# 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 and/or Mosul. 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

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| **1. Tender Timetable** |

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|  | 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 – Financial Proposal Template, filled and signed. Mandatory.
* Submit Annex 4 – Supplier Registration Form, filled and signed. Mandatory.
* References from 3 existing/past clients. Mandatory.
* Bank statement for the last 6 months. Mandatory.
* Submit a Copy of Business Registration. Mandatory.
* Toyota authorized dealership certificate (If available). Optional
* Comply with MAG mandatory Policies and Statements for Suppliers and Contractors included in Annex 5.
* Allow a visit from the committee members to bidder’s premises if/when required.

**FIRST SUBMISSION**

The First Submission should include the following MANDATORY documents

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|  | **MANDATORY INFORMATION** | Description of the content |
| 1 | Annex2 - Technical Proposal & Compliance Statement of Specifications and Terms |  |
| 2 | Annex4 - Supplier Registration Form.xlsx | Including the acceptance of Annex5 - MAG POLICIES and Statements |
| 3 | Company Registration (Business License). | Proof of legal status of the company or description, place of registration and principal place of business. |
| 4 | Toyota authorized dealership certificate (If available). |  |
| 5 | Proof of having office/Shop/Dealership/Warehouse in Erbil and/or Mosul |  |
| 6 | References from 3 existing/past clients |  |
| 7 | Bank statement for the last 6 months |  |

**FINANCIAL SUBMISION**

The second email should \*ONLY\* contain the Financial Proposal:

**Annex3 - Financial Proposal Template**

**Clarification period**

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

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| *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*

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
* The attachments can be sent in a compressed format. Only ZIP and RAR are accepted.
* In case of technical issues related to the size of the email, the bidder can split the content and send it in several emails, always keeping all the financial information separated from the rest of the information.
* In case multiple proposals are received from the same bidder, only the last ones before the deadline will be considered.

NOTE: Any prices or financial information are included within the First submissions will result in the immediate disqualification of the bidder.

**Tender Submission in Paper**

Address for documents submission

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

**Envelope Preparing**

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

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| 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.

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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:

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| * The bidder has an authorized dealership of Toyota in Mosul/Erbil | 15% |
| * Ability to supply all the mentioned Lots | 5% |
| * Return/Exchange of defected /wrong spare parts | 5% |
| * Spare parts quality assessment during physical visit to the bidder premises | 10% |
| * The bidder agrees to MAG Purchase terms as detailed in Annex 2 | 5% |
| * Financial Evaluation | 60% |

***Important notes:***

* The bidders must have an office/Shop, and Warehouse in Erbil and/or Mosul.
* The minimum passing score for the technical evaluation is 30 of 40.

Bidders must not use abnormally high or low rates or prices. If, in MAG’s opinion, the overall tendered amount is abnormally low or high, MAG may exclude the bidder from consideration to undertake the project.

MAG’s decision on whether a tender is compliant will be final.

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

* Within the bids technically and administratively compliant, the evaluation committee awards the market to the: Most economically advantageous (offers that may not be the cheapest in money but that have the best quality or service/price ratio) in compliance with the principles of transparency and equal treatment for potential contractors).
* 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.