



<b>DOCUMENT TITLE</b>	Invitation to Tender-Participation file	<b>DOCUMENT REFERENCE</b>	ITT
<b>AUTHOR</b>	Peter Wright	<b>DATE</b>	18/03/10
<b>ISSUE</b>	1	<b>DOCUMENT TYPE</b>	Invitation to Tender

## INVITATION TO TENDER AND INSTRUCTIONS TO TENDEREES FOR MAG

### MAG/ 2010/Protection equipment

Dear Sirs,

MAG invites your submission of a proposal to provide MAG with their requirements for Protection equipment for the period *03/2010 – 03/2011* as per the conditions detailed in the attached documents.

Please ensure that you read all the documents attached and that you fully understand the requirements. The documents comprise:

- This letter
- Conditions of Tendering
- Invitation to tender and tendering procedures:
  1. Introduction
  2. Invitation to tender timetable
  3. Participation file
  4. Tender specification
  5. Quotation requirement

#### Annexes

1. Supplier registration form
2. Supplier questionnaire
3. General conditions of purchase
4. Technical specification
5. Quotation response format

MAG intends to issue a 12 months (1 year) service agreement for Protection equipment There will be an option to extend the contract for an additional 12 month period subject to subsequent agreement between both parties, including a renegotiation of annual pricing and service level agreement.

There will be a formal progress review meeting after 3 Months, between the winning tenderees designated account manager and MAG procurement department.

MAG reserves the right to reject any and all proposals.

MAG has the right to terminate agreements arising from this call for tenders at any time on giving 6 weeks written notice.

MAG is an international NGO operating world wide, please include in you tender details of any countries you are unable, or unwilling, to supply to.

MAG shall not be liable for any costs incurred in the submission of any proposal.

As part of the tender process, a site visit by a member of the MAG staff, and/or a short presentation by the tenderee at MAG premises may be required.



DOCUMENT TITLE	Invitation to Tender-Participation file	DOCUMENT REFERENCE	ITT
AUTHOR	Peter Wright	DATE	18/03/10
ISSUE	1	DOCUMENT TYPE	Invitation to Tender

It is intended that the selection of the preferred service provider, following assessment of all tenders received, will be made by **06/04/2010** and that the contract will awarded by **15/05/2010**.

Should you require further information, please contact Max Giraud. Any requests for information should be submitted in writing and received by **29/03/2010**, and must follow the 'request for clarification' procedure outlined in the conditions of tendering.

Details of MAG's response to any and all questions will be published on the MAG website [www.maginternational.org](http://www.maginternational.org) or posted out of the office on **31/03/2010**

Contact:  
Mines Advisory Group (MAG)  
Max Giraud  
Supply Chain Manager  
[Max.giraud@maginternational.org](mailto:Max.giraud@maginternational.org)  
+44-161 236 4311

*Proposal Submission to be submitted to the address above in sealed envelopes bearing the markings:*

"Supplier name" response to MAG Tender: MAG/ 2010/Protection equipment  
Containing the following:

- 3 full hard copies to be submitted
- 1 electronic copy of the Quotation response format – Excel document on CD or flash drive

The closing time and date for the receipt of tenders pursuant to this invitation to tender **16.00 BST 06/04/2010** ("the closing date").

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours sincerely,

Max Giraud  
Supply Chain Manager  
Mines Advisory Group (MAG).



<b>DOCUMENT TITLE</b>	Invitation to Tender-Participation file	<b>DOCUMENT REFERENCE</b>	ITT
<b>AUTHOR</b>	Peter Wright	<b>DATE</b>	18/03/10
<b>ISSUE</b>	1	<b>DOCUMENT TYPE</b>	Invitation to Tender

### CONDITIONS OF TENDERING

**Tenders** must be received by **16.00 BST 06/04/2010** Tenders received after the closing date will not be considered, unless in MAG's sole opinion there are exceptional circumstances which have caused the delay.

**Correspondence:** Communications relating to the tender must be addressed to the person identified in the covering letter accompanying the tender.

**Compliance:** MAG reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

**Right to reject all tenders:** MAG is under no obligation to accept any tender.

**Power to accept part of a tender:** MAG may, unless the tenderee expressly stipulates to the contrary in the tender, accept whatever part or parts of it MAG decides.

**Specification:** If the tenderee wishes to propose modifications to the specification (which may provide a better way to achieve MAG's contract objectives) these must be considered as an alternative offer. The Tenderee must make alternative offers in a separate letter to accompany the tender. MAG is under no obligation to accept alternative offers.

**Confidentiality:** Tenderers must treat the invitation to tender and all associated documentation supplied by MAG as confidential.

**Prices:** MAG does not bind itself to accept the lowest tender. All prices quoted shall be on an Ex Works basis (incoterms 2000) *inclusive of all costs* except Value Added Tax (VAT) or other locally applicable taxes. VAT or other locally applicable taxes where applicable, shall be shown separately.

**Purchasing conditions:** Any and all contracts entered into as a result of this call for tender will be subject to MAG's general conditions of purchasing detailed in Annex 3 unless expressly agreed otherwise in writing.

**Preferred Supplier:** Although the successful bidder will become the preferred supplier for these items, this Tender will not constitute an exclusive contract and in the event that the supplier cannot meet the stipulated lead time or specification then another supplier shall be sought by MAG for that particular purchase.

**Questions / Request for clarification** must be received by **29/03/2010** and must be addressed to the person named in the Tender and marked: "Supplier name" response to MAG tender: MAG/2010/Protection equipment"

*Tenderers are requested not to contact MAG during the tender assessment period, unless through the formal questioning mechanism outlined above. Or if they are an existing MAG supplier, and then only in pursuit of existing MAG business.*



<b>DOCUMENT TITLE</b>	Invitation to Tender-Participation file	<b>DOCUMENT REFERENCE</b>	ITT
<b>AUTHOR</b>	Peter Wright	<b>DATE</b>	18/03/10
<b>ISSUE</b>	1	<b>DOCUMENT TYPE</b>	Invitation to Tender

### Invitation to Tender

*Issued by: MAG procurement Department*

*Author: Max Giraud*

*Date: 18/03/2010*

#### INTRODUCTION

MAG (Mines Advisory Group) is a neutral and impartial humanitarian organization clearing the remnants of conflicts for the benefit of communities worldwide. MAG works in current and former conflict zones to clear the remnants of those conflicts, enabling recovery and assisting the development of affected populations. MAG consults with local communities and works to lessen the threat of death and injury, while releasing reclaimed and safe land and other vital resources back to the local population, helping countries to rebuild and develop their social and economic potential.

MAG has worked in around 35 countries since 1989 and currently has operations in Afghanistan, Angola, Burundi, Cambodia, Chad, Columbia, Cyprus, Democratic Republic of Congo, Gaza, Iraq, Lao P.D.R., Lebanon, Republic of Congo, Rwanda, Somalia, Sri Lanka, Sudan Pakistan and Vietnam.

*MAG was a founder of the International Campaign to Ban Landmines and is co-laureate of the 1997 Nobel Peace Prize*

#### Timetable

Invitation to Tender Timeframe	
Activity	Date
Issue ITT	<b>18/03/2010</b>
Deadline for receipt of questions.	<b>29/03/2010.</b>
Questions answers published on website	<b>31/03/2010</b>
Deadline for return of proposals	<b>06/04/2010 16 00 BST</b>
Purchasing Committee – Supplier applications	<b>07/04/2010</b>
Purchasing Committee – Review of tender proposal	<b>08/04/2010</b>
Requests for presentations (if required)	<b>12/04/2010</b>
Presentation from suppliers (if required)	<b>15/04/2010</b>
Recommendation to senior management	<b>16/04/2010</b>
Inform suppliers of result	<b>20/04/2010</b>
Award Contract	<b>15/05/2010</b>
“Go live” with supplier /service provider	<b>15/05/2010</b>



<b>DOCUMENT TITLE</b>	Invitation to Tender-Participation file	<b>DOCUMENT REFERENCE</b>	ITT
<b>AUTHOR</b>	Peter Wright	<b>DATE</b>	18/03/10
<b>ISSUE</b>	1	<b>DOCUMENT TYPE</b>	Invitation to Tender

#### Participation Procedure

The participation procedure will be carried out in two successive stages.

1. Review of suppliers applications
2. Review of tender proposals from qualifying applicants.

Companies interested in submitting a tender shall present their application at the same time as their tenders.

Responses should be sent in a single envelope which will contain two envelopes corresponding to the two different sections of the tender:

- Supplier Applications
- Supplier Tender Proposals

Language: All documents shall be submitted in English

The application and Tender shall be submitted together before the deadline for reception of applications.

To:

Mines Advisory Group (MAG)  
Max Giraud  
Supply Chain Manager  
68, Sackville Street  
M1 3NJ Manchester  
UK

It is the responsibility of the Bidder to ensure that their offer is complete and meets MAG's requirements. Failure to satisfy all aspects of the ITT may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully and answer fully all questions asked.

#### III.1) Presentation of application

The application must be submitted in an envelope entitled "Administrative proposal "Supplier name" response to MAG tender: MAG/ 2010 Protection equipment"

Which contains;

- References from 3 clients with contact names and telephone numbers.
- Supplier registration form
- Supplier Questionnaire
- General Conditions of Purchase

All of which must be duly initialled and signed by an authorised person.



<b>DOCUMENT TITLE</b>	Invitation to Tender-Participation file	<b>DOCUMENT REFERENCE</b>	ITT
<b>AUTHOR</b>	Peter Wright	<b>DATE</b>	18/03/10
<b>ISSUE</b>	1	<b>DOCUMENT TYPE</b>	Invitation to Tender

### **Supplier Pre selection**

Applications will be examined according to two sequential criteria,

- Exclusion criteria: To ascertain whether tenderers can take part in the tendering procedure
- Selection criteria: To ascertain the technical and professional capacity and economic and financial capacity of each tenderer having passed the exclusion stage.

#### Exclusion criteria:

Candidates or Bidders will be excluded from participation in a procurement procedure if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
2. They have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata.
3. They have been guilty of grave professional misconduct proven by any means which MAG can justify.
4. They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the UK – MAG's country of origin or of those of the country where the contract is to be performed.
5. They have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Communities' financial interests.
6. Following another procurement procedure of grant award financed by the European Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Candidates or Bidders must certify that they are not in one of the situations above.

In addition, contracts may not be awarded to any tenderer who, during the procurement procedure:

- is subject to a conflict of interest with MAG;
- is guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fails to supply this information.

By returning these application documents duly initialled and signed, tenderers state they are not in one or more of the situations described above and undertake to send to MAG, within seven (7) calendar days following the receipt of MAG's request, any additional document MAG considers necessary to perform its checks.

#### Selection criteria:

This part concerns the information given in the supplier questionnaire, each tenderer can also include any other document he wishes, to assist us in judging their suitability according to the below criteria:



<b>DOCUMENT TITLE</b>	Invitation to Tender-Participation file	<b>DOCUMENT REFERENCE</b>	ITT
<b>AUTHOR</b>	Peter Wright	<b>DATE</b>	18/03/10
<b>ISSUE</b>	1	<b>DOCUMENT TYPE</b>	Invitation to Tender

Selection criteria are (in no particular order): financial viability, level of experience, ability to adapt to the requirements of the activities of MAG (working language, company structure etc), activity level and volume.

### **Tender Specification**

Presentation of tender

Tenderers are invited to submit their best technical and economic tender to the exact formats and specifications below. Tenders not respecting these formats and specifications will be rejected.

The tender must be submitted in an envelope entitled "Tender proposal "Supplier name" to MAG tender: MAG/ 2010/ Protection equipment"-  
This must also be supplied in **electronic format**.

Which contains;

- Technical documentation with a picture of each product for which a tender has been submitted.
- Price proposal for each item requested
- Certificates of origin for the goods you are proposing if available
- Ballistic performance and testing certificates

Quotations must be duly initialled and signed by an authorised person.

Currency unit: all prices shall be expressed in USD free of VAT. This is to allow for a fair comparison of prices, following the award of the contract the working currency will be decided between MAG and the contracted party. Where exchange rates have been used to arrive at a USD figure this should also be provided.

Tender validity: tenders shall remain valid for a period of three (3) calendar months after the deadline for receipt of tenders.

### **Tender Presentation**

Tenders will be made using and fulfilling the tables in Annex 5 it will be preferred if tenders address the entire lot since lots constitute coherent product groups.

All fields are mandatory

Prices and lead times should be firm and valid for the one (1) year duration of the agreement from the date of its signature by both Parties. Although due to fluctuations in world currency markets prices will be reviewed on a quarterly basis.

Compliance: your basic offer shall be strictly in accordance with the technical specifications specified in the appendix 4.

Additionally tenderers can propose an alternative with the basic offer if they consider it economically and technically interesting for MAG, by indicating very precisely the differences that it presents compared to the specification standards.



<b>DOCUMENT TITLE</b>	Invitation to Tender-Participation file	<b>DOCUMENT REFERENCE</b>	ITT
<b>AUTHOR</b>	Peter Wright	<b>DATE</b>	18/03/10
<b>ISSUE</b>	1	<b>DOCUMENT TYPE</b>	Invitation to Tender

## **Bid Analysis**

Award of the contract shall be based on the following criteria (in no particular order):

### *Specific to Protection equipment*

- Capacity to hold prepositioned stock of 20 units of each product

### *Service Delivery Issues*

- Evidence of your understanding of our business needs.
- Ability to offer the appropriate product at an economically advantageous price to MAG globally.
- Availability and quality of after sales services – e.g. equipment set up, repair, troubleshooting
- Overall service your company is able to provide to MAG.
- How efficient and effective your working methods will be.
- Quality and quantity of resources.
- Ability to handle emergency situations with rapid turnaround within, but also after normal business hours.
- Provision of management reports.
- Advanced technological support and ability to produce financial and tracking reports on an on-going basis.
- Key strengths; details of any services that are unique to the service provider.
- Clear project plan to be implemented once the contract has been awarded.
- Reputation and client references.

### *Price*

- Clear breakdown of costs.
- Proposals for future continuous improvement that should result in costs being reduced throughout the life of the contract.
- Additional services that the service provider would be willing to provide MAG at no cost.

### *Payment*

- The ability and willingness to offer MAG a minimum 30 day credit account will be a key requirement of the tender
- Only one invoice should be arranged per MAG PO. e.g. Freight fee and storage fees on a single invoice (itemized out)

The contract shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

MAG reserves the right to award the contract to one or more suppliers and will not have to justify its final decision.