

	
Attention:	To whom it may concern
Date:	3 <sup>rd</sup> January 2019
From:	Oman Global Logistics Group SAOC (ASYAD)
Our Reference:	C-001-19

**Tender No:- C-001-19**

**Tender Title: Public Relations agency**

Dear Sir,

Oman Global Logistics 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:

- |    |  |
|----|--|
| 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 | 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

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## 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. Logisticss has been identified as one of those key focus industries.

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

ASYAD subsidiaries – only those that ASYAD owns 50% + ("the Group") involved in the Logisticss 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 Logisticss 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 Logisticss Strategy (NLS), formerly known as Sultanate of Oman Logisticss Strategy (SOLS).

The successful implementation of NLS will enable Logisticss 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 Logisticss hub, leveraging its geographical advantages along with its significant recent investment in its Logisticss infrastructure.

### 1.2 Description of Scope of Service

#### 1. Overarching communications objectives

- a. Market ASYAD's achievements on all business facets
- b. Build awareness for Oman as the new strategic hub for logistics and the gateway to several consuming markets as per the geographies specified in the scope
- c. Position ASYAD in local, regional and global markets as a comprehensive end-to-end logistics provider in the Middle East with global outreach
- d. Build perceptions about Oman and ASYAD as per the National Logistics Strategy 2040 (to be shared at acquisition of contract)
- e. Build awareness and educate prospect customers and investors about ASYAD's value proposition, for the group, the clusters (Ports, free zones and Logistics) and the operating companies
- f. Gain the interest of potential investors and customers for ASYAD's businesses and operating companies

## 2 Minimum Requirements:

- Agency with regional and global news distribution capabilities.
- Agency that has at least 2 regional clients in its portfolio.
- Agency that has clients and expertise in the logistics, shipping and / or investment and financial sector.

### Agency allocation of resources:

- The agency must allocate at least one dedicated account manager to handle ASYAD Group scope
- The agency's scope will cover all ASYAD group companies, therefore, the agency is expected to collaborate with all ASYAD group companies' PR and communications request as per the scope stated
- The agency must be available to respond to all requests during working days (Sunday to Thursday)
- The agency must be available to respond to all requests during working hours (to be specified and agreed upon between ASYAD and agency)
- The agency is expected to deliver on projects or activities pre-set and pre-arranged for weekends and holidays
- The agency is expected to respond to urgent requests from ASYAD, communications crisis and media management requests on weekends and holidays.

## 3 Requirements to Collect Tender Document

### 3.1 Tenderer Details Sheet

- 3.1.1 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.

### 3.2 Tender Fee

- 3.2.1 The Tender Fee for this Tender is **RO 100.00**
- 3.2.2 Payable online: E-tendering
- 3.2.3 In case the Tenderer wish to participate off line of e-tendering then a cheque with above mentioned value in favour of "ASYAD" and identifying the Tenderers' name and the Tender number (e.g. Int. Tenderer Co. deposit for Tender must be presented, by hand, to the Tender Section before the Tender Documents can be released to the Tenderer.
- 3.2.4 Or Make a bank transfer of OMR 100 to the following Oman Global Logistics Group S.A.O.C (ASYAD) bank account, which the transfer receipt must be presented by hand to the Supply Chain Department or scanned and forwarded via email to [tenders@asyad.om](mailto:tenders@asyad.om) in order to collect the Tender Documents:

#### 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

3.2.5 The Tenderer is only permitted to participate in one mode only either via e-tendering system or manual participation. Tenderers whom submit proposals in both modes (i.e. e-tendering and manual submission) will not be accepted.

### 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

[tenders@asyad.om](mailto:tenders@asyad.om), 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 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.

Or

4.1.2 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 ( Not applicable )

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 ASYAD as part of the Technical Tender under separate cover. The Tender Bond shall be enforced in the event that Tenderer fails 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:

Activity	Date
Issue of T1-Invitation to Tender	3 <sup>rd</sup> January 2019
Tender Documents available for collection	3 <sup>rd</sup> January 2019
Final date for collection of Tender Documents	20 <sup>th</sup> January 2019
Clarification Request Closing Date	22 <sup>nd</sup> January 2019
<b>Tender Submission Date</b>	<b>28<sup>th</sup> January 2019</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.

## 9 Appendix 1 – Tenderer Details for this Tender

Contract/ Tender number	C-001-19
Contract/ Tender title	Public Relation Agency
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 ..... 2019

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

(Signature)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

For: \_\_\_\_\_