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| **1.** | **Introduction** | |
| **1.1** | **Purchaser** | The Purchaser is: MAG |
| **1.2** | **Four-Stage Tender** | The tender process will comprise mainly of four 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. 2. Written proposal by invited parties, after which point three preferred bidders will be selected 3. Oral presentation to the tender committee by the three preferred bidders, after which point a firm will be selected. 4. Selected firm to conduct the impact assessment |
| **1.3** | **Tender Name** | The name of the tender is: **Evaluation of Mines Advisory Group’s project Physical Security and Stockpile Management Support to Strengthen the Ecuadorian National Capacity** |
| **1.4** | **Tender costs** | MAG shall not be liable for any costs incurred in the submission of any proposal. |
| **1.5** | **Confidentiality** | By receiving the tender documentation, you agree to keep strictly confidential and to use only for the purpose of this tender, all information relating to the operation, services and affairs of MAG, however it is obtained. |
| **1.6** | **Timeframe** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  | |  | |  | | | Invitation to Tender Timeframe | |  | |  | | | **Activity** | **Date** | |  | |  | | | Invitation to Tender | 27.09.24 | |  | |  | | | Written proposals submitted to MAG | 18.10.24 | |  | |  | | | Shortlist firms notified  Oral Presentations to the selection panel | 23.10.24  28.10.24 | | | |  | | | Preferred bidder notified  Appointment confirmation | 30.10.24  31.10.24 | |  | |  | |   If you have any preliminary questions, please get in touch before 11th October in order for MAG to respond. |
| **2** | **Preparation of Bids** | |
| **2.1** | **Language** | The language of the Bid has to be submitted in English. Nevertheless, it should be noticed that the consulting team is expected to have proficiency in Spanish language (see Terms of Reference) |
| **2.2** | **Tender Documents** | Please find enclosed:  1. Supplier Registration Questionnaire  2. Expression of Interest form  3. Detailed Tender Overview (Terms of Reference)  4. Relevant MAG Policies  Tenderers must complete and return the following documents:   * Signed Expression of Interest Form * Competed Supplier Registration Questionnaire with associated annexes * Written proposal |
| **2.3** | **Presentation of Tender** | Bidders are invited to submit their best technical tender to the 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;  The email containing the Expression of Interest and competed supplier registration questionnaire, shall be named:  **Ecuador PSSM Impact Assessment - EOI - *Supplier Name***  The email containing the Supplier written proposal shall be named:  **Ecuador PSSM Impact Assessment - Supplier Proposal– *Supplier Name***  The email address is: [humanresources@maginternational.org](mailto:humanresources@maginternational.org) |
| **2.5** | **Clarifications** | Questions / Requests for clarificationat the proposal stage onlymust be received by email to humanresources@maginternational.org by 04.10.24 and must be marked:  **“*Supplier name*” Request for Clarification Ecuador PSSM Impact Assessment**  *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 11.10.24 |
| **2.6** | **Prices** | MAG does not bind itself to accept the lowest tender. All prices quoted shall include Value Added Tax (VAT) or other locally applicable taxes. Suppliers must hold prices firm for a period of 3 months. 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. |
| **2.7** | **Currency unit** | Prices shall be expressed in USD (United States Dollars) and inclusive of any local applicable taxes.  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 contract up to the end of the assessment period (May 2025) |
| **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 the written proposal is: **18/10/2024 23:59 EDT**  The email address is: [humanresources@maginternational.org](mailto:tenders.ecuador@maginternational.org) |
| **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** | **Three-Stage Process** | The tender evaluation will consist of three stages:   1. Evaluation of Supplier Registration Questionnaire and receipt of Expressions of Interest   Suppliers whose offers pass the supplier registration process will then be put forward to take part in the second stage:   1. Evaluation of written proposal   The three highest scoring suppliers will be put forward to take part in the third stage:   1. Oral Presentation to the tender committee   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:**  **PASS OR FAIL** | This stage concerns the information given in the Supplier Registration Questionnaire. Each tenderer must also include the supporting documents requested as appendixes:  The criteria assessed in pre-qualification are:  Number of years established  Scope of Services  Previous related projects/impact assessments  Relevant Experience in the sector  Health and Safety  Ethics and Conflicts of Interest |
| **4.3** | **Stage 2**  **Tender Proposal Analysis** | The following criteria will be assessed (supporting documentation has to be annexed to the proposal):  **Qualifications (25%)**  Evaluation criteria:   * Implementation of, at least, 3 impact evaluations of development, humanitarian, security or related projects. * Experience assessing humanitarian security, armed violence reduction, or similar projects is a plus * Experience assessing projects funded by United States Government Agencies is a plus   (The experience has to be documented and proof of the conducted assessments, such as contracts or completion certificates have to be annexed  **Proposed services (50%)**  The proposal will be analysed under the current section, and has to include:   * Content of the proposal suitable for the requirements * Proposed methodology for the qualitative and/or quantitative research * Detailed budget * Value for money of the proposal * Workplan   **Personnel qualifications (25%)**  Documented with CVs of relevant staff involved in the project |
| **4.4** | **Stage 3**  **Interview** | The presentation by the bidder will be at MAG premises week commencing 28.10.2024. Where the supplier is unable to attend in person teleconferencing facilities can be used.  Suppliers shall ensure they are available during these dates. |
| **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 most suitable proposal, based on the quality of the technical and service provision of the successful tenderer.  After the award, a Service Level Agreement will be drafted and agreed between both parties. |
| **5.3** | **Purchasing conditions** | Any and all agreements entered as a result of this call will be subject to MAG’s Service Level Agreement unless expressly agreed otherwise in writing. |
| **5.4** | **Review and Monitoring Process** | There will be a formal meeting after the award of the tender, between the winning bidder’s designated account manager and key personnel and MAG.  MAG will require ongoing monitoring and review meetings for the length of agreement. |
| **5.5** | **Agreement** | Although the successful bidder will become MAG’s consultant , this tender will not constitute an exclusive agreement and in the event that the supplier cannot meet the requirements of MAG then another supplier shall be sought in that instance. |