

# INVITATION TO TENDER

**Syria/Erbil**

**26-02-2023**

**PD23.SYHAS.042**

## **Supply of EORE Materials for CL Team in NES**

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|                                     |             |
|-------------------------------------|-------------|
| 1. Tender Publish Date:             | 26 Feb 2023 |
| 2. PRE-SUBMISSION CLARIFICATION     | 28 Feb 2023 |
| 3. Offers Deadline/Submission Date: | 08 MAR 2023 |
| 4. Bids Opening Date (Tentative):   | 09 Mar 2023 |
| 5. Clarification/Negotiations:      | 12 Mar 2023 |
| 6. Selection Process Finalization:  | 13 Mar 2023 |
| 7. FWA /Contract/PO Award date:     | 14 Mar 2023 |

For QUESTIONS / CLARIFICATIONS: [procurement.NES@maginternational.org](mailto:procurement.NES@maginternational.org)

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### [PART 1: INVITATION TO TENDER](#)

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

### [PART 2: CORE REQUIREMENTS AND SPECIFICATION](#)

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

### [PART 3: BIDDER RESPONSE DOCUMENT](#)

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

**PART 1 – INVITATION TO TENDER**

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## 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 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  | <b>Supply of EORE Materials for CL Team in NES</b>   |
| Outcome of Tender                | <b>Contract</b> – the successful supplier(s) will be awarded the tender Contract for <b>one-time purchasing</b><br>Note: MAG has the right to sign the contract with Just one supplier or may be divided into multi- suppliers |
| Award Selection Process Duration | <b>15 Days</b>   |

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**Duration of Contract**

**Contract**

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 three weighted categories of criteria: Essential Criteria, Non-Essential Criteria and Commercial Criteria.

#### **3.1 ESSENTIAL CRITERIA (15%)**

Administrative Criteria which bidders have to meet as part of the eligibility evaluation.

#### **3.2 NON- ESSENTIAL CRITERIA (35%)**

**Delivery time (criteria weight: 20%):** The evaluation result of this criterion equals to the following formula: Delivery Time A/ Delivery Time B \* criteria weight. Delivery Time A = lowest Delivery Time from all submitted offers; Delivery Time B = actual Delivery Time offered by the tenderer.

**Warranty (5%):** at least 1 year for all items.

**Previous experience with NGO-INGO (10%):** Supplier has a previous experience with NGO-INGO with positive feedback on the performance.

#### **3.3 COMMERCIAL CRITERIA (50%)**

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

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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       |
|---------------------------------|------------|
| Tender Publish Date:            | 26-02-2023 |
| PRE-SUBMISSION CLARIFICATION    | 28-02-2023 |
| Offers Deadline/Submission Date | 08-03-2023 |
| Bids Opening Date (Tentative)   | 09-03-2023 |
| Clarification/Negotiations      | 12-03-2023 |
| Selection Process Finalization  | 13-02-2023 |
| FWA /Contract/PO Award date     | 14-03-2023 |

The above dates are for indicative purposes only and are subject to change. However, MAG commits to ensuring 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, Sustainability, 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**:

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### Electronic Submission via Email

Email should be addressed at [tenders.syria@maginternational.org](mailto:tenders.syria@maginternational.org)

The subject of the email should be "PD23.SYHAS.042– 'Bidder Name', 'Date'".

- All attached documents should be clearly labeled so it is clear to understand what each file relates to.
- Emails should not exceed 15 MB – if the file sizes are large, please split the submission into two emails or more.
- Each email subject line shall consist of the tender reference, bidder name, date and number of this email ex: PD23.SYHAS.042– 'Bidder Name', 'Date, (1 of 3)  
Body of the email shall consist of all documents attached.
- Do not copy other MAG email addresses into the email when you submit, this will may disqualify your bid.

### Paper Submission

- One paper copy submitted on headed paper to Mines Advisory Group Offices as follows:  
**Al Raqqa office: Aleppo road, behind Abu Haif fuel station, next to Mercy Corps office,**  
**Erbil office: , Ishtar Area, Ainkawa-Iraq-Erbil, Behinds Classy Hotel and**  
**Hassakeh office: Al Mofti -Organization Street North East Syria**
- Bids should be submitted in a single sealed envelope addressed to Procurement Committee.
- The envelope should clearly indicate the Invitation to tender reference number PD23.SYHAS.042, but contain no other details relating to the bid or the bidder's name.
- All supporting documentation should be labeled 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 09-03-2023

### 6.5 KEY CONTACTS

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

| Name                | Email Address  |
|---------------------|--|
| Procurement Manager | <a href="mailto:procurement.NES@maginternational.org">procurement.NES@maginternational.org</a> |

Please be advised local working hours are 08:00 to 16:30 Please allow up to 2 days for a response.

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Where the inquiry may have an impact on other bidders within the process, Mines Advisory Group will notify all other Bidders who have submitted their email addresses to maintain a fair and transparent process.

#### **6.6 LANGUAGE OF BIDS:**

All tenders should be received in English. The contract as well as all correspondences and documents relating to this tender exchanged by the tenderer and MAG, shall be written in English unless specified otherwise in the tender documents.

#### **6.7 PERIOD OF VALIDITY OF OFFERS:**

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

#### **6.8 CURRENCY:**

All financial offers must be submitted in US Dollars (USD).

### **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

#### **1. SPECIFIC REQUIREMENTS**

Supply of EORE Materials for CL Team in NES

#### **2. SPECIFICATIONS**

1- Notebook, 23 pages, front and back pages on glossy paper 250gr, First-page green EORE poster and last page EORE maze, 17.5\*22.5 cm,  
(Sample **Annex 2**)

2- Posters EORE green - A2 size - coated paper with sticker back(**Sample Annex 2**).

## PART 3 – BIDDER RESPONSE DOCUMENT

### I. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

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

The Bidder is required to sign a copy of the Checklist 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.
- **In case of calculation inconsistency between unit and total price, the committee will consider the unit price as valid and the total price will be recalculated accordingly.**

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

**SECTION 1 - ESSENTIAL CRITERIA**  
**ADMINISTRATIVE REQUIREMENT**

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

| Item     | Question  | Bidder Response   |                               |
|----------|---|---|-------------------------------|
| <b>1</b> | 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                      |
|          |   |   |                               |
| <b>2</b> | 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                      |
|          |   |   |                               |
| <b>3</b> | <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"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate (if applicable)</li> <li>- Business registration certificate or/</li> <li>- Trading license or/</li> <li>- Commercial Registration or/</li> <li>- Company Commercial Registration</li> </ul> <p><b>3 Marks</b></p> | Yes / No  | Comments                      |
|          |   | Requirement   | Bidder Response / Attachments |
|          |   | <i>Legitimate Business Address</i>  |                               |
|          |   | <i>Tax Registration Number &amp; Certificate if applicable</i>                |                               |
|          |   | <i>Business Registration Certificate or any authorized legal registration</i> |                               |
| <b>4</b> | The Supplier Copy of ID or any authorized personal documents<br><b>1 Mark</b>   | Yes / No  | Comments                      |
|          |   |   |                               |
| <b>5</b> | <p><b>PREVIOUS EXPERIENCE</b></p> <p>Supplier provides at least <b>3</b> contracts/POs with INGOs, NGOs or UN agencies, along with GRN or Service Completion Report.</p> <p><b>3 Marks</b></p>  | Bidder Response   | Attachment(s)                 |
|          |   |   |                               |
| <b>6</b> |   | Yes / No  | Bidder Response               |

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|   |   |                 |                               |
|---|---|-----------------|-------------------------------|
|   | <b>Quality:</b><br>Ability to provide high-quality goods/services as per MAG requirement, this will be checked during the supplier visit or from samples check.                         |                 |                               |
| 7 | Bidder's willingness to accept 100% payment upon delivery and to be paid until the maximum of 15 days from submission of invoice with all valid supporting documents.<br><b>2 Marks</b> | <b>Yes / No</b> | <b>Comments / Attachments</b> |

|   |  |                    |   |                            |
|---|--|--------------------|---|----------------------------|
| 8 | <b>REFERENCES</b><br>Supplier shares <b>three</b> examples / references (Not personal), during the last two years, of their experience in providing similar to those requested within this tender.<br><br>Note – site visits may be requested by Mines Advisory Group.<br><br><b>6 Marks</b> | <b>Client Name</b> | <b>Contact Details (Name &amp; Email)</b> | <b>Project Description</b> |
|   |  | 1)                 |   |                            |
|   |  | 2)                 |   |                            |
|   |  | 3)                 |   |                            |

### SECTION 2 – COMMERCIAL Questions

#### PRICING SUBMISSION

**The Price Offer Sheet is attached as an Annex 1**

**Price (criteria weight: 50%):**

Evaluation result of this criterion equals to the following formula: Price A/Price B \* criteria weight.

Price A = lowest price from all submitted offers; Price B = actual price offered by the tenderer.

#### OTHER COMMERCIAL CONSIDERATIONS

|  |     |
|--|-----|
| <b>Duration for which pricing can be fixed</b> | N/A |
|--|-----|

### SECTION 3 – 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 |             |

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|    |                                    |  |
|----|------------------------------------|--|
| 2. | Section 2 – Non-Essential Criteria |  |
| 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 |
|--|--|-------------|
| <b>Essential Criteria Evidence</b>     | Proof of legitimate business address   |             |
|  | Copy of tax registration number & certificate  |             |
|  | Copy of business registration certificate/<br>Commercial Registration                      |             |
|  | Copy of Trading License  |             |
| <b>Non-Essential Criteria Evidence</b> | Certificate or other relevant registration from national bodies (e.g., ministry of works). |             |
|  | A delivery time filled in RFQ  |             |
| <b>Commercial Criteria Evidence</b>    | Proof of previous experience with NGO-INGO: PO/Contract                                    |             |
|  | Completed Bidder Response Document   |             |

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

| Policy                           | Policy / Document | Signature |
|----------------------------------|-------------------|-----------|
| Modern Slavery                   | Attached Annex 5  |           |
| IAPG Code of Conduct             | Attached Annex 6  |           |
| Anti-Bribery & Corruption Policy | Attached Annex 7  |           |
| Safeguarding Policy              | Attached Annex 8  |           |
| Terms & Conditions of Purchase   | Attached Annex 9  |           |
| Terms & Conditions of Bidding    | Attached Annex 10 |           |

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

Signature: .....

Name: .....

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Title: .....

Company: .....

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