30/06/2019
Place : Dubai, UAE

PRODUCTS & SERVICES



Complete turnkey interior design services with 3D perspectives, samples and mock ups.



Concept, detail design and space management

Decorative Gypsum works (partitions, ceilings, cornices and bulkheads)



Décor contracting

High quality joinery works

Soft furnishing



IT structured cabling

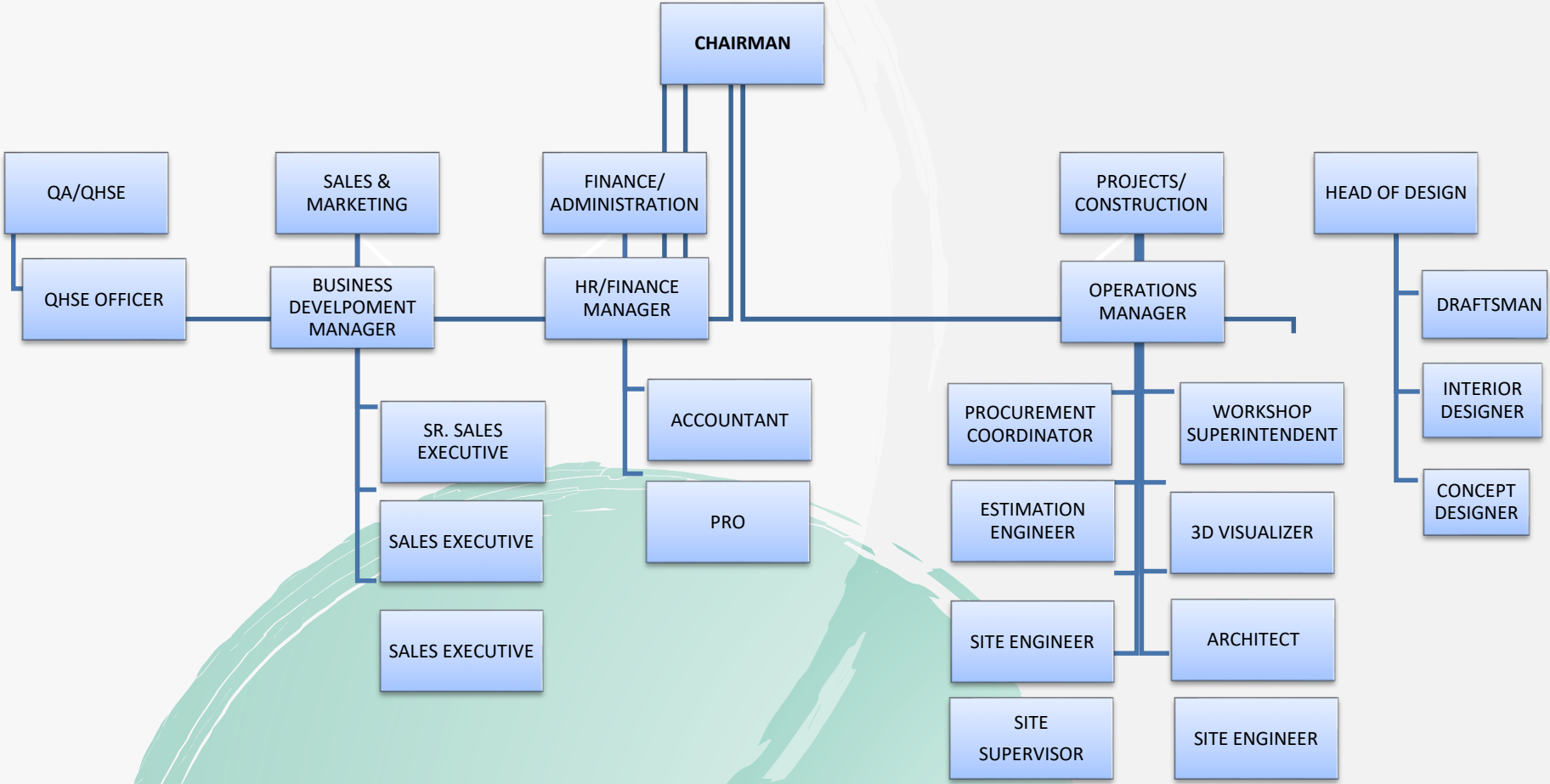
Access control & security systems



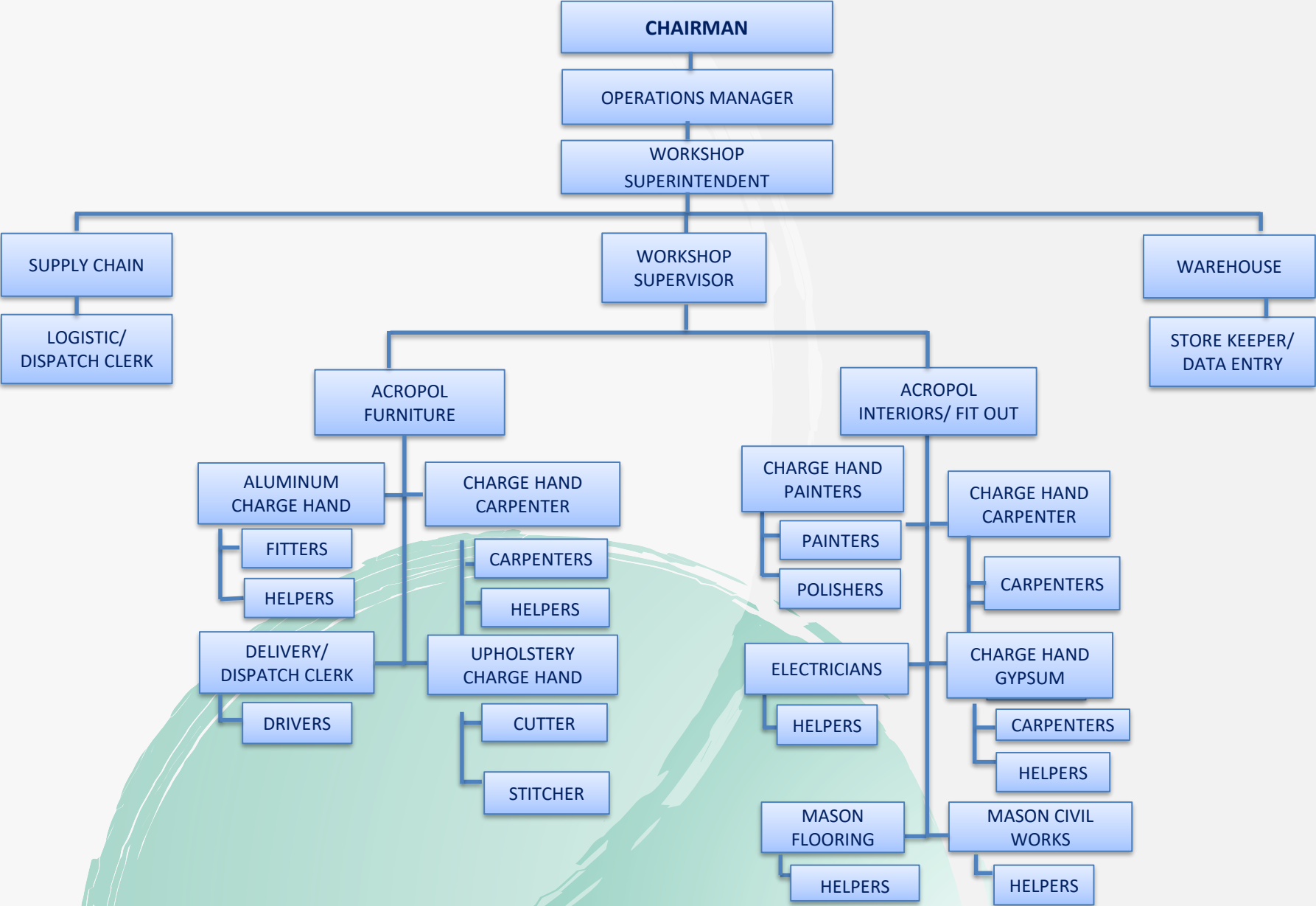
Ceramic tiling, marble & granite works.

Painting, decorative painting

ORGANIZATION CHART – OFFICE STAFF



ORGANIZATION CHART – WAREHOUSE



Method Statement

Our method statement for fit out works for proposed interior works, outlines our approach to our intended implementation of typical Interior fit outs and is generic to our approach to all our interior works. We have provided key elements within the table of contents, which are detailed further in our statement and provide the necessary information about our general and specific approach to most types of interior works, namely Offices, Retail and Leisure / Hospitality projects.

We are experienced in implementation of works within all the statutory precincts in Dubai and Abu Dhabi, e.g., Dubai / AD Municipality, and are aware of all procedures and approval processes in implementation of works within Municipalities designated zones, as well as Civil Defence. We have extensive experience in obtaining approvals associated with these designated authorities and confirm that we are completely familiar with AD/DM/CD procedures which will be described within the procedures and methodology section of this method statement.

We also welcome site visits to any of our previous projects and we believe that our work speaks for itself. Our previous and current clients are our best assets for promoting our work.

Project Control

Start project

Once job awarded, statutory approvals and procurement are to commence as per approved BOQ. For any project, statutory approval is required and site works is dependent on receiving “Fit out permit” to work. Submission of drawings and approval is to be expedited. Civil Defence /Municipality approvals can be obtained whilst mobilization is in progress. We can confirm from previous experience that most Authorities will permit works to start immediately after their approval.

The following process is applicable:

Step 1: Consultant / Client issue design drawings to Contractor. In turn our Design section prepares detailed shop drawings for Architectural, Civil, and Structural Works and submit to the owner for approval. MEP drawings are done by our appointed consultants.

Step 2: Client to issue owner no objection letter, appointment letter to Acropol, and copy of lease.

Step 3: Acropol to submit Engineering drawings with owner comments addressed, for Municipality approval and pay necessary deposits, scrutiny fees etc.

Step 4: DM, AD / CD issue commented / approved drawings and issue Acropol Fit out Permit to commence work.

Step 5: Acropol to commence drawing submittals for Consultant/Clients approval. Samples of typical panels are submitted to the consultant for review where necessary.

Step 6: Samples of materials colour and finishes etc. are submitted to the consultant/client for approval. Identical samples are held by our “Quality Control Section”. Sample unit remain on site and in our factory as a standard for both manufacture and installation work.

Step 7: Manufacturers’ product date is submitted for each item as required by the Consultant to verify evidence of compliance.

The above process normally takes 2 to 3 weeks.

Mobilisation

Immediately after permit to work is issued, Acropol to mobilize onto site, conduct site condition survey and commence site set up. Included in the site set up are the following:

(Site Setting-up Checklists is enclosed).

- Site office
- Delivery and Site storage
- Workers eating area
- Drawing and Document files
- Site Signage and General safety signage
- Task Lighting

Documentation

On mobilisation registers for the following documents are to be set up:

- Material Submittal Register
- Drawing Submittal Register
- Request for Inspection Register
- Engineer / Consultant Instruction Register
- Detailed Construction Programme
- Detailed Procurement Programme

The above documents are to be kept updated weekly and will be included in weekly reports. Cost control documents to be used are the contract BOQ, Confirmation of Site Instructions and Engineers Instructions. All variations are to be instructed in writing and costs agreed. Acropol Interiors will issue quotations within a week of receipt.

Material Control

Procurement, Delivery, Storage and Handling of all materials and components are handled carefully to prevent damage and are assessed for compliance with scope and project specifications prior to production. Components are protected from moisture. Tagging is utilized for identification purposes as necessary and secure storage areas maintained for portable items.

Methodology

- In general the key to achieving timely completion and to achieve a high quality of fit out is for the following key elements to be given the utmost attention from the outset:
- Thorough audit of existing services to be relocated and reused is to be done. To understand the scope of work and the interface between existing services and new works is the key to implementing these works successfully.
- High quality protection to be used to eliminate damage to existing items and accurate setting out for coordination of new and existing site works.
- Submittals to be done quickly and reviewed / approved immediately. It is expedient to attempt to close these out at the meetings immediately on submittal.
- Procurement is to commence immediately on appointment and particular attention is to be given to long lead time items.
- Detailed setting out to be done to facilitate site measurements as early as possible.
- Sequencing of work is to be done in accordance with a detailed construction programme.
- Factory visits to be conducted to ensure quality is achieved prior to items being delivered to site.
- Intimate involvement in the project by Acropol Management.
- Correct methodology of site work (no cutting corners).
- Appropriate resourcing of staff / site personnel.
- Early involvement of IT and AV specialists to coordinate with MEP.
- Early completion of IT rooms to enable data and hardware to commence.

On-Site Activities – Installation

All materials and components are delivered to site as per site dimension and shop drawings for installation

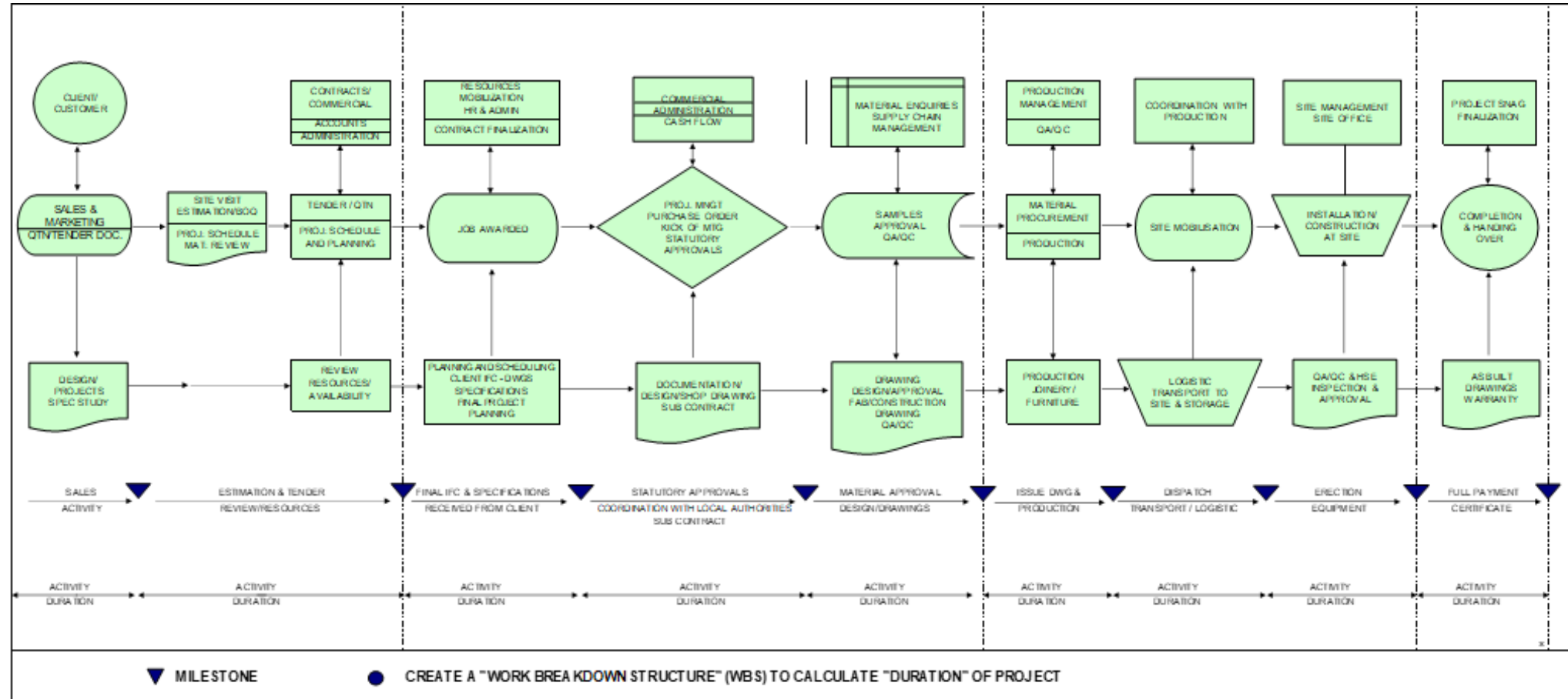
Installation takes place in accordance with our own site requirements and manufacturer's instructions as specified. Necessary site adjustments assure correct and trouble-free installation.

Allowances are made where fixed objects pass through, or project into or around, the periphery of installed work to permit normal movement without restriction.

Units are set level, plumb, and to line and location.

All openings are prepared to ensure that square and clean edges are left after cutting.

OVERALL PROJECT ACTIVITY FLOW CHART



Project Safety Procedures

It is our intention that safety procedures associated with the following will be provided to the project personnel. They will be made available to site supervision in the form of instructions or approved method statements.

- Safe access to and from place of work.
- Fire prevention.
- Work in confined spaces.
- Substances hazardous to health.
- Electricity on site.
- Site plant and equipment.
- Personal protection equipment (PPE)
- Work at heights.
- Storage.

Hazard reporting and subsequent action will be executed by surveillance, formal and informal, undertaken by ACROPOL INTERIORS staff on site and visiting safety/management personnel. Any breaches of procedure, or dangerous situations, will be notified to the responsible party, and work on the activity halted until corrective action is taken. First aid will be available to all on site and the first aiders will be identified.

Emergency procedures will be dependent on the configuration and layout of permanent and temporary works, and will address at the least safe access / exit in the case of fire.

Housekeeping and tidiness will be the responsibility of the Foreman. Subcontractors will be required to be involved in an effective housekeeping policy on site. Visitors will not be allowed on site without personal protection equipment and they will be accompanied by ACROPOL INTERIORS personnel.

Project Safety Plan

The project safety plan has four functions:

- To establish the safety management structure for the project.
- To define the responsibilities for each person identified as having safety management duties.
- To identify arrangements to minimize risks.
- To ensure that subcontractors are aware of their responsibilities and carry out risk assessments accordingly.
- Details of safety responsibilities will be documented in the “Project Safety Plan” for both ACROPOL INTERIORS staff and subcontractors.

Quality Assurance and Control (QA/QC)

This applies a rigorous quality control discipline to their activities. Projects are also administered and managed in accordance with these requirements.

Monitoring of the Quality System will be undertaken by the QA/QC designated personnel within the organization. A periodic review will be carried out in the presence of the Director Operations, who will authorize any corrective action to prevent the same source.

Quality Plan Narrative: The preparation of the Project Quality Plan will be the responsibility of the Project Engineer and will be executed during mobilization. Reviews and updates will take place within each three-month period. The initial and subsequent issues of the Project Quality will be subject for review and approval by the Director Operations. ACROPOL INTERIORS LLC has developed, and continues to develop, procedures in manual form for quality control activities to ensure continuous improvement and customer confidence.

The technical requirements of the contract will be communicated to personnel

- Selective but effective issue of the specification and drawings.
- Selective but effective issue of the project quality plan.
- Frequent staff meetings and briefings especially for technically demanding operations.

It is understood that the technical requirements of the client, as defined in the specification will be integrated into the ACROPOL INTERIORS LLC Quality System, and will take precedence over corporate standards were deemed necessary by ACROPOL INTERIORS LLC.

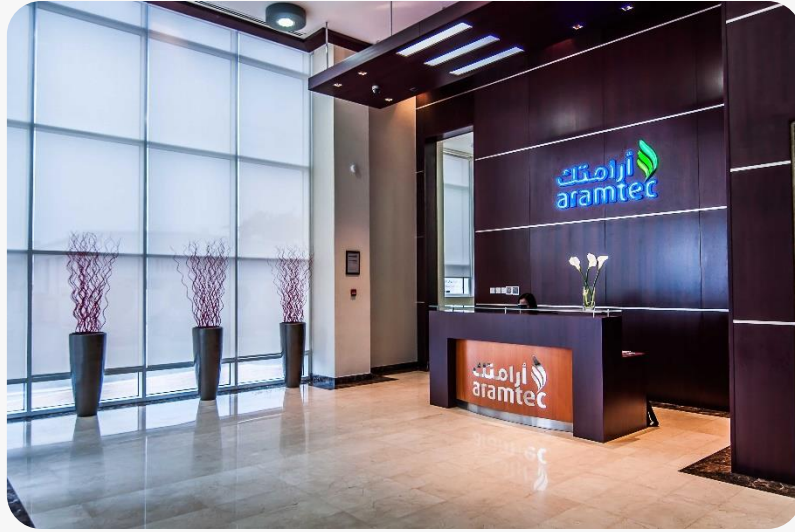
Quality Control Plans (QCPs) will be prepared for activities which require such control under the specification, or where in the opinion of management, Quality would be adversely affected by the absence of such control. QCPs will be prepared for relevant subcontractor activities and will ensure the testing and monitoring of their activities by witness and inspection.

Quality control on site will be expedited through the ACROPOL INTERIORS project team using Performa, which document the salient verifications and hold points.

OUR CLIENTS



COMPLETED PROJECTS



ARAMTEC OFFICE



VITRA OFFICE



TAGHLEEF OFFICE



VITRA OFFICE



TAWJEEH AL QUOZ CENTRE



ENOC HEAD OFFICE JEBEL ALI



AMER TYPING AL FAHIDI



AMER TYPING AL FAHIDI



FAMCO – VOLVO OFFICE



ACROPOL HEAD OFFICE



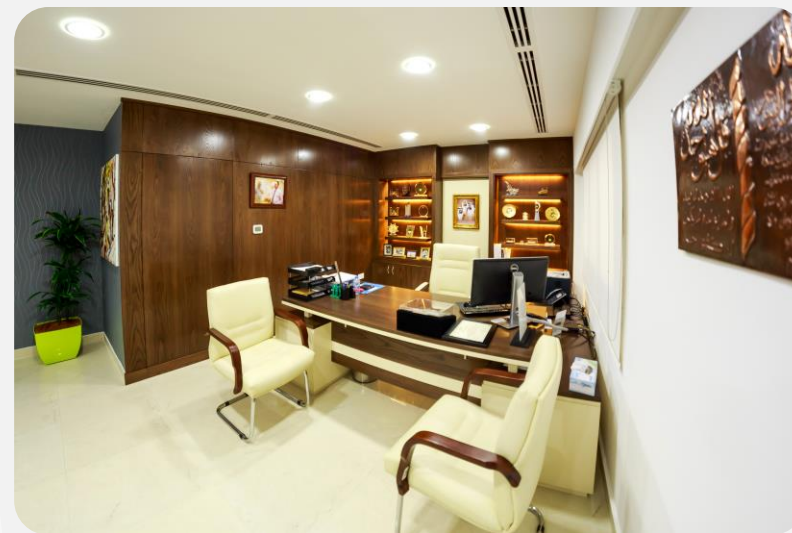
THURAYA OFFICE



REI OFFICE



SODEXO KELVIN OFFICE



SODEXO KELVIN OFFICE



BOTTEGA VENETTA



CMS OFFICE



JEBEL ALI HOTEL



GOURMET BURGER KITCHEN



GOURMET BURGER KITCHEN



GOURMET BURGER KITCHEN



GOURMET BURGER KITCHEN



ACROPOL OFFICE



VILLA



VILLA



VITRA OFFICE



SIBCA



FAMCO – VOLVO OFFICE



JEBEL ALI RESORT

WAREHOUSE MACHINERY



ALUMINIUM DYE CUTTING



AUTOMATIC PAINT BOOTH



ALUMINIUM FITTING STATION



CHAIR FITTING SECTION



CIRCULAR SAW MACHINE



PULLING AUTOMATIC EDGE BANDING



MULTI BORING MACHINE



PLANING MACHINE



UPHOLSTERY STATION



THICKNESSER



SPINDLE MACHINE



WAREHOUSE TEAM



*THANK YOU FOR CHOOSING ACROPOL INTERIORS L.L.C
We look forward to work with you.*

*For further communication,
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