AQABA Company for Ports Operation & Management / شركة العقبة لإدارة وتشغيل الموانئ

اولاً: المقدمة :-

تدعو شركة العقبة لإدارة وتشغيل الموانئ المناقصين المتخصصين والمؤهلين للمشاركة في العطاء رقم (09/ع.ل/2025) شراء خدمات لدراسات HAZOP and HAZID ، وذلك من خلال تقديم عروضهم وفقا للشروط العامة والشروط الخاصة والمواصفات الفنية المبينة ضمن نسخة دعوة العطاء ، على من يرغب بشراء نسخة دعوة العطاء مراجعة مكتب لجنة الشراء الرئيسية في مبنى إدارة شركة العقبة لإدارة وتشغيل الموانئ .

- شروط بيع نسخة دعوة العطاء :-

1. يتم بيع نسخة العطاء الى المناقص او ممثله بموجب تفويض.
2. يجب على المناقص إحضار صورة عن سجله التجاري ساري المفعول وبما يخوله المشاركة في هذا العطاء .
3. ثمن نسخة دعوة العطاء (75) دينار اردني غير مستردة .
4. على المناقص ابراز وصل تسديد ثمن شراء نسخة دعوة العطاء ليسمح له بإيداع عرضه خلال المدة المتاحة لذلك .
5. يتحمل المناقص المحال عليه العطاء تكلفة الإعلان عن العطاء حتى لو تكرر الإعلان اكثر من مرة.

- الجدول الزمني حسب اعلان طرح العطاء :-

الرقم	الاجراء	اليوم والساعة	التاريخ
1	الإعلان وبدأ بيع نسخ دعوة العطاء	الاحد الساعة الثامنة صباحاً	2025/06/29
2	أخر موعد لبيع نسخ دعوة العطاء	الاربعاء الساعة الثانية عشر ظهراً	2025/07/09
3	اخر موعد لتقديم للاستفسارات	الاربعاء الساعة الثانية عشر ظهراً	2025/07/16
4	أخر موعد لإيداع وفتح العروض	الاثنين الساعة الحادية عشر صباحاً	2025/07/21

ثانياً – الشروط العامة: -

يعتبر نظام المشتريات الحكومية رقم (8) لعام 2022 وتعليمات تنظيم إجراءات المشتريات لعام 2022 الصادرة بمقتضاه، وأية ملاحق لهذا النظام أو التعليمات شروطا عامة لهذا العطاء، وإذا ورد في الشروط الخاصة أو المواصفات الفنية ما يتعارض مع الشروط العامة فانه يُعتمد ما جاء في الشروط الخاصة أو المواصفات الفنية.

1. يجب على المناقص أن يختم ويوقع كافة وثائق الشراء والتي تشمل (الشروط العامة والخاصة المرفقة في دعوة العطاء وعرض المناقص الفني والمالي وجميع الوثائق المقدمة في عرض المناقص) ويقدمها ضمن العرض كاملة وفي حال عدم توقيع المناقص أو ختمه على العرض المقدم منه حسب الأصول أو وجود نقص بالعرض أو غموض أو شطب أو إضافة أو تعديل بشكل لا يمكن من الإحالة فسيتم استبعاد العرض المقدم من المناقص.
2. أهلية المناقص يعتبر المناقص مؤهلا للمشاركة في العطاء إذا حقق جميع البنود التالية: -
   - أن يكون المناقص مسجل لدى وزارة الصناعة والتجارة ولديه سجل تجاري ورخصة مهن تخوله المشاركة في هذا العطاء.
   - أن لا يكون المناقص من المناقصين الذين سبق إن تم مصادرة كفالتهم لدخول عطاء أو كفالتهم لحسن التنفيذ لعطاء سابق، لدى أي جهة، وان لا يكون من المناقصين المحرومين من التعامل مع الجهات الحكومية، وعلى المناقص الإفصاح عن أي مشاكل سابقة من هذا القبيل وتحت طائلة المسؤولية وذلك خلال العشر سنوات السابقة.
   - يجب على المناقص ان يكون مسجلاً بنظام الفوترة الوطني الالكتروني .
   - يجب على المناقص ان يقدم المعززات المطلوبة التي تثبت تسجيل بنظام الفوترة الوطني الالكتروني
   - أن يقدم المناقص ما يثبت ملاءته المالية.
3. يتم إيداع العروض في مكتب لجنة الشراء الرئيسية (للوازم والخدمات) في مبنى إدارة شركة العقبة لإدارة وتشغيل الموانئ بعد ابراز الوصل المالي لشراء نسخة دعوة العطاء .

4. في حال وجود أي تخفيضات على السعر المقدم يجب تثبيتها وذكرها بشكل واضح وصريح وللجنة الشراء عدم الأخذ بأي تخفيض غير واضح أو مُربك أو يمكن إن يُفهم على أكثر من وجه.
5. يجب على المناقص بيان وضع منشأة المناقص (فردا، شركة، مؤسسة أو غيره)، وتسمية الشخص المخول أو المفوض بالتوقيع، وبيان العنوان التفصيلي الدائم للمناقص بشكل واضح (موقع، هاتف، فاكس، صندوق بريد، بريد الكتروني، رقم وطني ورقم ضريبي).
6. تعتبر أي مخاطبة أو إشعار أو غيره بأي وسيله كانت، تسلم إلى المناقص على عنوانه المحدد من قبله مُستلمة بتاريخ إرسالها وحسب الأصول.
7. يجب على المناقص التأكد من حصوله على وثائق دعوة نسخة العطاء كاملة، وتقديمه للعرض يعتبر إقرارا منه بكل ما ورد في وثائق العطاء.
8. يجب أن تكون المواصفات المقدمة من المناقص كاملة وشاملة ودقيقة وتحقق كل البنود الواردة في المواصفات المطلوبة للعطاء.
9. يلتزم المناقص بتقديم الأسعار بالدينار الأردني شاملة للرسوم والضرائب الأخرى والضريبة العامة على المبيعات واية عوائد حكومية او غير حكومية وحسب القوانين والأنظمة المعمول بها في المملكة الأردنية الهاشمية بخصوص الإعفاءات.
10. الكفالات (يلتزم المناقص بتقديم الكفالات والتعهدات والضمانات والتأمينات المبينة تاليا وفي المواعيد المحددة لكل كفالة) ويلتزم المناقص بذكر اسمه ورقم العطاء ونوع التأمين أو الكفالة على الشيكات المقدمة منه: -
11. تأمين دخول العطاء يقدم مع العرض وبقيمة لا تقل عن (3٪) من القيمة الاجمالية وذلك على شكل شيك بنكي مصدق أو التزام بنكي ساري المفعول لمدة لا تقل عن (90) يوم من تاريخ أخر موعد لإيداع العروض وعند إعادة الطرح يجب أن تكون صلاحية التأمين (90) يوم من تاريخ أخر موعد لاستلام عروض إعادة الطرح.
12. يلتزم المناقص المحال عليه العطاء تقديم كفالة حسن تنفيذ بنكية أو شيك بنكي مصدق وبقيمة لا تقل عن (10٪) من القيمة الإجمالية لقرار الإحالة، ويتم تقديم هذا التأمين بعد الإحالة النهائية. ويحق للمناقص عند تقديم هذا التأمين استعادة تأمين دخول العطاء.

13. يجب ألا تقل صلاحية العرض المقدم من المناقص عن (90) يوم من تاريخ أخر موعد لإيداع العروض.
14. تتم مصادرة تأمين دخول العطاء بقرار لجنة الشراء الرئيسية إذا لم يوقع المناقص المحال عليه العطاء على عقد الشراء خلال المدة المحددة في إشعار الإحالة النهائية، أو إذا لم يقدم المناقص تأمين حسن التنفيذ في الوقت المحدد لذلك.
15. بالإضافة لجميع البنود الموجبة لاستبعاد عرض المناقص الواردة في نظام المشتريات الحكومية رقم (8) لسنة 2022 والتعليمات الصادرة بموجبة يتم استبعاد عرض المناقص في الحالات التالية: -

- إذا لم يرفق المناقص تأمين لدخول العطاء بالقيمة المطلوبة وحسب الأصول.
- إذا لم يقم المناقص بختم وتوقيع جميع الوثائق المقدمة ضمن عرضه.
- إذا لم يلبي المناقص أي من الشروط المتعلقة بأهلية المناقص.
- إذا قدم المناقص أكثر من عرض واحد للمواد المطلوبة.
- إذا قدم المناقص بديل في العرض المقدم من قبله.
- اذا لم يقدم المناقص ما يثبت ملاءته المالية.
- في حال تبين عدم صحة أي معلومة مقدمة من المناقص سواءً في الشهادات أو المصدقات أو المخاطبات.
- إذا لم يكن عنوان المناقص موضح ومثبت بالصورة المطلوبة ضمن الشروط.
- إذا لم يلتزم المناقص بعدد النسخ المطلوبة في العرض المقدم منه كما هو مبين في الشروط أعلاه.

16. يلتـــزم المنـــاقص بإعـــداد العـــرض علـــى شـــكل مجـــل مـــرقم ومفهـــرس باللغـــة العربيـــة او باللغة الإنجليزية وحسب النموذج التالي :-

NO	ترتيب الفصول
1	السجل التجاري
2	براء ذمة من ضريبة الدخل
3	براءة ذمة من الضمان الاجتماعي
4	العرض الفني
5	العرض المالي ويشمل (الكفالات في مغلف منفصل)
6	الملاءة المالية
7	إقـــرار خطـــي وفقـــاً لملحـــق قواعـــد الاخـــلاق والســـلوك رقـــم (2) (حســـب المرفـــق في وثائق العطاء) .

17. يجب تقديم نسخة الالكترونية (Searchable Soft Copy) للعرض المقدم .

18. طريقة الاعتراض على قرار الإحالة المبدئية: -

- يقـــدم الاعـــتراض خطيـــاً موقـــع ومختـــوم حســـب الأصـــول ضـــمن المـــدة المحـــددة في قرار الإحالة المبدئية.
- يُســـلم الاعـــتراض باليـــد إلى الجهـــة المشـــترية مـــن قبـــل المنـــاقص أو ممثلـــه المفوض بموجب تفويض رسمي.
- تســـلم الإشـــعارات وكافـــة الوثـــائق المتعلقـــة بـــالاعتراض إلى ســـكرتير لجنـــة الشـــراء الرئيسية في مبنى شركة العقبة لإدارة وتشغيل الموانئ.

19. يجب إن يتضمن الاعتراض المقدم من المناقص ما يلي: -

- وصف طبيعة ومبررات الاعتراض والسند القانوني لهذا الاعتراض بما فيها أحكام النظام أو التعليمات الصادرة بموجبة.
- بيان الاسم والعنوان وأرقام الهاتف والفاكس وعنوان البريد الإلكتروني لمقدم الاعتراض.
- سيتم رفض الاعتراض غير المستوفى للمتطلبات الواردة أعلاه.

20. غرامة التأخير: -يتم احتساب غرامة التأخير في تنفيذ العقد حسب المادة رقم (78/أ) من تعليمات تنظيم إجراءات المشتريات الحكومية لسنة 2022 ولا يحول فرض غرامة على المتعهد من حق شركة العقبة لإدارة وتشغيل الموانئ أو لجنة الشراء في مطالبته بالعطل والضرر الناشئ عن التأخير في تنفيذ العقد.

21. يتم تسليم المواد المطلوبة في مستودعات مديرية اللوازم والمشتريات/شركة العقبة لإدارة و تشغيل الموانئ.

22. طريقة دفع بعد الاستلام النهائي.

23. تعتبر الشروط والمواصفات الواردة في وثائق الشراء والعرض وكتب الالتزام المقدمة من المناقص جزءا لا يتجزأ من العقد.

24. للجنة الشراء الحق بإلغاء عملية الشراء قبل الموعد النهائي لتقديم العروض دون أن يكون لأي من المناقصين الحق في الرجوع على الجهة المشترية بأي خسارة أو ضرر ولا يترتب على الجهة المشترية أي التزامات مادية أو غير مادية مقابل ذلك.

25. للجنة الشراء الحق بإلغاء عملية الشراء أو أي من إجراءات الشراء قبل توقيع المناقص عقد الشراء (العقد) دون أن يكون لأي من المناقصين الحق في الرجوع على لجنة الشراء بأي خسارة أو ضرر ناشئ عن تقديم عرضه ولا يترتب على لجنة الشراء أي التزامات مادية أو غير مادية .

26. يعتبر صدور قرار الإحالة المبدئي وإشعار المناقص به ملزماً له إذا كان عرض المناقص ساري المفعول على ان يصدر قرار الإحالة النهائي خلال فترة سريان العرض والكفالة.

27. يعتبر صدور قرار الإحالة النهائي واشعار المناقص به ملزما له بتنفيذ مقتضى القرار .

28. يعتبر توقيع امر الشراء (العقد) من قبل المتعهد اعترافاً منه بأنه مطلع على كافة محتويات قرار الاحالة وامر الشراء وكل ما يتعلق بهما وانه ملتزم التزاما تاما بمحتوياتهما ومضمونهما.

طبع على الورق الدروس الخاص بالمناقص المتقدم العطاء.

(اقرار خطي)

نقر وتتعهد نحن – (أسم المناقص)

تحت طائلة المسؤولية وفقاً لإحكام نظام المشتريات رقم (8) لسنة 2022 والتعليمات الصادرة بموجبة ووفقاً لملحق قواعد الأخلاق والسلوك رقم (3) بنظام المشتريات الحكومية ووفقاً لإحكام التشريعات بما يلي: –

1. الالتزام بأداء واجباتنا وفقاً لأحكام النظام أعلاه والتعليمات الصادرة بموجبة وعقد الشراء وأية لوائح ذات علاقة ونلتزم بالسلوكيات والنشاطات المتعلقة بالشراء.

2 تتعهد بعدم القيام بأي ممارسات تنطوي على فساد أو احتيال أو تواطؤ أو أكراه أو إعاقة وتشمل الممارسات المحظورة بموجب أحكام نظام المشتريات الحكومية دفع أي مبلغ أو إعطاء أي شيء له قيمة شخصية أو مالية بأي طريقة بغرض التأثير على إجراءات الشراء.

3 تتعهد بعدم القيام بأي تصرف مخالف لأحكام نظام المشتريات الحكومية أو التحريض على ذلك بما في ذلك التصرفات التي تنطوي على فساد أو احتيال أو كراه.

الاسم: –

التاريخ –

التوقيع: –

الختم –

Tender Document for HAZID and HAZOP Studies

Introduction

The Aqaba Company for Ports Operation and Management (ACPOM) invites qualified consulting firms to submit their proposals for conducting Hazard Identification (HAZID) and Hazard and Operability (HAZOP) studies for four key port facilities in Aqaba, Jordan. This tender is open to local firms.

The objective of this assignment is to identify operational and process-related hazards at the specified sites and to recommend appropriate mitigation measures aimed at enhancing safety and operability. These studies will assist ACPOM in ensuring that port operations meet international safety standards and provide protection for personnel, assets, and the environment.

This tender covers four critical facilities managed by ACPOM:

1. The General Cargo Port
2. The Oil and Liquefied Petroleum Gas (LPG) Terminal
3. The Passenger Terminal
4. The Fourth Customs Yard.

Each facility presents a distinct operational environment with its own set of unique hazards—ranging from the handling of various types of cargo and flammable fuels to the management of passenger movements and customs inspection procedures.

The Winning Bidder will be required to carry out a comprehensive risk assessment at each site, beginning with HAZID (Hazard Identification) studies conducted through structured, multidisciplinary workshops in accordance with international best practices. These workshops shall aim to identify inherent and external hazards associated with design features, layout, activities, materials, and external events.

Where detailed operational processes exist, the consultant shall systematically apply the HAZOP (Hazard and Operability) methodology to assess potential deviations from design intent—such as variations in pressure, temperature, or flow rate—and to evaluate their impact on operational safety and performance.

The HAZID and HAZOP studies shall be conducted by qualified, multidisciplinary teams to ensure that hazards are identified from both a process safety and operational safety perspective.

The outcomes of these assessments will support ACPOM in strengthening operational safety, safeguarding personnel and assets, and ensuring compliance with international risk management standards.

Objectives

The main objectives of this assignment are as follows:

1. **Hazard Identification**
   To systematically identify all significant safety, health, and environmental hazards at each facility—across processes, equipment, and operational procedures. This includes inherent site-specific risks, potential external threats, and operational deviations that could lead to incidents.
2. **Risk Assessment**
   To assess the likelihood and consequences of each identified hazard scenario, taking into account existing control measures. The assessment shall cover potential major accident scenarios, such as fires, explosions, toxic releases, collisions, equipment failure, and other relevant emergencies.
3. **Recommendation of Mitigation Measures**
   To propose practical recommendations and preventive measures aimed at eliminating or reducing risks to As Low As Reasonably Practicable (ALARP). The recommendations shall align with international best practices and applicable standards, with the aim of improving safety and operability without compromising port efficiency.
4. **Enhancing Compliance and Safety Culture**
   To ensure that facility operations comply with Jordanian regulations and international standards related to port and terminal safety. The studies should also contribute to knowledge transfer to ACPOM's team, thereby fostering a proactive safety culture and enhancing risk awareness.

ACPOM is a government-owned entity responsible for the management, operation, and maintenance of the Port of Aqaba facilities. The company is firmly committed to upholding the highest standards of safety across all its operations.

Through this project, ACPOM seeks to engage a qualified and experienced consultant to carry out the required studies and deliver accurate, actionable results that reflect the highest international standards in hazard identification and analysis.

The outcomes of this engagement are expected to contribute significantly to enhancing operational safety and strengthening overall preparedness across the targeted facilities.

Tender Stages and Process

1. **Purchase of Tender Documents**
   Interested bidders are required to purchase the official tender documents from ACPOM—either from the designated company offices or through the electronic procurement system if available—against a non-refundable fee, as announced. Purchasing the tender documents is a mandatory prerequisite for participation and proposal submission.
2. **Site Visits**

ACPOM will organize pre-bid site visits to the four facilities to familiarize bidders with the locations and provide necessary clarifications. Attendance at these site visits is

strongly recommended. The visits will take place on the dates specified in the tender announcement, and bidders must coordinate in advance with ACPOM and adhere to all safety and security protocols during the field tours.

3. **Submission of Technical Proposals**
   Bidders must prepare and submit their technical proposals in a sealed and stamped envelope to the specified address no later than the tender closing date and time. The technical proposal envelope must contain all required documents (original and the specified number of copies), along with an electronic copy of the technical proposal in PDF format saved on a USB flash drive. The proposal must be signed by an authorized representative of the bidder and remain valid for at least 90 days from the closing date.
4. **Technical Proposal Evaluation**
   Technical proposals will be opened and evaluated first by ACPOM's Tender Committee in accordance with the evaluation criteria outlined in this document. A minimum technical score of 60 out of 100 points is required for a proposal to be considered technically acceptable. Proposals not meeting this threshold will be disqualified at this stage.
5. **Opening of Financial Proposals**
   Financial proposals will be opened only for bidders who successfully pass the technical evaluation stage. This will take place in a session scheduled by ACPOM, and qualified bidders will be duly notified. Financial envelopes shall remain sealed and secure until this stage. The Tender Committee will then evaluate the financial offers based on the evaluation methodology—typically awarding the highest score to the lowest price, as detailed in the evaluation section.
6. **Contract Award and Execution of Studies**
   The contract will be awarded to the bidder offering the best overall value (combined technical and financial scores) based on the stated evaluation methodology. Upon award and contract signing, the consultant is expected to commence work immediately. The HAZID/HAZOP studies for all four facilities must be completed in accordance with the defined scope of work and within the agreed timeline (anticipated to be no more than [#] months from contract signature; the exact duration will be specified in the contract). Final reports and all required deliverables must be submitted to ACPOM according to the agreed schedule. The contract amount will be paid as a lump sum upon completion of all work, delivery of final outputs, and formal acceptance by ACPOM (unless otherwise agreed in writing).

Scope of Work

The consultant shall conduct comprehensive HAZID and HAZOP studies for each of the four port facilities, in alignment with the specific operational characteristics of each site. The scope of work shall be structured by facility, as detailed below. In general, the consultant is expected to perform the following tasks:

1. **Review of Available Technical Documentation**
   This includes site layout drawings, process documentation (such as Piping and Instrumentation Diagrams – P&IDs), Standard Operating Procedures (SOPs), records of previous incidents, and any other relevant technical references. These documents will be made available by ACPOM upon contract signature and upon request.
2. **Field Inspection and Data Collection**
   The consultant shall conduct detailed field visits to all sites to develop a comprehensive understanding of the activities, equipment, and potential hazard sources. This involves on-site walkthroughs, interviews with facility personnel, and the collection of data on operational procedures, designs, safety systems, and current control measures. The consultant is expected to independently verify the accuracy of the provided drawings and data and to request any additional information required. All site visits and workshops must be conducted in full compliance with ACPOM's safety rules and instructions, including the use of appropriate personal protective equipment (PPE), to be provided by the consultant.
3. **Facilitating Structured HAZID Workshops**
   The consultant shall lead structured HAZID workshops with a multidisciplinary team from ACPOM, including representatives from operations, maintenance, safety, and management, to systematically identify inherent, operational, and external hazards across all sites.
4. **Conducting HAZOP Studies as Applicable**
   For facilities or systems involving operational processes with supporting engineering documentation (such as P&IDs), the consultant shall conduct systematic HAZOP workshops to identify potential deviations from design operating conditions, analyze their causes and consequences, assess existing safeguards, and recommend additional protective measures.

- If no previous HAZOP study exists for a facility that requires one, the consultant shall design and execute a full HAZOP study in accordance with international best practices.
- If a previous HAZOP study exists, the consultant shall critically review and update or enhance it as needed to reflect current conditions and any changes in risk profile.
- For facilities without industrial operational processes (i.e., no systems requiring HAZOP), the HAZID methodology alone shall be applied as the assessment tool.

5. **Documentation of All Findings and Recommendations**
   The consultant shall document all findings and recommendations in comprehensive technical reports for each facility. These reports must include identified hazard scenarios, qualitative or semi-quantitative risk assessments (e.g., classification using a likelihood/consequence matrix), and clearly defined mitigation and control measures.
6. **Adherence to Standards**
   It should be noted that the application of HAZOP studies is not limited to oil and gas operations. HAZOP shall be considered for any facility—whether related to

general cargo handling, passenger terminals, customs yards, or fuel terminals—that features interconnected operational systems and possesses engineering diagrams (such as P&IDs) or their equivalent.

7. **Data and Information Support**
   ACPOM will provide the winning bidder with all available engineering drawings, operational data, and supporting documentation for each facility following formal contract award and upon request.
   However, the winning bidder shall remain fully responsible for collecting, verifying, and analyzing all technical data and information required to complete the studies. This includes addressing any missing or incomplete documentation through site visits, interviews, or other appropriate means. ACPOM shall not be held responsible for the availability or completeness of such data

1) General Cargo Port

Facility Description:

The General Cargo Port handles a wide variety of cargo types, including general goods, dry bulk commodities, vehicles, live animals, heavy equipment, and other related materials—some of which may be classified as hazardous. The port comprises several berths, open storage yards, warehouses, and heavy handling equipment such as cranes, forklifts, trucks, and other related machinery and supporting tools used in cargo handling operations. Typical activities include vessel berthing and departure, cargo loading and unloading, transfer to storage areas, and onward transportation by land.

While the port does not operate continuous industrial processing systems, the diversity and scale of activities necessitate a comprehensive risk assessment.

HAZID Study:

The consultant shall facilitate a structured HAZID (Hazard Identification) workshop for this facility to identify all relevant safety and environmental hazards associated with general cargo operations and port infrastructure. At a minimum, the HAZID study shall address the following categories of hazards:

- Cargo handling incidents (e.g., dropped loads, equipment malfunction)
- Vehicle and handling equipment collisions or overturning
- Fires in storage areas, particularly involving potentially hazardous cargo
- Spills or leaks from packaged chemicals, vehicle fuel tanks, or machinery
- Structural failures (e.g., crane collapse, racking system failure)
- External events such as extreme weather (e.g., high winds, flooding) or seismic activity
- Marine-related hazards including mooring line failure or vessel collisions with the berth

- Personnel safety risks (e.g., slips, trips, and accidents involving moving equipment)

The output of the HAZID workshop shall include a comprehensive hazard register outlining the identified hazards, causes, consequences, existing controls, and any recommendations for additional protective measures or corrective actions.

HAZOP Study:

The consultant is responsible for evaluating the facility's operations to determine whether a HAZOP (Hazard and Operability) study is warranted. This determination shall be based on a technical review of the facility's systems, equipment, and process flows.

If required, the consultant shall define the scope of the HAZOP study based on the presence of risks associated with organized or sequential operational procedures.

Site-Specific Considerations:

The study shall also address key operational interface points and risks related to site layout, including but not limited to:

- Interaction between truck traffic, forklifts, and pedestrian walkways
- Simultaneous operations (e.g., multiple vessel berthings or concurrent cargo handling activities)
- Lifting plans and certification of lifting equipment safety
- Emergency preparedness (e.g., fire protection systems, first aid readiness, minor hazardous material spill response)

If incident records or relevant historical data are available, ACPOM will provide them to the consultant. The consultant is expected to review such records and ensure that previously identified risks are adequately addressed in the assessment.

2) Oil and LPG Terminal

Facility Description:

The Oil and LPG Terminal consists of two dedicated berths for handling petroleum products and liquefied petroleum gas (LPG). The terminal does not include large on-site storage tanks or tank farms within port boundaries, with the exception of small diesel tanks used for operating generators and auxiliary equipment.

Product transfer operations are conducted via dedicated pipeline networks that connect the berths to storage facilities located outside the port perimeter. The terminal also supports direct loading of fuel tankers (trucks) from vessels using dedicated and monitored transfer systems. It handles both import and export operations, receiving and shipping petroleum and LPG cargoes under strict safety supervision.

The terminal includes standard operational systems such as pumps, valves, and marine transfer pipeline infrastructure, and involves the handling of flammable and potentially

hazardous substances. Given the nature of the materials and the complexity of operations, this terminal is classified as a high-risk facility within the Aqaba Ports system.

HAZID Study:

The consultant shall carry out a comprehensive HAZID (Hazard Identification) study to assess all hazards associated with the terminal's operations, including but not limited to:

- Receipt of petroleum and LPG cargoes from vessels
- Product transfer via pipelines to offsite storage facilities
- Direct loading of fuel tank trucks from vessels through dedicated transfer systems
- Operation of auxiliary systems such as pumps, valves, and control units
- Handling of flammable or potentially toxic materials

The HAZID study should also evaluate (but not be limited to) the following potential risk scenarios:

- Fire and explosion risks due to product leaks or ignition
- Loss of containment from pipelines or transfer equipment
- Ship-to-shore interface hazards (e.g., hose failure, vessel drift, or collision)
- Environmental and climatic threats (e.g., lightning, seismic events, or severe weather)
- Operational risks arising from simultaneous activities at both berths
- Hazards associated with direct truck loading operations

The HAZID workshop shall involve qualified specialists with experience in terminal operations, maintenance, and safety. The outcome shall be a detailed hazard register documenting the identified hazards, causes, potential consequences, existing safeguards, and recommended additional control measures.

HAZOP Study:

The consultant shall determine whether a HAZOP (Hazard and Operability) study is required, based on the nature and complexity of the operational systems at the terminal. Systems potentially subject to HAZOP review may include:

- Pipeline systems used for vessel loading/unloading
- Direct transfer systems for truck loading
- Pumps, valves, and pressure vessels involved in liquid handling
- Supporting systems such as fire suppression networks or inert gas or ventilation systems (if applicable)

The consultant shall conduct a structured HAZOP study using available engineering diagrams (e.g., P&IDs), applying standard guide words (such as "No Flow," "More Flow," "High Pressure," "Low Temperature," etc.) to identify deviations from design intent, their causes, consequences, and the associated safeguards (existing or recommended).

The study shall be conducted in accordance with recognized international best practices and methodologies, including IEC 61882, relevant NFPA standards, and applicable API guidance. The consultant is expected to lead the workshop, engage a multidisciplinary team, and document all findings, including recommended improvements to enhance system safety and operability.

3) Passenger Terminal

Facility Description:

The Passenger Terminal in Aqaba is a multipurpose facility serving vessels that transport passengers, vehicles, commercial trucks, and cargo—including certain shipments classified as hazardous. The terminal includes berths for ferries and ships, a passenger terminal building for embarkation and disembarkation, customs and immigration facilities, waiting areas, and designated zones for vehicle and truck loading/unloading, in addition to baggage and cargo handling areas.

The terminal's main operational activities include:

- Coordinated movement of passengers and vehicles
- Handling of baggage, cargo, and trucks
- Provision of basic vessel services (e.g., fresh water and fuel supply)
- Execution of safety, inspection, customs, and security procedures

Although the terminal does not involve complex industrial systems, the integrated nature of its operations—combining people, vehicles, and cargo—necessitates a comprehensive assessment of operational risks, public safety, and life-safety hazards.

HAZID Study:

The consultant shall conduct a comprehensive HAZID (Hazard Identification) study to assess all safety, operational, and environmental risks associated with terminal activities. The study shall include, but not be limited to, the following:

- Passenger safety risks (e.g., slips, trips, falls, or crowding—particularly on gangways, ramps, and quaysides)
- Hazards related to vehicle and truck movement (e.g., collisions, overspeeding, or route conflicts)
- Risks from baggage and cargo handling, including packaged hazardous materials
- Fire, fuel spill, or emergency scenarios within terminal buildings or on the berth
- Marine hazards (e.g., mooring line failure, vessel drift, or man-overboard incidents)
- Adverse weather conditions that could impact operations or public safety (e.g., storms, extreme heat)
- Security-related incidents with implications for operational safety (e.g., emergency evacuations due to threats)

- Assessment of emergency preparedness, evacuation routes, fire suppression systems, and on-site medical support

The outcome shall be a detailed hazard register identifying specific risks, current safeguards, and recommended mitigation measures. Recommendations may include improvements in areas such as crowd management, emergency planning, evacuation drills, signage, and infrastructure design to ensure safe operations under both normal and emergency conditions.

HAZOP Study:

The consultant shall review the terminal's operational systems to determine whether any require a HAZOP (Hazard and Operability) study. Systems potentially subject to HAZOP may include:

- Vessel fueling systems (e.g., bunkering lines)
- Diesel storage tanks used for backup generators
- HVAC or cooling systems utilizing hazardous refrigerants (if present)
- Any other systems involving fluid flow, pressure, or automated control

Where applicable, the consultant shall apply a structured HAZOP methodology in line with international standards (e.g., IEC 61882), using standard guide words to identify operational deviations, their causes, consequences, and existing or recommended safeguards. All HAZOP findings must be clearly documented, with emphasis on enhancing system reliability and minimizing risks to safety and the environment.

4) Fourth Customs Yard

Facility Description:

The Fourth Customs Yard is a designated area within the port boundaries for receiving containers and trucks subject to inspection by customs, regulatory, or security authorities. It functions as a temporary holding and inspection zone for cargo undergoing clearance procedures.

The facility includes the following components:

- Open yard for the queuing and parking of containers and trucks
- Administrative buildings for inspection teams, operational staff, and support services
- A variety of handling equipment, including forklifts, variable reach trucks, and mobile lifting gear
- Dedicated inspection structures such as canopies or covered examination bays
- Auxiliary screening equipment, including x-ray scanners and detection systems (if available)

The yard's primary operational activities include:

- High-volume truck and heavy equipment traffic in a dynamic work environment
- Cargo inspections that may require partial or full container opening and internal access
- Handling of a wide range of cargo types, including potentially hazardous materials under inspection
- Coordination among multiple stakeholders, including customs, security forces, yard operators, and freight agents

Although the site does not involve complex industrial systems, the diversity of activities, the multi-party interaction, and the continuous movement of vehicles and equipment necessitate a comprehensive assessment of operational, environmental, and occupational safety risks.

HAZID Study:

The consultant shall conduct a detailed HAZID (Hazard Identification) study to evaluate all relevant safety, operational, and environmental risks associated with yard activities. Risks to be considered shall include, but not be limited to:

- Vehicle and equipment movement hazards (e.g., collisions, pedestrian risks, equipment overturns, blind spots)
- Cargo handling incidents (e.g., falling containers, unsafe stacking, improper lifting or securing)
- Exposure to hazardous materials during inspection (e.g., chemical vapors, flammable leaks, misclassified or unidentified substances)
- Fire risks from vehicles or temporarily stored cargo
- Environmental conditions affecting worker health (e.g., heat stress, dust, poor ventilation in enclosed or summer conditions)
- Radiation or health hazards from x-ray inspection equipment (if present)
- Security scenarios with operational implications (e.g., discovery of explosives or prohibited items)

The HAZID workshop shall include representatives from all relevant stakeholders at the yard—customs, operations teams, safety personnel, and yard management—to ensure that all activity phases are thoroughly evaluated.

Outputs shall include practical recommendations such as:

- Improved vehicle traffic management and flow
- Dedicated and safe pedestrian walkways
- Safe handling protocols for hazardous cargo
- Designated temporary storage zones for hazardous materials under inspection
- Safety training programs for workers

A hazard register shall be prepared, along with an evaluation of existing control measures.

HAZOP Study:

The consultant shall assess whether a HAZOP (Hazard and Operability) study is required, based on the presence of any operational systems within the yard. If deemed necessary, the consultant shall define the scope and methodology for such a study. (In general, due to the absence of complex industrial processes, a HAZOP may not be required unless a technical system justifies it.)

Site-Specific Considerations:
Due to the involvement of multiple parties operating within the yard—customs authorities, operations teams, transport companies, drivers, and freight agents—there is potential for systemic risks arising from unclear roles or lack of coordination. The HAZID study shall address such risks, including deficiencies in communication and overlapping responsibilities.

Additional factors to be reviewed include:

- Yard layout and segregation of conflicting activities to ensure safety (e.g., separation of pedestrian walkways from equipment movement zones)
- Ground surface load-bearing capacity and structural stability
- Adequacy of lighting for nighttime operations
- Emergency response preparedness (e.g., evacuation plans and availability of firefighting equipment)
- Integration of any previously conducted risk assessments to enhance the current study

General Requirements for All Facilities

The consultant shall provide clear documentation of the technical systems and operational processes reviewed for each facility and shall include a concise description of each facility in the final report. This description should summarize key data such as facility size, handling capacity, types of equipment used, and any hazardous materials present.

The scope also includes a review of available documentation, which will be provided by ACPOM only after formal contract award. Such documentation may include general layout drawings, process flow diagrams, piping and instrumentation diagrams (P&IDs) for the Oil and LPG Terminal, operational procedures, and historical incident/emergency reports (if available), to support the technical review and preparation for the workshops.

The consultant is expected to become fully familiar with the layout and operational characteristics of each facility prior to conducting HAZID and HAZOP workshops (where applicable).

Important Note:

If, during contract execution, the consultant determines that a HAZOP study originally planned for a given facility is not necessary (e.g., due to the absence of process systems that warrant such analysis), ACPOM shall be notified accordingly. Conversely, if the consultant identifies any operations or risks not previously accounted for that require

additional analysis, such items shall be incorporated into the scope of work at no additional cost.

Bidders must assume in their pricing that a full HAZOP study will be conducted for the Oil and LPG Terminal, and that HAZOP studies for the remaining facilities will be conducted as needed. The proposed price must reflect the complete scope of work as described in this document. No claims for additional compensation will be accepted for fulfilling the stated requirements.

Methodology and Work Approach

Bidders shall submit a clear and comprehensive methodology outlining how the HAZID and HAZOP studies will be executed in alignment with international best practices and adapted to the operational environment of the Aqaba port facilities. At a minimum, the proposed methodology shall address the following core elements:

1) Project Planning and Kick-Off

Following contract award, a formal kick-off meeting shall be held between the consultant and ACPOM to discuss the implementation plan, deliverables, and the overall timeline. The consultant shall present a detailed work plan outlining all anticipated activities and schedules. Key milestones must be defined, including dates for site visits, workshops, and draft report submissions. All workshops shall be scheduled in advance and included in the technical proposal submitted by the consultant.

2) Site Visits and Data Collection

The consultant shall conduct comprehensive site visits to all four designated facilities. These visits shall include detailed walkthroughs, interviews with facility staff, and structured data collection activities. This includes gathering information on operational procedures, site layout, safety systems, and existing risk control measures. The consultant must independently verify the accuracy and validity of all provided drawings and request any additional necessary data. Full compliance with ACPOM safety procedures is required during all visits, including the mandatory use of appropriate personal protective equipment (PPE) provided by the consultant, and strict adherence to all safety regulations.

3) HAZID Workshops

Dedicated HAZID workshops shall be conducted for each facility. These workshops shall take place in person at locations mutually agreed upon by the consultant and ACPOM. Each session will include representatives from ACPOM's operations, maintenance, safety, and management teams. The consultant shall facilitate structured brainstorming sessions using recognized hazard identification techniques. Workshops are expected to last one to two working days, depending on facility complexity, and must be scheduled in advance to ensure full participation.

4) HAZOP Workshops

HAZOP workshops shall be conducted as needed, based on the facility systems and the consultant`s evaluation. These may be held immediately following the HAZID workshops for the same facility. The HAZOP team shall include the consultant (as the lead facilitator) and relevant technical personnel, in addition to ACPOM staff familiar with the systems under review. The consultant shall ensure comprehensive coverage of all relevant systems and critical nodes. If any workshop requires extended sessions (more than two days), prior approval must be obtained from ACPOM.

5) Workshop Scheduling

All workshops across the four facilities shall be planned within a consolidated time frame to minimize logistical disruptions. The consultant shall include a full scheduling plan in their technical proposal, including proposed workshop dates to ensure clarity and advance coordination.

6) Analysis and Risk Evaluation

Upon completion of the workshops, the consultant shall analyze the collected data and identified hazard scenarios, and assess risk levels using an appropriate risk matrix. The adequacy of existing safeguards shall be evaluated. Additional risk calculations may be performed where necessary to support recommendations. A qualitative or semi-quantitative risk ranking system, consistent with ACPOM preferences or international standards, shall be adopted.

7) Documentation and Reporting

The consultant shall document all findings in an organized manner. Reports must include a summary of the methodology, a description of each facility, a register of identified hazards and deviations, existing controls, recommended mitigation measures, and prioritized action items. Executive summaries shall be prepared in both Arabic and English. Recommendations must be practical, actionable, and directly linked to each identified scenario. Common or cross-facility findings and recommendations shall also be highlighted. Draft reports must be submitted to ACPOM for review and comments prior to finalization.

8) Project Timeline

The consultant shall include a comprehensive timeline in their technical proposal. This shall cover all project phases: preparation, site visits, workshops, risk analysis, reporting, and final review. The timeline must allow sufficient flexibility to accommodate the consultant's methodology and allocate adequate time for ACPOM to review drafts and provide feedback, as well as for the consultant to implement revisions. Based on the submitted proposals, final reports for all facilities are expected to be delivered within [#] weeks from contract commencement. This period will be finalized at contract signing. Any delay beyond the agreed schedule may be subject to penalties in accordance with the contract terms (if applicable).

9) Team Structure and Responsibilities

The consultant shall present a clear team structure, including:

- **Team Leader (HAZID/HAZOP Facilitator):** Responsible for all technical activities and workshop leadership
- **Process Safety Engineers / Risk Analysts:** Responsible for technical analysis and documentation
- **Specialized Experts as needed:** Such as port operations specialists, marine safety professionals, or oil facility experts

If the Team Leader is not fluent in Arabic, the consultant shall ensure effective communication via a bilingual team member or a professional interpreter. Each team member's role must be clearly defined (e.g., facilitator, subject matter expert, scribe). Responsibilities of ACPOM and the consultant shall also be clearly outlined: ACPOM is responsible for site access and coordination support, while the consultant shall lead and manage all technical activities.

10) Quality Assurance

The methodology shall describe the quality assurance measures in place, including:

- Use of qualified and experienced personnel in all tasks
- Adherence to internationally recognized standards (e.g., IEC 61882 for HAZOP)
- Internal peer reviews of deliverables to ensure accuracy and completeness
- Internal post-workshop reviews to verify comprehensive coverage of hazards and deviations
- Final verification of reports and outputs against best practices and project objectives prior to submission

This structured approach is designed to ensure the successful and effective execution of HAZID and HAZOP studies across all facilities. Consultants are encouraged to expand upon these elements based on their proven experience and innovative practices to demonstrate their capability to operate in high-risk environments, particularly in the port sector.

Site Access and Client Support

As the client and site owner, ACPOM will provide the necessary support to the consultant to ensure smooth project implementation. The following points outline ACPOM's role with respect to site access and logistical support:

1) Access and Security:

ACPOM will facilitate the necessary access arrangements for the consultant's team to enter the relevant port facilities. The consultant shall provide ACPOM in advance with a list of team members and copies of their official identification documents to allow for timely coordination of access permits. Upon arrival at the site, ACPOM's security team will provide a safety briefing covering site-specific rules and required protocols. All consultant personnel must fully comply with ACPOM's safety regulations, including the mandatory use of appropriate personal protective equipment (PPE) and participation in any required safety induction sessions before commencing on-site activities.

2) Logistics Support – Data and Documents:

ACPOM will provide the consultant with all relevant documentation for each facility either prior to or at the start of the project. This may include: general layout drawings, process flow diagrams, piping and instrumentation diagrams (P&IDs) for oil and gas facilities, major equipment lists, operating procedures, emergency response plans, and any prior risk assessments or audit reports (if available). ACPOM will compile and deliver the document package to the consultant upon contract award. ACPOM will also assist in obtaining any missing technical documents required to complete the studies.

3) Personnel Participation:

ACPOM will assign appropriate personnel to participate in the HAZID/HAZOP workshops for each facility—such as operations supervisors, engineers, and health and safety staff with direct knowledge of site operations. The consultant shall coordinate the workshop schedules in advance with designated ACPOM points of contact. ACPOM will ensure the availability of these personnel provided the consultant gives adequate advance notice (at least one week prior to each workshop).

4) Site Safety and Regulations:

ACPOM will provide a safety induction session for the consultant's team at each site before work begins. Any specific site hazards (such as the presence of hazardous gases or heavy equipment operation) will be clearly communicated by ACPOM. The consultant is responsible for ensuring their team's compliance with all safety protocols and must report to ACPOM any incidents or near misses involving their team. In the event of an emergency, ACPOM's response procedures will apply, and the consultant must cooperate fully with ACPOM's emergency response coordinators.

Deliverables and Reporting Requirements

The consultant is expected to deliver high-quality outputs in both Arabic and English for ACPOM. All reports must be clear, comprehensive, and suitable for review by both technical experts and senior management. The required deliverables include:

1) Included in the Technical Proposal:

The technical proposal shall include a clear implementation plan that outlines: the proposed methodology, team structure, project schedule, workshop approach, and reporting strategy. This plan must reflect the consultant's full understanding of the scope and ACPOM's expectations.

2) Workshop Agendas and Minutes:

For each HAZID/HAZOP workshop conducted, the consultant shall provide an agenda in advance (identifying topics/nodes to be covered and required participants) for ACPOM's approval. After each workshop, the consultant shall prepare a meeting summary or minutes that document participant lists, discussion points, and key outcomes or action items. These minutes do not replace the final reports but serve to track progress and record any immediate safety observations.

3) HAZID/HAZOP Draft Reports:

The consultant shall prepare draft reports for each facility (or a consolidated report clearly divided by facility) in English, accompanied by an executive summary in Arabic. Draft reports must include all required content: introduction, methodology, facility description, HAZID findings (risk registers), HAZOP findings (deviation tables or summaries), detailed conclusions and recommendations. Relevant appendices must also be included, such as risk registers, HAZOP worksheets, workshop attendance lists, etc. The level of detail must be sufficient to allow ACPOM and any third-party reviewers to understand the basis of all findings. The English version will serve as the primary review document, while the Arabic executive summary (and any translated key tables) will support Arabic-speaking stakeholders at ACPOM. ACPOM will review the drafts and provide comments or requests for clarification within an agreed timeframe (e.g., within two weeks).

4) HAZID/HAZOP Final Reports:

Final HAZID/HAZOP reports must be submitted in both Arabic and English and include:

- One printed copy per facility for use at the respective facility level
- One printed copy for ACPOM senior management
- One electronic copy (in editable formats such as Word, in addition to PDF) delivered via flash drive or an approved digital transfer method

Presentation of Results

- Following the submission of the final reports, the consultant shall prepare a formal presentation to summarize the study outcomes for ACPOM management and key stakeholders. The presentation—delivered using PowerPoint slides or a similar

format, and in both Arabic and English where necessary—shall highlight key findings and recommendations from the HAZID and HAZOP studies, with the aim of facilitating understanding and discussion of the results.

- At least one presentation session shall be included in the work plan and held in Aqaba, or conducted virtually if required. ACPOM shall receive a copy of the presentation materials for future reference.

Additional Deliverables

Recommendations Action Plan:

- As part of the final deliverables, the consultant shall prepare a consolidated action plan covering all recommendations. The plan shall indicate the priority level of each action item, the responsible party or department (e.g., Operations, Safety), and the proposed implementation timeline (short-, medium-, or long-term). This deliverable is intended to ensure the practical implementation and activation of the study results.
- **Risk Register and HAZOP Worksheets:**
  A detailed risk register shall be included, listing all identified hazards, their risk ratings, and proposed mitigation measures. In addition, the consultant shall provide detailed HAZOP worksheets documenting deviations, causes, consequences, existing safeguards, and recommended actions. These records may be appended to the report or provided as standalone electronic files (e.g., Excel) if they are too lengthy, with summarized versions included in the report itself.
- **Training Materials (if applicable):**
  If the consultant's proposal includes additional training sessions for ACPOM personnel (refer to the optional training section below), all related materials—such as presentation slides, handouts, or manuals—shall be delivered to ACPOM for internal use.

Report Formatting and Quality Standards

All reports and deliverables must be professionally formatted, with the tender reference number and project title clearly displayed on the cover page. The content shall be written in clear and precise technical language—both in English and Arabic—avoiding ambiguous terminology. All acronyms and abbreviations used within the documents must be fully defined upon first use.

The consultant is required to perform a thorough internal review and quality check of all reports to ensure their accuracy, completeness, and consistency prior to final submission.

Approval Requirements

All deliverables shall be subject to review and approval by ACPOM and, where applicable, by relevant third-party technical reviewers or stakeholders—particularly for high-risk

facilities such as the Oil and LPG Terminal. The consultant must allocate sufficient time to incorporate any feedback or revisions resulting from such reviews.

Final acceptance of the work is conditional upon the implementation of required changes and ACPOM's confirmation that the studies have fulfilled their intended objectives. Final HAZID and HAZOP reports shall be officially approved by ACPOM's Health, Safety, and Environment (HSE) Department and Operations Department.

In addition, **all HAZID and HAZOP studies must undergo independent verification by recognized third-party international experts with proven qualifications and domain-specific experience in hazard identification and risk assessment methodologies (e.g., HAZOP facilitators or process safety consultants).** These external reviewers must not be affiliated with the consultant's organization and must provide written validation of the technical soundness and completeness of the studies from their respective areas of expertise.

The consultant remains responsible for ensuring the overall quality of the reports and for correcting, at their own cost, any deficiencies or technical errors identified within the contractual timeframe.

Upon delivery of the required outputs, the consultant shall have provided ACPOM with a complete and integrated documentation package to support enhanced safety procedures across all four facilities.

All deliverables—including data, reports, and supporting materials—shall become the exclusive property of ACPOM. The consultant may not publish, reuse, or disclose the content without prior written consent from ACPOM, due to the sensitive nature of port safety and security information.

Consultant Qualifications and Minimum Team Requirements

Given the critical safety implications of this assignment, bidders must demonstrate the necessary technical expertise, verifiable qualifications, and a competent team capable of successfully facilitating HAZID and HAZOP workshops and conducting follow-up risk analyses. This section outlines the **minimum mandatory qualifications** for the consulting firm and its key personnel for the proposal to be deemed compliant:

Corporate Experience:

The consulting firm must have a documented track record of at least 5–10 years in conducting risk assessment studies, particularly HAZID and HAZOP, with a proven history of projects in high-risk industrial sectors. The firm must have successfully completed a minimum of three (3) similar assignments within the last five (5) years involving the facilitation and documentation of HAZID/HAZOP or equivalent Process Hazard Analyses (PHA). References for these projects, including client contact details,

must be provided. Experience in local, regional, and international environments will be considered an added advantage.

Project Team Composition:

The technical proposal must clearly identify the core project team members and include their CVs. At a minimum, the following roles must be covered:

- **Team Leader – HAZID/HAZOP Facilitator:**

  At least 10 years of professional experience in industrial safety or process engineering, including a minimum of 5–7 years specifically leading HAZID/HAZOP workshops. The individual must hold formal training or certification as a HAZOP facilitator and have a strong technical background in chemical, mechanical, or process engineering, as well as excellent facilitation and communication skills. Prior experience in similar operational environments is essential.

- **Process Safety Engineer / Risk Analyst:**

  At least 8 years of experience in process safety or industrial risk analysis. Preferred qualifications include certifications such as the NEBOSH International General Certificate (IGC) or equivalent. The candidate should be able to support the team leader in analysis, documentation, and report preparation.

- **Facility-Specific Technical Experts:**

  Depending on the facility, additional subject-matter experts shall be included in the team:

  - **Process Engineer:** Skilled in interpreting P&IDs and engineering design standards, particularly for hydrocarbon and industrial operations.
  - **Port or Terminal Operations Specialist:** With at least 10 years of experience in complex logistical or industrial environments.
  - **Mechanical/Electrical Engineer:** Familiar with safety and reliability aspects of lifting equipment, mechanical systems, and service vehicles.
  - **Environmental Specialist:** To support in evaluating environmental risks and proposing mitigation measures for spills, emissions, or similar scenarios.

One individual may assume multiple roles if fully qualified, provided all required competencies are adequately covered within the team. At least two team members (facilitator and technical recorder) must attend each workshop. The Team Leader may also serve as a subject-matter expert where applicable.

Academic Qualifications and Certifications:

All key personnel must hold relevant academic degrees (minimum bachelor's level) in engineering or related disciplines. Professional safety-related certifications (e.g., CSP, CFSE) and memberships in recognized institutions (e.g., AIChE, IChemE) should be clearly indicated.

Relevant Field Experience:

The team must demonstrate familiarity with operational risks related to:

- Hydrocarbon processing or storage facilities (e.g., Oil and LPG Terminal)
- Industrial logistics environments, customs yards, or facilities handling both cargo and passengers

In the absence of direct port-related experience, the team must demonstrate equivalent expertise in heavy industrial or comparable terminal operations.

Personnel Availability and Commitment:

All proposed team members must be available for the entire duration of the project. Any replacement of key personnel requires prior written approval from ACPOM. Signed **Commitment Letters** from all key individuals must be included in the proposal to confirm their availability.

Local Presence and Implementation Strategy:

While not mandatory, bidders are encouraged to present a practical strategy for project implementation in Jordan. This may include previous experience with local regulations, availability of Arabic-speaking staff, or an effective plan for field coordination. Proposals must be submitted by a **single company only**—joint ventures or consortium bids from independent companies will not be accepted. Subcontracted specialist consultants may be engaged within the team; however, ACPOM will only contract and communicate with the primary bidding company, which shall be solely responsible for all deliverables and internal arrangements.

Independence and Impartiality:

The consultant and its team must be entirely independent and free from any actual or perceived conflict of interest. The bidder must disclose any prior involvement in the design, operation, or contracting of the facilities under study. The HAZID/HAZOP facilitator must conduct the assessments with full objectivity and impartiality, without bias toward the existing conditions or operational interests.

Technical Evaluation:

The technical proposal must contain a specific section outlining how the bidder meets or exceeds all the above requirements. CVs of the core team members (maximum of two

pages per CV) must highlight only relevant experience. Failure to meet any of the minimum criteria may result in the disqualification of the proposal. ACPOM will place significant weight on the qualifications and experience of the proposed team during evaluation—particularly in relation to demonstrated experience in facilitating HAZID/HAZOP studies relevant to the current scope.

Proposal Requirements and Format

Bidders shall prepare their proposals in two separate parts:

(a) Technical Proposal and **(b) Financial Proposal**, each submitted in a sealed and labeled envelope (or as separate electronic files if submitting digitally), clearly marked with the appropriate identification. The proposal must remain valid for at least **90 days** from the bid closing date.

A. Technical Proposal

Bidders must submit a clearly structured and indexed technical proposal containing the following sections:

1. **Tender Submission Form and Cover Letter**

   A formal cover letter printed on the bidder's official letterhead, introducing the company, confirming interest in the tender, and committing to the validity of the proposal. The letter must be signed by an authorized representative and include the project name:

   "HAZID/HAZOP Studies for Aqaba Company for Ports Operation and Management (ACPOM)" and the official tender reference number.

2. **Executive Summary**

   A concise overview of the bidder's understanding of the assignment, proposed approach, and justification for being best suited to undertake the work. This section should highlight:

- Understanding of the project's objectives and scope
- Proposed approach and methodology
- Competitive strengths (e.g., technical capabilities, unique experience, value-added components)
- Any optional services or innovations offered (if applicable)

3. **Company Profile and Relevant Experience**

   Background information on the bidding company, including:

- Legal status and company registration
- Year of establishment
- Core areas of expertise and technical specialization
- Summary of relevant previous projects, especially involving safety studies, risk assessments, or HAZID/HAZOP work

Each reference project must include: project name, client, year, scope of work, and key outcomes. Experience in similar industrial settings is preferred.

4. Understanding of the Scope and Objectives

This section must demonstrate the bidder's understanding of ACPOM's requirements, including:

- The critical importance of these studies for the respective facilities
- Anticipated implementation challenges (e.g., data availability, stakeholder coordination, bilingual communication)
- Proposed strategies to address such challenges
- Reference to applicable international codes/standards (e.g., ISO, IEC, NFPA)

5. Methodology and Work Plan

This is a core element of the technical proposal. It should clearly outline:

- Each phase of the assignment: preparation, site visits, workshops, risk analysis, reporting
- The approach to conducting HAZID and HAZOP
- Tools or methodologies to be used (e.g., risk matrices, Bowtie analysis), without naming commercial software unless necessary
- Quality assurance measures throughout the deliverables
- Strategy for bilingual documentation and translation (e.g., use of professional translators, internal dual-language reviews)
- A project timeline (e.g., Gantt chart) covering key activities, deliverables, and review periods (e.g., inception report, draft submission, final delivery)

6. Project Team and Role Allocation

This section introduces the proposed team, including:

- Names and roles of key personnel (e.g., Project Manager, HAZOP Facilitator, Risk Analyst)
- An organizational chart showing team structure
- Clarification on who will work onsite and who will support remotely (if any)
- A short bio for each key team member summarizing relevant qualifications and experience (e.g., NEBOSH, PHA leadership)

Signed CVs must be included in the annex.

7. Allocation of Level of Effort

A matrix or table showing level of effort by person and task. For example:

Team Member	Task	Number of Days
Eng. Ahmad	Site Visits	6 days
Dr. Sarah	Risk Analysis & Reporting	10 days

This table demonstrates that the bidder has planned resource allocation realistically.

8. Quality Assurance Plan

A brief description of internal procedures to ensure quality and accuracy, such as:

- Peer review by senior internal experts
- Verification sessions prior to finalization
- Oversight by senior consultants on technical and editorial quality

9. Health, Safety, and Environment (HSE) Plan

As some activities will occur in operational and industrial settings, the bidder must confirm:

- Full compliance with ACPOM's HSE protocols
- Provision of appropriate PPE for all personnel
- Safety briefing or training for all team members prior to site entry
- Valid insurance coverage (e.g., workers' compensation, general liability)

10. Optional Value-Added Services

If the bidder offers optional services beyond the core scope (e.g., training workshops for ACPOM staff, development of digital risk tracking tools), these should be clearly described here. They must be marked as **optional**, and it should be stated that they will not affect delivery of core deliverables.

11. Clarifications or Exceptions (if any)

Any assumptions or minor deviations from the scope or contract terms must be clearly stated here. If none, the bidder should include a statement confirming full compliance with all requirements without reservations.

12. Annexes

The following documents must be included in the annex:

- Signed CVs of key personnel
- References and project case studies (if available)
- Professional certificates, licenses, or letters of recommendation (if applicable)
- Any required administrative forms or declarations (e.g., authorization to sign)

B. Financial Proposal:

The financial proposal must be submitted separately and include the following:

Total Contract Value in JOD: The bidder shall quote a fixed lump-sum price in Jordanian Dinars (JOD) covering the entire scope of work as defined in the tender documents. This price must include all costs, including but not limited to: project preparation and coordination, inception reporting, all site visits and required HAZID/HAZOP workshops, risk assessment activities, bilingual final reporting, client presentations, and all logistical requirements (transportation, accommodation, supplies, printing, translation, etc.). The quoted amount shall be comprehensive, final, and reflect the total cost of all consultancy services and deliverables with no exceptions.

Binding Financial Commitment: By submitting the financial proposal, the bidder confirms that the quoted amount is final and non-negotiable. No claims, amendments, or itemized breakdowns will be considered post-submission. ACPOM is not obligated to request any further pricing details unless required in the tender forms.

Financial Evaluation – 40% Weight: The financial evaluation will account for 40% of the total evaluation score. The lowest-priced offer will receive the full 40 points allocated to the financial component. Other offers will receive proportionally lower scores based on standard government procurement evaluation formulas:

Financial Score = (Lowest Price / Offered Price) × 40

Validity Period: The financial offer must remain valid for at least 90 calendar days from the tender submission deadline. This commitment is binding.

Technical Evaluation Criteria: Technical proposals will be evaluated based on clear criteria to ensure fairness and transparency. The total score for the technical evaluation is 100 points, distributed as follows:

- 90 points for core technical criteria
- 10 points for value-added elements (e.g., training and knowledge transfer)

Minimum Technical Passing Score: 60/100 Only proposals scoring 60 or higher will proceed to financial evaluation.

Technical Evaluation Matrix:

1. **Firm's Relevant Experience – 20 points**

Number of Similar Projects	Points	Notes
5 projects or more	20 points	(4 points per project)
4 projects	16 points	
3 projects	12 points	
2 projects	8 points	
1 project	4 points	
0 projects	0 points	Not eligible

2. **Methodology & Work Plan – 25 points**

Sub-Criterion	Points	Notes
Clarity and logic of proposed methodology	10 points	From preparation phase to report delivery
Compliance with TOR requirements	10 points	Covers all project phases
Use of advanced risk assessment tools	5 points	E.g., Bowtie, LOPA

3. **Team Qualifications – 25 points**

Sub-Criterion	Points	Notes
Team Leader: >15 years HAZOP experience + technical certs	8 points	Documented proof required
3 Qualified Specialists (risk/safety field)	12 points	4 points per specialist
Additional certifications (e.g., NEBOSH, PHA, HAZOP leader)	5 points	Valid certificates to be attached

4. **Understanding of Project & Risks – 10 points**

Sub-Criterion	Points	Notes
Identification of actual project challenges	6 points	Shows technical and local understanding
Alignment with ACPOM's context and goals	4 points	Tailored and thoughtful response

5. **Work Plan & Timeline – 10 points**

Sub-Criterion	Points	Notes
Realistic and well-structured schedule	5 points	Covers all required deliverables
Alignment with project duration	5 points	Includes realistic resource allocation

6. Quality of Technical Proposal – 5 points

Sub-Criterion	Points	Notes
Document organization (headings, clarity)	3 points	Easy-to-read and well-formatted document
Proposal completeness and clarity	2 points	Professional and self-contained proposal

Bonus – Value-Added Training (up to 10 points): Bonus points will be awarded based on the number and quality of proposed training/workshop programs that enhance ACPOM's internal capacity in industrial risk assessment:

Number of Eligible Training Programs	Points Awarded
10 programs or more	10 points
9 programs	9 points
8 programs	8 points
...	...
1 program	1 point

Examples of Eligible Trainings Include:

- HAZOP Leadership & Facilitation
- Introduction to HAZID & HAZOP Techniques
- Bowtie Analysis for Port Operations
- LOPA Fundamentals
- Root Cause Analysis & Incident Investigation
- Hazard Register Development
- Risk Management for Port Operations
- PSM for Port Facilities
- Emergency Response Planning
- Permit-to-Work Systems
- Contractor Safety Management
- Internal HAZOP Revalidation
- Knowledge-Sharing Seminars
- ACPOM Staff Shadowing Sessions
- Sustainable Risk Governance Frameworks

Bidders may specify proposed number of participants and per-capita costs in the financial offer to support flexibility in implementation.

Overall Evaluation and Award Criteria:

A combined evaluation methodology will be used to determine the final score:

- **Technical Proposal**: up to 90 core points
- **Bonus Points**: up to 10 additional points for value-added elements

- **Subtotal (Technical + Bonus)**: maximum of 100 technical points
- This subtotal will then be **converted to a weight of 60%** of the total evaluation score.
- **Financial Proposal**: weighted at 40% of the total evaluation score.

Only proposals scoring **60 points or more out of the initial 90 technical points** (before adding bonus points) will qualify for financial evaluation.

The final contract award will be based on the highest **combined weighted score (technical + financial)**. ACPOM reserves the right to verify all submitted information and to reject incomplete or non-compliant proposals.

Contract Conditions (Summary):

- **Contract Type:** Fixed lump-sum consultancy agreement
- **Payment Terms:** Single payment upon full and satisfactory delivery (no advance/interim payments unless pre-approved)
- **Performance Bond:** Approx. 10% of contract value may be required
- **Insurance:** Required for personnel (accident, liability, travel)
- **Confidentiality:** All outputs are ACPOM property; no disclosure without written consent
- **Liability:** Consultant responsible for accuracy and quality; defects corrected at own cost
- **Termination:** ACPOM may terminate for cause or convenience with reasonable compensation
- **Dispute Resolution:** Arbitration under Jordanian law (or per tender terms)
- **Acknowledgment:** Bidders must be aware of and implicitly accept these terms

All bidders are advised to review the RFP carefully, ensure full compliance, and avoid omissions or ambiguous responses. ACPOM seeks the best value through a balance of quality and price—not simply the lowest bid.

The tender will be publicly announced in newspapers and on ACPOM's official website, in accordance with the Jordanian Government Procurement Bylaw No. (8) of 2022 and its amendments. All tendering, evaluation, and award processes will follow the applicable regulations to ensure transparency and fairness.

End of Tender Document