

	
Attention:	To whom it may concern
Date:	29.11.2017
From:	Oman Global Logistic Group SAOC (ASYAD)
Our Reference:	C-017-17, DEVELOP ASYAD CORPORATE & PROMOTIONAL VIDEOS

Tender No:- C-017-17

Tender Title : DEVELOP ASYAD CORPORATE & PROMOTIONAL VIDEOS

Dear Sir,

Oman Global Logistic Group SAOC (ASYAD), invites 'Tenderer' to Tender for the Work or Services in accordance with the terms and conditions set down in the Tender Documents. If you are a successful Tenderer you shall be required to enter into a Contract in accordance with the Form of Agreement.

The Tender Documents shall comprise the following Sections:

- Invitation to Tender (this letter including the pages attached hereto)
- General Conditions
- Scope of Work

In the preparation and submission of the Tender, Tenderer shall comply with the Tender Documents. ASYAD reserves the right to disqualify the Tenderer if any of the requirements included in the Tender Documents are not met.

Yours faithfully,

For Oman Global Logistic Group SAOC (ASYAD)

INVITATION TO TENDER

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1 Tender Overview

1.1 About Oman Global Logistic Group

ASYAD is Oman's national logistics Group. One that has been found on thoughtful strategies to build Oman into one of the world's leading logistical centers by 2040.

As international company, we actively seek innovative opportunities to create value and become a leader in the logistics sector. Our unique business structure differentiates us in the market and enables us to deliver competitive multi-modal logistics services.

For our international customers, we provide the gateway to Oman and the region. For our national customers, we provide a gateway to the world. We have 16 subsidiaries involved in the logistics sector including three ports, three free zones, two shipping and two ship management companies, one dry dock company, post office, bus company, railway, among others. ASYAD's business is structured along three lines:

Ports & Free Zones: National Vision, Global Ambition

We develop and operate our Ports & Zones Offices, and maritime services in Sohar, Duqm and Salalah, in partnership with leading global port and terminal operators. Our ports and free zones also include the operations of Khazaen, slated to become one of Oman's largest logistics, warehousing and light-industrial developments.

Our focus on ports and free zones emphasizes the management and operations of Sohar Port, the Port of Duqm and Salalah Port, providing national, regional and global clients with access to diverse industries, berthing and facilities for nearly all of today's big ships and their associated cargoes, as well as for the world's largest container ships.

Sohar International Development, the Salalah Free Zone Company and the Oman Logistics Company (Khazaen) are the free zones that fall under our Group. Their impressive facilities offer a wide variety of industrial, trading, commercial and logistics opportunities to clients with both regional and global interests.

The Oman International Container Terminal is the container terminal operator within Sohar Port, and is operated as a joint venture between Hutchison Port Holdings (HPH), the Sultanate of Oman, Steinweg of Netherlands and a number of other well-established Omani Investors.

Freight: Delight in Bulk

We operate and develop freight through the national Oman Shipping Company, Oman Rail Company and Oman Drydock Company, one of the biggest and most modern ship repair yards in the Middle East.

Our freight business provides services through an extensive and diverse transport and shipping network that includes Oman Rail Company, Oman Shipping Company, and Oman Drydock Company. With the infrastructure, systems and facilities available through these companies, we are able to offer our clients world-class integrated rail, sea, repair and road solutions.

Public Service: For the People

Our third area of activity is in Public Service, delivering national post, operating public transport services, and overseeing maritime training in the Sultanate.

Our public service offering includes Oman National Transport Company, National Ferries Company, Oman Post Company, and International Maritime College Oman. These organizations provide diverse services aimed at supplying, maintaining and managing a range of critical functions and infrastructure that support the growth and development of the country.

1.2 Description of Scope of Work/Service/Supply

1.2.1 To develop (3 - 5 minutes) corporate video that embodies ASYAD's vision and mission.

1.2.2 To develop (30 Seconds) promotional video.

2 Requirements to Collect Tender Document

2.1 Tenderer Details Sheet

- 2.1.1 In order to correctly identify the Tenderer and the Tenderer’s point of contact for this Tender Process, Appendix 1 shall be completed by the Tenderer and presented, by hand or scanned and forwarded via email, to the Tender Section.

2.2 Confidentiality Declaration

- 2.2.1 Prior to collection of the Tender Document the Tenderer shall sign the attached Confidentiality Declaration (Appendix 2). The Confidentiality Declaration must be completed, signed by an authorised person, stamped with the Tenderers company stamp, and be presented, by hand or scanned and forwarded via email, to ASYAD tender section before the tender documents can be released to the tenderer.

3 ASYAD Contact Point

- 3.1.1 All communication with ASYAD shall be through Clarification Requests, in writing and addressed to tenders@asyad.om . No Clarification Requests shall be entertained after the Clarification Request Closing Date included in the table in Article 5 below.

4 Pre Bid Clarification Meeting

- 4.1.1 A pre bid clarification meeting may be held depending on the requirement during the bidding stage.

5 Outline Tender Process and Submission of Tender

- 5.1.1 The technical tender submission date and the commercial tender submission date are the same but the technical tender and commercial tender shall be submitted in individually sealed separate packages. the opening of the technical tender and commercial tender are the discretion of ASYAD.
- 5.1.2 The proposed Tender Process schedule is:

Activity	Date
Issue of T1-Invitation to Tender	29/11/2017
Clarification Request Closing Date	14/12/2017
Tender Submission Date	21/12/2017

Bids to be submitted by 02.00 PM on or before Tender Submission Date.

6 Tender Award

In the event that ASYAD considers Tenderer to be commercially a potentially successful competitor for the award of the contract, ASYAD may subject Tenderer to a further technical and financial evaluation. Only when a tenderer satisfies ASYAD technical, financial and commercial requirements will a Contract be awarded.

ASYAD reserves the right to award the tender on split basis or to award this tender one or more technically accepted tenderers.

7 Appendix 1 – Tenderer Details for this Tender

Contract/ Tender number	C-017-17
Contract/ Tender title	DEVELOP ASYAD CORPORATE & PROMOTIONAL VIDEOS
Full name of Tenderer	
Postal Address	
City	
Country	
Web site	
Office main tel number	
Country of registration	
Status in Oman	Agent / locally registered branch office / Omani LLC / foreign company
Ownership details (percentages and names, indicate where Omani)	- XX% - - XX% - - XX% -

Tenderer’s representative to which all Tender correspondence shall be addressed

Name of person	
Fax number	
Telephone number	
GSM number	
e-mail address	

Tenderer’s agent in Oman (if applicable)

Omani agent name	
Postal address	
Fax number	
Telephone number	
GSM number	
e-mail address	
Our Omani agent is permitted to pick up the tender documents on our behalf	Yes No, we will pick up the documents ourself. No, please send the documents to my foreign address stated above.

Tender Documents Received by:

Signature

Resident Card No.....

8 Appendix 2 – Confidentiality Declaration

The undersigned having its principal office (The 'Tenderer') hereby declares vis-à-vis Oman Global Logistic Group SAOC (ASYAD), P.O. Box 470, PC 115 Muscat, Sultanate of Oman (The Company) to accept the following terms and conditions on which the Company is prepared to communicate to the Tenderer certain Confidential Information pertaining to the Work under the above mentioned Tender as hereinafter defined.

8.1 Definitions

8.1.1 Confidential Information

shall mean all knowledge, data or information acquired by Tenderer from, or disclosed to Tenderer by the Company, or on behalf of Company, in connection with the Tender Documents, Clarifications and the Tender Process in writing, drawings, magnetic tapes, computer programs or in any other way, as well as all knowledge, data or information derived there from, to the extent that such knowledge, data or information at the time of such acquisition or disclosure is not either already in the unrestricted possession of Tenderer or part of public knowledge or literature.

8.1.2 Confidential Record

Shall mean all Tender Documents, Clarifications and any other material containing Confidential Information.

8.1.3 Third Party

Shall mean any party other than ASYAD or Tenderer.

8.2 Confidentiality

8.2.1 Tenderer shall preserve and cause its employees to preserve the confidentiality of any Confidential Information.

8.2.2 Tender shall not for any purpose other than the preparation and submission of a Tender disclose to any Third Party or enable any Third Party to note the fact that Tenderer has been invited to submit a Tender and/or, if applicable, the fact that the Contract is awarded to Tenderer; reproduce, copy or use, or disclose to, place at the disposal of or use on behalf of any Third Party or enable any Third Party to read, copy or use, any Confidential Information; except with the prior written consent of ASYAD.

8.2.3 The undertakings above shall continue insofar and for so long as the Confidential Information or Confidential Record in question has not:

- a) become part of the public knowledge of literature otherwise than through any act or default on the part of Tenderer; or
- b) been disclosed to Tenderer under an obligation to maintain secrecy by a Third Party (other than one disclosing on behalf of ASYAD) who could lawfully do so and who did not derive such Confidential Information or Confidential Record from ASYAD.

8.3 Copyright

8.3.1 The copyright in any Confidential Record shall, in the absence of any express provision to the contrary thereon, be vested in ASYAD. Copyright in any record containing geological or geophysical data acquired or generated by Tenderer in connection with the Contract shall be vested in ASYAD.

8.4 Return of Confidential Record

- 8.4.1 If tenderer declines to submit a Tender or is notified that its Tender is unsuccessful, upon written notification thereof by ASYAD, tenderer shall destroy electronic copies and return all hard copy tender documents including addenda and clarifications to ASYAD.

8.5 Third Parties

- 8.5.1 Tenderer shall ensure that if under the terms of this confidentiality agreement any of the confidential information comes to the knowledge and/or in the possession of any third party, tenderer shall require from such Third Party that it shall abide by stipulations equivalent to those contained in this confidentiality agreement.

8.6 Validity

- 8.6.1 This confidentiality declaration shall be valid for a period of 5 (five) years from the date signed by the tenderer.

Agreed and accepted this

..... Day of 2017

And signed by a duly authorized person on behalf of the Tenderer

(Signature)
Name: _____
Position: _____
For: _____