



Invitation to Tender - Instruction Sheet

| | | | | | | | | | | | | | | | | |
|--|--------------------------|--|--------------------------------|--|-----------------|-------------|--------------------|------------|--|------------|--|------------|--|--------------------------|-----------------------|---------------------|
| 1. | Introduction | | | | | | | | | | | | | | | |
| 1.1 | Purchaser | The Purchaser is: MAG (The Mines Advisory Group) | | | | | | | | | | | | | | |
| 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’s Registration Questionnaire. 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 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: MAG SWA 01 Provision of medical support staff | | | | | | | | | | | | | | |
| 1.4 | Tender costs | MAG shall not be liable for any costs incurred in the submission of any proposal. | | | | | | | | | | | | | | |
| 1.5 | Timeframe | <table><tr><td colspan="2">Invitation to Tender Timeframe</td></tr><tr><td>Activity</td><td>Date</td></tr><tr><td>Publication of ITT</td><td>04/09/2024</td></tr><tr><td>Deadline for submission of clarification questions</td><td>16/09/2024</td></tr><tr><td>Clarification questions answered and published</td><td>18/09/2024</td></tr><tr><td>Deadline for tender proposals submission</td><td>30/09/24 16:00 UK BST</td></tr><tr><td>Award Contract</td><td>October 2024</td></tr></table> | Invitation to Tender Timeframe | | Activity | Date | Publication of ITT | 04/09/2024 | Deadline for submission of clarification questions | 16/09/2024 | Clarification questions answered and published | 18/09/2024 | Deadline for tender proposals submission | 30/09/24 16:00 UK BST | Award Contract | October 2024 |
| Invitation to Tender Timeframe | | | | | | | | | | | | | | | | |
| Activity | Date | | | | | | | | | | | | | | | |
| Publication of ITT | 04/09/2024 | | | | | | | | | | | | | | | |
| Deadline for submission of clarification questions | 16/09/2024 | | | | | | | | | | | | | | | |
| Clarification questions answered and published | 18/09/2024 | | | | | | | | | | | | | | | |
| Deadline for tender proposals submission | 30/09/24 16:00 UK BST | | | | | | | | | | | | | | | |
| Award Contract | October 2024 | | | | | | | | | | | | | | | |
| 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). (If you are already registered with MAG you will need to resubmit this document)</p> <p>Supplier Offer Questionnaire (with annexes)</p> <p>Pricing Questionnaire</p> | | | | | | | | | | | | | | |

| | | |
|------------|---------------------------------------|---|
| | | The above must be returned as separate files, as the Pricing Questionnaire will be marked in isolation. |
| 2.3 | Presentation of Tender | <p>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.</p> <p>The tender consists of 1 unique lot:</p> <ul style="list-style-type: none"> Provision of medical support staff <p>MAG may choose more than one Preferred Supplier to supply geographical regions.</p> |
| 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>Provision of Medical support staff Tender - Supplier Registration Questionnaire – Supplier Name</p> <p>2nd Stage: In two separate emails, please attach the Supplier Offer Questionnaire and Pricing Questionnaire respectively. Please name them as:</p> <p>Provision of Medical support staff Tender – Supplier Offer Questionnaire – Supplier Name</p> <p>Provision of Medical support staff Tender – Pricing Questionnaire– Supplier Name</p> <p>The email address is: soumission.senegal@maginternational.org</p> |
| 2.5 | Clarifications | <p>Questions / Requests for clarification at the proposal stage only must be received by email to soumission.senegal@maginternational.org by 16/09/2024 and must be marked: "Supplier name" Request for Clarification to MAG tender: MAG SWA 01 Provision of medical support staff</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 18/09/2024.</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>Any orders made by MAG are to be accepted at the agreed price on the date of the order.</p> |

MAG SWA 01 Provision of medical support staff - Invitation to Tender Instruction Sheet

| | | |
|------------|----------------------|--|
| | | Any quotations provided, outside the agreed prices in the tender, must be held firm for a period of 30 days. |
| 2.8 | Currency Unit | MAG would prefer all prices to be expressed in USD. If you cannot submit a bid in USD, we will accept your working currency and compare using MAG monthly exchange rate. MAG uses the European Commission monthly exchange rate . 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. |
| 2.9 | Authorization | The Bidder is required to include with its bid the Authorization or other proof that the bidder is an appointed agent of the offered service where applicable. |

| | | |
|------------|--|--|
| 3 | Submission and Opening of Bids | |
| 3.1 | Signing of Bid | Tender documents shall be signed by an authorized signatory of the bidder |
| 3.2 | 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: 30/09/24 1600 UK BST</p> |
| 3.3 | Compliance | MAG reserves the right to reject all tenders not submitted in the format specified. |
| 3.4 | Right to reject all tenders | MAG is under no obligation to accept any tender. |
| 3.5 | 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 consist of two stages:</p> <ol style="list-style-type: none"> 1. Evaluation of Supplier Registration Questionnaires & essential criteria <p>Suppliers whose offers pass the prequalification will then be put forwarded to take part in the second stage:</p> <ol style="list-style-type: none"> 2. Evaluation of Supplier 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 Pre-Qualification Selection Criteria: | <p>This stage involves the submission and verification of the essential required documents below:</p> <p>Copy of the trade register</p> <p>Legalized copy of the tax certificate up to date on the deadline for submission of offers.</p> <p>License or operating approval.</p> <p>Certification of Medical Staffing Services According to International Quality Standards</p> <p>professional liability insurance for the medical personnel provided.</p> <p>Each tenderer must include the requested documents</p> |

| | | |
|-----|--|--|
| | | <p>And then the verification of the information provided in the Supplier Questionnaire</p> <p>The criteria assessed in pre-qualification are:</p> <p>Satisfactory references</p> <p>Scope of service</p> <p>Insurance</p> |
| | | <p>Legal Obligations</p> <p>Financial</p> <p>Reliability Quality</p> <p>Assurance Health and Safety</p> <p>Code of Conduct (MAG Policies adherence)</p> |
| 4.3 | Stage 2 Tender Proposal Analysis –Service Quality 60% Weighting | <p>The following criteria will be assessed:</p> <ul style="list-style-type: none"> • Geographic presence, • Price validity period • Agent deployment time • Experiences • and all other criteria related to this service in the <i>MAG SWA 01</i> Supplier Offer Questionnaire for medical support for personnel |
| 4.4 | Stage 2 Tender Proposal Analysis –Pricing 40% Weighting | <p>The following financial criteria will be assessed:</p> <ul style="list-style-type: none"> • Pricing <p>This analysis is carried out on the basis of the total cost as specified in Annex B. Make sure you provide costs that are market-based and that will allow Mines Advisory Group (MAG) to analyze your offer adequately; MAG may choose more than one Preferred Supplier to supply geographical regions.</p> |
| 5 | Award of Agreement | |
| 5.1 | Scope of Agreement | MAG intends to issue a 12 months (1 year) agreement with a Preferred Supplier with the option to extend for a further 12 months (1 year) period. MAG may choose more than one Preferred Supplier to supply geographical regions. |
| 5.2 | Disclaimer | MAG reserves the right to disregard any and all proposals. |
| 5.3 | 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 various criteria outlined in the tender document and principles of transparency and equal treatment for potential contractors. |
| 5.4 | Purchasing conditions | All agreements entered into as a result of this call will be subject to MAG's General Conditions of Purchasing unless expressly agreed otherwise in writing. |

| | | |
|------------|---------------------------|--|
| 5.5 | 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 the MAG HQ Procurement Department |
| 5.6 | Preferred Supplier | <p>Although the successful bidder will become the preferred supplier for these services, this tender will not constitute an exclusive agreement.</p> <p>MAG reserves the right to sign a framework contract with several suppliers for the same types of services;</p> <p>Bidders having obtained at least a technical score of 30 out of 60 will be added to MAG's database of prequalified suppliers for future consultations.</p> |