



Tender Instruction Sheet

1.	Introduction													
1.1	Purchaser	The Purchaser is: MAG												
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 Registration Questionnaire.</p> <p>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 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 23 02 PTT												
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>31/07/2023</td></tr><tr><td>Deadline for submission of clarification questions</td><td>11/08/2023</td></tr><tr><td>Clarification questions answered and Published</td><td>25/08/2023</td></tr><tr><td>Deadline for tender proposals submission</td><td>08/09/2023 1900 UK BST</td></tr><tr><td>Award Contract</td><td>06/10/2023</td></tr></tbody></table>	Activity	Date	Publication of ITT	31/07/2023	Deadline for submission of clarification questions	11/08/2023	Clarification questions answered and Published	25/08/2023	Deadline for tender proposals submission	08/09/2023 1900 UK BST	Award Contract	06/10/2023
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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)</p> <p>Supplier Offer Questionnaire (with annexes)</p> <p>Pricing Questionnaire</p> <p>Service Level Agreement (signed and stamped)</p> <p>The above must be returned as separate files, as the Pricing Questionnaire will be marked in isolation.</p>												

2.3	Presentation of Tender	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.
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>PTT Tender - Supplier Registration Questionnaire – Supplier Name</p> <p>2nd Stage: In two separate emails, please attach the Supplier Questionnaire and Pricing Questionnaire respectively. Please name them as:</p> <p>PTT Tender – Supplier Offer Questionnaire – Supplier Name</p> <p>PTT Tender – Pricing Questionnaire – 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 11/08/2023 and must be marked: “Supplier name” Request for Clarification to MAG tender: MAG 23 02 PTT</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 25/08/23 on the MAG website.</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>Suppliers must hold prices firm for a period of 12 months.</p> <p>If there are to be any price increases during this time, they must be agreed in writing with MAG, and MAG must be given 30 days written notice. Should a supplier wish to change a price based on significant fluctuations to the exchange rate, the formula for price revision is indexed to the average monthly or annual exchange rate of the dollar against the currency the invoice is paid in.</p> <p>Any orders made by MAG are to be accepted at the agreed price on the date of the order.</p> <p>Any quotations provided, outside the agreed prices in the tender, must be held firm for a period of 30 days.</p>
2.8	Currency Unit	All prices shall be expressed in USD and be 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.

3	Submission and Opening of Bids	
3.1	Scope of Agreement	MAG intends to issue a 24 month (2 year) agreement with a Preferred Supplier. This may be extended by a further 12 months subject to agreement by both parties.
3.2	Signing of Bid	Tender documents shall be signed by an authorised signatory of the bidder.
3.3	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: 06/10/23 1900 UK BST</p>
3.4	Compliance	MAG reserves the right to reject all tenders not submitted in the format specified.
3.5	Right to reject all tenders	MAG is under no obligation to accept any tender.
3.6	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 consists of two stages:</p> <ol style="list-style-type: none"> 1. Evaluation of Supplier Registration Questionnaire <p>Suppliers whose offers pass the supplier registration process will then be put forwarded to take part in the second stage:</p> <ol style="list-style-type: none"> 2. Evaluation of Supplier Offer 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 Supplier Registration Selection Criteria:	<p>This stage concerns the information given in the Supplier Registration Questionnaire. Each tenderer must also include the documents requested as appendices:</p> <p>The <i>criteria</i> assessed in pre-qualification are:</p> <ul style="list-style-type: none"> Satisfactory references Scope of service offered Insurance Provision Legal Obligations Financial reliability Quality Assurance Health and Safety Ethical Conduct

4.3	Stage 2 Tender Proposal Analysis –Service Quality 60% Weighting	The following financial criteria will be assessed: <ul style="list-style-type: none"> • Timely Service and Support • Technical Offer • Lead Times • Shipping and Delivery • Airtime Services • Value Added Services
4.4	Stage 2 continued Tender Proposal Analysis –Pricing 40% Weighting	The following 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 or via MS teams call may be required.
5	Award of Agreement	
5.1	Disclaimer	MAG reserves the right to reject any and all proposals.
5.2	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.
5.3	Purchasing conditions	Any and all agreements entered into as a result of this call will be subject to MAG’s Service Level Agreement unless expressly agreed otherwise in writing.
5.4	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 MAG.
5.5	Preferred Supplier	Although the successful bidder will become the preferred supplier for these items, this tender will not constitute an exclusive agreement and in the event that the supplier cannot meet the stipulated lead time or specification requirements then another supplier shall be sought by MAG for that particular order.