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|  | Tender Instruction Sheet | |
| **1.** | **Introduction** | |
| **1.1** | **Purchaser** | The Purchaser is: MAG International |
| **1.2** | **Two-Stage Tender** | The tender process will comprise of two stages.   1. The validation of suppliers, based on the Supplier Registration Questionnaire   Tenderers that pass the supplier registration will then be put forward to the second stage:   1. The analysis of the bid based on the tender proposal and the tender questionnaire.   Tenderers are to submit complete offers by the specified deadline. |
| **1.3** | **Tender Name** | The name of the tender is: MAG 2022 08 IT Hardware |
| **1.4** | **Tender costs** | MAG shall not be liable for any costs incurred in the submission of any proposal. |
| **1.5** | **Timeframe** | |  |  | | --- | --- | | Invitation to Tender Timeframe | | | **Activity** | **Date** | | Publication of ITT | 14/08/23 | | Deadline for submission of clarification questions | 28/08/23 | | Clarification questions answered and published | 04/09/23 | | Deadline for tender proposals submission | 18/09/23 19:00 GMT | | Award Contract/Agreement | 18/10/23 | |
| **2** | **Preparation of Bids** | |
| **2.1** | **Language** | The language of the Bid is: English |
| **2.2** | **Tender Documents** | Tenderers must complete and return the following documents:  Supplier Registration Questionnaire  Supplier Offer Questionnaire  Technical Specification  Pricing Questionnaire  Service Level Agreement (signed and stamped)  MAG Policies (signed and stamped)  MAG Standard Terms & conditions (signed and stamped)  The above must be returned as separate files, as the Pricing Questionnaire will be marked in isolation. |
| **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** | In accordance with our commitment to reducing our carbon footprint, MAG invites tenderers to submit their tenders electronically via email.  Please return files in MS Word or PDF format, and name the files as following:  1st Stage: The email containing the Supplier Registration Questionnaire shall be named:  Global Network Tender - Supplier Registration Questionnaire –*Supplier Name*  2nd Stage: In two separate emails, please attach the Supplier Questionnaire and Technical Specification Questions to one and the Pricing Questionnaire to another. Please name them as:  Global Network Tender – Supplier Questionnaire and Technical Questions – *Supplier Name*  Global Network Tender – Pricing Questionnaire – *Supplier Name*  The email address is: [tenders@maginternational.org](mailto:tenders@maginternational.org)  We would prefer electronic submissions, but if you do choose to submit in paper, documents must be marked in the same way. |
| **2.5** | **Clarifications** | Questions / Requests for clarificationat the proposal stage onlymust be received by email to [tenders@maginternational.org](mailto:tenders@maginternational.org) by 28/08/23 and must be marked: “*Supplier name*” Request for Clarification to MAG tender: **MAG 23 03 Global Network Tender.**  *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.*  Responses to requests for clarification shall be relayed to all tender participants on 04/09/23 on the MAG website, <http://www.maginternational.org/tenders/tenders/> |
| **2.6** | **Alternative Bids** | The bidder’s offer shall be strictly in accordance with the technical specifications specified in proposal.  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.  Alternative tenders must be submittedas a separate tender proposal.  MAG is under no obligation to consider alternative tenders. |
| **2.7** | **Prices** | MAG does not bind itself to accept the lowest tender. All prices quoted shall be *exclusive* of Value Added Tax (VAT) or other locally applicable taxes.  The prices quoted by the Bidder should be valid for 30 days and pricing methodology fixed for 12 months |
| **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 5 year agreement with a Preferred Supplier. This may be extended by a further 24 months subject to agreement by all parties.  This may not be an exclusive agreement and MAG retains the right to award a number of contracts |
| **3.2** | **Signing of Bid** | Tender documents shall be signed by an authorised signatory of the bidder |
| **3.3** | **Deadline** | Tenders received after the closing date will not be considered, unless in MAG’s sole opinion there are exceptional circumstances that justify a delay.  The opening of the tenders is not public.  Deadline for submission of complete offer is: **18/09/2023 19:00 GMT** |
| **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** | The tender evaluation will consist of two stages:   1. Evaluation of Supplier Registration Questionnaire and all relevant attachments/ references   Suppliers whose offers pass the supplier registration process will then be put forwarded to take part in the second stage:   1. Evaluation of Supplier Offer Questionnaire, Technical Questions and Pricing Questionnaire   Should any tender have been deemed to have failed at any point in the assessment, the rest of the tender will not be assessed. |
| **4.2** | **Stage 1**  **Supplier Registration Selection Criteria:** | This stage concerns the information given in the Supplier Registration Questionnaire. Each tenderer must also include the documents requested as appendices:  The *criteria* assessed in pre-qualification are:   * Satisfactory references * Scope of service offered * Insurance Provision * Legal Obligations * Professional Bodies and Industry Certification * Financial reliability * Sanctions Screening * Quality Assurance * Health and Safety * Ethical Conduct |
| **4.3** | **Stage 2**  **Tender Proposal Analysis – Service Quality**  **60% Weighting** | The following criteria will be assessed:   * Service and Support * Shipping * Technical Support * Product Details * Value Added * Company Profile |
| **4.4** | **Stage 2 continued**  **Tender Proposal Analysis – Pricing**  **40% Weighting** | The following criteria will be assessed:   * 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 online may be required. |
| **5** | **Award of Agreement** | |
| **5.1** | **Disclaimer** | MAG reserves the right to reject any or all proposals. |
| **5.2** | **Award** | The agreement shall be awarded to the tender offering the best value for money, 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, terms & conditions and Policies 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 HQ. |
| **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 service specification requirements then another supplier shall be sought by MAG for that particular shipment. |