



Attention:	To whom it may concern
Date:	22/09/2024
From:	Oman Tower Company LLC
Our Reference:	OTC-T-002-2024, - Employee Insurance Services.

Tender No: - OTC-T-002-2024.

Tender Title: Employee Insurance Services for Oman Tower.

Dear Sir,

Oman Towers Company, (Oman Towers) invites 'Bidder' to Tender 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.
- T4** Insurance Cover Specification.
- T5** Schedule of Premiums.

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 Towers reserves the right to disqualify the Bidder if any of the requirements included in the Tender Documents are not met.

Yours faithfully,

For Oman Towers Company



OMAN TOWERS COMPANY

TENDER NUMBER: OTC-T-002-2024.

**TENDER TITLE: Employee Insurance Services for
Oman Tower.**

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, T3, T4 and T5 may only be available with the complete Tender Document following payment of the Tender Fee.

1.2 About Oman Towers Company

1.2.1 Oman Tower Company LLC (the "Company" or "Towers") founded in April 2018 is authorized by the TRA to operate passive telecom infrastructure supplier in Oman.

1.2.2 The Company aims to develop telecom tower infrastructure in Oman, to be shared among telecommunications operators, to improve coverage, quality and affordability of telecommunications services in the Sultanate.

1.3 Description of the Service

1.3.1 The scope of insurance shall cover three main insurance requirements as follows:

- Staff Medical Insurance.
- Workman Compensation Insurance.
- Group life insurance.

1.3.2 The details of these insurance coverage is detailed in section T4

1.3.3 Period of Insurance:

- Two years from 01/01/2025.

1.3.4 Jurisdiction:

- Sultanate of Oman.

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 must be an authorised Insurance Company in the Sultante 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 Tender 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 250.000**

2.2.2 The Bidder can make the payment of the Tender fee either of the following options:

The Bidder can make the payment of the Tender Fee by Bank transfer to the following Oman Towers account, which the transfer receipt must be presented in order to collect the Tender Documents:

Oman Towers Company
Bank: Bank Muscat
Swift: BMUSOMRXXX
Account: 0423053700860011

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, and be presented, by hand or scanned and forwarded via email, to the Oman Towers Contracting Section before the Tender Documents can be released to the Bidder.

3.0 Oman Towers Contact Point

- 3.1.1 All communication with Oman Towers shall be through Clarification Requests, in writing and addressed to Procurement@omantowerco.om
- 3.1.2 No Clarification Requests shall be entertained through emails or after the Clarification Request Closing Date included in the table in Article.

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 has been received, Bidder may collect the tender documents from Oman Towers Contracts section.

5.0 Bid Bond

- 5.1.1 NA

6.0 Outline Tender Process and Submission of Tender

The Technical Tender Submission Date and the Commercial Tender Submission Date are the same but the Technical Tender and Commercial Tender shall be submitted in individually sealed separate packages. The opening of the Technical Tender and Commercial Tender is the discretion of Oman Towers.

- 6.1.1 The proposed Tender Process schedule is:

Activity	Date
Issue of T1-Invitation to Bid	22/09/2024
Tender Documents available for collection	22/09/2024
Final date for collection of Tender Documents	06/10/2024
Clarification Request Closing Date	10/10/2024
Tender Submission Date	13/10/2024

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

7.0 Tender Award

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

8.0 Appendix 1 – Bidder Details for this Tender

Contract/ Tender number	OTC-T-002-2024.
Contract/ Tender title	Employee Insurance Services for Oman Tower.
Full name of Bidder	
Postal Address	
City	
Country	
Web site	
Office main tell 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 Towers Company, (The 'Company') 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 Company, or on behalf of Company, 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 Towers 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 Tender 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 Towers.

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 Towers) who could lawfully do so and who did not derive such Confidential Information or Confidential Record from Oman Towers.

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 Towers. Copyright in any record containing geological or geophysical data acquired or generated by Bidder in connection with the Contract shall be vested in Oman Towers.

9.4 Return of Confidential Record

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

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..... 2024

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

(Signature)

Name: _____

Position: _____

For: _____