

TENDER TECHNICAL SPECIFICATIONS

Administration Department

Tender for Leasing Vehicles (T/AQCT/ADM/01/2026)

Requested process, selection criteria, experience, and qualifications.

Technical Inquiry Deadline: 3 Business Days prior to the Tender Closing Date



Leasing Vehicles at AQCT

Tender Reference: T/AQCT/ADM/01/2026

Date: August 03, 2026

Document Version: V.01

Contents

1. GENERAL REQUIREMENTS AND SCOPE OF WORK	3
1.1. INTRODUCTION	3
1.2. PURPOSE	3
1.3. VALIDITY OF THE OFFER	3
1.4. DEFINITIONS	3
1.5. SCOPE OF WORK	4
1.7. INSTRUCTIONS AND CONDITIONS OF CONTRACTORS	7
4.1 SELECTION AND AWARD REQUIREMENTS	7
1.8 ANTICIPATED PROJECT TIMELINE	8
2 PRIMARY CONTACT INFORMATION	8
3. TECHNICAL SPECIFICATIONS.....	9
3.1 SCOPE	9
3.2. SELECTION CRITERIA	9
5.2. COMMERCIAL TERMS AND CONDITIONS.....	ERROR! BOOKMARK NOT DEFINED.

1. General Requirements and Scope of Work

1.1. Introduction

Hutchison Port Egypt is a free zone company operates three fully integrated container terminals at Egypt 's main commercial ports of Alexandria, EL Dekheila, Abu Qir and El Sokhna.

Hutchison Egypt is a subsidiary of Hutchison Ports, the world's leading port network.

1.2. PURPOSE

- a) AQCT is seeking a supplier/vendor for leasing vehicles to work inside the AQCT terminal.
- b) The required leasing service inside AQCT terminal.
- c) The place of acceptance of the supplies shall be AQCT Terminal (Free zone area).

1.3. VALIDITY of the OFFER

The contractor/vendor shall keep his offer valid for a period not less than a hundred twenty (120) days from the date of closing the tender bid.

1.4. DEFINITIONS

"Company/Purchaser/Owner"	:	Abu Qir Container Terminal (AQCT)
"Contractor(s)"	:	Contractor/Bidder System Integrator specialized in Transportation Service.
"Vendor(s)/Supplier(s)"	:	It shall mean the individual or firm or company whether incorporated or not, undertaking the works and shall include legal representatives of such individuals or persons composing such firm or unincorporated company, or successors of such firm or company and permitted assigns of such individual or firm or company.
"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 notice inviting tender, the tender and acceptance thereof and the formal agreement, if any, executed between AQCT 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. All these documents taken together shall be deemed to form one Contract and shall be complementary to one another.
"SOW"	:	Scope of Work.

1.5. SCOPE OF WORK

AQCT is looking for a potential supplier/vendor to lease vehicles with / without drivers to work inside and outside the terminal.

1. Number and Specifications of Required Vehicles

1. Supplying two (2) vans, Toyota (HIACE) model without driver operating 24 hours a day (Open Millage) for Operations department.
2. Supplying two (2) drivers upon request for the 2 ops. vans to work 12 hrs. per shift (Day -Night), total 24 hrs., and they shall be requested via email send from Operations department.
3. Supplying one (1) van, Toyota (HIACE) model with driver to work 12 hrs. a day (Open Millage) for Operations department.
4. Supplying one (1) sedan car model Japan, German, Korean with driver to work eight (8) hrs. (Open Millage) daily except for Weekends (Friday and Saturday and official Holidays), to work with HR and Admin. Department, additional working hours, working during weekends and holidays to be added.
5. Supplying one (1) sedan car model Japan, German, Korean without driver to work 24 hrs. (Open Millage) with Security department.
6. Supplying one (1) double cabin with Driver to work 24 hrs. (Open Millage) with Engineering department.
7. Supplying two (2) double cabins without Driver to work 24 hrs. (Open Millage) with Operations and HSE departments.
8. Supplying two (2) single cabins with Driver to work 8 hrs. (Open Millage) daily except for Weekends (Friday and Saturday and official Holidays), to work with Administration and Procurement departments, additional working hours, working during weekends and holidays to be added.
9. Supplying three (3) single cabins without Driver to work 24 hrs. (Open Millage) with OPS Dept.

2. Vehicles Upon Request

1. One Sedan car with driver model Japan, German, Korean to work eight (8) hrs. during Weekends (Friday and Saturday and official Holidays).
2. One single cabin with Driver to work 8 hrs. during Weekends (Friday and Saturday and official Holidays).
3. The Single Cabin leased for Procurement dept. could be requested to travel to the following destinations:
 - 10th of Ramadan City Cairo – Ismailia highway
 - Travelling to Cairo and return on the same day
 - Badr City, Suez and return on the same day
 - The Payment shall be made based on the trip charge only, with the corresponding daily rental rate deducted from the monthly invoice.

3. Terms and Conditions

1. The contract duration shall be one (1) year (12 months), renewable upon mutual agreement between both parties.
2. The quantities stated herein may be increased or decreased according to the Company's requirements at the same agreed rates. Requests shall be submitted via email.
3. The passenger vehicles required by the Company shall be of model 2020 or newer.
4. The required vehicles (Toyota Hi-Roof, Double Cab, and Pickup Trucks) shall be of model 2018 or newer.
5. The Supplier shall adhere to the vehicle models submitted and approved by the Company and shall not be substituted or replaced with lower-specification or older models upon delivery.
6. The Company have the right to change the operating system of the vehicles in accordance with work requirements.
7. If the Supplier fails to provide a driver upon request for any van vehicle, a penalty equivalent to twice the driver's daily rate, in addition to 50% of the vehicle's daily rental rate, shall be deducted.
8. The Supplier shall be fully responsible for all types of maintenance of the rented vehicles throughout the rental period and shall provide a replacement vehicle of the same type and model within the same shift and no later than before the start of the next shift whenever a vehicle becomes unavailable due to breakdown, maintenance, malfunction, or any circumstance preventing its operation. The Supplier shall also be responsible for repairing any damage caused by the Supplier, his drivers, or normal wear and tear resulting from the ordinary use of the vehicles. This includes the purchase, supply, and installation of all spare parts, as well as routine tire repairs and replacement with new tires whenever necessary.
9. In the event of an accident involving any rented vehicle provided without a driver, where the accident is caused by an employee of AQCT, the Company shall bear only the repair costs of the vehicle damaged as a direct result of the accident.
10. AQCT shall be responsible for supplying the rented vehicles with the fuel required throughout the initial lease period and any approved extension. Accordingly, quoted rates shall exclude fuel, and no fuel-price adjustment shall apply.

4. Specifications of Required Vehicles:

- Vehicles must be in excellent technical condition and shall include the following:
 - Front airbags for the driver and front passenger.
 - Valid fire extinguishers suitable for the vehicle size in accordance with the Egyptian law.
 - All seat belts must be fully functional, including rear passenger seats.
 - Highly efficient air conditioning system covering the entire cabin.
 - Tires must be completely new, with usage not exceeding 40,000 km or 4 years from the production date. Tires shall be replaced in accordance with manufacturer recommendations after 4 years of proper use or 40,000 km, whichever comes first.
 - Interior and exterior cabin condition must be free from major defects.
 - The vehicles should be equipped with a horn, back alarm, and flash beacon light.

5. Operating Procedures and Safety Measures

1. The company shall conduct daily vehicle safety inspections to ensure readiness.
2. The company shall provide clear instructions to drivers regarding the use of Personal Protective Equipment (PPE) and compliance with safety regulations inside the terminals. Drivers must wear safety shoes (complies with EN ISO 20345:2011) and a reflective vest bearing the supplier company logo on both the front and back.
3. The company should provide a safety helmet for drivers to be worn in case the driver needs to leave the vehicle in any operational areas.
4. Drivers are prohibited from operating the vehicle without properly wearing a seat belt.
5. Drivers are prohibited from eating or carrying beverages (tea, coffee, or hot drinks) or any unsealed drinks inside the cabin.
6. Smoking inside the cabin or vehicle is strictly prohibited.
7. Covering side windows with any material obstructing visibility is prohibited.
8. The company should provide a preventive maintenance plan and report from any maintenance center, including (Tire condition and its validity, oil level, coolant water level, safety systems condition, etc.).
9. It's prohibited that the driver performs any maintenance activities for the vehicle.
10. The company should provide a competent technician who will do any maintenance activities for the rented vehicles.
11. The company should provide a risk assessment for any maintenance activities inside Abu Qir Container Terminal.
12. The company should inform Health, safety, and environment department prior to performing any maintenance activities inside Abu Qir Container Terminal.
13. The company should comply with waste management Egyptian law 202 for 2020 regarding safe disposal of hazardous and non-hazardous wastes.
14. The company should inform health, safety, and environment about any new driver to deliver the required training of health, safety, and environment instructions, driving and traffic rules inside Abu Qir Container Terminal.

6. Vehicle Condition Upon Delivery

- Vehicles must be delivered with a comprehensive and approved technical inspection report indicating the overall condition of the vehicle, including:
 - Complete mechanical condition of the vehicle (engine, braking system, suspension system, transmission, etc.).
 - Electrical inspection of all systems (lighting, battery, ignition system, warning devices, etc.).
 - Exterior body inspection to ensure absence of any structural damage affecting safety or operational efficiency.
 - Comprehensive inspection of all mechanical and service components (air conditioning, wipers, tires, steering systems, etc.).
 - No vehicle shall be accepted without submission of this technical report, provided that it is issued by an approved and recognized workshop or maintenance center.

7. Required Driver Qualifications

1. Holder of a valid professional driving license, second degree minimum.

2. Age between 30 and 50 years old.
3. Mandatory submission of an approved drug test issued by a governmental authority (such as a psychiatric hospital or equivalent).
4. Submission of a medical certificate proving that the driver is free from the following chronic diseases:
 - Heart disease, hypertension, diabetes, epilepsy, and abnormal brain electrical activity.

8. Supplier Obligations

1. The Supplier shall respect AQCT's rules and regulations regarding the industrial protection and safety as well as vocational health.
2. The Supplier shall be responsible for obtaining the port-entry permits and paying the general-category fees required for the vehicles and drivers. The Supplier shall initially pay the related issuance costs, which AQCT shall reimburse against original official receipts. The supplier is responsible for finishing all procedures of port entrance and departure.
3. The supplier is responsible for the acts of his drivers inside and outside the port.
4. The supplier is responsible for all salaries, wages, compensations, insurance, medical insurance, and taxes stipulated by law on him or his subordinates.
5. AQCT has the right to carry out medical examination on the drivers and charge the supplier the examination fee (drugs - sugar - any other diseases).
6. The supplier is responsible for issuing car insurance documents against accidents and against civil liability.
7. The supplier is responsible for replacing the vehicles by the same models in case of accidents or breakdowns and in case the supplier did not adhere to the required models, AQCT has the right to deduct the price difference.
8. The company has the right to deduct from the supplier in case of any violation regarding cars, or drivers during operating time.
9. The supplier must abide with all the articles stated in the contract.
10. The AQCT Company may at any time terminate the contract without giving reasons upon a written notification to be sent to the Supplier one month prior to the desired termination date while the Supplier is not entitled to terminate the contract solely and must acquire AQCT written consent for such termination two month prior to the desired termination date.

1.6 Contracting Duration

Contracting duration is twelve (12) months. The contract may be extended for an additional period of either three (3) months or six (6) months, subject to AQCT's requirements and mutual written agreement between the Parties. Any approved extension shall remain subject to the same terms, conditions and awarded rates unless otherwise mutually agreed in writing.

1.7. INSTRUCTIONS AND CONDITIONS OF CONTRACTORS

4.1 SELECTION AND AWARD REQUIREMENTS

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

1. These instructions are mandatory conditions of tendering assessment and any tender bid *which does not follow these instructions will be considered incomplete bid and shall be disqualified.*
2. Declare agreement, conformity, and compliance with:

- a. Anti -bribery Declaration document.
 - b. Ports Group Policy 62-2021 Supplier code of conduct.
 - c. Whistleblowing Policy (63-2023)
 - d. Safety annex.
3. Declare agreement, conformity, and compliance with the provisions of the Tender's Declaration in Tender Response Format.
4. Declare agreement, conformity, and compliance with the provisions of the Statement on Conditions of Employment in Tender Response Format.
5. The tender bid shall be enclosed in sealed envelopes addressed, endorsed, and deposited as required by the letter of Invitation. The Contractor shall submit the following:
 - a. The complete set of forms of tender includes both deviation and particular lists (a list of items that are deviated from the purchaser's requirements in the specification and the list of installed particulars).
 - b. Complete and detailed technical specification of (Contractor proposal) including sub-supplier's brochures and full details.
 - c. A delivery program.
 - d. Suitable evidence that the signatory to the form of tender is authorized so to execute.
 - e. Commissioning on purchaser's site Details (If needed).
6. No unauthorized alteration or ensure to the text of the tender documents shall be permitted any tender containing such alternation or ensure not be considered.
7. The contractor shall be required to check the number of pages of the specifications etc. Should he find any missing, duplicate, or indistinct, he must inform the "AQCT" purchaser at once and will have the same rectified.
8. The Contractor must at his own expense obtain for himself all information that may be necessary for the submission of his tender. The " AQCT" purchaser will not meet any costs incurred by the Contractor in preparing or submitting his tender.

1.8 ANTICIPATED PROJECT TIMELINE

RFP Release Date: July 30,2026

Tender Due Date: August 12,2026

Start the Service: 1 September 2026

2 PRIMARY CONTACT INFORMATION

Send questions/inquiries regarding the RFT (Technical/Commercial) to (abdelghani.manal@AQCT.com.eg; Ahmed.dalia@AQCT.com.eg) by the due date. Responses to all submitted questions, and if any update takes place we will be shared with all participating bidders.

3. TECHNICAL SPECIFICATIONS

Note:

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

3.1 Scope

- a) The Contractor/Supplier/Vendor is bound to all tender terms and conditions, and it's mandatory to provide AQCT tender documents stamped in the technical submitted offer.
- b) All the provided Services must fulfill the requested process, experience, selection criteria, and required qualifications.
- c) Acceptance and final receiving.
- d) All the suppliers must submit the following requirements in the tender documents for evaluation and AQCT has all rights to reject the offer that hasn't include the above-mentioned terms.
 - a. Tenders shall necessarily include in the technical envelope all technical information and documents demonstrating their former experience in this field during the last five years at least.

3.2. SELECTION CRITERIA

Defining the requested process and selection criteria for Vehicle-Leasing Services for AQCT and service provider companies.

3.3. Process of examination and selection:

- a. The previous work experience of the contractor must be submitted.
- b. The years of experience required to be provided by the contractor applying for the tender are not less than 5 years.
- c. Ability to provide the models of the required vehicles.
- d. The age of the required drivers does not exceed 50 years.
- e. Validity of the Tax ID and Commercial registers of the suppliers
- f. Providing updated copies for the vehicle's licenses and drivers IDs and licenses.

4. COMMERCIAL TERMS AND CONDITIONS

4.1 Prices & Currency

1. All prices shall be quoted in **EGP**.
2. Prices shall be quoted **excluding VAT**. VAT, if applicable, shall be added separately in accordance with Egyptian law.
3. Quoted prices shall be covering:
 - o Vehicle rental
 - o Driver(s)
 - o Licensing, registration, and compulsory insurance
 - o Any other statutory charges directly related to vehicle operation

The Supplier shall obtain and maintain the following insurance policies throughout the lease period and any approved extension and shall submit valid copies to AQCT before service commencement:

4. Comprehensive Auto Motor Insurance for each vehicle based on its current market value.
5. Third Party Liability (TPL) Insurance with a coverage limit of USD 50,000 or its equivalent in EGP.
6. Personal Accident Insurance for each driver with coverage of EGP 250,000.

4.2 Validity of Offer

1. The Contractor shall keep the commercial offer valid for a period of **not less than (120) days** from the date of closing the tender bid.

4.3 Contract Duration

1. For the duration shall be **twelve (12) months**, effective from **1 September 2026**.

4.4 Payment Terms

1. The Supplier shall submit **monthly invoices** to AQCT at the end of each month.
2. AQCT shall settle invoices within **thirty (30) days** from the invoice date, plus **seven (7) days** for internal review and verification, in line with Clause 2.0 (b).
3. A deduction of **3%** shall be applied in accordance with Egyptian regulations for commercial profit tax, in addition to any other statutory deductions.
4. The supplier shall submit
 - a) Submit an unconditional Letter of Guarantee equal to 5% of the total contract value, valid throughout the initial lease period ; or
 - b) Accept a 5% retention from the submitted invoices until the total retained amount reaches 5% of the initial six-month contract value.

4.5 Taxes & Withholdings

1. All applicable **withholding taxes and commercial profit taxes** shall be deducted by AQCT as per governing laws and regulations.
2. The Supplier is solely responsible for all taxes, social insurance, and other obligations relating to its employees and drivers.

4.6 Variation in Quantities

1. AQCT shall have the right to **increase or decrease** the number of rented vehicles at any time according to operational requirements.
2. The Supplier must fulfill any such request within a maximum of **forty-eight (48) hours** from AQCT's written notification (e-mail or fax).

4.7 Service Levels, Delays & Deductions

1. The Supplier is responsible for the **timely arrival** of all vehicles according to the agreed schedules.
2. Any delay, absence of vehicles, or breach of contract conditions will entitle AQCT to apply suitable **deductions** from the monthly invoice, in accordance with Clause 3.0 (g).

3. AQCT shall have the right to define the deduction mechanism internally (e.g., pro-rata daily rate, full day rate, repeated breach penalties) and notify the Supplier.

4.8 Termination

1. AQCT shall have the right to terminate the contract, in whole or in part, in case of:
 - Non-compliance with technical or safety specifications.
 - Failure to provide replacement vehicles within the required period.
 - Repeated delays or service interruptions.
 - Positive drug/alcohol tests or refusal to undergo testing by drivers; or
 - Any material breach of the contract conditions.
2. In such cases, AQCT may withhold any outstanding payments to cover direct damages caused by the Supplier's non-performance.