

	
Attention:	To whom it may concern
Date:	22 nd January 2018
From:	OMAN GLOBAL LOGISTICS GROUP S.A.O.C (ASYAD) - ASYAD
Our Reference:	C-001-18; Provision of Cleaning and Tea Services for ASYAD Head Quarter

Tender No:- C-001-18

Tender Title : Provision of Cleaning and Tea Services for ASYAD Head Quarter

Dear Sir/Madam,

OMAN GLOBAL LOGISTICS GROUP S.A.O.C ('ASYAD') - ASYAD invites 'Tenderer' to Tender for the 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:

- T1** Invitation to Tender
- T2** Instruction to Tenderers
- T3** Data to be submitted by Tenderer
- C1** Form of Agreement
- C2** Special Conditions
- C3** General Conditions
- C4** Scope of Service
- C5** Schedules of Prices

Only section T1 is provided; the other documents will be issued to interested Tenderers that pay the Tender fee and submit confirmation of payment of the Tender Fee and the Tenderer Data Sheet attached under Appendix 1 to the undersigned.

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 LOGISTICS GROUP S.A.O.C (ASYAD)

**OMAN GLOBAL LOGISTICS GROUP S.A.O.C
(ASYAD)**

TENDER NUMBER :C-001-18

**TENDER TITLE: Provision of Cleaning and Tea
Services for ASYAD Head Quarter**

T1, INVITATION TO TENDER

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1.0 Terms of Tender and Tender Overview

1.1 Terms of Tender

1.1.1 The terms and conditions applicable to this Tender Process are detailed in Sections T1, T2, T3.

1.2 About OMAN GLOBAL LOGISTICS GROUP - ASYAD

Oman Global Logistics Group S.A.O.C (ASYAD) is a Government Holding Company engaged in driving and implementing the Sultanate of Oman National Logistic Strategy. The Company is executing the nationwide logistics strategy through master planning and developing commercial products to represent and promote the Sultanate as a logistics and investment destination. The company is mandated to take necessary actions to achieve the targets required to execute the Government policy in order to ensure investment goals in the logistics sector are met. The Company is mandated to be the Logistic sector company for Ports, Free zones, Transport & Logistics support services as well as delivering improved operating and financial performance across the Group, ASYAD is tasked with delivering the Sultanate of Oman Logistics Strategy 2040. The Oman Logistics Center (OLC) within Asyad is the delivery unit of the Strategy and responsible for the practical implementation.

The National Logistics Strategy will activate the potential of the logistics sector in through joint investments, innovation, increased capacity and employment. It consists of four pillars: Markets, Trade Facilitation, Human Capital & Technology. Trade Facilitation is the main enabler which will build standardization and harmonization across all departments and organizations in the clearance, approvals and handling of cargo in Oman. It facilitates implementing key instruments such as Authorized Economic Operator (AEO), TIR Convention, bonded warehouses and risk management in Government institutions. Moreover, there is a strong focus on Government process re-engineering to achieve the international best practices of trade facilitation.

1.3 Description of Scope of Service

The scope of work under this contract is to provide Cleaning and Tea Services for Company Building and Staff in Beach 1 Building, Third Floor, Quorum, Sultanate of Oman as following:

- Tea Service to employees and visitors (Tea/ Coffee / Water).
- Routine Internal Cleaning of all offices as specified in the Scope of Work.
- Routine External Cleaning of all offices as specified in the Scope of Work.
- Routine cleaning of the CEO vehicle inside/outside.
- Garbage collection and disposal to pick up points.
- Housekeeping internally and / or externally as appropriate.
- Assisting in photocopying & faxing, binding, mail distribution services...etc.
- Miscellaneous works.
- Supply and maintain stock of pantry items, Toilet consumables and cleaning materials.
- Carpet cleaning: up on request.

The detailed Scope of Work is presented in the enclosed document: C4, SCOPE OF WORK.

2.0 Requirements to Collect Tender Document

2.1 Tenderer document can be obtained from the E.Tendering website <https://etendering.tenderboard.gov.om> against non-refundable payment as mentioned below for each set of documents (Except for the prequalified SME).

2.2 Tender Fee

2.2.1 The Tender Fee for this Tender is **RO 100.000** payable online.

2.2.2 For more details please call +968 24166670.

2.3 Confidentiality Declaration

2.3.1 The Tenderer shall sign the attached Confidentiality Declaration (Appendix 2). Upon collecting the Tender Document, 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 the ASYAD Tender Section.

3.0 Clarifications Contact Point

3.1.1 All correspondences pertaining to the Tender inquiry must be online at the e-tendering system and sent to email ID Tenders@asyad.om

4.0 Pre Bid Clarification Meeting

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

5.0 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 Tender Document	22/01/2018
Final Date of Collection	29/01/2018
Clarification Request Closing Date	05/02/2018
Tender Submission Date	12/02/2018

Bids to be submitted by 2.00 PM on or before Tender Submission Date.

6.0 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.

7.0 Appendix 1 – Tenderer Details for this Tender

Contract/ Tender number	C-001-18
Contract/ Tender title	Provision of Cleaning and Tea Services for ASYAD Head Quarter
Full name of Tenderer	
Postal Address	
City	
Country	
Web site	
Office main tell 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% -

Name of company and address to be awarded the Contract (if different from details above)

Full name	
Registered address	
City	
Country	
Office main tell number	
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 ourselves. No, please send the documents to my foreign address stated above.

Tender Documents Received By:

Signature

Resident Card No.....

8.0 Appendix 2 – Confidentiality Declaration

The undersigned having its principal office..... (The 'Tenderer') hereby declares vis-à-vis OMAN GLOBAL LOGISTICS 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 2018

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

(Signature)

Name: _____

Position: _____

For: _____