

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

(A Private free zone company)

**Tender for Mechanical, Electrical & Plumbing
(MEP) Landlord requirements**

**For National Operation Center (NOC)
(T/HUT/CIV/01/2026)**

HSBC building, 2nd Floor

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Civil Engineering Department

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Annex 1: Tender Specifications

1. Definitions

"AICT"	Employer, owner means HUTCHISON Alexandria – Private Free Zone Company Alexandria International Container Terminals (AICT)– Private Free Zone Company
"Contractor(s)"	Tenderer/Bidder, agencies, suppliers, and similar system Integrator specialized in MEP supply, assembly, installation, testing and commissioning.
The Engineer-in-charge	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 AICT 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.
Contract Duration	2 months.
Project deadline	MEP supply, assembly, installation, testing and commissioning.
PSD	Performance Security Deposit (10%) contract value for contracted period of 2 months.
"AICT"	Alexandria International Container Terminals
"SOW"	Statement of Work

2. Purpose of the tender document

AICT is seeking a vendors/bidder for N.O.C. Fit-out includes but not limited to MEP supply, assembly, installation, testing and commissioning 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.

3. 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 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.

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

4. 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 200% 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 **fit-out turnkey project for office buildings for reputed companies / organizations** such as **HSBC or similar corporates** during the last 5 years should be either of the following:

- Three similar completed works each costing not less than 100% of the estimated value of this work.
- The tenderer should have executed similar type of work in their own name shall be considered under **JLL, CBRE and ASSAF approvals.**
- **24/7 working on shift bases with 24/7 safety, fire watcher and 24/7 Engineering supervision.**
- **The awarded contractor shall buy Contractor all risk insurance policy (CAR) covers the hole project value prior to work commencement.**
- **The site shall be fully site office equipped including site meeting room.**

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 AICT.

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 MEP**" for AICT, the envelope should be clearly marked as 'Technical Bid' (Envelop-I) and 'Financial Bid' (Envelop-II).

5. 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.
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. AICT 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. Payment shall be 100% after installation and final acceptance.
9. Contractor shall submit a Letter of Guarantee (LG) equivalent to 5% of the total contract value, valid for Two (2) years for the warranty period, to be issued within seven (7) calendar days from the date of award / Purchase Order issuance.
10. If the tender deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, AICT reserves the right to reject such tender at any stage.
11. 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.
12. Quoted rates shall be firm throughout the contract period (after tender awarding) and no cost escalation is allowed on any account.
13. Tenders submitted after the due date shall not be considered for bidding and shall be rejected.
14. 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 , 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.
15. Tender documents can be downloaded from the following websites: www.aict.com.eg

6. Termination

AICT 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.

7. General terms & conditions

- AICT may at their absolute discretion, but without being under any obligation to do so, Cancel, update, amend this tender.
- AICT 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 AICT tender documents signed and stamped in his technical envelop.
- 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 AICT 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)
 - 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