



TERMS OF REFERENCE

SUPPORT IN TECHNOLOGY TRANSFER INITIATIVES (WP5) AND IMPLEMENTATION OF PILOT ACTIONS – comprehensive simulation training program (WP6)

Project title:	TECHLOG - Technological Transfer for Logistics Innovation in Mediterranean area
Contract no.:	TECHLOG B_A.2.1_0175
Service:	SUPPORT IN TECHNOLOGY TRANSFER INITIATIVES (WP5) AND IMPLEMENTATION OF PILOT ACTIONS – comprehensive simulation training program (WP6)
Location of the assignment (Target areas):	Alexandria and other eligible areas
Duration of the implementation:	September 2023 till November/December 2023
Project Overall objective:	To strengthen research-industry links by supporting technology transfer in a real-life environment in order to make it functional to the growth and modernization of the Mediterranean transport economics.
Project Specific objectives:	To establish a permanent Cross-Border EU-Med space, inspired by Open Innovation, where research organizations and (trans)port industries co-create, test, and share new Technology Transfer Initiatives based on advanced simulation technologies to lead innovation and growth in EU-Med Med(trans)port sectors.
Tender objectives	This invitation to tender to Service providers hereon referred to as the tenderers, to apply for support in technology transfer initiatives (WP5) and implementation of pilot actions– comprehensive simulation training program (WP6) under TECHLOG project

I. Introduction

1. The TECHLOG project is co-financed by the European Union under the European Neighborhood Instrument cross-border cooperation program “Mediterranean Sea Basin” 2014-2020 (ENI CBC MED). It started on 6th July 2021 and has a duration of 30 months (until 31st December 2023).
2. The TECHLOG project aims to promote cooperations between research, development and education, from one side, and, the real economy, from the other side in the countries participating in the project: Italy, Spain, Tunisia, Lebanon and Egypt. It aims to match the tools used and developed by research and academic actors with the actual market needs. TECHLOG wants to strengthen ties between academia and the transport and port industry in the Mediterranean region. Concretely, TECHLOG encourages joint Technology Transfer Initiatives (TTI) to achieve common quality standards for

transport and port specialized staff. A Mediterranean Open Lab was created to promote and share those initiatives within the (trans)port communities.

3. In order to facilitate knowledge transfer and strengthen research-industry ties, the TECHLOG consortium released a web-based collaborative platform of TECHLOG's living lab to support cooperation and exchanges of information and practices among the many innovation stakeholders (<https://techlogproject.com>).
4. TECHLOG TTIs will be tested through pilot actions, in real port operators, and will involve trained staff. For the sake of efficiency and consistency, the project focuses on advanced simulation technologies which are, beyond the shadow of a doubt, among the key success factors for both port workers and port operators.
5. The TECHLOG partners implementing the pilot actions (PP2 - Arab Academy for Science, Technology & Maritime Transport;

II. The selected service provider will be involved in support of the final stage of the TTIs to design and implement the pilot actions in Egypt within Work Packages 5 and 6 of TECHLOG that will concern exclusively, the following topics in terms of a comprehensive training program on safety in ports and trucking companies for drivers on roads and cargo handling. Pilot actions will be implemented on the premises of AASTMT at the port simulation complex.

Pilot actions on safety for truck, forklift, reach stacker drivers, and quay cranes :

Highlights:

- High accidents rates in Egypt
- Truck drivers are permitted to drive long working shift, where restricted time frames, high pressure to deliver cargo on a delivery schedule, and length of journey are strongly correlated to drivers' accident records.
- Driving/Operating while fatigued/stressed has been highly correlated with unsafe practices and accidents.
- Lack of stimulated training on driving and cargo handling in different conditions contributes to a high rate of accidents.

Purpose(s) of the action:

- In this pilot action we test training programs for driving operators by reproducing the different operating conditions, even the most demanding, that can be encountered in real life. Learning is monitored over time and the improvement of trainees' skills is verified in an appropriate and objective way.
- Evaluate improvement of reflexes, performance, and safe driving in different conditions using simulator training.
- Propose theoretical and practical practices as improvement interventions to elevate

<p>performance</p> <ul style="list-style-type: none"> - Calibration of performance curves for a ship-to-shore gantry crane operator in a container transshipment terminal. - Improvement of operator's performance. <p>- Beneficiaries:</p> <ul style="list-style-type: none"> - Commercially licensed Truck Drivers, Forklift and Reach Stacker Operators and Professional Quay Craners. 							
<p>III. The services provided by the service provider should include the following which reflect the financial offer.</p> <ul style="list-style-type: none"> • Develop the following comprehensive training program using simulators and theoretical preparation: <ol style="list-style-type: none"> 1. Gantry crane operator simulation course (STS & RTG) 2. Truck drivers simulation course 3. Reach stacker & forklift operators simulation course <p>Implementing the training courses for the target area for 90 trainees. Each trainee (driver of Gantry cranes, Truck, and Reach Stacker & Forklift) has to complete 5 days of training and will be entitled to a daily allowance.</p>							
<p>IV. Deliverables</p> <ul style="list-style-type: none"> • Participation in the final roundtable for co-designing specific TTIs to be implemented in the 2 Egyptian pilot actions in the form of a comprehensive training course. • List and content of Training courses' modules developed. • Training of 90 trainees for 5 days each (attendance form, photos, video, Certificates,...) • Theoretical and simulation training for the port and Gantry crane operators: first pilot action for port crane operators, second pilot action for Truck drivers, and Reach stacker & forklift operators. 							
<p>V. Experience / selection and award criteria</p>	<p>The offers will be evaluated technically and financially by the evaluation committee. The technical award criteria will be as follows:</p> <table border="1" data-bbox="379 1610 1428 2024"> <thead> <tr> <th data-bbox="379 1610 1086 1762">Technical award criteria for specific tenders</th> <th data-bbox="1086 1610 1428 1762">Maximum number of points to be awarded</th> </tr> </thead> <tbody> <tr> <td data-bbox="379 1762 1086 1843">At least 5 years of general professional experience in the linked sector</td> <td data-bbox="1086 1762 1428 1843">25</td> </tr> <tr> <td data-bbox="379 1843 1086 2024">At least 5 years of proven experience in designing and implementation training (port Sector- Gantry crane operator, Truck operator, and Reach stacker & forklift)</td> <td data-bbox="1086 1843 1428 2024">25</td> </tr> </tbody> </table>	Technical award criteria for specific tenders	Maximum number of points to be awarded	At least 5 years of general professional experience in the linked sector	25	At least 5 years of proven experience in designing and implementation training (port Sector- Gantry crane operator, Truck operator, and Reach stacker & forklift)	25
Technical award criteria for specific tenders	Maximum number of points to be awarded						
At least 5 years of general professional experience in the linked sector	25						
At least 5 years of proven experience in designing and implementation training (port Sector- Gantry crane operator, Truck operator, and Reach stacker & forklift)	25						

At least 3 years of experience with EU projects.	25
Proven experience in similar projects in Egypt	25
TOTAL	100

The result of the technical evaluation will be the sum of the number of points obtained as a result of the evaluation of each criterion. Only those bids which will be awarded at least 75 points for the total will be admitted to the assessment of the financial award criteria. Only those offers that will have passed the previous stages will be considered for this final evaluation. The contract will be awarded to the tenderer with **the best-value-for-money bid**.

The award will be made to the company which obtained **the best value for money** according to the following: The financial offer / the sum of the number of points obtained as a result of the evaluation of each criterion.

VI. Contract management

The Selected applicant will work closely with the project manager and the technical committee in a participatory working approach in order to achieve qualitative results

VII. Commencement date & Period of execution

- Assumed start of assignment September 2023

Remuneration

The tasks/activities subcontracted will be clearly stated into the contracts, together with the implementation rules and relative fees. The fees will be appropriate, reasonable, and aligned with the current market rates. Fees will be comprehensive of the travel and subsistence costs.

- The payment will be pegged on deliverables
- The payment will be based on installments
- The service provider should submit a payment request/invoice

The technical offer should contain the following documents:

- Technical proposal including Profile and Past performance and proven track record professional experience including a detailed list of the principal services provided in the past five years, with the sums, dates, languages used, and recipients (trainees), local international, public, or private.



The financial offer should contain the following template

Lump sum

General requirements that should be followed /Application Process

- The service provider shall comply with terms and conditions of this tender which is an integral part of this tender and all are complementary to each other
- The offer should be sent with referring to the name of the project TECHLOG
- The documents of technical and financial offers should be signed
- To the start of the contract within one day of approval on the offer
- The training shall be conducted at the AASTMT port simulation complex.
- For Any inquiries regarding the tender, you can contact
 - a. Dr. Sandra Haddad – AASTMT project coordinator
Sandra.haddad@ast.edu / Sandra.haddad16@gmail.com
 - b. AASTMT Procurement department (email: mfarid@ast.edu – sarah.ebrahim@ast.edu)
- The contracting authority has the right to reject any tender that doesn't contain the required data in mentioned in this tender.
- All conditions are obligatory and in case of any violation of conditions the offer will be excluded.
- The offer should be submitted in **two separate sealed envelopes (financial-technical)** signed and the outer envelope must bear the Contract number and the title of the project, together with the full name and address of the applicant, and the words "Not to be opened before the opening session".

Exact procedure:

All the interested service providers can express their interest by e-mail to the AASTMT Procurement department (email: mfarid@ast.edu – sarah.ebrahim@ast.edu) attached with their profiles no later than **10/08/2023**, taking in consideration the following:

The service provider should be a specialist in the field of training and capacity building, demonstrating competitive value, quality, reliability, responsiveness, flexibility, and compliance with industry standards and possessing professional experience of at least 5 years.

Only, if the profiles meet the requirements, the Procurement department will reply to the service providers requesting them to participate in the tender by sending final offers (technical and financial). **Profiles shall contain the following:**

- Companies submit a request to register in / update the supplier's data of the Academy.
- The name of the company, contact information, address, and telephone numbers.
- Short description of the tenderer's economic activity including its activity with regards to the scope of the Call for Tenders.
- General background of the company, previous experiences, and qualifications.
- All available numbers and means of communication shall include the company's e-mail to be used to receive subscription invitations, as well as to identify the responsible person to communicate with him if necessary.
- Audited balance sheets for the last three years to demonstrate the current soundness of the Applicant's financial position and its prospective long-term profitability.

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General requirements that should be followed:

➤ **Prices should be:**

- **fixed** and the Academy is not committed to any alteration, fluctuation in prices during the execution period and all charges outside Egypt to be born to the supplier account.
- **including** the training process.

➤ **All offers Must** be presented in the **English Language**.

➤ Tenderer must provide an electronic copy of all the presented documents in a PDF format recorded on USB and attached to the tender documents.

➤ **Offers must remain valid** for at least **three months** from the date of opening the envelopes.

➤ **Payment** will be as follows:

- **%25**
 - against Report on the Roundtable for co-designing specific Technology Transfer Initiatives (TTIs) with stakeholders
 - List and content of Training courses' modules developed.
- **%50** against Training of at least 60 trainees for 5 days each for the port and Gantry crane operators, Truck drivers, and Reach stacker & forklift operators
- **%25** against Training of 30 trainees for 5 days each for the port and Gantry crane operators, Truck drivers, and Reach stacker & forklift operators

➤ Once profiles are accepted and a communication is sent by AASTMT department, offers are to be submitted in **two sealed envelopes** containing the following:

✓ **First envelope:** containing the following documents: "**Addressed "Technical Offer"**".

- Technical proposal including Profile and Past performance and proven track record professional experience including a detailed list of the principal services provided in the past five years, with the sums, dates, languages used, and recipients, local international, public, or private.

✓ **Second envelope:** the financial offer **Addressed "Financial Offer"**.

- The financial proposal.

- Offers must be submitted in sealed envelopes by registered mail, private courier service or by hand-delivery to the Academy Site **before 12 pm on 24/08/2023** (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Attention to:

Mr. Mohamed Farid
Purchasing & Stores Manager
Arab Academy for Science & Technology & Maritime Transport
Abu Qir – Alexandria - Egypt
Tel: 00 203 5622744
PO Box: 1029 Alexandria, Egypt



AASTMT reserves the right to ask applicants to require clarifications regarding the content of the proposals submitted, with the right to assign a peremptory deadline for this purpose within which they must submit the additions.

Operational language

All written communications for this tender procedure, offers and contract must be in English.