

## 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 pricing for each lot and the Supplier 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: <b>MAG 25 01 HEAT</b>												
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>25/07/2025</td></tr><tr><td>Deadline for submission of clarification questions</td><td>08/08/2025</td></tr><tr><td>Clarification questions answered and published</td><td>14/08/2025</td></tr><tr><td>Deadline for tender proposals submission</td><td><b><u>29/08/2025 17:00 BST</u></b></td></tr><tr><td>Award Contract/Agreement</td><td>19/09/2025</td></tr></tbody></table>	Activity	Date	Publication of ITT	25/07/2025	Deadline for submission of clarification questions	08/08/2025	Clarification questions answered and published	14/08/2025	Deadline for tender proposals submission	<b><u>29/08/2025 17:00 BST</u></b>	Award Contract/Agreement	19/09/2025
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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 annexes</p> <p>Supplier Offer Questionnaire with technical specifications and annexes</p> <p>Essential Criteria Questionnaire</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>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>												

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		<p><b>MAG 25 01 HEAT Tender - Supplier Registration Questionnaire – <i>Supplier Name</i></b></p> <p>2nd Stage: In a separate email, please attach the Supplier Offer Questionnaire.</p> <p><b>MAG 25 01 HEAT Tender – Supplier Offer Questionnaire – <i>Supplier Name</i></b></p> <p><b>MAG 25 01 HEAT Tender – Essential Criteria Questionnaire – <i>Supplier Name</i></b></p> <p>The email address is: <a href="mailto:tenders@maginternational.org">tenders@maginternational.org</a></p>
2.5	Clarifications	<p>Questions / Requests for clarification at the proposal stage only must be received by email to <a href="mailto:tenders@maginternational.org">tenders@maginternational.org</a> by <b>08/08/2025</b> and must be marked: “<i>Supplier name</i>” Request for Clarification to MAG tender: MAG 25 01 HEAT</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 <b>14/08/2025</b> and on the MAG website, <a href="https://www.maginternational.org/accountability/tenders/">https://www.maginternational.org/accountability/tenders/</a></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. If you are proposing more than one vehicle for a particular Lot, please fill out a new Pricing Document for each submission.</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 6 months.</p> <p>If there are to be any price increases after this time, they must be agreed in writing with MAG, and MAG must be given 30 days written notice.</p> <p>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. MAG uses the <a href="#">European Commission</a> Monthly Exchange rate.</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	<p>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.</p>
3	<b>Submission and Opening of Bids</b>	
3.1	Scope of Agreement	<p>MAG intends to issue a 24 months (2 year) Framework agreement with Preferred Suppliers for all Lots. This may be extended by a further 12 months subject to agreement by both parties.</p>
3.2	Signing of Bid	<p>Tender documents shall be signed by an authorised signatory of the bidder.</p>

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3.3	<b>Deadline</b>	Tenders received after the closing date will not be considered, unless in MAG's sole opinion there are exceptional circumstances that justify a delay.  Deadline for submission of complete offer is: <b><u>29/08/2025 17:00 BST</u></b>
3.4	<b>Compliance</b>	MAG reserves the right to reject all tenders not submitted in the format specified.
3.5	<b>Right to reject all tenders</b>	MAG is under no obligation to accept any tender.
3.6	<b>Right to accept part of a tender</b>	MAG may, unless the bidder expressly stipulates to the contrary, accept whatever part or parts of an offer MAG desires.
4	<b>Evaluation, and Comparison of Tenders</b>	
4.1	<b>Two-Stage Process</b>	<p>The tender evaluation consists of two stages:</p> <ol style="list-style-type: none"> <li>1. Evaluation of Supplier Registration Questionnaire</li> <li>2. Evaluation of Essential Criteria Questionnaire</li> </ol> <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"> <li>3. Evaluation of Supplier Offer Questionnaire</li> </ol> <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	<b>Stage 1 Supplier Registration Selection Criteria:</b>	<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> <p>Satisfactory references</p> <p>Scope of services offered</p> <p>Insurance Provision</p> <p>Legal Obligations</p> <p>Financial reliability</p> <p>Quality Assurance</p>
4.3	<b>Stage 2a Tender Proposal Analysis – Supplier offer questionnaire</b>	<p>The following weighted criteria sections will be assessed:</p> <ul style="list-style-type: none"> <li>• 20% Pricing Per Participant</li> <li>• 5% Discount Pricing</li> <li>• 30% Previous Experience</li> <li>• 5% Trainer Contracts</li> <li>• 30% Planned HEAT Courses</li> <li>• 10% Desirable</li> </ul>

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<b>4.5</b>	<b>Site Visit / Presentation</b>	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 conference call may be required.
<b>5</b>	<b>Award of Agreement</b>	
<b>5.1</b>	<b>Award</b>	The agreement shall be awarded to the tender(s) 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 suppliers.
<b>5.2</b>	<b>Purchasing conditions</b>	All agreements entered into as a result of this tender will be subject to MAG's Service Level Agreement unless expressly agreed otherwise in writing.
<b>5.3</b>	<b>Review Process</b>	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.
<b>5.4</b>	<b>Preferred Supplier(s)</b>	Although the successful bidders will become the preferred supplier(s) for these items, this tender will not constitute an exclusive agreement and if the supplier cannot meet the stipulated lead time or specification requirements then another supplier shall be sought by MAG for that requirement.