



Invitation to Tender - Instruction Sheet

1.	Introduction													
1.1	Purchaser	The Purchaser is: MAG (The Mines Advisory Group)												
1.2	Two-Stage Tender	<p>The tender process will comprise of two stages.</p> <p>1. The validation of suppliers, based on the Supplier’s Registration Questionnaire. Tenderers that pass the supplier registration will then be put forward to the second stage:</p> <p>2. The analysis of the bid, based on the tender proposal and the tender offer questionnaire.</p> <p>Tenderers are to submit complete offers by the specified deadline.</p>												
1.3	Tender Name	The name of the tender is: MAG 24 02 Medical												
1.4	Tender costs	MAG shall not be liable for any costs incurred in the submission of any proposal.												
1.5	Timeframe	<p>Invitation to Tender Timeframe</p> <table><thead><tr><th>Activity</th><th>Date</th></tr></thead><tbody><tr><td>Publication of ITT</td><td>01/05/2024</td></tr><tr><td>Deadline for submission of clarification questions</td><td>20/05/2024</td></tr><tr><td>Clarification questions answered and published</td><td>07/06/2024</td></tr><tr><td>Deadline for tender proposals submission</td><td>21/06/24 1600 UK BST</td></tr><tr><td>Award Contract</td><td>12/07/2024</td></tr></tbody></table>	Activity	Date	Publication of ITT	01/05/2024	Deadline for submission of clarification questions	20/05/2024	Clarification questions answered and published	07/06/2024	Deadline for tender proposals submission	21/06/24 1600 UK BST	Award Contract	12/07/2024
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2	Preparation of Bids													
2.1	Language	The language of the Bid is: English												
2.2	Tender Documents	<p>Tenderers must complete and return the following documents:</p> <p>Supplier Registration Questionnaire (with ALL requested attachments). (If you are already registered with MAG you will need to resubmit this document)</p> <p>Supplier Offer Questionnaire (with annexes)</p> <p>Pricing Questionnaire</p>												

		The above must be returned as separate files, as the Pricing Questionnaire will be marked in isolation.
2.3	Presentation of Tender	<p>Bidders are invited to submit their best technical and economic tender to the exact formats and specifications below. Tenders not respecting these formats and specifications may be rejected.</p> <p>The tender consists of 3 individual lots:</p> <ul style="list-style-type: none"> • Lot 1 - Medical equipment and pharmaceuticals. • Lot 2 – Portable Defibrillators. • Lot 3 – Medical Training mannequins. <p>You are invited to bid on all 3 lots. If you submit a bid for just 1 or 2 lots, this will be considered a valid submission.</p>
2.4	Submission of Tender Documents	<p>In accordance with our commitment to reducing our carbon footprint, MAG invites tenderers to submit their tenders electronically via email.</p> <p>Please return files in MS Word or PDF format, and name the files as following;</p> <p>1st Stage: The email containing the Supplier Registration Questionnaire shall be named:</p> <p>Medical Tender - Supplier Registration Questionnaire – Supplier Name</p> <p>2nd Stage: In two separate emails, please attach the Supplier Offer Questionnaire and Pricing Questionnaire respectively. Please name them as:</p> <p>Medical Tender – Supplier Offer Questionnaire – Lot Name – Supplier Name</p> <p>Medical Tender – Pricing Questionnaire – Lot Name – Supplier Name</p> <p>The email address is: tenders@maginternational.org</p>
2.5	Clarifications	<p>Questions / Requests for clarification at the proposal stage only must be received by email to tenders@maginternational.org by 20/05/2024 and must be marked: "Supplier name"</p> <p>Request for Clarification to MAG tender: MAG 24 02 Medical</p> <p><i>Bidders are requested not to contact MAG during the tender assessment period, unless through the formal questioning mechanism outlined above. If they are an existing MAG supplier, they may contact MAG only in relation to existing MAG business.</i></p> <p>Responses to requests for clarification shall be relayed to all tender participants on 07/06/2024.</p>
2.6	Alternative Bids	<p>The bidder's offer shall be strictly in accordance with the technical specifications specified in proposal.</p> <p>Additionally, bidders can propose an alternative to the 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.</p> <p>Alternative tenders must be submitted as a separate tender proposal.</p> <p>MAG is under no obligation to consider alternative tenders.</p>
2.7	Prices	<p>MAG does not bind itself to accept the lowest tender. All prices quoted shall be <i>exclusive</i> of Value Added Tax (VAT) or other locally applicable taxes.</p> <p><i>Suppliers must hold prices firm for a period of 6 months.</i></p> <p>Any orders made by MAG are to be accepted at the agreed price on the date of the order.</p>

		Any quotations provided, outside the agreed prices in the tender, must be held firm for a period of 30 days.
2.8	Currency Unit	MAG would prefer all prices to be expressed in USD. If you cannot submit a bid in USD, we will accept your working currency and compare using MAG monthly exchange rate. MAG uses the European Commission monthly exchange rate . 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.
2.9	Authorisation	The Bidder is required to include with its bid the Authorisation or other proof that the bidder is an appointed agent of the offered service where applicable.

3	Submission and Opening of Bids	
3.1	Signing of Bid	Tender documents shall be signed by an authorised signatory of the bidder
3.2	Deadline	<p>Tenders received after the closing date will not be considered, unless in MAG's sole opinion there are exceptional circumstances that justify a delay.</p> <p>The opening of the tenders is not public.</p> <p>Deadline for submission of complete offer is: 21/06/24 1600 UK BST</p>
3.3	Compliance	MAG reserves the right to reject all tenders not submitted in the format specified.
3.4	Right to reject all tenders	MAG is under no obligation to accept any tender.
3.5	Right to accept part of a tender	MAG may, unless the bidder expressly stipulates to the contrary, accept whatever part or parts of an offer MAG desires.
4	Evaluation, and Comparison of Tenders	
4.1	Two-Stage Process	<p>The tender evaluation will consist of two stages:</p> <ol style="list-style-type: none"> 1. Evaluation of Supplier Registration Questionnaires <p>Suppliers whose offers pass the prequalification will then be put forwarded to take part in the second stage:</p> <ol style="list-style-type: none"> 2. Evaluation of Supplier Questionnaire and Pricing Questionnaire <p>Should any tender have been deemed to have failed at any point in the assessment, the rest of the tender will not be assessed.</p>
4.2	Stage 1 Pre-Qualification Selection Criteria:	<p>This stage concerns the information given in the Supplier Questionnaire. Each tenderer must also include the documents requested as appendices:</p> <p>The criteria assessed in pre-qualification are:</p> <p>Satisfactory references</p> <p>Scope of service</p> <p>Insurance</p>

		Legal Obligations Financial reliability Quality Assurance Health and Safety Code of Conduct (MAG Policies adherence)
4.3	Stage 2 Tender Proposal Analysis –Service Quality 70% Weighting	The following criteria will be assessed: <ul style="list-style-type: none"> • Service and Support • Shipping • Value Added
4.4	Stage 2 Tender Proposal Analysis –Pricing 30% Weighting	The following financial criteria will be assessed: <ul style="list-style-type: none"> • Pricing
4.5	Site Visit / Presentation	As part of the tender process, a site visit by a member of the MAG staff, and/or a short presentation by the bidder at MAG premises may be required.
5	Award of Agreement	
5.1	Scope of Agreement	MAG intends to issue a 24 months (2 year) agreement with a Preferred Supplier with the option to extend for a further 12 months (1 year) period. MAG may choose more than one Preferred Supplier to supply geographical regions.
5.2	Disclaimer	MAG reserves the right to disregard any and all proposals.
5.3	Award	The agreement 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.
5.4	Purchasing conditions	All agreements entered into as a result of this call will be subject to MAG's General Conditions of Purchasing unless expressly agreed otherwise in writing.
5.5	Review Process	There will be a formal progress review meeting three months after the signing of the agreement, between the winning bidder's designated account manager and the MAG HQ Procurement Department
5.6	Preferred Supplier	Although the successful bidder will become the preferred supplier for these items, this tender will not constitute an exclusive agreement.