

INVITATION TO TENDER

North East Syria

18-12-2022

PD22.NESHASK.204/208/209/210

Supply and Construction of Explosive Stores in three locations:

1. Der Ez Zor (Lot 1)
2. Shaddadi (Lot 2)
3. Raqqa (Lot 3)

(Please see BoQ and Design for more details)

SUBMISSION DEADLINE: **16:00 ON 11/01/2023**

PRE-SUBMISSION CLARIFICATION: **11:00 AM ON 08/01/2023**

For QUESTIONS / CLARIFICATIONS: procurement.NES@maginternational.org

FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

PART 1: INVITATION TO TENDER

- Introduction to MAG
- Project Overview and Requirements
- Award Criteria
- Instructions & Key Information

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

Detailed description of MAG's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc.).

PART 3 : BIDDER RESPONSE DOCUMENT

Template to be used to submit response to this Invitation to Tender.

PD22.NESHASK.204/208/209/210

PART 1 – INVITATION TO TENDER

1. INTRODUCTION TO MINES ADVISOR GROUP

The Mines Advisory Group (MAG) is a global humanitarian and advocacy organization that finds, [removes and destroys landmines](#), cluster munitions and unexploded bombs from places affected by conflict.

MAG also provides [education programmes](#), particularly for children, so people can live, work and play as safely as a possible until they clear the land.

And we work in communities to reduce the risk of armed violence through weapons and ammunition management programs which keep guns and munitions safe and secure.

Since 1989, MAG has helped over 20 million people in 70 countries rebuild their lives and livelihoods after war.

We believe it is unacceptable that millions of people are trapped in danger and poverty for years after wars end.

We aim to help communities get on with their lives, and get back their futures.

Our Vision – MAG’s vision is a safe future for women, men and children affected by violence, conflict and insecurity.

People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

Our Mission – MAG’s mission is to save lives and build safer futures.

We will use our core skills and distinctive competence to save lives through the removal of [mines and ERW](#), and reduce the impact of [small arms, light weapons and ammunition](#) on people and communities. How we do this is as important as what we do — we work primarily with and for communities, for us ‘it’s all about people’.
their children.

For more information on the work we undertake and recent achievements, visit our website [About MAG | MAG \(maginternational.org\)](#)

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Construction and supply for explosive stores in Der Ez Zor, Shaddadi and Raqqa
Outcome of Tender	Contract – the successful supplier(s) will be awarded a ‘Contract’ which will commit MAG to purchase the specified quantity of goods / services as defined in the contract at the agreed rates. Note: MAG has right to sign the contract with Just one supplier or may be divided to multi- suppliers
Duration of Award	45 Days

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

3. AWARD CRITERIA

MAG is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Capability Criteria, and Commercial Criteria.

a. 3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

3.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), MAG may withdraw their award decision.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	21-12-2022
Pre-Submission Clarification	08-01-2023
Deadline for questions from Bidders	08-01-2023
Deadline for Bid Submission	11-01-2023
Bids Opening(estimate)	13-01-2023
Bid Clarifications/Negotiations	15-01-2023
Award Contact	25-01-2023

The above dates are for indicative purposes only and are subject to change. However, MAG commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. In addition to the Bidder Response Document, bidders may also be required to submit supporting documentation. Instructions on how to do this, and how to complete the Bidder Response Document can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

Electronic Submission via Email

Email should be addressed at procurement.NES@maginternational.org

The subject of the email should be "PD22.NESHASK.204/208/209/210 – 'Bidder Name', 'Date'".

- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails or share via shared drive and link should be valid during the tender opening process.
- Do not copy other MAG email addresses into the email when you submit, this will may disqualify your bid.

Paper Submission

- One paper copies submitted on headed paper to Mines Advisor Group office Al Raqqa, Aleppo road, behind Abu Haif fuel station, next to Mercy Corps office, Erbil Base, Ishtar Area, Ainkawa-Iraq-Erbil, Behinds Classy Hotel and Hassakeh Base, Al Mofti -Organization Street North East Syria- Tender box.
- Bids should be submitted in a single sealed envelope addressed to Procurement Committee
- The envelope should clearly indicate the Invitation to tender reference number PD22.NESHASK.204/208/209/210, but contain no other details relating to the bid or the bidder name.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than 16:00 on 11-01-2023

Bids must remain valid and open for consideration for a period of no less than 60 days.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Procurement Manager	procurement.NES@maginternational.org

Please be advised local working hours are 08:00 to 16:00 Please allow up to 2 days for a response.

PD22.NESHASK.204/208/209/210

Where the enquiry may have an impact on other bidders within the process, Mines Advisory Group will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS

Supply and Construction of Explosive Stores North East Syria

2. SPECIFICATIONS

Attached as Annex 2

3. ADDITIONAL INFORMATION

Annex 3, 4 and 5 attached

WAYS OF WORKING

a. Site safety protocol & Security

- i. Mines Advisory Group expects all suppliers to ensure protection of site, staff and visitors (including community and children) during the time of construction
- ii. Suppliers should ensure that premises are made secure with security personnel in place to monitor access and keep a record of visitors accessing the premises
- iii. Suppliers should provide appropriate Protective Personnel Equipment for all laborers
- iv. Controlled access should be implemented at the site of construction
- v. Mines Advisory Group expects the successful supplier to provide latrine facilities for workers which should be segregated by gender, but this is not mandated.
- vi. Mines Advisory Group expects the successful supplier to provide all appropriate signage required for the project including but not limited to warning of danger, no unauthorised access etc.

b. Staff

- i. Depending on the nature of construction project, Mines Advisory Group consider the following core roles for the delivery of a successful project.
 1. Site Agent
 2. Site Foreman
 3. Any other skilled personnel as required for the project e.g., Carpenter, stabilised soil block expert, safety agent.All proposed staff for core roles should be fully qualified as per the Country requirements e.g. Bachelor degree in Civil Engineering, Foremanship certificate etc or other related qualifications.
- ii. Suppliers should provide a full and signed Curriculum Vitae (CV) for the above core roles. The personnel performing core roles must be able to read and interpret all technical documents written in the national speaking language

PD22.NESHASK.204/208/209/210

- iii. *For minor construction projects:* Mines Advisory Group accept that the Supplier may propose resources that combine the site agent / foremen roles as well as any additional skilled personnel as long as training, skills and experience required to complete the work can be demonstrated

c. Site Visits

Contractor should provide evidence as part of supplier response to confirm that they have visited the proposed site and appropriately budgeted and planned for all additional requirements (including time)

d. Work plan

- i. Supplier is expected to provide a detailed work plan which includes mobilization and temporary works, e.g., site hoarding, scaffold and signage, inspection dates, milestones for payment and quality processes.
- ii. Suppliers are encouraged to indicate timelines for quality procedures e.g. curing of concrete
- iii. Work plans should also include milestones for inspection e.g. steel re-enforcing and form work before casting concrete
- iv. The work plan should be included in the Bidder Response Document.
- v. An example work plan layout is below, suppliers should use a similar format.

NO	WORK ITEM	DURATION (Days)	MONTH 1				MONTH 2				MONTH 3			
			W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
1	Task 1													
2	Task 2													
3	Task 3													
4	Task 4													
5	Task 5													
6	Task 6													
7	Task 7													
8	Task 8													
9	Task 9													
10	Task 10													

e. Method Statement

- i. It is expected that suppliers should provide a Method Statement as part of the their response and should as minimum include the following content:
 - Brief description of the works, task or process
 - Start and completion dates
 - Site contact details including an in an emergency contact
 - Summary of known hazards and control measures to mitigate
 - Personal protective equipment (PPE) that is mandated for labourers to wear for the duration of the project

- Applicable environmental or quality procedures
 - Statement of actions that must be taken to ensure the tasks can be performed safely
 - Total lead time
 - Mobilization and procurement / sourcing of materials. In particular provide information about supplier selection, transportation requirements and recognition of site specific constraints to be overcome e.g. rocky ground).
- ii. Method statement for site safety protocol should include as minimum:
1. Protection of site, staff and visitors
 2. Health and safety on site
 3. Signage
 4. Traffic calming
 5. Incident reporting.
- f. **Drawings, Bill of Quantities and Specifications**
- i. Suppliers should familiarise themselves with all the documentation (drawings and bill of quantities (BOQ) for the works) provided to ensure their priced bid is in accordance with the designs, BOQ and specifications

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)
- [Schedule 1 – Terms & Conditions of Bidding](#)

The Bidder is required to sign a copy of the Check list in Section 5 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by MAG. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Mines Advisory Group through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
1	Supplier accepts Mines Advisory Group 's 'Construction Contract' included within Section 4 of this pack and that any work awarded from this tender process will be completed under the 'Construction Contract also found in Section 4 of this pack'.		
2	The Supplier and its staff (and any sub-contractors used) agree to comply with MAG and the IAPG's policies and code of conducts listed in Section 4 of this document, throughout this process and during the term of any future contract awarded.	Yes / No	Comments
3	The Supplier confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.	Yes / No	Comments
4	The Supplier confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that MAG will undertake independent checks to validate this.	Yes / No	Comments
5	<p>The Supplier confirms it is fully qualified, licenses and registered to trade with Mines Advisory Group (including compliance with all relevant local Country legislation).</p> <p>This includes the Supplier submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Legitimate business address - Tax registration number & certificate (if applicable) - Business registration certificate - Trading license 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
		Tax Registration Number & Certificate	
		Business Registration Certificate	
		Trading License	
6	The Supplier confirms that it vets its staff, suppliers and sub-contractors against sanctions lists (e.g. UK Treasury's list of financial sanctions target, EC's list of persons and entities subject to financial sanctions etc.)	Yes / No	Comments
7	The Supplier confirms it complies with all export controls or will advise Mines Advisory Group of any relevant export controls or licensing requirements.	Yes / No	Comments / Attachments
8	The Supplier confirms that they have provided at least three references for projects of a similar nature to that which is included in this tender.	Yes / No	Comments / Attachments
	References must be from projects within the last two years.		

	(Note details of the references and referees are requested in the following section of this response document)		
9	All of the above requirements also apply to any sub-contractors used by the Supplier, and any Joint Ventures.	Yes / No	Comments / Attachments
10	The Supplier has completed a pre-tender site inspection	Yes / No	Comments / Attachments
11	Bidder's willingness to accept 100% payment upon delivery and to be paid until the maximum of 30 days from submission of invoice with all valid supporting documents.	Yes / No	Comments / Attachments

SECTION 2 – CAPABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response		
1	REFERENCES Supplier shares three examples / references, during the last two years, of their experience in providing construction services similar to those requested within this tender. Note – site visits may be requested by Mines Advisory Group to verify the references. 3 Marks	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
2	EQUIPMENT Supplier confirms that they have access to the essential equipment detailed in the ITT. Supplier should confirm whether they own the equipment or whether they intend to rent / hire the equipment. If the Supplier owns the equipment, proof of evidence should be provided. Annex attached: Annex 2 3 Marks	Bidder Response		Attachment(s)
3	RESOURCES & STAFF Supplier to a summary of the colleagues (and sub-contractors) who will be working on the project. A Curriculum Vitae (CV) should be submitted for all colleagues (and sub-contractors) used on the project, including a copy of the certificate of membership to any national bodies. The CV should be signed by the colleague. 3 Marks	Bidder Response		Attachment(s)

4	ADDED VALUE Supplier demonstrates their key strengths, attributes and any unique selling points which are relevant to this tender and may be of interest to Mines Advisory Group . Examples may include: 1) previous experience with Mines Advisory Group 2) Ownership of specialist tools and equipment required for the job (Annex 2) 3 Marks	Bidder Response	Comments
5	WORK PLAN Supplier to provide sufficiently detailed Work plan for the project which outlines the overall project duration and includes the following: - Lead Time - Mobilisation - Inspection Dates - Curing - Quality Assurance Processes - Milestone Payments 5 Marks	Bidder Response	Comments
6	QUALIFICATIONS Bidder confirms (and provides evidence) that they can supply the following project roles with the specified experience and capabilities for the specific project: Site Agent: at least a Bachelors Degree in Civil Engineering with at least three (3) years proven experience in Works of similar nature. Site Foremen: with at least a Foremanship Certificate or certificate in Construction Technology from National Construction Industry Council (NCIC) or Ministry of Works Training Institution and Five (5) years' experience in similar works; All other skilled personnel as required (e.g. Carpenter, Stabilised soil block expert, Site safety agent) Supplier confirms that all personnel performing project critical roles (site foreman, site agent etc.) can read and write in the national speaking language. The above roles can be performed by one person 3 marks	Bidder Response	Attachment(s)
8	SUSTAINABILITY Bidder is based in Al Raqqa/Hassakeh/Shaddadi Bidder uses locally sourced materials. Bidder uses workers employed from the local community. 10 marks	Bidder Response	Attachment(s)

SECTION 3 – COMMERCIAL QUESTIONS

PRICING SUBMISSION

Attached as Annex

OTHER COMMERCIAL CONSIDERATIONS

Duration for which pricing can be fixed

SECTION 4 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:

No	Section	Please Tick
1.	Section 1 – Essential Criteria	
2.	Section 2 – Capability Questions	
3.	Section 3 – Commercial Questions	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
	Copy of Trading License	
	Certificate or other relevant registration from national bodies (e.g. ministry of works).	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents	
	Work Plan Proposal	
	Methodology Proposal	
	Financial Accounts	
	Organogram and Key Staff CV's	
Commercial Criteria Evidence	Completed Bidder Response Document	

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

Policy	Policy / Document	Signature
--------	-------------------	-----------

PD22.NESHASK.204/208/209/210

Terms & Conditions of Bidding		
Terms & Conditions of Purchase		
Anti-Bribery & Corruption Policy		
Modern Slavery		
IAPG Code of Conduct		

We confirm that Mines Advisory Group may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date: