



تمكين الفرص
Unlocking the Potential

Attention:	To whom it may concern
Date:	09/06/2020
From:	Oman Broadband Company SAOC
Our Reference:	OBB-T-008-20 Provision of Travel Management Service

Tender No: OBB-T-008-20

Tender Title: Provision of Travel Management Service

Dear Sir,

Oman Broadband Company SAOC (Oman Broadband) invites 'Bidder' to bid for the Services in accordance with the terms and conditions set down in the Tender Documents. If you are a successful Bidder you shall be required to enter into a Contract in accordance with the Form of Agreement.

The Tender Documents shall comprise the following Sections:

- T1** Invitation to Bid
- T2** Instructions to Bidders
- T3** Data to be provided by Bidders
- C1** Form of Agreement
- C2** HSE Requirements
- C3** Conditions of Contract
- C4** Scope of Work
- C5** Schedule of Prices
- C6** Specification (Not Applicable)
- C7** ICV Content

This Tender is floated on behalf of Oman Broadband Company, Oman Information Communication and Tecgnologies Group and Space Communication Technologies.

Only section T1 is provided; the other documents will be issued to interested Bidders that pay the Tender fee and submit confirmation of payment of the Tender Fee and the Bidder Data Sheet attached under Appendix 1 to the undersigned.

In the preparation and submission of the Tender, Bidder shall comply with the Tender Documents. Oman Broadband reserves the right to disqualify the Bidder if any of the requirements included in the Tender Documents are not met.

Yours faithfully,

For Oman Broadband Company



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OMAN BROADBAND COMPANY SAOC

TENDER NUMBER: OBB-T-008-20

PROVISION OF TRAVEL MANAGEMENT SERVICES

T1, INVITATION TO BID

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1.0 Terms of Tender and Tender Overview

1.1 Terms of Tender

1.1.1 The terms and conditions applicable to this Tender Process are detailed in Sections T1, T2, and T3. T2, T3, C1 to C7 may only be available with the complete Tender Document following payment of the Tender Fee.

1.2 About Oman Broadband Company, Oman Information, Communication and Technologies Group and Space Communication Technologies.

1.2.1 **Oman Broadband Company:** Oman Broadband Company SAOC (Oman Broadband) founded in 2014 as a joint-stock company wholly owned by the government of the Sultanat of Oman. It is strategically vital to Oman future development serving wider digitization agenda of the Company.

1.2.1.1 Through its visionary and collaborative approach to the market, Oman Broadband will help to empower the nation with high-speed broadband fiber access to citizens and business alike.

1.2.1.2 The company aims to have the maximum nation coverage in line with the digital Oman strategy, e-government and Oman Future Economic Vision 2020.

1.2.1.3 The next generation fiber optic network will become exponentially faster, bringing community and enterprise benefits of enhanced delivery of communication services, cost savings, increased competitiveness and improved sustainability.

1.2.1.4 Oman Broadband focuses upon the development of a passive fiber network infrastructure, providing equal and open access to telecommunication service providers, on a wholesale basis, and owners and operators of private networks, on a retail basis, thereby enabling end users to efficiently leverage high speed fiber in Oman.

1.2.2 **Oman Information, Communication and Technologies Group:**The Government of Sultanate of Oman recognizes the vital importance of development of ICT sector. With purpose of stimulation of national development, modernization and globalization of the economy, and creating the conditions for the fullest participation by all sections of the population, several initiatives have been undertaken. In this context, ICT Group has been recently formed under the Oman Investment Authority and endorsed by the Ministry of Technology and Communications ("MTC").

1.2.2.1 In terms of high-level objective, ICT Group will be focusing on creating the synergies between various Copco's, aligning the Group's portfolio with National ICT Strategy and filling the gaps where private sector is not able to engage. In order to fulfill beforementioned, ICT Group may partner with national and international experts (and companies) using various partnership models.

1.2.3 **Space Communication Technologies:** Space Communications Technology LLC (SCT), has been mandated to proceed with the necessary procedures for the implementation of the Omani satellite project. All technical, operational and contractual works of the project have been assigned to the company in order to meet the Sultanate's requirements for satellite communications services.

1.2.3.1 The company's operational plan is based on the rental of a large capacity that meets all the requirements of the Sultanate with high technical features through a coverage of the Sultanate's entire territory and its economic waters with faster high throughput data.

1.2.3.2 SCT will be proudly provide State of Art products based on the latest technologies of Satellite Frequency bands on the High Throughput Satellites (HTS) , with the latest reliable, scalable and flexible Baseband platform(s). With the 9m Ka band antenna, collocated in Al Amerat Teleport , with access to one of the biggest terrestrial networks in Oman; all type of services to all vertical markets, can be provided. Starting from the consumer broadband , to the High Throughput IP trunking services.

1.2.3.3 SCT NOC will provide 24/7 customer support, provided by highly trained technical engineers for each level of support required, SCT products are flexible to be customized as per the client

request, in addition SCT Products provide a cost effective solutions for Remote sites, in terms of CAPEX/OPEX

1.3 Description of the Service

- 1.3.1 Travel Agency shall demonstrate to involve in a widest possible airline networks and hotel operators chains.
- 1.3.2 Travel Agency shall ensure transparency in his executions of the services hereunder at desired quality and cost effectiveness.
- 1.3.3 Travel Agency shall provide the service for Oman Broadband/ OICTG/SCT as detailed in the scope of work.
- 1.3.4 Each company (Oman Broadband/ OICTG/SCT) shall sign separate contract with the Service Provider at the same rates, terms & conditions stipulated in the tender document.

1.4 Minimum Requirements to Participate in Tender

~~1.4.1 The bidder shall have authorization from IATA/ Sabre authorization.~~

- 1.4.2 The Bidder shall confirm installation Sabre/Amadues system in Oman Broadband computer (as focal point for all the three companies).
- 1.4.3 Confirmation of training concerned system user.

2.0 Requirements to Collect Tender Document

2.1 Bidder Details Sheet

- 2.1.1 In order to correctly identify the Bidder and the Bidder's point of contact for this Tender Process, Appendix 1 shall be completed by the Bidder and presented , scanned and forwarded to the following email tenders@omanbroadband.om before the Tender Documents can be released to the Bidder.

2.2 Tender Fee

- 2.2.1 The Tender Fee for this Tender is **RO 400.000** for Non-SME.
- 2.2.2 Bidders falls under SME category examedt from the Tender Fee.
- 2.2.3 SME bidders shall provide Riyada SME card.
 - a) The Bidder can make the payment of the Tender Fee by making Bank transfer to the following Oman Broadband account, which the transfer receipt must be presented in order to collect the Tender Documents:

Oman Broadband Company SAOC

Bank: Bank Muscat

Branch: Corporate Branch

Account: 0423044209960013

2.3 Confidentiality Declaration

- 2.3.1 Prior to collection of the Tender Documents the Bidder shall sign the attached Confidentiality Declaration (Appendix 2). The Confidentiality Declaration must be completed, signed by an authorized person, stamped with the Bidders company stamp, scanned and forwardedto the following email tenders@omanbroadband.om before the Tender Documents can be released to the Bidder.

3.0 Oman Broadband Contact Point

- 3.1.1 All communication with Oman Broadband shall be through Clarification Requests, in writing and addressed to tenders@omanbroadband.om

3.1.2 No Clarification Requests shall be entertained after the Clarification Request Closing Date

4.0 Tender Collection

4.1 Collection of Tender Documents

4.1.1 Once the Bidder Details Sheet, Confidentiality Declaration and confirmation of payment of Tender Fee requested in Article 2.3 above have been received, Tender document will be sent through email

5.0 Bid Bond

5.1.1 To ensure conformance of the Tender, the Oman Broadband requires the Bidder to issue a Bid Bond in the exact format detailed in Section T3. The value of this Bid Bond shall be indicated in Section T3. The Bid Bond shall be forwarded to Oman Broadband as a separate envelop along the tender proposal and shall be submitted along the commercial proposal submission. The Bid Bond shall be enforced in the event that Bidder fails to submit and substantiate a conforming bid or has failed to accept award of the contract or purchase order.

6.0 Outline Tender Process and Submission of Bid

6.1.1 The Technical Bid and the Commercial Bid are to be submitted in two different timing as stated below. The Technical Bid and the Bid Bond shall be submitted first in individually sealed separate packages.

6.1.2 Technically qualified Bidder will be requested to submit their Commercial Bid.

6.1.3 The opening of the Technical Bid and Commercial Bid is the discretion of Oman Broadband.

6.1.4 The proposed Tender Process schedule is:

Activity	Date
Issue of T1-Invitation to Bid and Tender Documents available for collection	09/06/2020
Final date for collection of Tender Documents	23/06/2020
Clarification Request Closing Date	25/06/2020
Technical & Commercial Bid Submission Date	29/06/2020

6.1.5 Bids to be submitted by 2.00 PM on or before Bid Submission Date.

7.0 Contract Award

In the event that Oman Broadband considers Bidder to be commercially a potentially successful competitor for the award of the Contract, Oman Broadband may subject Bidder to a further technical and financial evaluation. Only when a Bidder satisfies Oman Broadband technical, financial and commercial requirements will a Contract be awarded.

8.0 Appendix 1 – Bidder Details for this Tender

Contract/ Tender number	OBB-T-008-20
Contract/ Tender title	Provision of Travel Management Services
Full name of Bidder	
Postal Address	
City	
Country	
Website	
Office main tel. number	
Country of registration	
Status in Oman	Agent / locally registered branch office / Omani LLC / foreign company
Ownership details (percentages and names, indicate where Omani)	- XX% - - XX% - - XX% -

Name of company and address to be awarded the Contract (if different from details above)

Full name	
Registered address	
City	
Country	
Office main tell number	
Status in Oman	Agent / locally registered branch office / Omani LLC / foreign company
Ownership details (percentages and names, indicate where Omani)	- XX% - - XX% - - XX% -

Bidder's representative to which all Tender correspondence shall be addressed

Name of person	
Fax number	
Telephone number	
GSM number	
e-mail address	

Bidder's agent in Oman (if applicable)

Omani agent name	
Postal address	
Fax number	
Telephone number	
GSM number	
e-mail address	
Our Omani agent is permitted to pick up the Tender Documents on our behalf	Yes No, we will pick up the documents ourselves. No, please send the documents to my foreign address stated above.

Tender Fee is paid and receipt attached:

Tender Documents Received By:

Signature

Resident Card No.....

9.0 Appendix 2 – Confidentiality Declaration

The undersigned Having its principal office..... (The 'Bidder') hereby declares Oman Broadband Company SAOC ('Oman Broadband') to accept the following terms and conditions on which the Company is prepared to communicate to the Bidder certain Confidential Information pertaining to the Work under the above mentioned Tender as hereinafter defined.

9.1 Definitions

9.1.1 Confidential Information

shall mean all knowledge, data or information acquired by Bidder from, or disclosed to Bidder by the Oman Broadband, or on behalf of Oman Broadband, in connection with the Tender Documents, Clarifications and the Tender Process in writing, drawings, magnetic tapes, computer programs or in any other way, as well as all knowledge, data or information derived there from, to the extent that such knowledge, data or information at the time of such acquisition or disclosure is not either already in the unrestricted possession of Bidder or part of public knowledge or literature.

9.1.2 Confidential Record

Shall mean all Tender Documents, Clarifications and any other material containing Confidential Information.

9.1.3 Third Party

Shall mean any party other than Oman Broadband or Bidder.

9.2 Confidentiality

9.2.1 Bidder shall preserve and cause its employees to preserve the confidentiality of any Confidential Information.

9.2.2 Bidder shall not for any purpose other than the preparation and submission of a Bid

- disclose to any Third Party or enable any Third Party to note the fact that Bidder has been invited to submit a Bid and/or, if applicable, the fact that the Contract is awarded to Bidder;
- reproduce, copy or use, or disclose to, place at the disposal of or use on behalf of any Third Party or enable any Third Party to read, copy or use, any Confidential Information; except with the prior written consent of Oman Broadband.

9.2.3 The undertakings above shall continue insofar and for so long as the Confidential Information or Confidential Record in question has not:

- a) become part of the public knowledge of literature otherwise than through any act or default on the part of Bidder; or
- b) been disclosed to Bidder under an obligation to maintain secrecy by a Third Party (other than one disclosing on behalf of Oman Broadband) who could lawfully do so and who did not derive such Confidential Information or Confidential Record from Oman Broadband.

9.3 Copyright

9.3.1 The copyright in any Confidential Record shall, in the absence of any express provision to the contrary thereon, be vested in Oman Broadband. Copyright in any record containing geological or geophysical data acquired or generated by Bidder in connection with the Contract shall be vested in Oman Broadband.

9.4 Return of Confidential Record

9.4.1 If Bidder declines to submit a Bid or is notified that its Bid is unsuccessful, upon written notification thereof by Oman Broadband, Bidder shall destroy electronic copies and return all hard copy Tender Documents including Addenda and Clarifications to Oman Broadband.

9.5 Third Parties

9.5.1 Bidder shall ensure that if under the terms of this confidentiality agreement any of the Confidential Information comes to the knowledge and/or in the possession of any Third Party, Bidder shall require from such Third Party that it shall abide by stipulations equivalent to those contained in this confidentiality agreement.

9.6 Validity

9.6.1 This Confidentiality Declaration shall be valid for a period of 5 (five) years from the date signed by the Bidder.

Agreed and accepted this

..... Day of..... 2020

And signed by a duly authorized person on behalf of the Bidder

(Signature)

Name: _____

Position: _____

For: _____