

Tender Specifications for
Providing outsourced staff - Civil Maintenance
Service

for

Abu Qir Container Terminal (AQCT)
Alexandria International Container Terminal (AICT)
(Yard, Buildings, Quay & Facilities)

Civil Engineering Department

May 2025

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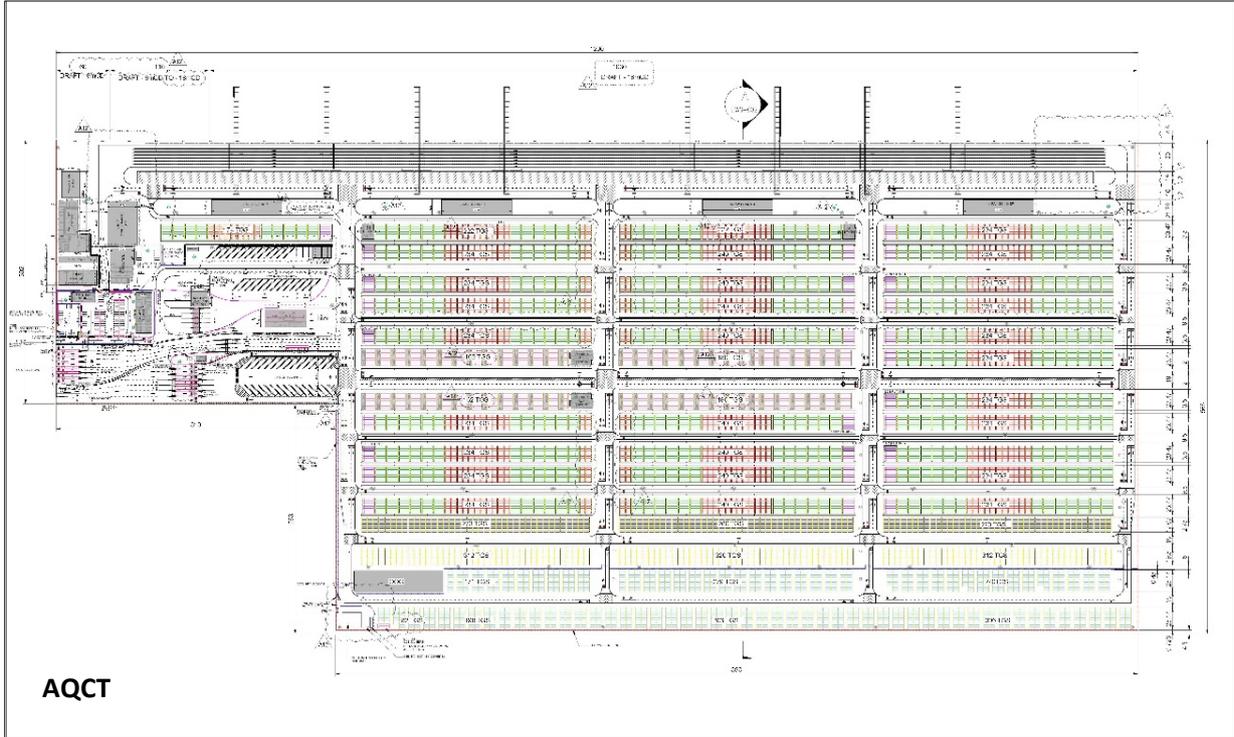
Annex 1: Tender Specifications

1. Introduction:

Alexandria International Container Terminals (AICT) is a free zone company and operates two fully integrated container terminals at Egypt's main commercial ports of Alexandria Port and EL Dekheila Port since 2005. Both ports are located on the Mediterranean Sea and support both local and international trade activities in the region as Egypt expands its industrial base. AICT is a subsidiary of Hutchison Ports, the world's leading port investor, developer and operator.

On the 27th of August 2020, Hutchison Ports signed a long-term agreement with the Egyptian Navy to develop and operate a new container terminal at Abu Qir, Egypt. The new terminal (AQCT) will have a handling capacity up to 2 million TEU upon completion of all phases, and a total quay length of 1,200 meters with a draft of 18 meters capable of handling mega vessels of the future. The project includes provision for a 60-hectare, The location of the terminal is inside the Abu Qir Naval Base.

AICT (ALX / DKH) & AQCT intention is to apply a contract for civil maintenance includes but not limited to provide company with outsourced professional manpower, tools, and equipment to execute the service inside the terminal's premises in accordance with the company's priorities and planning.



2. Definitions

“AQCT”	Employer, owner means HUTCHISON Port ABU QIR – Private Free Zone Company
“AICT”	Employer, owner means Alexandria International Container Terminal (Alexandria & Dekhila), Private Free Zone Company
“Contractor(s)”	Tenderer/Bidder, agencies, suppliers, and similar system Integrator specialized in providing outsourced maintenance and executing civil maintenance activities.
The Engineer-in-charge	AQCT/AICT’s Civil Engineer who shall supervise and be the In-charge of the tender SOW.
“Shall”	This is to be understood as mandatory in relation to the requirements of this document.
“Should”	This is to be understood as a strong recommendation to comply with the requirements of this document.
“Contract”	It shall mean the formal agreement, if any, executed between Hutchison and the Contractor(s) together with the documents referred therein including these conditions with appendices, and any special conditions, the specifications, design, drawing, schedule of quantities with rates and amounts and schedule of rates.
Contract Duration	36 Calendar Months (3 Years)
PSD	Performance Security Deposit (10%) contract value for contracted period of 36 months
“SOW”	Scope of Work
Urgent/Emergency works	Any urgent measures which in the opinion of the Engineer-in-charge, needs maintenance team attendance

3. Purpose of the tender document

Hutchison Port Egypt is seeking a vendors/bidder to supply skilled outsourced team to perform maintenance work for yard, buildings, and facilities of the terminal, in hereunder staff criteria, medical fitness, experience, and qualifications.

The selection criteria, medical fitness, experience, and qualifications are the main part of the contract (if required) or the order issued to the awarded supplier/vendor.

The place of acceptance of the supplies shall be AQCT and AICT.

4. Disclaimer

This Tender is not an offer but an invitation to receive offer from vendors/bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed between AQCT/ AICT and the vendor/ bidder.

All information provided as a part of this Tender document to the prospective Applicants is subject to the terms and conditions set out in this tender and any addendum to the same (as and when issued in writing).

The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this tender. This tender document does not claim to contain all the information each Applicant may require. Each Applicant is advised to conduct its own due diligence and check the accuracy, reliability, and completeness of the information in this tender document.

AQCT/AICT may at their absolute discretion, but without being under any obligation to do so, Cancel, update, amend this tender.

5. Bidder Qualifying / Eligibility Criteria

To be considered eligible for the award of the contract, tenderers must provide evidence that they meet or exceed certain minimum criteria described hereunder. Tenderer is advised to read these instructions carefully prior to preparing the tender bids:

- 1- Financial Competence:
Average annual financial turnover of the Contractor during last 5 years should not be less than 30% of the estimated value of this work and the tenderer should submit audited balance sheet and Profit & Loss Account for the last three financial years duly certified by Chartered Accountant
- 2- Technical Competence:
Contractors having experience of successfully completed similar works (Similar work means Civil Maintenance service for container terminals, factories, office buildings for governmental or reputed private sector companies / organizations during the last 7 years should be either of the following:
 - Three similar completed works each costing not less than 40% of the estimated value of this work.
 - The tenderer should have executed similar type of work in their own name shall be considered.
- 3- Copy of work order/ letter of award/ letter of work agreement alone shall not suffice the Bidder's claim for executing "Similar Works". Submitting completion certificate from the client on its letter head along with supporting documents is mandatory to qualify.
- 4- Subject to the restrictions outlined in this Tender Document, any Bidder may propose to sub-contract a part of the contract for specialized items of services, provided that the names and details of the sub-contracts are clearly stated in the bid submitted by Bidder and provided further that such subcontractor should not circumvent the eligibility condition laid down as per the Tender Document.
- 5- The tenderer should have minimum in-house manpower to cover requirements.
- 6- The Contractor shall provide qualified and experienced technical staff who had certificate ((تصريح مزاولة المهنة)) on site of work. The minimum staff shall be as per description of work mentioned in Bill of Quantities.

- 7- Declare agreement, conformity, and compliance with:
Anti-barbery document.
Hutchison Ports Group Policy 62-2021 Supplier code of conduct.
- 8- “No near relative” of the bidder firm/contractor be working/employed in AQCT or AICT
- 9- Submission of bids: proposals should be submitted in two separate envelopes namely, 'Technical Bid' (Part A) and Financial Bid' (Part B). The technical and financial bids duly sealed in separate envelopes must be kept inside a single third envelop and clearly super scribed as " **Providing Outsourced Staff for Civil Maintenance Services**" for AQCT and AICT, the envelope should be clearly marked as 'Technical Bid' (Envelop-I) and 'Financial Bid' (Envelop-II).

6. Instruction to the bidders

All the intending Bidders are requested to note the following important provisions:

These instructions shall form part of the tender document.

1. The Part the tender document Technical Bid is to be read along with prequalification document and price bid.
2. Technical Bid contents:
 - Cover Letter: An introductory letter that summarizes the bidder’s interest in the project and briefly highlights the key points of the proposal. It may also include contact information of bidders.
 - Complete tender document with each page signed and stamped by the bidder.
 - Copy of main maintenance staff qualification along with other technical, terms and conditions as specified in bid document.
 - Fully completed PQQ with an appropriately signed declaration.
 - Financial stability– bidder will be required to attach all supportive document.
 - Experience & Capability – bidder must provide evidence that they possess both technical competence and capability to deliver services under this contract, having provided similar services for a minimum of 5 years on similar contracts. Any bidder unable to demonstrate such evidence in the PQQ will fail.

- Certificates / Documents of work experience executed during last 5 (Seven) years with details for each project, owner, contract value, duration and similar.
 - Sub-contractors “if any” details: name, contact info, previous experience, certificate, and safety documents.
 - Health and safety all related documents such as: health & safety policy
3. Each Bidder shall be solely responsible for satisfying himself as to the information required to submit a Proposal and/or enter the tender and carry out the services in accordance with the Tender Document.
 4. The Bidder at his own responsibility is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the bid and entering a contract for the Works. The cost of visiting the Site shall be at the Bidder’s own expense.
 5. AQCT/AICT reserve the right, at any time, in their sole and absolute discretion and with no liability whatsoever, to:
 - Amend the scope of or terms of the business opportunity described in the Tender Document.
 - Amend, terminate, or suspend any element of the Tender Document and/or Process, including.
 - By extending any date, time or deadline provided for in this Tender Document.
 - Reject or disqualify any or all Proposal(s) for any reason and without any obligation,
 - Compensation or reimbursement to any Bidder.
 - Waive any defect or irregularity in any Proposal or any non-conformity in the form or content of any Proposal and accept that Proposal.
 - Cancel the Tender Process and launch a new one.
 - Cancel the Tender Process and the whole Transaction.
 6. The tender document shall be taken into consideration of only eligible prequalified agencies selected after scrutiny of their applications, supporting documents prequalification criteria and other requirements as indicated in the tender document.
 7. Bidders are required to submit their Proposals in individually sealed envelopes/packages. comprising (1) a Technical Bid and (2) a Financial Bid, along with all further documentation as per requested in tender document.
 8. All technical bids should have the page-wise heading as “Technical Bid” and page no. in all pages with seal and signature of authorized signatory.

9. The rates quoted in the tender shall **remain valid for a period of 4 months “120 Days”** from the due date of opening of the tender (Financial bid).
10. The conditional Financial Bids will be summarily rejected.
11. Tender currency: **Egyptian Pounds (EGP).**
12. If the tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, AQCT/AICT reserves the right to reject such tender at any stage.
13. All the intending bidders, agencies should visit the site, go through the SOW, schedule, manpower, intent, various compliance, etc. and quote accordingly in the price bid.
14. The price shall be filled up both in numbers and in words. All entries in the tender documents should be in the one ink. Erasers and over writings are not permitted. All cancellations and insertions should be duly signed by the tenderer concerned.
15. **Within 28 days, the successful bidder will have to furnish a Performance Security Deposit of 10% of total contract value meant for 36 months in the form of Bank Guarantee.**
16. **The rate of Performance Security Deposit (PSD) will be 10% of the contract value.**
17. The prices quoted must be net considering all SOW, terms & conditions and as per the technical specification mentioned in tender document.
18. Quoted rates shall be firm throughout the contract period (after tender awarding) and no cost escalation is allowed on any account.
19. Tenders submitted after the due date shall not be considered for bidding and shall be rejected.
20. The rates quoted shall be valid for four months’ (120 days) period from the due date of opening the tender (Price bid).
21. A prospective bidder requiring any clarification of the bidding documents shall contact abdelghani.manal@aict.com.eg , Manal Abdel Ghani – AICT Procurement Manager. The receiver will respond in writing (e-mail) to any request for clarification, before the tender due date. (Please refer to project timeline), for any updates on tender document; it will be shared with all participating bidders.
22. Tender documents can be downloaded from the following websites:
www.hutchisonportsabugir.com , Hutchison Ports Alexandria
23. The Bidder at his own responsibility is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the bid. The cost of visiting the Site shall be at the Bidder’s own expense.

7. Scope of Service

AQCT & AICT are seeking a contractor to supply skilled/qualified outsourced team to perform maintenance work activities for yard, buildings, Quay and facilities of the terminal, in hereunder staff criteria, medical fitness, experience, and qualifications.

Contract duration is 36 months

The selection criteria, experience, and qualifications are the main part of the contract (if required) or the order issued to the awarded contractor.

The place of acceptance of the supplies shall be AQCT and AICT Terminals (Free zone area).

The annual civil maintenance contract will cover providing the following services:

a- Main Maintenance Team:

This team will attend in daily basis to be responsible of applying day to day entire set of activities to keep, restore or improve every part of the terminal. This team will attend in daily basis from 9:00 AM to 5:00 PM.

b- Additional Manpower (upon request):

Providing skilled, qualified manpower within 48 hours of receiving an additional labor request from Engineer in-charge.

c- Maintenance Equipment and Tools:

Providing all equipment, plant and tools needed for main maintenance team to perform their maintenance tasks with no extra charge.

d- Sewage holding tanks pump and cleaning – service in AQCT only:

pumping out and cleaning of sewage holding tanks: septic Tanks / sewage lifting station, storm drain and sewage manholes.

α- Main Maintenance Team

 1- Maintenance Engineer

Sr.	Item	Minimum requirements
1	Quantity	1 (AQCT)
2	Qualification & skills	<ul style="list-style-type: none"> ➤ Bachelor's degree in civil engineering, facilities engineering, or related field. ➤ Problem solving skills; verbal and written communication skills; familiarity with Auto CAD ➤ Knowledge of the building process; knowledge of structural
3	Years of Experience	5
4	Duties and Responsibilities (Not limited to)	<ul style="list-style-type: none"> ➤ To lead the maintenance team and work as technical expert for facility and associated infrastructure maintenance. ➤ To provide guidance and recommendations to AQCT/AICT Civil departments to solve current facility, equipment, or utility system issues for various systems. ➤ To prepare and provide daily, weekly, and monthly reports with all maintenance activities to AQCT /AICT civil manager.

 2- Safety/Site Supervisor

Sr.	Item	Minimum requirements
1	Quantity	3 (1 AQCT, 2 AICT)
2	Qualification & skills	<ul style="list-style-type: none"> ➤ HSE specialist certificates ➤ Problem solving skills; verbal and written communication skills; familiarity container terminals site is preferred. ➤ Approved from AQCT/AICT safety dept.
3	Years of Experience	3
4	Duties and Responsibilities	<ul style="list-style-type: none"> ➤ To be always responsible for the safety performance of maintenance team. ➤ Deal with AQCT's /AICT's HSE departments to issue needed work permit for each task. ➤ Enforce Safe Work Practices. ➤ Correct Unsafe Conditions. ➤ Prevent Unsafe or Unhealthy Workplace Conditions or Hazards.

3- Electrician

Sr.	Item	Minimum requirements
1	Quantity	3 (1 AQCT, 2 AICT)
2	Qualification & skills	<ul style="list-style-type: none"> ➤ High school diploma or equivalent required. ➤ Competency & occupational license / certificates تصريح مزاولة المهنة ➤ Extensive knowledge of electrical systems and wiring. ➤ Ability to use hand tools and power tools. ➤ Proficient in the use of test meters and other diagnostic equipment. ➤ Excellent problem-solving skills.
3	Years of Experience	5
4	Duties and Responsibilities	<ul style="list-style-type: none"> ➤ Assemble, test, install, and maintain appliances, equipment, and fixtures. ➤ Determine the causes of system and equipment failures. ➤ Advise for critical systems that could be hazardous. ➤ Urgent repairs and problem solving.
5	Tools and equipment	<ul style="list-style-type: none"> ➤ Tool kit ➤ Driller with complete drill bits set. ➤ Approved voltage tester ➤ Wire stripper ➤ Fish Tape ➤ Insulated screwdrivers set. ➤ Electrical Tape. ➤ Insulated gloves for electrical work

4- Plumper

Sr.	Item	Minimum requirements
1	Quantity	3 (1 AQCT, 2 AICT)
2	Qualification & skills	<ul style="list-style-type: none"> ➤ High school diploma or equivalent preferred. ➤ Competency & occupational license / certificates تصريح مزاولة المهنة ➤ Extensive knowledge of water and sewage systems and septic tank maintenance. ➤ Ability to use hand tools and power tools.
3	Years of Experience	3
4	Duties and Responsibilities	<ul style="list-style-type: none"> ➤ carrying out routine monitoring of water sources and sanitary systems. ➤ Repair and maintain terminal water systems at buildings, yard, and Quay area. ➤ Assists with remove and dumping Liquid and solid wastes “produced from septic tanks” to transfer site.

5	Tools and equipment	<ul style="list-style-type: none"> ➤ Tool kit ➤ Adjustable pliers ➤ Propylene pipes welding machine ➤ Adjustable wrench ➤ Thread sealing tape. ➤ Pipe blockage removal tools. ➤ Gloves
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5- HAVAC technician

Sr.	Item	Minimum requirements
1	Quantity	3 (1 AQCT, 2 AICT)
2	Qualification & skills	<ul style="list-style-type: none"> ➤ High school diploma or higher education degree. ➤ Competency & occupational license / certificates تصريح مزاولة المهنة ➤ Extensive knowledge of different HAVAC systems. ➤ Ability to use hand tools and power tools
3	Years of Experience	5
4	Duties and Responsibilities	<ul style="list-style-type: none"> ➤ Operate, maintain, and repair all equipment used for ventilation and air conditioning of terminal buildings. ➤ Identify locations and types of all HVAC equipment and how they relate to each building. ➤ Diagnosing electrical and mechanical faults for HVAC systems.
5	Tools and equipment	<ul style="list-style-type: none"> ➤ Tool kit ➤ Driller with complete drill bits set. ➤ Manifold gauge set. ➤ Coil Fin Straightener ➤ Foam gun for AC cleaning. ➤ Insulated screwdrivers set. ➤ Electrical Tape. ➤ Gloves.

6- Doors & windows technician

Sr.	Item	Minimum requirements
1	Quantity	2 (1 AQCT, 1 AICT)
2	Qualification & skills	<ul style="list-style-type: none"> ➤ High school diploma or higher education degree. ➤ Competency & occupational license / certificates تصريح مزاولة المهنة ➤ Extensive knowledge of different types of doors and windows. ➤ Ability to use hand tools and power tools

3	Years of Experience	5
4	Duties and Responsibilities	➤ Inspect, maintain, and repair terminal buildings doors / windows: wood, aluminum, steel... types.
5	Tools and equipment	<ul style="list-style-type: none"> ➤ Tool kit ➤ Driller with complete drill bits set. ➤ Sledgehammer ➤ screwdrivers set. ➤ Allen keys ➤ Gloves.

7- Steel Fixer (Forger)

Sr.	Item	Minimum requirements
1	Quantity	1 (AICT)
2	Qualification & skills	<ul style="list-style-type: none"> ➤ High school diploma or higher education degree. ➤ Competency & occupational license / certificates تصريح مزاولة المهنة ➤ Extensive knowledge of different types of doors and windows. ➤ Ability to use hand tools and power tools
3	Years of Experience	5
4	Duties and Responsibilities	➤ Inspect, maintain, and repair terminal buildings steel structures parts
5	Tools and equipment	<ul style="list-style-type: none"> ➤ Tool kit ➤ Driller with complete drill bits set. ➤ Pneumatic Nail Gun screwdrivers set. ➤ Allen keys ➤ Pry Bar ➤ Gloves.

8- Unskilled worker

Sr.	Item	Minimum requirements
1	Quantity	4 (2 AQCT, 2 AICT)
2	Qualification & skills	<ul style="list-style-type: none"> ➤ Ability to read and write Arabic. ➤ Competency & occupational license / certificates تصريح مزاولة المهنة
3	Years of Experience	2
4	Duties and Responsibilities	<ul style="list-style-type: none"> ➤ Cleaning up worksites from debris and machinery. ➤ Work as a helper for maintenance technicians.

		➤ Handling and transporting materials.
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Important Notes:

- Above main maintenance team members shall be paid for full time work.
- the rates are applied for 36 months contract period, based on 5 working days/ week- from 9:00AM to 5:00PM.
- The contractor is required to prepare and equip approve temporary site office (20 ft caravan as a minimum) for his staff. Site office should be equipped with computer with all needed software “as per AQCT/AICT ‘s Engineer instructions) and furnished by suitable and necessary furniture and facilities.
- As pedestrians are not allowed to walk inside the terminal area; The contractor shall provide Double cabin pickup (Model 2019 or later) as means of transportation of his team, tools, materials, and equipment inside the terminal. Transportation facilities should be available daily during the contract period (36 months). No extra charge shall be paid for contractor site car or related cost such as: driver, fuel, maintenance, and all other costs.
- All the above main maintenance team shall wear uniform, such as overalls, with the reflective strips, contractor logo and name tags identifying their title and name in English and local language.
- Contractor shall provide full personal protection equipment (PPE) to his staff including vests, helmets, gloves. Shoes, googles face masks, harness and similar.
- All necessary tools and equipment, ladder, scaffolding safety gadgets, pumps, etc as required for providing services shall be provided by the contractor.
- Emergency work: It shall be contractor’s responsibility to response to emergency requests in time. No extra payment will be made for working on odd hours/emergency works such as utilities sudden failure or bad weather.
- Maintenance team attendance will be measured based on weekly/monthly timesheets, approved, and signed by Engineer-in-charge.
- **Site core service professions are in fixed unit daily rate even if requested in extra labor request and according to AQCT/AICT requirements.**

b- Additional Manpower

- 1- Electromechanical Engineer
- 2- Construction site Supervisor
- 3- Painter
- 4- Concreteer
- 5- Plasterer
- 6- Marble technician
- 7- Masonry
- 8- Reinforcing concrete steel work
- 9- Ceramic Tiller
- 10- Steel fixer (forger)
- 11- RC form work carpenter
- 12- False ceiling technician
- 13- Skilled labor

- All above mentioned professions should be highly skilled with a proper experience in similar field not less than 5 years.
- Labor in daily rates is measured based on attendance timesheets, approved, and signed by Engineer-in-charge.
- Contractor to provide additional manpower with all related PPE and tools.

c- Maintenance Equipment and tools

Contractor shall submit all required equipment and tools to perform the civil maintenance activities such as” but not limited to “:

- Portable water pump for pumping out accumulated water.
- Portable pump for pumping out accumulated oil.
- Foam washing machine for A/C cleaning.
- Air compressor 12:14 bar.
- Man lifts, electrical or hydraulic 20m height or equivalent equipment, approved from AQCT/AICT Civil & HSE dept.
- Any additional equipment needed to perform civil maintenance work.
- Aluminum ladder not less than 5.0 m height.
- Blockage removal tools for drainage network manholes (minimum 30 m length).

- Generator 15 KW.
- Consuming things required to perform maintenance activities such as welding wires must be the contractor responsibility.

No extra charges or costs shall be paid for maintenance equipment as it is considered a part of contractor's rates for main maintenance team.

d- Sewage maintenance service (for AQCT Only)

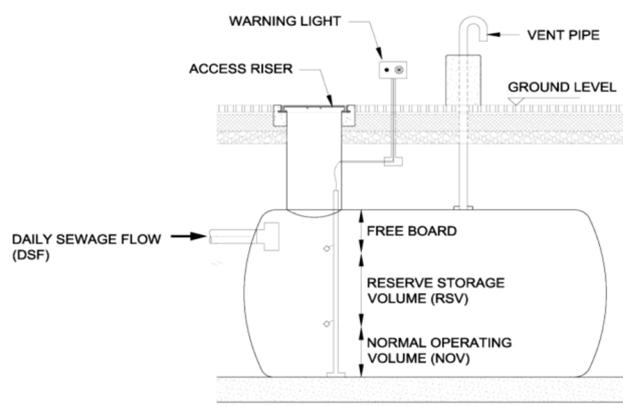
AQCT seeks to procure a service for pumping out and cleaning of sewage holding tanks: all septic Tanks/ sewage lifting station, storm drain, manholes and pipes.

d.1 scope of service:

This service consists of furnishing all materials, equipment/plant, labors, and transportation necessary to provide above mentioned maintenance services at locations listed and described herein:

1- **Septic tanks** (underground holding tanks) with 10,000- & 35,000-liters capacity. drawings are attached for septic tanks details.

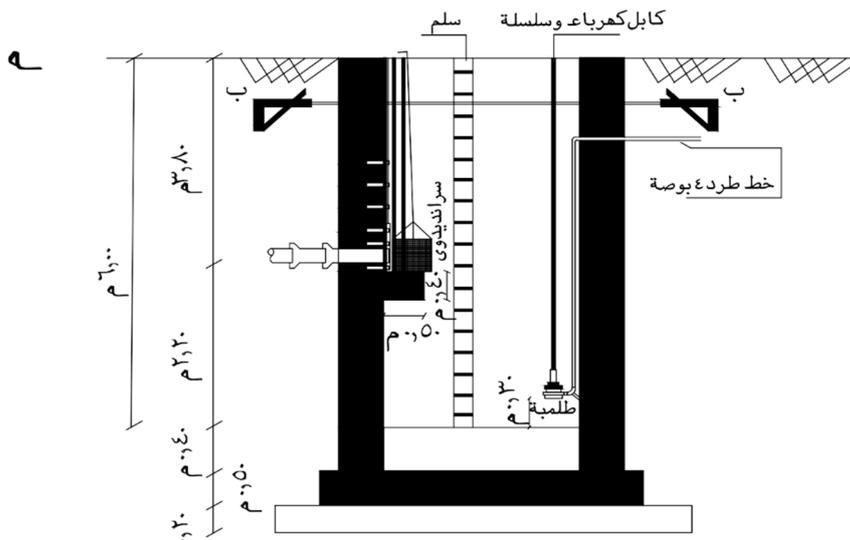
- Septic tanks should be inspected Daily. (Based on system design and capacity, more frequent inspections may be required).
- Records of these inspections must be maintained using computer format. These data to be reported to AQCT civil engineers to ensure established procedures are being followed and ensure the maximum lifespan of all facilities and equipment.
- Tank pumping out and disposal to approved disposal area according to environmental authority instruction.
- Checking scum and sludge levels in tanks.
- Sludge and solid waste removal and disposal to approved disposal area according to environmental instruction.
- Tank cleaning, at least 4 times /year, it could be increased according to AQCT Civil engineers' instructions.
- Provide all needed equipment/ plant, labors, and tools to execute above mentioned service.
- Issue all required permits from governmental or non-governmental authorities for disposal of wastes.



Septic tank arrangement – indicative only

2- **One (1) main sewage lifting station** with 7,500 liters capacity, please check attached drawing for details.

- Lift stations should be inspected at least a weekly. (Based on system design and capacity, more frequent inspections may be required).
- Records of these inspections must be maintained using computer format.
- These are to be referenced by Engineer-in-charges to ensure established procedures are being followed to ensure the maximum lifespan of all facilities and equipment.
- Tank pumping out and sewage water disposal to approved disposal area according to environmental authority instruction.
- Sludge and solid waste removal and disposal to approved disposal area according to environmental authority instruction.
- Wet wells should be pumped out and cleaned at least twice a year (2 times/year), or more often, if necessary, to prevent solids and grease build-up. Build-up of solids can create odors and damage to the pump.
- Inspection of pumps should be performed quarterly. Inspection of the impeller should be performed quarterly. The inspections would assure that the impeller is free of debris.
- Provide all needed equipment/ plant, labors, and tools to execute above mentioned service.
- Issue all required permits from governmental or non-governmental authorities for disposal of sewage wastes.



Details of sewage lifting station – indicative only

d.2 sewage service Terms & Conditions

- Contractor rates for pump out and cleaning of sewage tanks service to include the followings:
 - Providing vacuum truck with minimum capacity of 15,000 liters to be used in sewage tanks pumping out.
 - All running cost of vacuum truck such as: driver, fuel, maintenance, permits.... Should be contractor responsibility and to be included in his service rates.
 - Providing labors, equipment and tools needed to execute the service.
 - Providing all safety gears for his staff: facemask, protective clothes, helmet, goggles, gloves, safety shoes and similar.
 - Issuing of all permits from governmental or non-governmental authorities.
- Safety supervisor always be present when conduct lift station operation and maintenance.
- If the contractor decided to hire a sub-contractor for this service; he must select a licensed and authorized contractors only, with a good experience in providing similar service.
- All above mentioned service parts should be coordinated and executed after the written approval of Engineer-in-charging dept.
- After conducting the service, engineer in-charge will inspect the executed work and approve the service.
- No invoices for this service shall be accepted without the AQCT Civil engineers' approval.
- All tender general terms and conditions.

8. Payment terms

- As concerning main maintenance team, and additional manpower, contractor shall provide monthly invoices that will be reviewed by civil engineer in-charge along with attendance/absence reports, additional labors requests and monthly performance evaluation reports.
- For sewage services, contractor shall submit his invoice in monthly basis including all needed details and inspection reports "if any" as per engineering in-charge request.
- Payment will not be made if any of the planned maintenance activities is not made, or the work is not made in planned time due to shortage/ absence of contractor's staff.

- In case of maintenance's equipment failure or shortage in tools more than 2 days/month with no action taken by contractor, Engineer in-charge will calculate the stoppage/delay time on monthly basis and decide the proper deduction from contractor monthly invoice.
- If the personnel are found indulging in smoking/drinking/sleeping during duty hours, the personnel will be terminated immediately and a penalty for shortage of attendance will be imposed.
- After invoice been reviewed and approved, payment shall be released within 45 days of invoice receiving date (excluding Week ends and Public Holidays)
- No advanced payment or interest will be paid.

9. Termination

AQCT/AICT have the right to terminate the maintenance contract by giving one month notice in writing of the intention to terminate without specifying any reason(s) therefor. On termination of the contract, the contractor shall take steps to withdraw all employees, and the services provided in a smooth and orderly manner. In addition, the contractor shall deliver to AQCT/AICT all details, plans, technical data, maintenance schedules, related data correspondence and documentation in his possession relating to the services.

10. General terms & conditions

- AQCT/AICT may at their absolute discretion, but without being under any obligation to do so, Cancel, update, amend this tender.
- AQCT/AICT reserve the right to reject the whole or any part of the Bid without assigning any reason or to accept them in part or full.
- The contractor "In case of Awarding" is obligated to issue a third-party insurance liability policy to cover any liabilities or damages caused by his personnel toward AQCT /AICT properties.
- Within 28 days, the successful bidder will have to furnish a **Performance Security Deposit of 10% of total contract value** meant for **36 months** in the form of Bank Guarantee.
- The rate of Performance Security Deposit (PSD) will be 10% of the contract value.
- The Tenderer/supplier is bound by all tender terms and conditions, and it's mandatory to provide AQCT/AICT tender documents signed and stamped in his technical envelop.
- All the provided outsourced staff must fulfill the selection criteria, hiring tests, medical fitness, experience, and required qualifications.
- The Contractor shall provide only qualified and experienced technical staff who had certificate ((تصريح مزاولة المهنة)) on site of work. The minimum staff shall be as per work description mentioned in Bill of Quantities.
- No Advance Payment will be made for the service. The Payment will be made only after satisfactory completion of work every month and as per terms and conditions of the contract.
- The contract duration is 36 months (calendar days)
- the rates are fixed and applied for 36 months contract period, based on 5 working days/ week- from 9:00AM to 5:00PM.
- The contractor is required to prepare and equip approve temporary site office (20 ft caravan as a minimum) for his staff. Site office should be equipped with computer with all needed software (as per AQCT/AICT 's Engineer instructions) and furnished by suitable and necessary furniture and facilities.
- Contractor shall be responsible for providing external and internal transportation for his personnel and equipment.
- As pedestrians are not allowed to walk inside the terminal area; The contractor shall provide double cabin pickup (Model 2019 or later) as means of transportation of his team, tools, materials, and equipment inside the terminal.

- Transportation facilities should be available daily during the contract period (36 months). No extra charge shall be paid for contractor's car or related cost such as: driver, fuel, maintenance, and all other costs.
- All the above main maintenance team shall wear uniform, such as overalls, with the reflective strips, contractor logo and name tags identifying their title and name in English and local language.
- Such maintenance staff without complete uniform will be treated as absent.
- Contractor shall provide full personal protection equipment (PPE) to his staff including vests, helmets, gloves. Shoes, googles face masks, harness and similar.
- All necessary tools and equipment, ladder, scaffolding safety gadgets, pumps, etc as required for providing services shall be provided by the contractor.
- Transportation, food, medical and other requirements in respect of each personnel of the service provider shall be the sole responsibility of the contractor.
- Emergency work: It shall be contractor's responsibility to response to emergency requests in time. No extra payment will be made for working on odd hours/emergency works such as utilities sudden failure or bad weather.
- Maintenance team attendance will be measured based on weekly/monthly timesheets, approved, and signed by Engineer-in-charge.
- The payment will normally be issued within 45 (forty-five) working days from the date of invoice receiving.
- There will be penalty upon maintenance team for availing any unauthorized leave (i.e., leave without proper advance information) which will be equivalent to 1 (one) day salary of the concerned personnel.
- Main maintenance team professions are in fixed unit daily rate even if requested in extra labor request and according to AQCT/AICT requirements.
- Contractor shall provide his stuff with safety gears.
- All materials and items of plant must be of good quality and be able to operate in and withstand the environment in which they will be working.
- No work undertaken on any Order shall be paid for as 'overtime work'. Work executed under the contract shall be paid for at the rates and prices stated in the Contract without additions due to the timing of the work.
- For main maintenance service and the core site resources, payment will be according to monthly invoices which will be reviewed by AQCT/AICT engineers against days of attendance and absence.
- AQCT/AICT have the right to reject any unqualified member; contractor must provide replacement within 3 days of rejection notification.

- If contractor did not provide replacement to the rejected member for 3 days after, AQCT/AICT have the rights to find different contractor to undertake the required tasks instead of the absent member and cost will be deducted from contractor invoice.
- The Contractor shall provide all equipment and facilities necessary to fulfill all statutory obligations on matters relating to safety and health.
- In emergencies and if needed; contractor staff to work at any time with no additional payment for overtime work.
- Contractor shall adhere to AQCT/AICT safety and security regulations.
- All necessary port passes, or work permits for maintenance staff & equipment will be contractor responsibility.
- Social & Medical insurance for the contractor staff is mandated, and at his responsibility and his own cost.
- All supplied staff must have a clean Police record sheet.
- The contractor shall be complied with the Free zone procedures regulations & be common with Port authorities and Military Areas - Egyptian Navy, as well as environmental regulations inside harbors and container terminals.
- The contractor should follow the high safety regulations inside ports generally and military areas especially and provide their staff with the required safety gear and PPE. (Please refer to attached HPH Safety roles and policies)
- AQCT/AICT will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment, tools or vehicles of the maintenance staff.

End of Annex 1