



REQUEST FOR PROPOSAL

Project Title: Tender for Design, Supply, Design, Installations and Commissioning of the Material Handling System for the Airfreight Terminal at Riyadh Airport (KINGDOM OF SAUDI ARABIA)

Confidentiality:

Do note that this Request for Proposal is the property of SATS and/or its subsidiaries and parent company.

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EXECUTIVE SUMMARY

1. ABOUT SATS

With over 60 years of operating experience and an emerging global presence, SATS is Singapore's leading provider of gateway services and food solutions.

Our comprehensive scope of gateway services encompasses airfreight handling, passenger services, ramp handling, baggage handling, aviation security, aircraft interior cleaning while the food solutions business comprises airline catering, food distribution and logistics, industrial catering as well as ambient, chilled and frozen food manufacturing, and airline linen laundry.

Today, we handle about 80% of the scheduled flights and close to 60 scheduled airlines at Singapore Changi Airport. We are also present in Dammam Airport, KSA.

2. BACKGROUND

The Cargo Division of SATS (SATS Cargo) handles 80% of the airfreight volume coming through Singapore Changi Airport, and is one of the busiest cargo and mail handlers in the world. It provides cargo, mail, express and courier services to over 40 scheduled and ad-hoc airlines operating at Singapore Changi Airport for more than 300 international and local freight forwarders.

Our subsidiary, SATS Saudi Arabia, will be building an Airfreight Terminal at Riyadh Airport. The capacity of the terminal would be 600,000 tons pa. The inbound, outbound and other operations will be housed in one building. The building and circulation area including truckdocks and parking will be in a footprint of 60,000 sqm.

3. BUSINESS OBJECTIVES

The start of operations in Riyadh will be our second cargo venture in KSA. We intend to

- a) Operate a modern Airfreight Terminal at Riyadh;
- b) Maintain availability, accuracy and performance standards in Cargo Handling; and
- c) Operate miscellaneous cargo handling activities.

INSTRUCTIONS FOR VENDORS

SECTION 1: DEFINITION OF TENDER DOCUMENTS

Tender Documents shall include items listed in the RFP as well as all other documents issued prior and after the deadline for Submission of Proposal (Tender bid).

The Tender Documents and additional materials that may modify or interpret, including drawings and specifications, by additions, deletions, clarifications or corrections will become part of the Contract when executed.

All Tender documents and clarifications shall form an integral part of a Contract that is to be entered into between SATS Saudi Arabia and/or its subsidiaries and Vendors. Until a Contract is executed, the Tender Documents and clarifications shall be binding on Vendors.

All Annexes listed within, which form part of this RFP, will be issued accordingly as stated below:

(1) Annexes within the Main document are:

Annexes A1	-	Annex A – Part 1 – Specifications.
Annexes A2	-	Annex A – Part 2 – Specifications
Annexes A3	-	Annex A – Part 3 – Specifications
Annexes A4	-	MHS location in warehouse
Annexes A5	-	MHS layout
Annexes A6	-	Annex B – Project schedule
Annexes A7	-	Annex B1 – Schedule C
Annexes A8	-	Annex C – Acceptance test
Annexes A9	-	Annex D – Payment schedule

The selected company will need to sign a non-disclosure agreement for the project.

The time specified in *Section 2: Schedule of Events* under Submission of Proposal must be strictly adhered to.

All application documents must be signed and company-stamped before they are submitted.

Evaluation Criteria

The proposals will be evaluated based on the following factors (including but not limited):

- Overall value; i.e. cost versus benefit to SATS and/or its subsidiaries;
- Responses to the Scope of Work;
- Completeness of your solution;
- Meeting Project schedule;
- Technical Expertise; and
- Prior experiences (reference Projects required).

The evaluation process may include telephone calls/emails to your referees (clients) to verify claims made by your company.

SECTION 2: SCHEDULE OF EVENTS

EVENT	DATE
RFP/Tender Publication	15 May 2020
¹ Submission of Proposal	2 July 2020, 12 noon Singapore Time, 7am Riyadh Time
Project Briefing	28 May 2020
Questions from Tenderers	20 May 2020 to 12 Jun 2020
SATS' Responses to Questions	21 May 2020 to 15 Jun 2020

SECTION 3: TENDER PROCEDURES

1 General Conditions

SATS or SATS Saudi Arabia and its subsidiaries reserve the right to discontinue with the RFP process at any time and make no commitment, implied or otherwise, that the RFP will result in a business transaction with one (1) or more Vendors.

SATS/SATS Saudi Arabia and its subsidiaries are not under any obligation to pay Vendors for information received. This RFP does not commit SATS and its subsidiaries to pay for any costs incurred by Vendors in responding to this RFP, nor does it commit SATS and its subsidiaries to procure products and/or contract for services.

2 Terms of Application

Application of Tender by Vendors constitutes acceptance by Vendors of all terms and conditions printed on this form and all other attachments hereto.

Upon acceptance of the Tender Documents, Vendors undertake to submit their proposal by the allotted time unless the Vendor(s) declares in writing, prior to the Submission of Proposal date, their intention not to bid for the Tender.

If the Vendor is a corporation, the submission must be signed by an authorized officer of the corporation and stamped with the name of the corporation.

3 Tender Amount

Numbers shall be stated in writing and in figures.

The pricing for the products to be supplied or services to be rendered shall be exclusive of any Value Added Tax ("VAT") or other local tax, i.e. prices quoted shall not include any GST component.

The amount shall not be varied in any way, unless mutually agreed in writing.

Unless otherwise provided in any supplement to these instructions, Vendors shall not modify their Tender Submission after the Submission of Proposal date. The price quoted shall be treated as the last price the Vendor is prepared to offer. Vendors should therefore quote their best and last price.

Notwithstanding the above, should a change in specifications occur after a Tender has been called and such change may have an effect on price, SATS Saudi Arabia and/or its subsidiaries may under such circumstances revise the price with the vendors.

Vendors may not amend their bid price during the Contract period. Any increase in costs of production or in any other aspect may not be passed on to SATS Saudi Arabia and/or its subsidiaries by way of an increase in the awarded price or a change in the products and/or services to be provided.

Without limitation all permits, licenses, royalties and fees whatsoever claimable by or payable to any person, firm or corporation or government or in connection with an invention or patent used or required to be used in connection with Vendors obligations under this Tender are for the account of Vendors and shall not be charged to SATS Saudi Arabia and/or its subsidiaries.

4 Vendors' Responsibility

Vendors shall undertake the preparation of their Tender Submission at their own cost including travel to Singapore, if any, during the Tender process. The Submission of Proposal represents that the Vendors have read and understood the Tender Documents.

5 SATS Saudi Arabia's Obligations to Vendors

SATS Saudi Arabia or its subsidiaries will assist Vendors whenever and wherever possible in determining local conditions and clarification of the Tender Documents.

SATS Saudi Arabia may reject any, part of, or all Tender Submission and waive any informality or irregularity in any Tender Submission received. No reason shall be given to any unsuccessful Vendors for not being awarded the Tender.

6 Compliance to Requirements, Standards and Guides

Vendors shall comply with all business and technical requirements, standards and guides specified in the RFP unless otherwise stated in accordance with *Section 4: Format of Proposal*.

7 Acceptance of Tender

SATS Saudi Arabia and/or its subsidiaries shall not be bound to accept the lowest of any Tender Submission nor is it liable for any claim for whatever costs that may be incurred in the preparation of the Tender.

SATS Saudi Arabia and/or its subsidiaries reserve the right to accept and award the whole or part of the Tender Submission.

8 Notification of Vendors

All Vendors will be notified of their shortlisting for prequalification as soon as approvals by the relevant committees have been given.

9 Award of Tender

SATS Saudi Arabia and/or its subsidiaries reserve the right to reject sub-contractors or assigned Vendors without giving reasons, whereby the Vendors will have no right to make changes to the final price in terms of compensation and/or replacement.

SATS Saudi Arabia and/or its subsidiaries may, at their discretion, award part of the products and/or services to other Vendors. Vendors are obliged to co-operate with each other including working with SATS's and/or its subsidiaries' vendors to deliver a solution that complies fully with the overall system (business and technical) specifications as specified in the RFP.

10 Contract

The successful vendor is required to enter into a Contract with SATS Saudi Arabia failing which SATS Saudi Arabia reserves the right to award the Contract to another vendor.

11 Security Deposit

The successful vendor shall pay a deposit equivalent to five percent (5%) of the value of the Contract as Security Deposit.

12 Communications

After the application closing date, the vendors shall not communicate directly or indirectly with SATS Saudi Arabia or any of the employees of SATS in regard to the progress of the Tender (unless otherwise specifically stated within the Tender documents).

SATS Saudi Arabia shall communicate the results of the Tender to the vendors in writing.

The breach of this term and condition by the vendors, their employees or agents shall render the vendors to be disqualified from this Tender exercise or any future Tender exercise.

13 Conformance with Agreed Specifications

All works must be carried out in accordance with the Tender Documents that have been agreed to by SATS Saudi Arabia and/or its subsidiaries and Vendors.

All title, ownership and other intellectual property rights in any software customization and related documentation created or otherwise developed pursuant to this Tender vest in SATS Saudi Arabia.

By submitting the Tender, Vendors agrees to assign to SATS Saudi Arabia any intellectual property rights that subsist in or arise from the deliverables of any software customization and related documentation created or otherwise developed pursuant to this Tender.

If vendors do not agree to the assignment, they must explicitly specify the reasons in the RFP submission, subjected to approval by SATS Saudi Arabia.

14 Gifts, Inducements and Rewards

Vendors are advised to refrain from offering gifts and rewards in any form or manner to any SATS employee in relation to the obtaining or execution of any contract with SATS Saudi Arabia, whether or not the like acts are performed by the Vendors or persons acting on his/their behalf with or without the knowledge of the Vendors.

SATS Saudi Arabia shall terminate the Contract, forfeit the deposits and debar the Vendors for any appropriate period of time if it is proven that the Vendors has offered and/or given gifts and rewards in obtaining or in execution of any contract.

15 Date Compliance

The Services and/or Hardware and/or Software are and will be free from date compliance problems and the performance or the functionality of the Services or obligations to be performed under the Tender and Contract shall not be affected, impeded or interrupted by the entry or processing of any data value or date dependent function, whether such date is past, current or future.

SECTION 4: SUBMISSIONS

1. The tenderer/consultant shall fill in all information required in this document.
2. The tenderer/consultant shall submit the cost as per the cost breakdown in the specifications
3. Project Schedule (12 mths inclusive of 2 months for installation)
4. Project references
5. Preliminary artist impression of building

VENDOR PROFILE

Please complete the Matrix briefly (URLs are not acceptable). Additional information can be given as an attachment and / or in the relevant parts of your Tender proposal.

Category/Section	Description
Corporate Information	
Company's Name and Address	
Year of Incorporation	
Parent Company Name and Address (if any)	
Mission and Direction	
Core Competencies / Business	
Revenue for the 3 most current year-end periods	
Net Profit for the 3 most current year-end periods	
Technology / Business Partner	
Contact Person's Name, Job Title, email address, mobile & DID contact no., fax no.	
Experience	
Relevant Project Experience - number of years - state the projects title (a brief description can be given as attachment)	
Relevant Customer Reference - list three (3) references	

COMPLIANCE TABLE

Compliance Table to Agreement and Specifications