

November 27, 2023

Tender for Operations Outsource Staff (T/OP/03/2023)**Dear Messer's:**

Alexandria International Container Terminals (AICT) is a free zone company operates two fully integrated container terminals at Egypt's main commercial ports of Alexandria Port and EL Dekheila Port since 2005. AICT is a subsidiary of Hutchison Ports, the world's leading port investor, developer and operator. AICT invites your estimated company to a tender for Operations Outsource Staff as per attached documents.

Tender terms & conditions

1. Tender to be send in sealed Bids (both financially & technically) to our head quarter address (Quay 98 Dekheila port , Alexandria Egypt) , Attention : **Mr. Kaho Wong (CEO)** , tender name and reference, (T/OP/03/2023) to be written on sealed bids.
2. The Technical & financial sealed bids offer to be sent no later than December 03, 2023 at 4 PM.
3. The financial offer must include:
 - A-Updated and a valid commercial register and tax Id for Local companies / Letter of association for foreign companies
 - B- Financial statement for last three years to be send within the financial offers.
 - C-The attached acknowledgement to be signed and stamped
 - F- Attached Anti-Fraud policy signed and stamped
 - G- Attached policy 62 to be signed and stamped.
4. Financial offer to be valid for a period of (60) days AICT will not accept any increase in prices during offer validity period.
5. All tender documents to be resent signed & stamped within the technical envelops.
6. Contact person details to be mentioned within the technical and financial offers (Name, Direct phone and email)
7. Alexandria International Container Terminals Company S.A.E reserves the right to accept or reject any bids without giving any reasons.

Anti-Fraud and Anti-bribery policy statement

- AICT is committed to upholding high standards of business integrity , honesty and transparency in all its business dealings
- AICT is committed to dealing with its customers and suppliers in a fair , honest and professional manner , while seeking best value for the business
- All suppliers are required to adhere to this Anti bribery policy statement , breach of which may lead to block the supplier from any of AICT deals
- The company reserves the right to terminate contractual relationships with other individuals (suppliers....etc.) if they breach this policy
- A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, Contractual or Personal Advantage.
- All accounts, invoices, and other document and records relating to dealings with suppliers, and business contacts, should be prepared and maintained with strict accuracy and completeness.
- Suppliers / vendors are strictly prohibited from
 - Offering, promising ,giving or authorizing , directly or indirectly , any bribe or kickback to or for the benefit of any of AICT employees (whether in private or public) in order to obtain any improper business or other improper advantage in relation to AICT business
 - Soliciting, accepting or receiving any bribe or kickback from any employees (whether in private or public)in return from providing any improper business or other improper advantage in relation to the AICT business
 - Otherwise using illegal or improper means (including bribes, favors, blackmail, financial payments , inducements , secret commissions or other rewards) to influence the actions of others; or
 - Acting as an intermediary for a third party in the solicitation , acceptance payment or offer of a bribe or kickback
- Supplier courtesies must comply with the following principles
 - They must be reasonable and not excessive
 - They must be of modest value , both in isolation and when considered in the context of other gifts and hospitality offered to the same recipients
 - They must be appropriate and consistent with reasonable business practice
 - They must be provided with the intent only to build or maintain a business relationship or offer normal courtesy , rather than to influence the recipient's objectivity in marking a specific business decision
 - They should never be offered for something in return
 - They must be permissible under all applicable laws, rules and regulations
- If supplier becomes aware of any actual or suspected breach of this policy , he must report such incidents to the head of business unit and /or the head of finance of the business unit