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|  <p>العمانية للنطاق العريض<br/>تمكين الفرص<br/>Unlocking the Potential</p> |  |
| <b>Attention:</b>  | <b>To whom it may concern</b>  |
| <b>Date:</b>   | <b>29/10/2019</b>  |
| <b>From:</b>   | <b>Oman Broadband Company SAOC</b>   |
| <b>Our Reference:</b>  | <b>OBB-T-011-19; Brokerage services for Oman Broadband's asset and general insurance</b> |

**Tender No: - OBB-T-011-19**

**Tender Title: Brokerage services for Oman Broadband's asset and general insurance**

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 Specification
- C3** Conditions of Contract.
- C4** Scope of Work.
- C5** Schedule of Prices.
- C6** ICV Specification.

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



تمكين الفرص  
Unlocking the Potential

## OMAN BROADBAND COMPANY SAOC

**OBB-T-011-19**

**Brokerage services for Oman Broadband's asset and  
general insurance**

**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, C1 to C6 may only be available with the complete Tender Document following payment of the Tender Fee.

### **1.2 About Oman Broadband Company**

1.2.1 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.

1.2.2 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.

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

1.2.4 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.

1.2.5 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.

### **1.3 Description of the Service**

1.3.1 Identify insurance requirements of Oman Broadband considering current and potential exposures, including but not limited to:

- Property insurance.
- Business interruption.
- Commercial general liability.
- Directors & Officers.
- Cyber Security insurance.
- Any other insurance for adhoc operational requirements.

1.3.2 Propose and arrange suitable insurance program.

1.3.3 Prepare a draft tender strategy for submission and approval of Oman Broadband as and when required.

1.3.4 The Brokers shall work closely with Oman Broadband in ensuring that the insurance covers are renewed in time and insurable risks are adequately covered.

1.3.5 Prepare insurance specifications, applications, and underwriting data to be used as the basis for presentations to insurers, all in coordination with Oman Broadband.

1.3.6 On behalf of Oman Broadband, prepare tender/RFQ document (specification and requirements), recommend insurance firms for invitation of quotations to Oman Broadband, and advise on all the clarifications during the tendering stage.

1.3.7 Inform Oman Broadband as to insurer's financial ratings and appropriateness of each insurer based both on publicly available information and its own experience.

1.3.8 Arrange meetings as appropriate between Oman Broadband and insurance carriers.

1.3.9 Assist Oman Broadband in evaluating insurance companies' quotations.

- 1.3.10 Secure quotations and proposals for insurance coverage, as instructed by Oman Broadband, and prepare appropriate evaluation report of a comprehensive comparative analyses and recommendations including but not limited to cost, coverage, security and service.
- 1.3.11 Review policy forms, develop manuscript policy language, and negotiate insurance contracts with specified insurance carriers and service providers approved by Oman Broadband.
- 1.3.12 Secure and document agreement from the insurance carriers prior to the start date of the policy for insurance policy language, including but not limited to unique endorsements.
- 1.3.13 Ensure that any such documents required to be filed by Oman Broadband are provided to Oman Broadband with adequate time for completion before the filing deadline.
- 1.3.14 Ensure that the placement of insurance and the manner of securing such insurance complies with all applicable laws, rules and regulations in Oman.
- 1.3.15 Advice/clarify on specific matters that might arise throughout in relation to insurance policy related issues.
- 1.3.16 Advice on matters related to claims under approved insurance policy.

## **1.4 Minimum Requirements to Participate in Tender**

### **1.4.1 Technical Requirements –**

Following is the brief description of minimum eligibility, capability, experience required in order to participate in the Tender:

- a) The Bidder shall be registered with brokerage services in the Sultanate of Oman.

## **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, by hand or scanned and forwarded via email, to the Contracting Section 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 100.000**.
- 2.3 The Bidder can make the payment of the Tender Fee through 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**

### **2.4 Confidentiality Declaration**

- 2.4.1 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, and be presented, by hand or scanned and forwarded via email, to the Oman Broadband Contracting Section 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](mailto:tenders@omanbroadband.om)
- 3.1.2 No Clarification Requests shall be entertained after the Clarification Request Closing Date included in the table in Article 5.0 below

### 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 2.4 above have been received, Bidder may collect the Tender Documents from Oman Broadband Contracting Section.

### 5.0 Outline Tender Process and Submission of Bid

- 5.1.1 The Technical Bid and the Commercial Bid are to be submitted together.
- 5.1.2 The opening of the Technical Bid and Commercial Bid is the discretion of Oman Broadband.
- 5.1.3 The proposed Tender Process schedule is:

| Activity  | Date              |
|---|-------------------|
| Issue of T1-Invitation to Bid                         | 29/10/2019        |
| Tender Documents available for collection             | 29/10/2019        |
| Final date for collection of Tender Documents         | 11/11/2019        |
| Clarification Request Closing Date                    | 18/11/2019        |
| <b>Technical &amp; Commercial Bid Submission Date</b> | <b>26/11/2019</b> |

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

### 6.0 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.

## 7.0 Appendix 1 – Bidder Details for this Tender

|   |  |
|---|--|
| Contract/ Tender number   | <b>OBB-T-011-19</b>  |
| Contract/ Tender title  | <b>Brokerage services for Oman Broadband's asset and general insurance</b> |
| 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<br>(percentages and names,<br>indicate where Omani) | - XX% -<br>- XX% -<br>- 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<br>(percentages and names,<br>indicate where Omani) | - XX% -<br>- XX% -<br>- 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<br>No, we will pick up the documents ourselves.<br>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.....

## **8.0 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.

### **8.1 Definitions**

#### **8.1.1 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.

#### **8.1.2 Confidential Record**

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

#### **8.1.3 Third Party**

Shall mean any party other than Oman Broadband or Bidder.

### **8.2 Confidentiality**

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

8.2.2 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.

8.2.3 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.

### **8.3 Copyright**

8.3.1 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.

### **8.4 Return of Confidential Record**

8.4.1 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.

### **8.5 Third Parties**

8.5.1 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.

**8.6 Validity**

8.6.1 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..... 2019

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

\_\_\_\_\_  
(Signature)  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
For: \_\_\_\_\_