

	
Attention:	To whom it may concern
Date:	<b>19/2/2018</b>
From:	Oman Global Logistics Group SAOC (ASYAD)
Our Reference:	

**Tender No:- C-002-18**

**Tender Title: Consultancy for for the Evaluation and Provision of Development Program for ASYAD High Potential Employee**

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 (this letter including the pages attached hereto)
- T2 Instructions to Tenderers
- T3 Data to be submitted by Tenderer
- C1 Form of Agreement (including Appendix "The Contract Schedule")
- C2 Special Conditions
- C3 General Conditions
- C4 Scope of Services
- C5 Schedules of Prices
- C6 ICV Specifications
- C7 Data provided by Consultant
- C8 Standard Non Disclosure Undertaking

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 SAOC (ASYAD)



## **SECTION T1, INVITATION TO TENDER**

**Contents**

**1 TENDER OVERVIEW .....4**

1.1 ABOUT OMAN GLOBAL LOGISTICS GROUP .....4

1.2 DESCRIPTION OF SCOPE OF SERVICE.....4

**2 MINIMUM REQUIREMENT .....5**

**3 REQUIREMENTS TO COLLECT TENDER DOCUMENT .....5**

**4 ASYAD CONTACT POINT.....5**

**5 TENDER BOND .....5**

**6 PRE BID CLARIFICATION MEETING.....5**

**7 OUTLINE TENDER PROCESS AND SUBMISSION OF TENDER .....5**

**8 TENDER AWARD .....6**

**9 APPENDIX 1 – TENDERER DETAILS FOR THIS TENDER .....7**

**10 APPENDIX 2 – CONFIDENTIALITY DECLARATION .....8**



## 1 Tender Overview

### 1.1 About Oman Global Logistics Group

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.

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: 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.

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 Group is a Government-owned company which is focusing on the logistics sector, with 15 subsidiaries between fully-owned and joint venture. ASYAD Group has a diverse portfolio that includes ports, free zones, rail, dry dock, shipping, transport, post, and a maritime college. ASYAD is mandated to improve the performance of the Group's companies, and its vision is to become Top 10 Integrated Logistics Service Provider by 2040

1. ASYAD strategy has five focus areas on:
2. **Grow & connect** existing assets
3. **Become** a global integrated LSP
4. **Transform** public service companies
5. **Enable** the sector to flourish
6. **Operationalize** the holding company

### 1.2 Description of Scope of Service

The program is expected to meet Asyad group demand for leaders who can succeed in today's volatile, uncertain, complex, and ambiguous (VUCA) business environment. The goal of this programme is to introduce talent management pool through the identification and development of the group high potential employees. This program shall provide robust framework for identification process, high potential development programs, monitor and evaluate high potentials programme, assess readiness of the high potential for the new roles, ensure proper communication and design reward framework for the high potentials.

The provider is expected to diagnose the organization's current and future business needs and objectives, encompass the whole person, and address the full experience cycle of high potentials as they move through the leadership pipeline.

The program will cover Asyad and its OpCos

The program is expected to run for a minimum of 12 months

Project to have 3 phases: Planning & Development, Implementation, and Monitoring, Evaluation & Support

## 2 Minimune Requirement

- Minimum of 3 similar projects in a large organization with a minimum of 500 employees.
- Minimum of 12 years' experience for the project team lead members in similar projects.
- Minimum of 1 succession planning project

## 3 Requirements to Collect Tender Document

3.1 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.

### 3.2 Tender Fee

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

3.2.2 For more details please call +968 24166670.

### 3.3 Confidentiality Declaration

3.3.1 Prior to the submission of proposals 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.

## 4 ASYAD Contact Point

4.1.1 All communication with ASYAD shall be through Clarification Requests, in writing and via the **eTendering portal** any issues can be addressed to [tenders@asyad.om](mailto:tenders@asyad.om) . No Clarification Requests shall be entertained after the Clarification Request Closing Date included in the table in Article 6 below.

## 5 Tender Bond

5.1.1 To ensure conformance of the Tender, ASYAD requires the Tenderer to issue a Tender Bond in the exact format detailed in Section T3. The value of this Tender Bond shall be indicated in Section T3. The Tender Bond shall be forwarded to ASAYD as part of the Technical Tender under separate cover. The Tender Bond shall be enforced in the event that Tenderer fails to submit and substantiate a conforming tender or has failed to accept award of the contract or purchase order. ASYAD reserves the right to reject any tender submitted without a Tender Bond.

## 6 Pre Bid Clarification Meeting

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

## 7 Outline Tender Process and Submission of Tender

7.1.1 The technical Proposal submission date and the commercial Proposal submission date are the same but the technical Proposal and commercial Proposal shall be submitted in individually sealed separate packages. the opening of the technical Proposal and commercial Proposal are the discretion of ASYAD.

7.1.2 The proposed Tender Process schedule is:

program

Activity	Date
Issue of T1-Invitation to Tender	19/02/2018
Tender Documents available for collection	19/02/2018
Final date for collection of Tender Documents	28/02/2018
Clarification Request Closing Date	05/03/2018
<b>Tender Submission Date</b>	<b>12/03/2018</b>

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

## 8 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.



program

**9 Appendix 1 – Tenderer Details for this Tender**

Contract/ Tender number	<i>Tender # C-002-18-Consultancy services for High Potential program</i>
Contract/ Tender title	
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.....

## 10 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.

### 10.1 Definitions

#### 10.1.1 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.

#### 10.1.2 Confidential Record

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

#### 10.1.3 Third Party

Shall mean any party other than ASYAD, or Tenderer.

### 10.2 Confidentiality

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

10.2.2 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 .

10.2.3 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 .

### 10.3 Copyright

10.3.1 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.



**10.4 Return of Confidential Record**

10.4.1 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.

**10.5 Third Parties**

10.5.1 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.

**10.6 Validity**

10.6.1 This confidentiality declaration shall be valid for a period of (five) 5 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

اسياد  
ASYAD

\_\_\_\_\_  
(Signature)  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
For: \_\_\_\_\_