

Terms of Reference (TOR): Stevedoring Services
LCB Container Terminal 1 Ltd. & LCMT Company Limited

Objective:

To required Stevedoring Services at LCB Container Terminal 1 Ltd. & LCMT Company Limited.

Period of Services execution: One year from Contract Signature, including PPEs and other resources.

This period is subject to extension upon needs assessment and upon agreement by both parties (the contractor and the service provider).

LCB1 & LCMT Timetable. The following is the schedule for proposals:

Activity	Date
Release of RFP	15 November 2021
Submission of proposals	25 November 2021
Selection notice	1 December 2021

Proposal Submission. Proposals must be received by procurement no later than the end of the business day on 25 November 2021.

Eligibility of Bidders.

The bidding is limited to all firms, either alone or in joint-venture or in consortium (jointly and severally responsible), who satisfy the following qualifications:

1. Being well-established and maintaining a permanent place of business.
2. Having excellent reputation and adequate technical knowledge and record(s) of experience on Stevedoring Services.
3. Being a juristic person who neither fails to submit the Revenue and Expense Accounts nor fails to present proper and complete accounts to the Revenue Department of Thailand.
4. Not being a Jointly Interested Bidder with other Bidders as from the date of the Invitation to Bid.
5. Not being a person who is privileged or protected not to be taken any legal proceedings under Thai Court.
6. Having sufficient capacity to carry out the Work.

General information.

1. Provide sufficient experienced personnel for loading and discharging including Tandem lift operations for terminal and on as required basis.
2. Ensure that the experienced supervisors will, at all times, supervise adequately and properly during the operations.
3. Ensure that all the Terminal documentation requirements including those required by Customs, relating to loading/discharging containers are properly, clearly prepared and submitted and timely basis.

4. Ensure that stevedores on all sites are always having adequate and appropriate PPE as set in appendix II.
5. Ensure that stevedores will, at all times, follow our Standard Operation Procedures and Work Instruction as set in appendix I and required to take corporate responsibility as a part of the companies for any audits within the premises.

I. Required Shifts:

1st Shift: 0700 – 1900 local time, Monday to Sunday.

2nd Shift: 1900 – 0700 local time, Monday to Sunday.

II. Rate Schedule:

Detail	Headcount
Option I: Price/Box at 1.2 M TEUs of vessel/non-vessel staff included tentative.	
- Onboard	56
- Pin Station	32
Total Headcount	88
Option II: Charge/month	
- Vessel Operation	
1) Foreman	6
2) Onboard	56
3) Pin Station	32
Total Headcount	94
- Non-Vessel Operation	
1) Gate	10
2) CFS	6
3) Rail	4
4) Reefer	4
Total Headcount	24

NOTE: All cleaning equipment and materials provided by the Contractor. No Surcharge for holidays, night shift, or any other periods.

Statement of Work, requirements for the stevedoring services and responsibility of services provider:

1. The Stevedoring Company must be fully licensed of all required legal permits for stevedoring services, if necessary, for the particular job or function assigned. Further, shall retain that service of such competent personnel as may be appropriate or necessary for the proper performance of the services.
2. Responsibilities of the Stevedoring Company follow our Standard Operation Procedures and Work Instruction as set in **appendix I**
3. The service provider must ensure that they strictly follow to the labor laws of Thailand when formulating their shift structure and determining the hours each person is to work per 24 hours period.

4. The Stevedoring Company Personnel

I. Deployment

The Stevedoring Company will ensure that same personal is continuously deployed at the same posts and shall control the staff tum over rate measured on a quarterly basis as follows:

- For the vessel operation staff a turnover of not more than 5%.
- For the yard operation staff a tum over of not more than 10%.

II. Individual Files

The Stevedoring Company shall maintain an updated personnel files including the Police background to perform the functions and this information; all be made available to the Terminal monthly.

III. Qualifications

- 1) The Stevedoring Company shall ensure that all its personnel employed and assigned to perform under the contract meet or exceed the following minimum criteria.
 - Must be at least 20 years of age;
 - Be physically able to perform all general patrol duties, functions and activities;
 - Be free from all communicable diseases;
 - Be well proportioned, as to height and weight;
 - Be in good general health, without physical defects or abnormalities which would interfere with the performance of duties;
 - Have adequate colour acuity and be capable of hearing normal conversation at three (3) metres with both ears, without the benefit of a hearing aid.
- 2) The Stevedoring Company shall conduct pre-hire physical examinations at its own cost and expense, to ensure compliance with the above-mentioned requirements.
- 3) No employee shall have been terminated from any previous employment other than honorable circumstances.
- 4) The minimum level of education should be sufficient to allow effective participation in stevedore training.
- 5) Stevedores must be able to read and write in Thai, (reasonable working knowledge of English is mandatory for the supervisor), understand orders and client specific.
- 6) Must not have a criminal record/background.

5. Training Requirements

- a. Prior to deployment, each of the stevedoring company's stevedore personnel must complete the training programs from PFSO before work.
- b. The Contractor shall be responsible for the training, their personnel including continuous on-the-job training, to maintain the qualifications of such personnel.

6. Drug dependency and medication

The stevedoring company shall conduct alcohol or other drugs examinations every month at its own cost and expense.

Occupational Health, Safety and Security

1. To ensure that the personnel will, at all times, follow the Terminal s' policy on Quality, Occupation Health, Safety and Environment, as per the copy provided. In accordance with the ISO Certification of the terminal, The Contractor personnel will present for any audits to be carried out for on behalf of the terminal.
2. To ensure that, the personnel follow the Terminal s' policy outlined "Facility Security Plan" as per copy provided.
3. To provide suitable employees' welfare facilities within the premises of the terminal, and such facilities must be approved by the terminal.

Confidentiality.

All information presented in this TOR should be considered strictly confidential. Proposal contents will be held strictly confidential by LCB1 & LCMT Procurement.

Evaluation Criteria.

1. Scoring of criteria evaluations:

Summary of Proposal Evaluation	Score Weight (%)
Technical Evaluation Criteria	70
Commercial/Financial Evaluation Criteria	30
Total Score	100

2. Technical evaluation criteria

Criteria	Score
1. Adherence to RFP Instructions - Ability to fulfil any key requirement of the RFQ - Overall Response	5

<p>2. Company Information</p> <ul style="list-style-type: none"> - Financial Viability - Organizational Structure - Experience with Similar Companies - Stability of the company - Reference customers 	10
<p>3. Service standard level</p> <ul style="list-style-type: none"> - Employee experience & training - Certifications - Selection & recruitment: criminal & drug screening - Low turnover rate 	30
<p>4. Contract management</p> <ul style="list-style-type: none"> - Adequate equipment - Monitoring & control system - ISO - An effective operations and support team - Quickly and effortlessly Changeover 	20
<p>5. Compliance with the relevant legal framework</p> <ul style="list-style-type: none"> - Company safety instruction policy adherence - Occupational safety, health & environment law adherence 	5
<p>6. Cost</p> <ul style="list-style-type: none"> - Cost - Credit Term 	30
Total	100