

SUBJECT: INVITATION TO TENDER- Training for Security Guards

RFQ Reference: PD22.NESERB-064

DATE: 05/12/2022

Dear Sir/Madam,

MAG's vision is a safe and secure future for men, women, and children affected by armed violence and conflict. Since 1989, we have worked in conflict-affected communities to reclaim areas contaminated by landmines, cluster munitions, and other explosive items.

MAG reduces the daily risk of death or injury for civilians and creates safe and secure conditions for development. To achieve this objective, MAG requires goods, services and works from various suppliers and service providers.

Through this letter, MAG invites suppliers to offer their services by submitting an offer as described in the Request for Quotation (RFQ).

- Quotations should include: taxes, and customs for the service fees to the delivery point and the total cost in the currency USD (United States Dollars).

The specifications and documents can be received via email to: Procurement.NES@maginternational.org or MAG office in Erbil by 10th December 12 PM Iraqi Time. Mines Advisory Group – Erbil Base Ankawa, Ashtar Area Erbil, Iraq

Quotation Deadline: The last day of submitting offers will be 11th December 2022 by 12 PM Iraqi time, via email or physically in the office in the envelope. If the offer will be physically submitted, must be in a sealed envelope with the title: **“PD22-NESERB-064 Training for Security Guards”**

DO NOT OPEN – TO HANDS OF THE HEAD OF SUPPORT”

Through this Instruction to RFQ MAG Syria quote:

1. General remarks and special condition

Security Guard Training under the management of the CSM & SAO,
Over a 2–3week period from 15/01/23 to 15/02/23 onwards.

- The training would be conducted during one or both of the ‘Farm’ operational locations, both North of Hasaka and Raqqa.
- The supplier must indicate within the offer the ability to have the approval for the movement between the Bases.
- The training must have Wide experience in liaison between foreign clients and regional/national government, security, and business figures, outstanding networking abilities, combined with outstanding security skills, ensure a safe working environment for those with business in high-risk areas.
- The training shall be done internally to assess the service to conform to specifications.
- MAG holds the right to change quantities and make slight specifications changes.
- If there is any permission needed to access the area, the supplier is in charge of obtaining the permission letter by him/herself. MAG Syria will not provide any permission letter or is facilitating nor assisting this process.
- This RFQ gives rise to no contractual obligations between MAG and the Suppliers.
- The Supplier shall bear all costs associated with preparing and submitting his/her offer, and MAG shall not be liable for such costs under any circumstances.
- In addition, the supplier will be required to complete a MAG Supplier Registration Questionnaire and Sign a MAG Supplier Ethical Standards if not already done.

2. Specification

The service should meet the following specifications mentioned in the RFQ form in Annex II, RFQ-2022-NESERB. 064.Training of Guards. If the specifications do not meet the requirements stated in this document, the supplier shall inform within his/her offer about these changes.

3.Delivery conditions

- MAG Syria shall not be obligated to accept any service which does not conform to the specifications set forth in the agreed specifications.
- Early service delivery shall be accepted once consulted with the NES Ops teams; late delivery shall be accepted only with a penalty as per contract terms.
- MAG Syria reserves its right to cancel the contract during any implementation phase due to a change in the security situation. MAG Syria will be responsible to inform the supplier 7 days before any delivery if there is any change or cancellation.
- The following documents will be requested from the Supplier after completing the service: Commercial Invoice (original) in English on the letter headed paper addressed to the Ordering Party, Waybill signed by the recipient as proof of completing the service.
- Please note that payment will be made upon delivery of service for each batch and that payment will be as per the agreed and contracted price.

4. Delivery Schedule

The exact delivery schedule will be negotiated with the MAG Office in Erbil after placing of the Purchase order.

The expected delivery schedule is from 15 January 2023 to 15 December 2023. The supplier has to indicate in its offer how many days they might need to deliver the service after the reception of the purchase order/contract.

5. Prices

All prices have to be indicated in United States Dollars (\$, USD) currency only.

The price should remain valid for 12 months so the Framework Agreement could be signed.

6. Inspection

The service will be inspected on quality by MAG staff members time before delivery or after delivery. One inspection per supplier/service provider will be on account of MAG. Any additional inspection shall be on account of the Supplier. Services not meeting agreed quality will be rejected. In case services are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected services.

7. Documents

The following documents must be submitted along with the bids:

1. I- Training for Security Guards' announcement
2. II_ RFQ- PD22-NESERB-064- Training for Security Guards
3. III_ RFQ- PD22-NESERB-064-Supplier Registration form
4. IV_ Experience relevant form
5. V_ Terms of Reference-TOR-PD22.NESERB.064 Training for Security Guards
6. Trading License
7. Another suitable certification.

After the firm order:

8. Commercial Invoice in original on letter headed paper addressed to Ordering Party

8. Payment Conditions

Payment shall take place in United States Dollars (\$, USD) currency only.

Only one payment will be made.

Payments due by the respective Contracting Authorities shall be made by cash or through finance transfer services of 3rd parties confirmed in the Contract.

Pre-financing will not be granted.

Payment shall take place according to Cash against documents (CAD) within 15 working days of the reception at the office of the Contracting Authorities in ERBIL or Hasaka of the correctly signed and stamped documents stated in paragraph 7.

9. Penalties

In the event of delay of availability stated in the offer caused other than by force majeure MAG is entitled to make use of a penalty of 5/1000 per day of the total value of the contract still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, MAG is entitled to deduct the losses from the invoice. In case the quality is not in line with specifications initially agreed upon by both sides, the Supplier has to inform MAG as soon as possible in writing addressed to MAG, Hasaka. Services not meeting agreed quality can be rejected by MAG, but if MAG accepts these services a deduction from the order sum and a penalty will be negotiated.

10. ESSENTIAL CRITERIA:

- General Information: Profile Presentation, Filling of Application Form, Flagging and comprehensiveness (including documents)
- Bidder's confirmation of compliance with the provided documents and ToR's
- Bidder's responsiveness in emergency situations - how quickly you can provide the service (Total Completion Period for one Training).
- Security management specialist with extensive professional and personal experience in the Middle East

- An educated and multilingual operator, with a deep understanding of ME regional cultures and peoples.
- Knowledge of any security decisions has taken local sentiments and prevailing conditions into consideration.
- Wide experience in liaison between foreign clients and regional/national government, security, and business figures, my outstanding networking abilities, combined with outstanding security skills, ensure a safe working environment for those with business in high-risk areas.
- At least 5 years' experience working in the field of security management & training, either NGO, Corporate, or Military / Police
- Previous experience in training and development of security guards in the middle east context
- Trauma first aid Trainer
- Good understanding of NES government and legal system, familiarity with NES law
- Excellent English language and writing skills
- Knowledge of Arabic and/or Kurdish would be an asset (in case not, please include a budget in the financial proposal for a translator)
- ISO Company Registration
- Trainer CV
- Examples / Reports / Evaluation of Training Sessions conducted with other clients
- Summary of contracts with other NGOs / Companies
 - Bidder provides satisfactory client references proving experience in implementation of the similar and big-scale water infrastructure works.
 - The submitted quotations must be valid for three months at a minimum.

11. FORMAL CRITERIA

The following criteria are considered very important in the evaluation of this tender:

Criteria	Percentage
Registration in the country (preferred)	10%
Applying company should have (a company certificate Establishment - identity card of the rating company - company bank account – bank statement, have similar projects), Submit Company Profile.	10%
Total Price	45%
Contractual Delivery Time	5%
Personal List and their CVs	10%
Compliance with the policies and technical specification of works (as per ToR)	10%
Experience in similar projects and in working with INGOs/UN and references	10%

12. RFQ Conditions

Quotations must specify all details according to the RFQ text.

Incomplete offers and offers that arrive later than the deadline for reply will be automatically excluded.

All responses will be opened by the MAG Procurement Team. Suppliers who do not receive written feedback 40 days after the expiry of the deadline have not been successful.

The offers, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

- the above address;
- the reference code of this tender procedure, (i.e. PD22-NESERB.064 Training for Security Guards)
- the name of the supplier company.

Or by mail to the following address:

Procurement.NES@maginternational.org

In the Subject line must be mentioned the reference code of this tender procedure, (i.e. PD22.NESERB.064 Training for Security Guards)

ANNEXES:

1. I- Training for Security Guards' announcement
2. II_ RFQ- PD22-NESERB-064- Training for Security Guards
3. III_ RFQ- PD22-NESERB-064-Supplier Registration form
4. IV_ Experience relevant form
5. V_ Terms of Reference-TOR-PD22.NESERB.064 Training for Security Guards

We look forward to receiving your offers. Yours sincerely,

The Procurement Team / MAG (Mines Advisory Group)/ Syria Response program