

	
Attention:	To whom it may concern
Date:	26 th /April/2020
From:	Oman Global Logisitics Group SAOC (ASYAD)
Our Reference:	Tender No: C-08-20

Tender Title: Group

Dear Sir,

Oman Global Logisitics Group SAOC, (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 provided by Tenderers
- T4** Insurance Cover Specificcation
- T5** Schedule of Premiums
- T6** Standard Non Disclosure Undertaking

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 Logisitics Group SAOC (ASYAD)**

OMAN GLOBAL LOGISITICS GROUP SAOC (ASYAD)

TENDER NUMBER: C-08-20

**TENDER TITLE: Group Fleet and General Insurance
policies for ASYAD and its Operating Companies (30th
June 2020 to 30th June 2021)**

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, T4 and T5

1.2 About ASYAD Company

Oman Global Logistics Group (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.

ASYAD subsidiaries – only those that ASYAD owns 50% + (“the Group”) involved in the Logistics sector including: 4 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.

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.

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

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.

Current Situation

ASYAD's current insurance program is managed separately by each subsidiary in a decentralized approach. ASYAD intention of this tender is to bring the control and management of its subsidiaries insurance programs under one roof aiming to have better control on the exposure and risk management, in addition gaining from the economy of scale to attract better pricing.

To achieve this purpose, ASYAD has appointed ACE Insurance Brokers (ACE) as their Insurance Consultant. ACE carried out full review of ASYAD's existing insurance program to evaluate exposure, gaps in cover, propose improvements in terms and conditions, conduct engineering surveys, propose new insurance coverage specifications based on their findings, work with ASYAD on Tender Documents preparation. ACE will also be involved in full and comprehensive reviews of submitted bids.

Note: ASYAD has not appointed ACE as a broker for the purpose of this tender.

Risk Engineering/Survey Reports:

The Bidder is deemed to have fully familiarized themselves with the scope and any associated requirements such as site location, site conditions and site requirements. ACE engineers have surveyed the top 4 locations, Survey reports are available upon request. ASYAD can also arrange site visits for those interested parties if must be surveyed by their engineers. Interested bidders should send written request within 3 days of receiving this tender.

1.3 Description of the Service

1.3.1 The scope of insurance shall cover requirements as follows

- Group Fleet and General Insurance policies for ASYAD and its Operating Companies (30th June 2020 to 30th June 2021).

The current scope is covering mainly the following subsidiaries:

Sl. No.	Name of the company
1	ASYAD
2	Oman Shipping Company
3	Marafi
5	Oman Rail Company
6	National Ferries Company
7	Salalah Free Zone Company SAOC
8	Mwasalat (ONTC)
9	Oman Post Company
10	Oman Dry Dock Company
11	IMCO

1.3.2 The details of these insurance coverage is detailed in section T4

1.3.3 Period of Insurance:

- 12 months from a date to be advised or as provided in T4

1.3.4 Jurisdiction: Sultanate of Oman,

1.4 Minimum Requirements to Participate in Tender:

Bidder to fully comply to the “Technical Compliance Sheets” which shall be part of the Tender document. The compliance sheets shall mainly reflect the detailed scope of cover required.

Technical Requirements

Minimum eligibility, capability, experience are required in order to participate in the Tender is that the Tenderer must be an authorised Insurance provider in the Sultante of Oman.

1.5 Bid Evaluation

1.5.1 General

Bids will be assessed in three stages. Stage 1 of the evaluation will consist of Bids being assessed to determine whether they comply with the Bid Requirements in order to ensure the Bid has been submitted in the form and method required by this Tender. Stage 2 will consist of an evaluation of the Bidder's Technical Offer and stage 3 will consist of an evaluation of the Bidder's Commercial Offer.

1.5.2 Technical Submission / Requirements:

Bidder is required to submit the following information as part of their Technical Bid:

Company Profile & Resources, Bidders are required to provide summary CV of their Technical & Service Teams (Underwriting and Claims)

Relevant Experience, Bidders are required to provide the following:

- Number of Years in business
- Total Annual Premium and Market Share.
- List of Major Clients and year of involvement.
- Number of Branches in Oman.
- Number of Countries they are operating in.

Quotation Slips / Insurance Cover Technical Specifications:

- Bidders are strictly required to quote on the basis of Insurance Coverage Specifications part of “Section T4 Scope of Work”
- In case of any deviation on Insurance Cover Specifications terms and conditions, bidders are required to handwrite on the Insurance Cover Specifications/Quotation Slips of this tender, in addition bidders are required to provide separate list of deviation for each slip detailing all imposed deviation.
- Alternative /Additional Options: In case bidder willing to offer alternative quotation options, bidders should do this under separate section “Alternative Options”, bidder should provide full details of the coverage specifications and related wordings for review.

Placement Summary:

Bidders to provide the following placement summary schedule for each policy where there is Facultative RI placement is involved:

Participant Name	Participation %	Security Rating
Bidder (N&T) retention		
Name of Lead Fac RI:		
Follow RI		
Follow RI		
etc		

Type of Participation:

Bidder to advise which placement option they are willing to go for (Bidder may choose more than one option), this is needed for each policy quoted:

SR	Participation Type	Yes/No
1	Direct Insurer	
2	Co-insurer	
3	Facultative Reinsurer	

1.5.3 Commercial Offer

Technically compliant bids will be evaluated based on the best competitive rates / premium quoted by the bidders.

In the event of any arithmetical errors, the Premiums quoted will be corrected accordingly. The Bidder will be informed of any such arithmetical error and the correction made and the Bidder will be required to certify its acceptance of such arithmetical correction.

Arithmetical errors will be corrected on the following basis:

If there is a discrepancy between unit rates and the Lump Sum Price that is obtained by multiplying the unit rates and quantity, the unit rates shall prevail and the Lump Sum Price will be corrected accordingly;

If there is a discrepancy between words and figures, the amount in words shall prevail.

Tenderers with maximum compliance with the Tender, Standard Terms and Conditions will be encouraged.

Completeness of submitted Bid Documents: All the required forms must be fully completed and submitted. The Standard/ Quality of the Submitted Document and the extent and completeness/ correctness of additional information provided will be assessed.

1.5.4 Right to Invite Bidders

ASYAD reserves the right to invite any or all bidders, at the discretion of the ASYAD, to make presentations to the ASYAD to establish their credentials. Such invitations and presentations, if any, shall be deemed to be a part of the bid evaluation process.

1.5.5 Award

Subject to all other criteria being met, the “Letter of Award” will be issued to the Bidder submitting the most advantageous Bid which complies with the requirements of the Tender.

1.5.6 Evaluation process

Mandatory requirements:

- Bidder to fully comply to the “Technical Compliance Sheets” which shall be part of the Tender document. The compliance sheets shall mainly reflect the detailed scope of cover required. Details of technical evaluation are in section T2.

1.5.7 Post Award Document Requirements

- a) Within 3 days of the Letter of Award being issued to the winning Bidder, the Successful Bidder shall issue the “Hold Cover Confirmation” to ASYAD, in respect of the Insurance Policy, for the tenure as agreed in the Bid.
- b) The Successful Bidder shall deliver the Policy Document to the ASYAD / in due course.

2.0 Requirements to Collect Tender Document.

2.1.1 The tender documents shall be collected online through e-tendering portal.

3.0 ASYAD Contact Point

3.1.1 All communication with ASYAD shall be through Clarification Requests via the eTendering portal. No Clarification Requests shall be entertained after the Clarification Request Closing Date.

4.0 Tender Bond

4.1.1 Nil

5.0 Outline Tender Process and Submission of Tender

The opening of the technical Proposal is as detailed in Section T3, Data to be submitted by tenderer, point 1.2.

The proposed Tender Process schedule is:

Activity	Date
Issue of T1-Invitation to Tender	27 th April 2020
Tender Documents available for collection	27 th April 2020
Final date for collection of Tender Documents	05 th May 2020
Clarification Request Closing Date	07 th May 2020
Tender Submission Date	14 th May 2020

Tenders to be submitted by 02.00 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	
Contract/ Tender title	Group Fleet and General Insurance policies for ASYAD and its Operating Companies (30th June 2020 to 30th June 2021).
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 fee is paid and receipt attached:

Tender Documents Received By:

Signature

Resident Card No.....

8.0 Appendix 2 – Confidentiality Declaration

The undersigned Having its principal office..... (The 'Tenderer') hereby declares **Oman Global Logistics Group SAOC**, 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..... 2020

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

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