

TENDER TECHNICAL SPECIFICATIONS

Administration Department

Staff Transportation Services for AICT & AQCT (T/HUT/ADM/03/2025)

Requested process, selection criteria, experience, and qualifications.

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

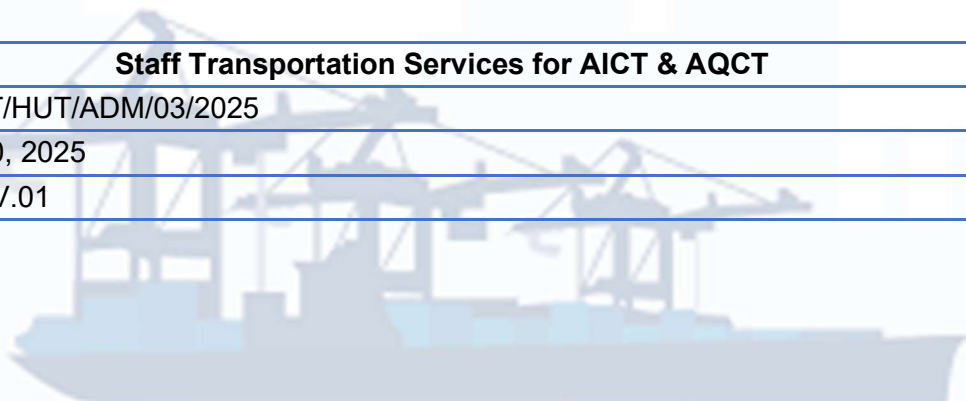


Staff Transportation Services for AICT & AQCT

Tender Reference: T/HUT/ADM/03/2025

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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.

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

1.2. PURPOSE

- a) AICT/AQCT are seeking a supplier/vendor to provide transportation service for staff.
- b) The required transportation service inside AICT/AQCT.
- c) The place of acceptance of the supplies shall be AICT/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"	:	Alexandria International Container Terminal (AICT) Abo 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 AICT/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

AICT/AQCT are looking for a potential supplier/vendor to provide staff transportation service.

1.6 Scope for AICT**1.7 Contracting Duration**

Contracting duration is three (3) years effective from 1 February 2026.

1.6. Required Vehicles at Dekheila and Alexandria Terminals**A. Dekheila Terminal**

- a. Provide Six (6) Toyota HiAce minibuses with drivers (Model 2015 at least) to transport the administrative employees to transport them to the company at nine 9.00 am and return them back to their residences at five 5.00 pm and it will have a daily price rate.
- b. Provide Ten (10) Toyota HiAce minibuses with drivers, (Model 2015 at least) to transport shift employees at nine 7.00 am and return them back to their residences at 7.00 PM and vice-versa, it will have a daily price rate.
- c. Provide five (5) Hyundai H1 minibus with driver (Model 2015 at least) to transport the administrative employees to transport them to the company at nine 9.00 am and return them back to their residences at five 5.00 pm and it will have a daily price rate.
- d. Provide two (2) Hyundai H1 minibus with driver (Model 2015 at least) for Finance (Logistics) and their timings will be from **12.00 pm to 8.00 pm** and it will have a daily price rate.
- e. Provide one (1) Hyundai H1 minibus with driver, (Model 2015 at least) to transport administrative employees to the company at nine 9.00 AM and return them back to their residence at five PM 5.00 and to work with AICT during this period and it will have a monthly cost.
- f. Providing one (1) van Toyota HiAce (Model 2015 at least) to operate 24 hours at Dekheila terminal to serve customers. the van shall be operated by two (2) drivers working 12 hours each, and the drivers' age must not exceed 50 years. The vehicle must be equipped with adequate safety equipment.

B. Alexandria Terminal

- a. Provide four (4) Toyota HiAce minibuses with drivers (Model 2015 at least) serving the administrative employees to transport them to the company at nine 9.00 am and return them back to their residences at five 5.00 pm and it will have a daily price rate.
- b. Provide Six (5) Toyota HiAce minibuses with drivers, (Model 2015 at least) to transport shift employees at 7.00 am and return them back to their residences at 7.00 PM and vice-versa, it will have a daily price rate.

- c. Provide Six (1) Toyota HiAce minibuses with driver, (Model 2015 at least) to transport shift employees from **Damanhur to Alexandria** at 7.00 am and return them back to their residences at 7.00 PM and vice-versa, it will have a daily price rate.
- d. Provide one (1) Hyundai H1 minibus with driver (Model 2015 at least) serving the administrative employees to transport them to the company at nine 9.00 am and return them back to their residences at five 5.00 pm and it will have a daily price rate.
- e. Provide two (2) Hyundai H1 minibus with driver (Model 2015 at least) for Finance (Logistics) and their timings will be from **12.00 pm to 8.00 pm** and it will have a daily price rate.
- f. Provide four (4) Hyundai H1 minibuses with drivers, (Model 2015 at least) to transport shift employees at nine 7.00 am and return them back to their residences at 7.00 PM and it will have a daily price rate.
- g. Providing one (1) van Toyota HiAce (Model 2015 at least) to operate 24 hours at Alexandria terminal to serve customers. the van shall be operated by two (2) drivers working 12 hours each, and the drivers' age must not exceed 50 years. The vehicle must be equipped with adequate safety equipment.

Scope for AQCT

1.7 Contracting Duration

Contracting duration is three (3) years effective from 1 June 2026.

1.8. Required Vehicles at AQCT Terminal

- a. Provide (4) Toyota HiAce Minibuses with drivers (Model 2015 at least), to work with the administrative employees to transport them to the company at 9.00 am and return them back to their residences at 5.00 pm and it will have a daily price rate.
- b. Provide one (1) Hyundai H1 Minibuses with driver (Model 2015 at least) for Finance (Logistics) and their timings will be from **12.00 pm to 8.00 pm** and it will have a daily price rate.
- c. Provide six (6) HiAce Mini-buses Toyota with drivers, (Model 2015 at least) to transport shift employees from 7.00 am to 7.00 pm to the company and return them back to their residence and it will have a daily price rate.
- d. Provide (1) Hyundai H1 Min-buses with driver (Model 2015 at least) to transport shift employees (from 7 am to 7 pm) to the company and return them back to their residence and it will have a daily price rate.

1.9 Vehicles upon Request

- a. Providing one (1) Hyundai H1 with driver (Model 2022 at least) upon request to travel from Alexandria to Cairo, or Port Said, or Suez, or Ain Al- Sokhna or Ismailia and return on the same day. To add the pricing in case of staying over or work inside city.
- b. Providing one (1) Toyota High Ace with driver (Model 2022 at least) upon request to travel from Alexandria to Cairo, or Port Said, or Suez, or Ain Al- Sokhna or Ismailia and return on the same day. To add the pricing in case of staying over or work inside city.
- c. Providing one (1) Sedan car with driver model Japan, German, Korean with driver upon request (Model 2022 at least) from Alexandria to Borg El Arab Airport and return.
- d. Providing one (1) SUV car with driver model Japan, German, Korean with driver upon request (Model 2022 at least) from Alexandria to Borg El Arab Airport and return.
- e. Providing one (1) Hyundai H1 van with driver upon request (Model 2022 at least) from Alexandria to Borg El Arab Airport and return.
- f. Providing Toyota van or Hyundai H1 with drivers (Model 2022 at least) for 12 hours whenever needed for transportation inside Alexandria.
- g. Providing one (1) Double Cabin pick up with drivers (Model 2022 at least) upon request for 24 hours to work in both terminals.
- h. Providing one (1) single cabin pickup with drivers upon request (Model 2022 at Least) upon request for 24 hours to serve in both terminals.
- i. Providing (1) single cabin pickup with driver (Model 2022 at least) upon request by AICT/AQCT to work inside or outside Alexandria at Cairo, or Beheira, or Kafr Elshiekh, or Gharbeia, or Marsa Matrouh, or Port Said, or Suze, or Ismailia.
- j. Providing (1) ¾ truck service with driver (Model 2022 at least) upon request in case any department needs to commence a duty outside the company in Alexandria or any other governorate as Cairo, or Beheira, or Kafr Elsheikh, or Gharbeia, or Marsa Matrouh, or Port Said, or Suze, or Ismailia.
- k. Providing Sedan car without driver when needed to work inside Alexandria with AICT/AQCT (Model 2022 at Least) equipped with A/C. and AICT has the right to accept or reject it.
- l. Providing SUV car without driver when needed to work inside Alexandria with AICT/AQCT (Model 2022 at Least) equipped with A/C. and AICT has the right to accept or reject it.
- m. Providing Sedan car with driver upon request models Japan, German, or Korean (Model 2022 at least) to travel from Alexandria to Cairo, or Port Said, or Suez, or Sokhna or Ismailia and return on the same day. To add the pricing in case of staying over or work inside city.
- n. Providing SUV car with driver upon request models Japan, German, or Korean (Model 2022 at least) to travel from Alexandria to Cairo, or Port Said, or Suez, or Sokhna or Ismailia and return on the same day. To add the pricing in case of staying over or work inside city.

2.0 Terms and Conditions

- a. All the requested vehicles must have an air condition in good status.
- b. It is hereby mutually agreed that the Supplier shall submit monthly invoices to AICT/AQCT by the end of each month. AICT/AQCT shall settle the invoices within thirty (30) days from the invoice date, plus an additional seven (7) days for review and verification. A deduction of 3% shall be applied in accordance with Egyptian regulations for commercial profit tax, in

- addition to any other deductions arising from vehicle malfunctions, service delays, or other contractual non-compliance.
- c. AICT / AQCT are freely to increase or decrease the number of the rented vehicles according to their requirements by notifying the supplier by e-mail or fax and he must fulfill the company's request within 48 hours from AICT /AQCT request.
 - d. The supplier undertakes to verify the validity of the vehicles' licenses and the validity of the compulsory insurance during all the terms of the contract. Also, the supplier undertakes to submit to AICT /AQCT copies of the compulsory insurance policies of the buses prior to the commencement of the contract by two weeks.
 - e. The Supplier shall be fully responsible for all vehicles and the acts of his employers and subordinates in accordance with the provisions of the Civil Code. The supplier shall also be responsible for any loss or damage that may result from the faults of his followers whether during the period of performance or after its completion.
 - f. The supplier shall be responsible for paying all vehicles' towing and storage charges, fuel and normal periodical maintenance as well as the vehicles registrations' renewal.
 - g. The supplier is obliged to repair all damages sustained to the vehicles caused by him or his drivers for any reason or caused by normal wear and tear, including buying, supplying, and installing of all spare parts.
 - h. If any vehicle becomes inoperative or unsafe due to any cause, AICT shall not be liable to pay rent or any other charges for the period during this vehicle is inoperative or unsafe, the supplier shall bear all the repairing expenses.
 - i. AICT /AQCT shall promptly notify the supplier if any vehicle malfunction occurred. The supplier shall, necessarily, do such repairs or changes, and he shall secure substitute vehicles with the same qualifications and specification until those repairs are completed, if the supplier does not execute such repairs within 24 hours from the date of notification, then AICT /AQCT shall have the right to terminate the contract, and no further rental shall be accrued.
 - j. The vehicles will perform the required job in accordance with the general specifications for such vehicles.
 - k. The supplier hereby is obliged to deliver the required vehicles in good condition and at Least 2015 models. The Toyota vehicles shall be high roof and air conditioned. The Hyundai H1 vehicles shall be air conditioned.
 - l. AICT/ AQCT shall set and change the transportation destinations at any time and also shall inspect all vehicles upon their arrival and departure from AICT /AQCT's jobsite. AICT payment responsibility shall be disclaimed regarding the damaged vehicles or regarding the vehicles not complying with the technical and safety specifications or regarding the malfunctioned vehicles.
 - m. The Lessee shall have the right to change the fixed schedules and routes of the attendance and departure of the buses, and the supplier shall be informed by any means to perform the required jobs pursuant to the needs of the company without any additional costs.
 - n. The supplier shall be responsible for all salaries, wages, compensations, insurance, Medicare, and taxes stipulated by law on him or his subordinates and shall also be fully responsible for the vehicles and drivers as relating to this agreement without liability over AICT.

- o. The supplier is fully responsible for the acts of his drivers inside and outside the port during the transportation of employees.
- p. The Supplier shall be responsible to issue the permits and general category fees for drivers and buses to enter inside the terminals at both Alexandria and Dekheila and Abu Qir ports and claim the issuance fees from AICT/AQCT against official receipts.

3.0 The Supplier's Obligations:

- a. The pricing for the overtime hour, if requested, as well as the pricing for work the whole day to be provided.
- b. the Supplier, and his subordinates shall respect AICT's rules and regulations regarding the industrial protection and safety as well as vocational health throughout the term of this contract.
- c. Due to the sensitive work nature of the supplier's drivers which requires a considerable degree of vigilance and prompt response on the part of the drivers, the supplier and his subordinate drivers hereby irrevocably agree to undergo at any time and without prior notice during the working hours the necessary medical analysis for detecting any traces of drugs and/or Alcohol.
- d. In the event the supplier's subordinate drivers refuse to undergo the requested medical analysis or traces of drugs and/or Alcohol been detected through such analysis then the company shall have the right to terminate contract immediately without prior notice by reason of the supplier breaching of a major condition.
- e. In case the analysis is positive for any driver, the driver must be immediately replaced without prejudice to AICT right of terminating the contract for this reason.
- f. The supplier is responsible for the arrival of all vehicles clean in the defined working hours for the employees. Any delay won't be allowed unless for coercive conditions which are out of the supplier's control.
- g. In case of any of the vehicles delayed on the set schedule or absence or breaching any of the contract's clauses, AICT will have the right to apply the convenient deduction from the monthly invoice.
- h. The fuel cost of any leased vehicle represents 40% of the vehicle's rental value. Accordingly, if the government increases the fuel price per liter by 10%, the vehicle's rental value shall increase by 4%. Any other government-mandated fuel price increase shall be applied on the same basis, whereby the rental value increase shall equal 40% of the applied fuel price increase.

Example: The rental value of the vehicle is (EGP 100 per day) and consumed fuel represents 40% and whereas the government increased the liter's price of the fuel by 10%, which Leads to increasing the rental value of the vehicle by 4 %.

4. 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-barbery 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 "AICT/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 " AICT/AQCT" purchaser will not meet any costs incurred by the Contractor in preparing or submitting his tender.

4.2 ANTICIPATED PROJECT TIMELINE

RFP Release Date: December 30,2025

Tender Due Date: January 8,2026

Start the Service: AICT Beginning of February 2026

AQCT Beginning of June 2026

4.3 PRIMARY CONTACT INFORMATION

Send questions/inquiries regarding the RFT (Technical/Commercial) to (abdelghani.manal@aict.com.eg; Ahmed.dalia@aict.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.

5. 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.

5.1 Scope

- a) The Contractor/Supplier/Vendor is bound to all tender terms and conditions, and it's mandatory to provide AICT/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 AICT/AQCT have all rights to reject the offer that hasn't included the following:
 - 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.

5.2. SELECTION CRITERIA

Defining the requested process and selection criteria for Cleanig Services for AICT/AQCT and service provider companies.

5.3. 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 3 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.

1. COMMERCIAL TERMS AND CONDITIONS

6.1 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:

- Vehicle rental
- Driver(s)
- Fuel
- Normal periodic maintenance and repairs
- Licensing, registration, and compulsory insurance
- Port entry permits and general category fees for vehicles and drivers at Alexandria, El Dekheila and Abu Qir ports and claim the issuance fees from AICT/AQCT against official receipts.
- Any other statutory charges directly related to vehicle operation.

4. Rates shall be fixed and firm for the initial contract period of one year with a maximum of 10% increase for each year, subject to further negotiation and written approval by AICT/AQCT.

6.2 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.

6.3 Contract Duration

1. For **AICT** (Alexandria & El Dekheila Terminals), the duration shall be **three (3) years**, effective from **1 February 2026**.
2. For **AQCT** (Abu Qir Container Terminal), the contract duration shall be **three (3) years**, effective from **1 June 2026**.

6.4 Payment Terms

1. The Supplier shall submit **monthly invoices** to AICT/AQCT at the end of each month.
2. AICT/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 Letter of Guarantee (LG) equivalent to **5% of the total contract value**, valid for **one (1) year warranty period**, to be **issued within seven (7) calendar days** from the date of **award / Purchase Order issuance**.

6.5 Taxes & Withholdings

1. All applicable **withholding taxes and commercial profit taxes** shall be deducted by AICT/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.

6.6 Fuel Price Adjustment:

The fuel cost of each leased vehicle is considered to represent **40% (forty percent)** of the vehicle's rental value, as stated in Clause 3.0 (h).

In the event the Government increases fuel price per liter, the rental value shall be adjusted as follows:

Rental Increase % = **40% × Fuel Price Increase %**

Example: If the government increases fuel price by **10%**, the vehicle rental value shall increase by **4%** ($0.40 \times 10\%$).

In case of a **decrease** in fuel prices, AICT/AQCT shall have the right to request a corresponding **downward adjustment** based on the same formula.

6.7 Variation in Quantities

1. AICT/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 AICT/AQCT's written notification (e-mail or fax).

6.8 Service Levels, Delays & Deductions

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

6.9 Termination

1. AICT/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, AICT/AQCT may withhold any outstanding payments to cover direct damages caused by the Supplier's non-performance.

