# Mines Advisory Group (MAG) has received grants from various international donors for the implementation of its humanitarian aid operation in Iraq. MAG requires provision and delivery of Toyota Spare Parts in Erbil. MAG requests you to submit price bid(s) for the items detailed on the attached MAG Bid Form (Annex 3).

**Tender Reference** **Toyota Spare Parts - SD23-IQ-EHO-010**

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: Financial Proposal Template
* Annex 4: Supplier Registration Form
* Annex 5: Annex 5: MAG Policies and Statements

|  |
| --- |
| **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 |

**Tender Submission in Paper**

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

See below the instructions for paper submission.

**Submission instructions**

* Two separated emails are expected:
  + A first Submission containing the Technical Proposal, all the mandatory documents and the company information details.
  + A second submission containing the Financial Proposal

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

* + First Submission: Provision of Toyota Spare Parts- 1st SUBMISSION**,** SD23-IQ-EHO-010
  + Financial proposal: Provision of Toyota Spare Parts-FINANCIAL PROPOSAL, SD23-IQ-EHO-010

**Envelope Preparison**

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

|  |  |
| --- | --- |
| Envelope 1: FIRST SUBMISSION  Toyota Spare Parts - SD23-IQ-EHO-010 | Envelope 2: FINANCIAL PROPOSAL  Toyota Spare Parts - SD23-IQ-EHO-010 |

* All documents, samples and pictures must be sent to the office on a sealed envelope or bag marked as First Submission.
* 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.

**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 |