



 مجموعة إذكاء ITHCA GROUP	
Attention:	To whom it may concern
Date:	08/12/2022
From:	ITHCA Group S.A.O.C
Our Reference:	ITHCA-T-012-22 Strategy Review for ITHCA Group and DTM

Tender No: - ITHCA-T-012-22

Tender Title: Strategy Review for ITHCA Group and DTM

Dear Sir,

Oman ICT Group SAOC (ITHCA) 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** ICV Content
- C7** Data to Be Provided by Bidder

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 (as applicable), the Bidder Data Sheet attached under Appendix 1 and Confidentiality Declaration attached under Appendix 2 to the undersigned.

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

Yours faithfully,

For Oman ICT Group



ITHCA-T-0012-22

**Strategy Review for ITHCA Group and Digital
Transformation Management (DTM)**

T1, Invitation to Tender



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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 (as applicable).
- 1.1.2 The floating of the mentioned Tender will be through ITHCA Group E-Tendering Platform.
- 1.1.2.1 All bidders shall be registered with ITHCA Group Vendor Management to participate in the mentioned tender.

1.2 About ITHCA Group

- 1.2.1 The Government 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 of population, several initiatives have been undertaken. In this context, Oman ICT Group (“ITHCA” or “The Group”) has been formed under the Oman Investment Authority (“OIA”) and endorsed by the Ministry of Transport, Communications, and Information Technology Communications (“MTCIT”). In terms of high-level objective, among others, ITHCA is focusing on creating synergies between various entities, aligning the Group’s activities with other relevant National initiatives, and fill the gaps where private sector is not able to engage.
- 1.2.2 The Group’s strategy has been developed 3 years ago. In fast developing world a need for a review and potential revamp has emerged. With that in mind, the Group is looking for a consultant to review and propose updates, where required, in areas specified in the Scope of Work and Deliverables (“The Project”).

1.3 Description of the Service

- 1.3.1 The Group’s strategy has been developed 3 years ago. In fast developing world a need for a review and potential revamp of the strategy has emerged. With that in mind, the Group is looking for a consultant to review and propose updates, where required, in areas specified in the Scope of Work and Deliverables.
- 1.3.2 All deliverables will be in soft format (MS Word, Power Point, Excel) and contain:
- 1.3.3 ITHCA Corporate Strategy high level review to be executed to capture; new technology trends, changes in investment landscape, added international investment segment and potential shift in DTM strategy. The review should consider ITHCA’s strategic tensions. Mission and Vision, Mandate, strategic focus areas, risk appetite and other relevant areas in conjunction with above mention changes need to be reviewed and updated proposed where required. For local Investments: assessment whether ITHCA should focus on specific sectors (e.g. Economic Diversification Sectors) or it should continue to focus on addressing Oman ICT sector gaps in general, needs to be performed.
- 1.3.4 Defining International Investment Strategy that will pinpoint right investment focus areas within the technology sector, particularly define if ITHCA should have focused (e.g FinTech) or un-focused approach. In a development of the International Investment Strategy, impact to Omani economy (so called “Omani angle”) needs to be assessed, defined and quantified where possible. For avoidance of the doubt, International Investment Strategy is a part of ITHCA’s Corporate Strategy, not a standalone document.
- 1.3.5 Digital Transformation Management Company (“DTM”) has been recently established as a part of the Group, helping the Government’s transition into a digital era by accelerating the digital transformation of Government entities. A separate business plan and a high-level strategy has been developed, nonetheless, as DTM operates in dynamic environment, new circumstances emerged dictating a revision. Such revision should consider existing studies, operating model, value proposition(s), go to market strategy, service catalogue and business plan (with subsequent financial models).
- 1.3.6 Above mentioned tasks will have an impact on overall ITHCA Business plan, Therefore Existing Business plan needs to be enhanced and updated, granularity added, considering International Investments and DTM’s new business plan.

1.4 Minimum Requirements to Participate in Tender

1.4.1 Technical Requirements –



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

- 1.4.2.1 The bidder shall have executed at least 5 similar projects in the region within the last 7 years.
- 1.4.2.2 The bidder shall confirm GCC office operational at least 7 years.
- 1.4.2.3 Project manager should be 15+ years of relevant experience.
- 1.4.2.4 All team members should be 10+ years of relevant experience.
- 1.4.2.5 The bidder shall confirm that the Partial Onsite presence is possible.

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 forwarded via email, to the Contracting Section email tender@ithca.om along with the tender fee receipt before the Tender Documents can be released to the Bidder.

2.2 **Tender Fee**

- 2.2.1 The Tender Fee for this Tender is **OMR 100.000**.
 - 2.2.1.1 SME Bidders holding Riyadhah Card Certification are exempted from Tender Fee.
 - 2.2.2 The Bidder can make the payment of the Tender Fee either of the following options:
 - a) Bank transfer to the following ITHCA Group account, which the transfer receipt must be forwarded via email as stated in section 2.1.1 to receive the Tender Documents:

Oman ICT Group SAOC

Bank: Ahli Bank

Branch: Corporate Branch

Account: 5101-078922-112

2.3 **Confidentiality Declaration**

- 2.3.1 Prior to receive 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 forwarded via email, to the ITHCA Group email tender@ithca.om before the Tender Documents can be released to the Bidder.

3.0 **ITHCA Group Contact Point**

- 3.1.1 All communication with ITHCA Group shall be through Clarification Requests, in writing and addressed to through ITHCA Group email tender@ithca.om
- 3.1.2 No Clarification Requests shall be entertained after the Clarification Request Closing Date included in the table in Article **Error! Reference source not found.**

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, Bidder may receive the Tender Documents via email.

5.0 **Bid Bond**

- 5.1.1 To ensure conformance of the Tender, ITHCA Group rebroquires 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 folder shall be submitted along with tender proposal and the technical proposal submission. The Bid Bond shall be enforced in the event of Bidder's failure to submit and substantiate a conforming bid or has failed to accept the award of the Contract or Purchase Order.

6.0 **Outline Tender Process and Submission of Bid**



- 6.1 The Bid is to be submitted in a flash drive containing two files: one comprising a Technical Proposal and one containing the Commercial Proposal. The Technical Proposal shall contain all the required documents requested in the Tender Documents excluding any submission of a financial nature. All submissions of a financial nature shall be included in the Commercial Proposal. Bidders who fail to adhere to this clause will result in the rejection of their Bid.
- 6.2 The Technical Proposal shall be all comprised in one file inside the flash drive marked as “Technical Proposal”.
- 6.3 The Commercial Proposal shall be all comprised in one file inside the flash drive marked as “Commercial Proposal”.
- 6.4 The Flash Drive Containing the Technical Proposal and Commercial Proposal shall be delivered on the date and time specified in Section T1 Invitation to Bid and addressed and delivered in accordance with T3 Item 2.2.
- 6.5 Only electronic copies of the technical and commercial proposals shall be submitted.
- 6.6 The commercial form of tender found in Appendix 2 in (T3-Data provided by the bidder) is to be submitted as a hardcopy along with the flash drive.
- 6.7 The Bid Bond shall be submitted separately in a separate sealed envelope and marked as the “Bid Bond” along with the tender number.
- 6.8 The opening of the Technical Bid and Commercial Bid is the discretion of ITHCA Group.
- 6.9 The proposed Tender Process schedule is:

Activity	Date
Issue of T1-Invitation to Bid – Tender available for collection	08/12/2022
Last day to purchase	15/12/2022
Clarification Request Closing Date	20/12/2022
Technical & Commercial Bid Submission Date	05/01/2023

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

7.0 Contract Award

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



8.0 Appendix 1 – Bidder Details for this Tender

Contract/ Tender number	ITHCA-T-012-22
Contract/ Tender title	Strategy Review for ITHCA Group and DTM
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/waived 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 ITHCA Group Company SAOC ('ITHCA') 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 ITHCA Group, or on behalf of ITHCA Group, 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 ITHCA Group 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 ITHCA Group.

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

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

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 ITHCA Group, Bidder shall destroy electronic copies and return all hard copy Tender Documents including Addenda and Clarifications to ITHCA Group.

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 five (5) years from the date signed by the Bidder.

Agreed and accepted this

..... Day of..... 2022

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

(Signature)

Name: _____

Position: _____

For: _____