

TENDER TECHNICAL SPECIFICATIONS

Operations Department

**Tender for Supply of Operations Outsourced Staff
(T/HUT/OPS/01/2026)**

AICT/AQCT

**The Criteria and Specifications of Operations
Outsourced Staff**

Selection criteria, medical fitness, experience, and qualifications

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

Technical Reference:

AICT/AQCT– Operations Outsourced Staff
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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
1.6. TENDERER OBLIGATION AND RESPONSIBILITY:.....	4
1.7. CLARIFICATION MEETING/SITE VISIT/WORKSHOP	6
2. INSTRUCTIONS AND CONDITIONS OF TENDERERS	6
2.1. SELECTION AND AWARD REQUIREMENTS.....	6
3. TECHNICAL SPECIFICATIONS AND OUTSOURCED STAFF SELECTION CRITERIA	7
3.1. SCOPE.....	6
3.2. TECHNICAL SPECIFICATIONS	7
3.3. SELECTION CRITERIA.....	7
4. ANTICIPATED PROJECT TIMELINE.....	11
4.1. PRIMARY CONTACT INFORMATION.....	11
5. TENDER SUBMITTALS	11
6. TERMS AND CONDITIONS	11

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



1.2. PURPOSE

- a) AICT/AQCT purchaser is seeking a supplier/vendor to supply operations with outsourced staff, in hereunder staff criteria, medical fitness, experience, and qualifications.
- b) The required outsourced staff are working and operating inside the container terminal at the quayside and yard.
- c) The provided selection criteria, medical fitness, experience, and qualifications will guide the potential supplier/vendor to supply the required outsourced staff which is the minimum requirement, and any deviation shall be mentioned by the supplier/vendor in the Deviation list.
- d) The selection criteria, medical fitness, experience, and qualifications are the main part of the contract, or the order issued to the awarded supplier/vendor.
- e) The place of acceptance of the supplies shall be AICT/AQCT Terminal (Free zone area).

1.3. VALIDITY OF The OFFER

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

1.4. DEFINITIONS

"Company/Purchaser/ Owner"	Hutchison Port Egypt – Private Free Zone Company
"Contractor(s)"	Tenderer/Bidder System Integrator specialized in the delivery of operations & outsourced staff and lifting equipment & tools (If required).
"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
"Annexes"	<p>The following annexes are attached to this Tender Document and shall form an integral, binding part of the tender and any resulting contract/PO. The Tenderer confirms full compliance with the below annexes (as applicable to AICT and/or AQCT scope) and shall apply them without deviation:</p> <ul style="list-style-type: none"> • Annex (AICT): Agreement for the Regulation of Occupational Health, Safety and Environmental Responsibilities (AICT HSE Annex 2026). AICT HSE ANNEX 2026 • Annex (AQCT): Agreement for the Regulation of Occupational Health, Safety and Environmental Responsibilities (AQCT HSE Annex). AQCT HSE ANNEX • Annex: PPE Technical Specification / PPE requirements. PPE Technical Specification • Annex: Conducting Bi-annual Medical Surveillance for Truck Drivers Exposed to X-Ray Scanner (medical checks & deliverables).

1.5. SCOPE OF WORK

AICT/AQCT are Looking for a potential supplier to supply and delivered Operations outsourced staff - that fit for the purpose.

1.6. Tenderer Obligation and Responsibility:

1. The Tenderer shall provide all selection criteria, medical fitness, experience, and qualifications necessary to complete the AICT/AQCT requirement of outsourced staff delivered at his expense (if required).
2. The tender is committed to supplying AICT/AQCT with qualified labor, experience, and competence to undertake the service requested in accordance with the type of services, and technical practice.
3. The tender is committed to ensuring that all supplied staff must individually carry out the assigned work with high performance, care, quality, and accuracy.
4. The tender is committed to ensuring that all supplied staff must comply with the proper appearance and reputation of the company.
5. The tender is committed to ensuring that all supplied staff must preserve all tools, equipment, and terminal facilities belonging to AICT/AQCT and return to AICT/AQCT in the same condition in which its staff had received.

6. The required outsourced staff hiring tests are included in the tenderer scope of work, as per AICT/AQCT requirements whenever required.
7. The tenderer must provide all offered/delivered equipment & PPE certificates that will be used by outsourced staff to fulfill AICT/AQCT operational & safety requirements.
8. The supplier must provide the hiring setup, training plan, and operating procedures of outsourced staff to (AICT/AQCT) – Operations.
9. Any damage/s that happened to equipment, yard, and AICT/AQCT properties resulting from the outsourced staff during operations and/or training period is under the supplier's responsibility, and the supplier/vendor must rectify it immediately at his costs.
10. The final acceptance for outsourced staff shall be signed off after completing the testing period and successfully passing the operations final test.
11. Tenderer shall adhere to AICT/AQCT safety and security regulations and provide their staff with the required safety gear.
- 12. The Tenderer is responsible for arranging, at their own cost, proper transportation to bring their staff to the AICT/AQCT terminal in-gates. Additionally, the tenderer must provide internal transportation for their staff and equipment within the AICT/AQCT terminal during both operational and training periods.**
13. The Tenderer shall be complied with the Free zone procedures regulations & be common with Port authorities and Military Areas - Egyptian Navy, as well as environmental regulations inside harbors and container terminals.
14. The Supplier should follow the high safety regulations inside ports generally and military areas especially and provide their staff with the required safety gear and PPE. *(Please refer to HPH Safety roles and policies).*
15. All assessment certificates/ driving licenses from local authorities are the supplier's responsibility and his liability at his expense.
16. All validation certificates required by local authorities will be his responsibility and at his expense.
17. Whenever required port permits for the contractor's staff and/or his equipment will be at his responsibility and his expense.
18. Tenderer staff must report any unsafe conditions & acts during operations.
19. Tenderer to follow the safe working instructions to prevent accidents and to follow the IMDG rules for container handling.
- 20. Not allowed to walk through the terminal – PEDESTRIANS ARE NOT ALLOWED INSIDE THE TERMINAL.**
21. Personal Protection Equipment "PPE" commitment based on AICT/AQCT's safety policy and regulation.
- 22. The tenderer is committed to ensuring that none of their staff work more than 12 hours per day or 240 hours per month.**
- 23. The tenderer commits to providing sufficient staff to meet the requirements outlined in Table [1], considering the staff leave factors such as (absences, sick leave, annual leave, etc...). AICT/AQCT will update the supplier regarding the required outsourced staff in advance, with at least one day's notice.**
- 24. All supplied staff must ensure they have had sufficient rest and sleeping hours before commencing their assigned shift duties.**
25. Drugs test is to be applied before starting the contract implantation, and all supplied staff are subject to random drug tests, and to reject (blacklist) any positive case.
26. AICT/AQCT has the right to do random drug tests onsite for the outsourced staff at any time during the contractual period.
27. All outsourced staff are subject to work in shifts (day & night).
28. Social & Medical insurance for the supplier staff is mandated, and at his responsibility and his own cost.

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29. All supplied staff must have a clean Police record sheet.
 30. The Contractor shall ensure the required medical surveillance check up every 6 months for all applicable truck drivers exposed to X-Ray Scanner during the contract period, including all tests/analyses and reports as per the attached annex.

1.7. Clarification Meeting/Site Visit/Workshop

The clarification meeting/site visit is planned, unless unnecessary.

2. INSTRUCTIONS AND CONDITIONS OF TENDERERS

2.1. SELECTION AND AWARD REQUIREMENTS

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. 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. Hutchison Ports Group Policy 62-2021 Supplier code of conduct.
3. Declare agreement, conformity, and compliance with the provisions of the Tender's Declaration in the 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 Tenderer shall submit the following:
 - a. Complete and detailed technical specification & selection criteria of outsourced staff of (Tenderer proposal) including sub-supplier's brochures and full details.
 - b. The total number of outsourced staff and or any other purchaser's specification stamped and signed by Tenderer.
 - c. A delivery program.
 - d. Suitable evidence that the signatory to the form of tender is authorized so to execute.
 - e. Training (if required).
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 tenderer 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 Tenderer 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 Tenderer in preparing or submitting his tender.

3. TECHNICAL SPECIFICATIONS AND OUTSOURCED STAFF SELECTION CRITERIA

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 Tenderer/supplier is bound by 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 outsourced staff must fulfill the selection criteria, hiring tests, medical fitness, experience, and required qualifications.
- c) Acceptance and final receiving.

3.2. TECHNICAL SPECIFICATIONS

The supplier must submit the following requirements in the tender documents for evaluation and AICT/AQCT has 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 his former experience in the production of container terminal Operations during the last five years at least.
- b) The supplier must submit the complete operations outsourced staff selection criteria, medical fitness, training plan, and operating procedures which contains hiring tests, operating details, rest hours, supervision procedures, and operation right method.
- c) The supplier must submit the agency or distribution certificate of the offered tools in the tender documents (If needed).
- d) The Supplier should follow the high safety regulations inside ports generally and military areas especially and provide their staff with the required safety gear and PPE.

3.3. SELECTION CRITERIA

3.3.1 Scope:

Defining the Selection Criteria and process of examination for outsourced staff between AICT/AQCT and service provider companies.

3.3.1.1 Process of examination and selection:

1. Safety induction session for general awareness.
2. Reading and writing Tests for candidates that do not have a college degree.
3. Interview with OPS management.
4. Confidence test via supervisor representative at quayside and yard.
5. Accepted persons should be passing all the medical examinations.

3.3.2.1. Lasher Selection Criteria:

1. The age is not less than 21 years and not more than 35 years and have a normal body shape.
2. A minimum of one year's experience is mandatory.
3. Experience in all lashing situation; dwell man, twist lock station, lashing & unlash on board, etc.
4. Vocational / College.
5. Physically and medically, fit to pass all the medical examinations.
6. Good Hand-Eye coordination.

7. Active and Enthusiastic.
8. Understand basic safety requirements and concepts.
9. Ability to work as an effective team member and adhere to operational plans to achieve them.
10. Good communication skills.
11. Ability to work under pressure and stress.
12. Able to work at height.
13. Basic knowledge of English language (Read – Written - Spoken) Numbers & letters.
14. Complete the pre-use checklist prior to the start of operations.
15. Report any unsafe conditions & acts during operations.
16. Follow safe working instructions to prevent HSE accidents and follow the IMDG rules for container handling.

3.3.2.2. RTG Operator Selection Criteria:

1. The age is not less than 21 years and not more than 35 years and have a normal body shape.
2. Vocational / College.
3. Minimum two years of experience.
4. Good Eyesight (Free Color Blindness).
5. Passed the medical check (eyes, backbone, etc.).
6. Physically and medically, fit to pass all the medical examinations.
7. Good Hand-Eye coordination and a good sense of depth perception.
8. Active and Enthusiastic.
9. Understand basic safety requirements and concepts.
10. Ability to work as an effective team member and adhere to operational plans to achieve them.
11. Good communication skills.
12. Ability to work under pressure and stress.
13. Able to work at height.
14. Basic knowledge of English language (Read – Written - Spoken) Numbers & letters.
15. Complete the pre-use checklist prior to the start of operations.
16. Report any unsafe conditions & acts during operations.
17. Follow safe working instructions to prevent HSE accidents and follow the IMDG rules for container handling.
18. Must have a valid Heavy Equipment Operator License.

3.3.2.3. Empty Handler & Reach Stacker Operator Selection Criteria:

1. The age is should not be less than 21 years and not more than 35 years and have a normal body shape.
2. Vocational / College.
3. Minimum two years of experience.
4. Good Eyesight (Free Color Blindness).
5. Passed the medical check (eyes, backbone, etc.).
6. Must have a valid driving license for RS/EH equipment.
7. Physically and medically, fit to pass all the medical examinations.
8. Good Hand-Eye coordination and a good sense of depth perception.
9. Active and Enthusiastic.
10. Understand basic safety requirements and concepts.
11. Ability to work as an effective team member and adhere to operational plans to achieve it.
12. Good communication skills.
13. Ability to work under pressure and stress.

14. Basic knowledge of English language (Read – Written - Spoken) Numbers & letters.
15. Complete the pre-use checklist prior to the start of operations.
16. Report any unsafe conditions & acts during operations.
17. Follow safe working instructions to prevent HSE accidents and follow the IMDG rules for container handling.
18. Third-Degree Professional Driving License.
19. Must have a valid Heavy Equipment Operator License.

3.3.2.4. Truck Driver Selection Criteria:

1. The driver's age is not less than 21 years and not more than 40 years and has a normal body shape.
2. Vocational / College.
3. Must have a valid government driving license minimum 1st degree.
4. Good Eyesight (Free Color Blindness).
5. Passed the medical check (eyes, backbone, etc.).
6. Active and Enthusiastic.
7. Understand basic safety requirements and concepts.
8. Ability to work as an effective team member and adhere to operational plans to achieve them.
9. Good communication skills.
10. Ability to work under pressure and stress.
11. Physically and medically, fit to pass all the medical examinations.
12. Basic knowledge of English language (Read – Written - Spoken) Numbers & letters.
13. Ability to learn.
14. Operate the terminal truck within the limit of safe operation.
15. Complete the pre-use checklist prior to the start of operations.
16. Report any unsafe conditions & acts during operations.
17. Follow safe working instructions to prevent HSE accidents and follow the IMDG rules for container handling.

3.3.2.5. Gate House Man Selection Criteria:

1. The age should not be less than 21 years and not more than 30 years.
2. Vocational / College.
3. Physically and medically, fit to pass all the medical examinations.
4. Tactful, and customer-oriented attitude and proactive.
5. Active and Enthusiastic.
6. Understand basic safety requirements and concepts.
7. Ability to work as an effective team member and adhere to operational plans to achieve them.
8. Strong communication skills.
9. Strong computer skills
10. Ability to work under pressure and stress.
11. Good knowledge of the English language (Read – Written - Spoken).

3.3.2.6. CFS Labor Selection Criteria:

1. The age should not be less than 21 years and not more than 30 years.
2. Vocational / College.
3. Physically and medically, fit to pass all the medical examinations.
4. Tactful, and customer-oriented attitude and proactive.

5. Active and Enthusiastic.
6. Understand basic safety requirements and concepts.
7. Has good awareness of required tasks & hazards spots.
8. Ability to work as an effective team member and adhere to operational plans to achieve them.
9. Good communication skills.
10. Ability to work under pressure and stress.
11. Good knowledge of the English language (Read – Written - Spoken).

3.3.2.7. Forklift Operator Selection Criteria:

1. The age should not be less than 21 years and not more than 35 years and have a normal body shape.
2. Vocational / College.
3. Minimum two years of experience.
4. Good Eyesight (Free Color Blindness).
5. Passed the medical check (eyes, backbone, etc.).
6. Must have a valid driving license for FL equipment.
7. Physically and medically, fit to pass all the medical examinations.
8. Good Hand-Eye coordination and a good sense of depth perception.
9. Active and Enthusiastic.
10. Understand basic safety requirements and concepts.
11. Ability to work as an effective team member and adhere to operational plans to achieve it.
12. Good communication skills.
13. Ability to work under pressure and stress.
14. Basic knowledge of English language (Read – Written - Spoken) Numbers & letters.
15. Complete the pre-use checklist prior to the start of operations.
16. Report any unsafe conditions & acts during operations.
17. Follow safe working instructions to prevent HSE accidents.
18. Must have a valid Third-Degree Professional Driving License.
19. Must have a valid Heavy Equipment Operator License.

Table [1] – List of Operations Outsourced Staff Categories, Number of Headcount, and Utilizations

Table [1.1] – One supplier for both AICT & AQCT :

No.	Position	AICT			AQCT		
		Man/Shift (12 Hrs.)	Man/Shift/Monthly (100%) Utilization	Man/Shift/Monthly (75%) Utilization	Man/Shift (12 Hrs.)	Man/Shift/Monthly (100%) Utilization	Man/Shift/Monthly (75%) Utilization
1	Lasher	25	1500	1125	32	1920	1440
2	RTGc operator	19	1140	855	18	1080	810
3	Truck Driver	25	1500	1125	36	2160	1620
4	Empty Handler & Reach Stacker Operator	4	240	180	6	360	270
5	Gate House Man	6	360	270	8	480	360
6	CFS Labor	4	240	180	2	120	90
7	Forklift operator	0	0	0	2	120	90

Table [1.2] – Two supplier in each company :

No	Position	AICT			AQCT		
		Man/Shift (12 Hrs.)	Man/Shift/Monthly (100%) Utilization	Man/Shift/Monthly (75%) Utilization	Man/Shift (12 Hrs.)	Man/Shift/Monthly (100%) Utilization	Man/Shift/Monthly (75%) Utilization
1	Lasher	13	780	585	16	960	720
2	RTGc operator	10	600	450	9	540	405
3	Truck Driver	13	780	585	18	1080	810
4	Empty Handler & Reach Stacker Operator	2	120	90	3	180	135
5	Gate House Man	4	240	180	4	240	180
6	CFS Labor	2	120	90	1	60	45
7	Forklift operator	0	0	0	1	60	45

Table [1.3] – One supplier for each company.

No	Position	AICT			AQCT		
		Man/Shift (12 Hrs.)	Man/Shift/Monthly (100%) Utilization	Man/Shift/Monthly (75%) Utilization	Man/Shift (12 Hrs.)	Man/Shift/Monthly (100%) Utilization	Man/Shift/Monthly (75%) Utilization
1	Lasher	25	1500	1125	32	1920	1440
2	RTGc operator	19	1140	855	18	1080	810
3	Truck Driver	25	1500	1125	36	2160	1620
4	Empty Handler & Reach Stacker Operator	4	240	180	6	360	270
5	Gate House Man	6	360	270	8	480	360
6	CFS Labor	4	240	180	2	120	90
7	Forklift operator	0	0	0	2	120	90

Table [2] – 12 hrs / Man / Shift Cost (Utilizations Ratio):

Serial	Position	One supplier		Two suppliers		One Terminal	
		12 hrs Man/Shift Cost [EGP] 100% Utilization (1)	12 hrs Man/Shift Cost [EGP] 75% Utilization (2)	12 hrs Man/Shift Cost [EGP] 100% Utilization (1)	12 hrs Man/Shift Cost [EGP] 75% Utilization (2)	12 hrs Man/Shift Cost [EGP] 100% Utilization (1)	12 hrs Man/Shift Cost [EGP] 75% Utilization (2)
1	Lasher						
2	RTGc operator						
3	Truck Driver						

4	Empty Handler & Reach Stacker Operator						
5	Gate House Man						
6	CFS Labor						
7	Forklift operator						

(1) Shift rates If the monthly utilization is more than 75%.

(2) Shift rates If the monthly utilization is less than 75%.

4. ANTICIPATED PROJECT TIMELINE

RFQ Release Date: 24-Feb-26
RFP Due Date: 5-March-26
Supplier award: 10-March-26
Contract signing off: 15-March-26
Interviews & Test Acceptance: 22-March-26
Start the Service: 1-April-26

4.1. PRIMARY CONTACT INFORMATION

Send questions regarding the RFQ to Dalia Ahmed (ahmed.dalia@aict.com.eg) (ahmed.dalia@aict.com.eg) by the due date. Responses to all submitted questions (Please refer to project timeline), and if updated we will be shared with all participating bidders.

5. TENDER SUBMITTALS

The service provider "Bidder" must submit all the following mandatory submittals to be included in the tender submittals:

1. All pricing with breakup cost whenever available of each item according to the Bidder service provided & offered to AICT/AQCT (ref to table [2]).
2. The Tenderer shall submit the tender stamped and signed, confirming full compliance with all attached annexes. Any deviation shall be clearly stated in a "Deviation List"; otherwise, compliance is deemed confirmed.

6. TERMS AND CONDITIONS

6.1 Submission:

- a. The bidder shall submit the tender in **sealed envelopes** in accordance with AICT/AQCT tender instructions.
- b. The tender submission shall include **separate Technical and Financial offers**, each **duly signed and stamped**.
- c. The Financial Offer shall include the **Pricing Form**, which is **mandatory** and shall constitute the basis for financial evaluation.
- d. Any tender received **after the specified submission deadline** shall be rejected and shall not be considered.

- e. Incomplete submissions or tenders not complying with the tender requirements shall be **subject to disqualification**.

6.2 Contract duration

3 Years

6.3 Pricing Rates

- c. All quoted rates shall be in **Egyptian Pounds (EGP)**.
d. Rates shall be fixed and firm for the initial contract period of one (1) year. Any renewal shall be subject to mutual agreement, and any annual increase, if applicable, shall not exceed 10%, subject to further negotiation and written approval by AICT/AQCT.

6.4 Pricing Basis

Pricing shall be based on Man/Shift = 12 hours + utilization calculation and which rate applies, as indicated in the Pricing Form.

6.5 Insurance Coverage

The Service Provider shall, at his own cost and expense, arrange, maintain, and keep valid throughout the entire contract period the following insurance policies with a licensed insurance company approved in Egypt. Valid insurance certificates shall be submitted to AICT/AQCT prior to service commencement and upon each renewal:

a. **Personal Accident Insurance Policy**

Covering all deployed laborers, with a minimum coverage of **EGP 250,000 per person**.

b. **Fidelity Insurance Policy**

With a minimum coverage of **EGP 1,000,000**, covering losses resulting from fraud, dishonesty, or negligence of the Service Provider's staff.

c. **Third Party Liability Insurance Policy**

With a minimum coverage of **USD 100,000**, covering bodily injury and/or property damage to third parties arising from the execution of the services.

d. **Contractor's All Risks (CAR) Insurance Policy:**

with a minimum coverage amount of **USD 500,000**, covering all risks related to the execution of the works/services.

6.6 Payment Terms

- a. Payment shall be made based on **actual services rendered**, supported by AICT/AQCT-approved attendance records and monthly service reports.
b. Invoices shall be submitted on a **monthly basis** and processed in accordance with AICT/AQCT finance procedures.
c. Payment terms are to be included in the bid documents (Net 30 days from invoice date, with 7 days allowed for invoice review and correction) in EGP.

6.7 Compliance with AIC/AQCT Rules

- a. The Service Provider shall fully comply with AICT/AQCT operational, safety, security, Free Zone, and port authority regulations.
b. Any cost resulting from non-compliance shall be borne solely by the Service Provider.

6.8 Penalties (Manpower Shortage):

If the tenderer is unable to fulfill the required outsourced staff levels/numbers, resulting in a shortage, AICT/AQCT reserves the right to apply a penalty equivalent to 60% of the utilization rate for the specific shortage category/position. This penalty will be deducted from the monthly invoice.

Annexure (1)

AICT/AQCT Safety Policy

*Will be attached separately with the tender invitation, to be stamped and enclosed in Tender Bids.