

	
Attention:	To whom it may concern
Date:	26.09.2017
From:	Oman Global Logistics Group (ASYAD)
Our Reference:	PQ-011-17 Prequalification of Cleaning Services for ASYAD Group

Dear Sir,

Oman Global Logistics Group SAOC, (ASYAD) invites 'Applicants' to Tender for the prequalification of Services in accordance with the terms and conditions set down in this Prequalification Document. Successful Applicants shall be allowed to participate in the Cleaning Tender" for ASYAD and its subsidiaries.

The Prequalification(PQ) Documents shall comprise the following Sections:

- T1 Invitation for Prequalification (this letter including the pages attached hereto)
- T2 Instructions to Applicants
- T3 Summary of Work
- T3 Data to be submitted by Applicants

Only section T1 is provided; the other documents will be issued to interested Applicant that pay the fee and submit confirmation of fee payment and the Applicant Data Sheet attached under Appendix 1 and Appendix 2.

In the preparation and submission of the PQ documents, Applicant's shall comply with the Prequalification requirements. ASYAD reserves the right to disqualify the Applicant if any of the requirements included in the PQ Documents are not met.

Yours faithfully,

For Oman Global Logistics Group SAOC (ASYAD)



Oman Global Logistics Group SAOC

PQ Number :PQ-011-17

Title – Prequalification of Cleaning Services for ASYAD Group

T1, Invitation for Prequalification

Contents

1.0	TERMS OF PREQUALIFICATION AND OVERVIEW	4
1.1	TERMS OF PREQUALIFICATION.....	4
1.2	ABOUT OMAN GLOBAL LOGISTICS GROUP (ASYAD):	4
1.3	DESCRIPTION OF SCOPE OF WORK/SERVICE/SUPPLY	4
1.4	MINIMUM REQUIREMENTS TO PARTICIPATE IN THE PREQUALIFICATION	5
	THE ABSENCE OF ANY OF THE ABOVE-MENTIONED EXPERIENCES WILL DISQUALIFY THE APPLICANT.	5
2.0	REQUIREMENTS TO COLLECT PQ DOCUMENT.....	5
2.1	APPLICANT DETAILS SHEET	5
2.2	PARTICIPATION FEE	5
2.3	CONFIDENTIALITY DECLARATION.....	6
3.0	ASYAD CONTACT POINT	6
4.0	PREQUALIFICATION DOCUMENT COLLECTION.....	6
4.1	COLLECTION OF PREQUALIFICATION DOCUMENTS	6
5.0	PRE-BID CLARIFICATION MEETING	6
6.0	OUTLINE PROCESS AND SUBMISSION OF PQ DOCUMENTS	6
7.0	PQ QUALIFICATION	6
8.0	APPENDIX 1 – APPLICANT DETAILS FOR THIS PREQUALIFICATION.....	7
9.0	APPENDIX 2 – CONFIDENTIALITY DECLARATION.....	8
9.1	DEFINITIONS	8
9.2	CONFIDENTIALITY	8
9.3	COPYRIGHT.....	8
9.4	THIRD PARTIES.....	8
9.5	VALIDITY	9
9.6	GOVERNING LAW	9

1.0 Terms of Prequalification and Overview

1.1 Terms of Prequalification

1.1.1 The terms and conditions applicable to this Process are detailed in Sections T1, T2, T3, and T4. T2, T3 and T4 are only available following payment of the Fee.

1.2 About Oman Global Logistics Group (ASYAD):

1.2.1 The Sultanate of Oman has commenced activities to consolidate its various government-owned companies into several holding companies grouped by type of business or industrial activity. Logistics has been identified as one of those key focus industries.

1.2.2 Oman Global Logistics (ASYAD) has been set up to consolidate the government owned logistics companies (except the air sector). ASYAD has a mandate to develop Oman's logistics capabilities and to foster investment opportunities in the logistics sector.

1.2.3 ASYAD owns 17 subsidiaries ("the Group") involved in the logistics sector including: 3 ports, 3 free zones, 1 economic development company, 2 shipping and 2 ship management companies, 1 dry dock company, the post office, the bus company, the railway and potential additions to the list.

1.2.4 Oman plans to establish itself as a premier global logistics hub by taking advantage of its geographic location at the cross roads of trade midway between Asia and Europe, along with connections to East Africa, the Indian Subcontinent and Iran. By using overland highways and rail service Oman will become a natural gateway into the GCC Countries avoiding the politically sensitive Straits of Hormuz and reducing the distance ocean carriers must travel to reach Ports in the Arabian Gulf.

1.2.5 ASYAD has also been tasked with implementing the National Logistics Strategy (NLS), formerly known as Sultanate of Oman Logistics Strategy (SOLS).

1.2.6 The successful implementation of NLS will enable logistics to become a major contributor to the Oman economy, facilitating economic diversification, creating significant new employment opportunities and delivering improved performance rankings in key world operating indices. Thus, the result of NLS will make Oman a major global logistics hub, leveraging its geographical advantages along with its significant recent investment in its logistics infrastructure.

1.3 Description of Scope of Work/Service/Supply

This Prequalification process is for Cleaning Services for ASYAD and its subsidiaries.

The scope of services of the contractor covers the following fields:

- 1.3.1 Buildings/ Depot /Offices / Branches
- 1.3.2 Tea & Coffee Services
- 1.3.3 Vehicles & Buses Cleaning
- 1.3.4 Consumables, Equipment & Chemicals
- 1.3.5 Laundry (optional)
- 1.3.6 Catering Services (optional)

1.4 Minimum Requirements to Participate in the Prequalification

Following is the brief description of minimum capability, experience required to participate in the PQ:

- a. The vendor should be an SME company and registered in Riyadh Authority by providing Certificate of registration or Riyadh Card.
- b. Have at least executed two (2) similar projects in size and nature in the last two (2) years.
- c. Have minimum of 15 labours of Manpower in the company.

The absence of any of the above-mentioned experiences will disqualify the Applicant.

1.4.1 No affiliate of the Applicant shall be eligible to participate in this PQ in any capacity whatsoever unless it can be demonstrated that:

1.4.1.1 there is no conflict of interest arising in connection with Royal Decree no. 39/1982 or/and this offer. Applicant assures that the submission of this PQ document is not directly or indirectly submitted by any employee of ASYAD or its subsidiaries, their spouse or any second-degree relatives In line with Article 6 of The Tender Law. This may also include Approved Registration requirements with ASYAD and its subsidiaries.

1.4.1.2 there is not a significant degree of common ownership, influence or control amongst the Tenderer and the affiliate. This may also include Approved Registration requirements with ASYAD Group.

2.0 Requirements to Collect PQ Document

2.1 Applicant Details Sheet

2.1.1 To correctly identify the Applicant and the Applicant's point of contact for this PQ Process, Appendix 1 shall be completed by the Applicant and presented, by hand or scanned and forwarded via email, to the Contract Section before the PQ Documents can be released to the Applicant.

2.2 Participation Fee

2.2.1 The participation Fee for this prequalification is **RO 100.000**

2.2.2 A Cheque with above mentioned value in favour of "Oman Global Logistics Group SAOC (ASYAD)" and identifying the Tenderers' name and the Tender number (e.g. Int. Tenderer Co. deposit for Tender PQ-11-17) must be presented, by hand, to the Tender Section before the Tender Documents can be released to the Tenderer.

Or

2.2.3 Make Bank transfer of **RO.100** to the following Oman Global Logistics Group S.A.O.C (ASYAD) account, which the transfer receipt must be presented to collect the Tender Document:

Oman Global Logistics Group SAOC (ASYAD)

Name of Bank : HSBC Bank Oman S.A.O.G

Account No. : 002-410603-001

Bank address : Head Office Building, Al Khuwair

SWIFT/Bank Code : BBMEOMRX

A receipt confirming deposit and identifying the Applicant' name and the PQ number must be presented, by hand or scanned and forwarded via email, to the Contract Section before the PQ Documents can be released to the Applicant.

2.3 Confidentiality Declaration

2.3.1 On receipt of this Document (Section T1) the Applicant shall sign the attached Confidentiality Declaration (Appendix 2). The Confidentiality Declaration must be completed, signed by an authorised person, stamped with the Applicant company stamp, and be presented, by hand or scanned and forwarded via email, to ASYAD Contract Section.

3.0 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 7 below.

4.0 Prequalification document Collection

4.1 Collection of Prequalification documents

4.1.1 Once the Applicant Details Sheet, Confidentiality Declaration and confirmation of payment of Fee requested in Article 2 has been received, ASYAD shall inform the Applicant the time and date of the availability of the PQ Documents.

5.0 Pre-Bid Clarification Meeting

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

6.0 Outline Process and Submission of PQ documents

6.1.1 The proposed PQ Process schedule is:

Activity	Date
Issue of T1-Invitation for Participation	XXXXXX
Prequalification Documents available for collection	XXXXXX
Final date for collection of PQ Documents	XXXXXX
Clarification Meeting	XXXXXX
Clarification Request Closing Date	XXXXXX
PQ Documents Submission Date	XXXXXX

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

7.0 PQ Qualification

7.1.1 Following the prequalification Evaluation, all participants will be notified whether they have been successful or not.

7.1.2 Only successful participants will be invited to participate in the Tender.

8.0 Appendix 1 – Applicant Details for this prequalification

PQ number	PQ-011-17
Title	Prequalification of Cleaning Services for ASYAD Group
Full name of Applicant	
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% -

Applicant’s representative to which all PQ correspondence shall be addressed

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

Applicant’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 PQ documents on our behalf	Yes No, we will pick up the documents ourself. No, please send the documents to my foreign address stated above.

Fee is paid and receipt attached:

PQ Documents Received By:

Signature

ID Card No.....

9.0 **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.

9.1 **Definitions**

9.1.1 **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.

9.1.2 **Confidential Record**

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

9.1.3 **Third Party**

Shall mean any party other than Oman Global Logistics Group SAOC (ASYAD) or Tenderer.

9.2 **Confidentiality**

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

9.2.2 Tenderer 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 Oman Global Logistics Group SAOC (ASYAD).

9.2.3 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 Oman Global Logistics Group SAOC (ASYAD) who could lawfully do so and who did not derive such Confidential Information or Confidential Record from Oman Global Logistics Group.

9.3 **Copyright**

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

9.4 **Third Parties**

9.4.1 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.

9.5 Validity

9.5.1 This Confidentiality Declaration shall be valid for a period of 5 (five) years from the date signed by the Tenderer.

9.6 Governing Law

9.6.1 This Agreement shall be governed, construed, and enforced in accordance with the laws of the Sultanate of Oman.

Agreed and accepted this

..... day of 2017

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

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