

**Alexandria International Container Terminals Company  
S.A.E.**

**(A Private free zone company)**

**Tender Specifications for  
National Operation Center Furniture  
HSBC building, 2<sup>nd</sup> Floor  
Maadi Kornich Cairo**

**T/HUT/CIV/03/2025**

*Civil Engineering Department*

*August 2025*

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## ***1. Introduction:***

Hutchison Ports Egypt intended to invite qualified companies for furniture tender for its new office in Cairo that includes but not limited to furniture manufacturing, fabrication, supply, assembly, and install of all needed materials, manpower, tools, and equipment to execute the service as a turn-key project, in accordance with the company's priorities and time frame.

## 2. Definitions

“HUTCHISON PORTS EGYPT ”	Employer, owner means HUTCHISON Alexandria – Private Free Zone Company Alexandria International Container Terminals (HUTCHISON PORTS EGYPT )– Private Free Zone Company
“Contractor(s)”	Tenderer/Bidder, agencies, suppliers, and similar system Integrator specialized in furniture manufacturing, fabrication, supply, assembly, and installation.
The Engineer-in-charge	HUTCHISON PORTS EGYPT ’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 PORTS EGYPT 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 prices.
“SOW”	Statement of Work

## 3. Purpose of the tender document

Hutchison ports Egypt is seeking a vendors/bidder for N.O.C. furniture includes but not limited to furniture manufacturing, fabrication, supply, assembly, and install of all needed materials, manpower, tools, and equipment to execute the service as a turn-key project, based on the **selection** criteria, experience, and qualifications.

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#### **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 HUTCHISON PORTS EGYPT 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.

HUTCHISON PORTS EGYPT 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 year should not be less than 80% of the 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 5 years of experience for successfully completed similar works (Similar work means furniture manufacturing, fabrication, supply, assembly, and install for office buildings for reputed companies / organizations during the last 3 years should be either of the following:

- Three similar completed works each costing not less than 80% 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- Declare agreement, conformity, and compliance with:
  - Anti-barbery document.
  - Hutchison Ports Group Policy 62-2021 Supplier code of conduct.
- 6- "No near relative" of the bidder firm/contractor be working/employed in HUTCHISON PORTS EGYPT .
- 7- 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 " **National Operation Center Furniture**" for HUTCHISON PORTS EGYPT , 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. 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.
- 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.

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2. 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.
  3. HUTCHISON PORTS EGYPT reserves 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.
  4. 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.
  5. 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).
  6. The conditional Financial Bids will be summarily rejected.
  7. Tender currency: **Egyptian Pounds (EGP).**
  8. All prices must be quoted in Egyptian Pounds (EGP) and shall be inclusive of all applicable taxes (including VAT)
  9. If the tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, HUTCHISON PORTS EGYPT reserves the right to reject such tender at any stage.
  10. 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.
  11. Quoted rates shall be firm throughout the contract period (after tender awarding) and no cost escalation is allowed on any account.
  12. Tenders submitted after the due date shall not be considered for bidding and shall be rejected.
  13. A prospective bidder requiring any clarification of the bidding documents shall contact Mahmoud.hisham@aict.com.eg, 01021000017 Hisham Mahmoud- the project manager [abdelghani.manal@aict.com.eg](mailto:abdelghani.manal@aict.com.eg), Manal Abdel Ghani- 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.

14. Tender documents can be downloaded from the following websites:

<https://www.aict.com.eg/>

15.

### **7. Schedules and Critical Dates:**

No.	Parameter	Date
1	Tender publishing date	5 <sup>th</sup> August 2025
3	Submission of query if any, queries may be sent by email to: <a href="mailto:abdelghani.manal@aict.com.eg">abdelghani.manal@aict.com.eg</a>	7 <sup>th</sup> August 2025
4	Bid closing date	15 <sup>th</sup> August 2025
5	Awarding	22 <sup>nd</sup> August 2025 <b>(indicative)</b>
8	Project deadline (Furniture delivery and installation onsite)	15 <sup>th</sup> October 2025

### **8. Termination**

HUTCHISON PORTS EGYPT has the right to terminate the contract by giving one week 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 the Owner all details, plans, technical data, maintenance schedules, related data correspondence and documentation in his possession relating to the services.

### **9. General terms & conditions**

- HUTCHISON PORTS EGYPT may at their absolute discretion, but without being under any obligation to do so, Cancel, update, amend this tender.
- HUTCHISON PORTS EGYPT reserves 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 Tenderer/supplier is bound by all tender terms and conditions, and it's mandatory to provide HUTCHISON PORTS EGYPT tender documents signed and stamped in his technical envelop.



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- 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.
  - 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.
  - The Contractor shall provide all equipment and facilities necessary to fulfill all statutory obligations on matters relating to safety and health.
  - Contractor shall adhere to HUTCHISON PORTS EGYPT safety and security regulations.
  - All necessary work permits for 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 should follow the high safety regulations inside ports and provide their staff with the required safety gear and PPE. (Please refer to attached HPH Safety roles and policies)
    - HUTCHISON PORTS EGYPT 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***