Mines Advisory Group (MAG) has received grants from various international donors for the implementation of its humanitarian aid operation in Iraq. To run its operations, MAG Iraq requires the provision of Petrol and Diesel Fuel therefore requests interested suppliers to submit compliant bid(s) for the mentioned goods.

**Tender Reference** **Petrol and Diesel Fuel - SD23-IQ-EHO-012**

Purchaser MAG – Iraq (Mines Advisory Group)

Language All documents regarding this tender will be in English.

Tender Costs MAG Shall not be liable for any costs incurred in the submission of any proposal.

**Documents included in this Tender Kit**

* Tender Instructions
* Annex 1: Invitation to Tender (Advertisement)
* Annex 2: Technical Proposal and Compliance Statement of Specifications and Tender Terms
* Annex 3: Supplier Registration Form
* Annex 4: MAG Policies and Statements

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| --- |
| **1. Tender Timetable** |

|  |  |  |
| --- | --- | --- |
|  | Activity | Date |
| 1 | Tender publication and Invitation to Tender. | 23 August 2023 |
| 2 | Clarification period end | 11 September 2023 |
| 3 | Deadline for bids submission | 13 September 2023 - 16:00 Iraq time |

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| **2. General Instructions** |

**Tender Publication**

This tender has been published in the following channels:

<https://ngosjobs-bids.com/bids>

<https://www.ncciraq.org/en/opportunities/for-individuals/bids-tenders>

<https://www.iraq-businessnews.com/tenders/>

<https://www.iapg.org.uk/tenders/>

<https://www.maginternational.org/accountability/tenders/>

The Annex1 - ITT – Invitation to Tender, contains a copy of the published information.

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| **2. Tender Application** |

Bidders interested in participating in this tender must:

* Submit Annex 2 – Technical Proposal, filled, signed and stamped. Mandatory.
* Submit Annex 3– Supplier Registration Form, filled and signed. Mandatory.
* Bank statement for the last 6 months. Mandatory.
* **Copy of Business Registration with the Ministry of Trade in Federal Iraq.** Mandatory.

**AND/OR:**

* **Copy of Business Registration with the Ministry of Trade in Kurdistan Iraq Region (KRI).** Mandatory.
* License of Oil services specialty from the Ministry of Natural Resources (Kurdistan Iraq Region). Optional.
* Client list where the bidder has supplied similar products with complete contract details and contact information of the clients. Mandatory.
* References from 3 existing/past clients. Mandatory
* Copy of existing or past contracts for delivery of Fuel. Optional.

**BID SUBMISSION**

The Submission should include the following documents

|  |  |  |
| --- | --- | --- |
|  | **MANDATORY INFORMATION** | Description of the content |
| 1 | Annex2 - Technical Proposal & Compliance Statement of Specifications and Terms |  |
| 2 | Annex3 - Supplier Registration Form.xlsx |  |
| 3 | Company Registration (Business License) | * Copy of Business Registration with the Ministry of Trade in Federal Iraq   AND/OR:   * Copy of Business Registration with the Ministry of Trade in Kurdistan Iraq Region (KRI) |
| 5 | License of Oil services specialty from the Ministry of Natural Resources (Kurdistan Iraq Region |  |
| 6 | References from 3 existing/past clients |  |
| 7 | Bank statement for the last 6 months |  |
| 8 | Copy of existing or past contracts for delivery of Fuel |  |

**Clarification period**

Bidders that require any clarification about the tender process can refer their questions to the following address.

|  |
| --- |
| *Tender Administrator*  *Procurement Department*  *Email: Tender.magiraq@maginternational.org* |

When requesting clarifications, no reference to prices can be made. No phone calls or instant messages concerning this tender will be accepted to the MAG office or to any MAG staff. Bidders trying to contact MAG by other means different to the provided email address will be automatically disqualified from the process.

Answers to the individual questions will be anonymized and be shared back to all bidders that have submitted a proposal.

**Tender Submission by email**

**The default method for tender submission is by email to: *Tender.magiraq@maginternational.org***

**Submission instructions**

The Subject of the emails must comply with the examples below:

* + Provision of Petrol and Diesel Fuel-SD23-IQ-EHO-012

**Tender Submission in Paper**

**Envelope Preparing**

* The submission must be done in sealed envelope. The envelope must be label as follows:

|  |
| --- |
| Petrol and Diesel Fuel - SD23-IQ-EHO-012 |

* All documents, must be sent to the office in a sealed envelope.
* Clarification questions must be addressed to the office address in letters or by email. At the time of dropping the Envelop in the designated location, the bidder’s representative will be requested to provide his name and email address. The purpose of this email address is to be able to send clarifications to questions raised by any other bidder.
* A printed copy of the clarifications will be made available upon request, for bidders that do not have shared an email address.

**Tender Submission in Paper**

Address for documents submission

|  |
| --- |
| MAG OFFICE LOCATION  The tender committee  Mines Advisory Group (MAG)  Erbil Head Office  Ashtar Area Ainkawa, 245/ 2/ 394, Erbil – Iraq |

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| **2. Tender Process** |

**Bids Opening Session**

The Bids Opening session is not public. MAG will undertake assessment of bids using a documented process.

**Committee Evaluation of Proposals**: Only bids that have been accepted during the Bids Opening Session will be considered for evaluation.

The evaluation of the bids is regulated by MAG Internal procedures. Each section contributes to a % of the total score, as described below:

|  |  |  |
| --- | --- | --- |
| No | Criteria | Weightage |
| 1 | Business Registration with the Ministry of Trade in Federal Iraq | 15% |
| 2 | Business Registration with the Ministry of Trade in Kurdistan Iraq Region (KRI). | 15% |
| 3 | License of Oil services specialty from the Ministry of Natural Resources (Kurdistan Iraq Region) | 20% |
| 4 | Similar Experience (Dealing with Fuel supplies in Iraq) | 20% |
| 5 | MAG Iraq Experience for similar products delivery to and Federal Iraq (FI) | 10% |
| 6 | MAG Iraq Experience for similar products delivery to Kurdistan Region (KRI) | 10% |
| 7 | Supplier Capacity (To be Evaluated during the Site visits – More detailed in Annex | 10% |
| Total | | 100% |

***Minimum passing score is 60%***

### Site Visit

Shortlisted bidders which pass the technical evaluation stage will be visited for Due Diligence and capacity evaluation. During the visit the Committee will check the physical existence of the bidder and its office, Number of staffs, quality certification if any, evaluate the capacity to meet MAG’s delivery schedules. This includes assessing ability of the bidder to supply the required quantities to remote field bases efficiently.

### Financial evaluation

Bidders which pass the Administrative and Technical evaluation of the tender, will be selected for the signing of the Framework Agreements. Please note the MAG might shortlist/sign framework agreement with multiple suppliers/bidder and when required, the purchaser (MAG Iraq) shall ask for price quote on a monthly basis/need basis from the contracted suppliers, and issue the MAG purchase order to the best priced supplier. As the delivery of fuel will be required at multiple locations in Iraq (locations mentioned in the title of this tender) MAG Iraq will issue the purchase order/s to the most financially advantageous offer for that respective location.

### Important Notes:

* When required, the MAG shall place orders to the supplier, through an authorized MAG Purchase Order.
* The Framework Agreement number shall be annotated on all the Purchase Order.
* Several MAG Purchase Orders may be placed for delivery to different destinations. Each MAG Purchase Order is an individual Contract for delivery and invoicing.
* The quantities to be supplied shall be stated in MAG Purchase Order.
* The PURCHASER is under no obligation to place MAG Purchase Orders.
* MAG Purchase Order will not become valid until signed and stamped by both the MAG and the supplier.
* The delivery of the items on the Purchase Order must be made within 5 days following the signing of MAG Purchase Order by the supplier.
* The supplier shall deliver the goods stated in MAG Purchase Order to the MAG destination, as stated in MAG Purchase Order. Delivery is on the supplier’s account and unloading is on at the MAG’s account.
* All products (Diesel and Petrol) will be tested for quality before unloading. The quality test reports of the official KRG laboratories (in Erbil and Duhok) are acceptable.
* All the truck/tankers used by the supplier for delivering fuel to MAG should have a proper fuel meter/counter, and the same may be subjected to testing at any time.

**Negotiation, Award, and non-exclusiveness**

* MAG reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.
* MAG reserves the right to award the contract to one or more suppliers. MAG has the right to negotiate the best and final offer.
* Supplier Vetting: MAG will evaluate the suppliers following the MAG vetting system. Suppliers that do not meet the vetting requirements will be disqualified.
* Failure to deliver: This tender will not constitute an exclusive contract and in the event that the supplier cannot meet the specification then another supplier shall be sought by MAG for that particular purchase.
* Termination: MAG has the right to terminate agreements arising from this call for tenders at any time.