# Mines Advisory Group (MAG) has received grants from various international donors for the implementation of its humanitarian aid operation in Iraq. MAG requires provision and delivery construction works in Zawita, Duhok and invites professional construction companies to apply to this tender.

**Tender Reference: SD24-IQ-EHO-013 Construction Works in MAG’s Base in Zawita, Duhok (Re-advertised)**

Purchaser Mines Advisory Group (MAG) - Iraq

Language All documents regarding this tender will be in English.

Tender Costs: MAG shall not be liable for any costs incurred in the submission of any proposal.

**Documents included in this Tender Kit**

* Tender Instructions
* Annex 1: Tender Cover Letter
* Annex 2: Technical Proposal and Compliance Statement of Specifications and Tender Terms
* Annex 3: Financial Proposal Template
* Annex 4: Supplier Registration Form
* Annex 5: MAG Policies and Statements
* Annex 6: Drawings

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|  | Activity | Date |
| 1 | Tender publication and Invitation to Tender | 11/10/2024 |
| 2 | Date of bidders site visits ***(Mandatory)*** | 22/10/2024 - **10:00** **Hrs. Iraqi Local Time** |
| 3 | Date for the Q&A session (For interested bidders) | 23/10/2024 - **10:00** **Hrs. Iraqi Local Time** |
| 4 | Clarification period end (answering questions by emails) | 23/10/2024 - **16:00** **Hrs. Iraqi Local Time** |
| 5 | Deadline for bids submission | 24/10/2024 - **12:00 Hrs. Iraqi Local Time** |

**Bidders must attend the site visit on the date and time specified above. Any bidder who submits a bid without visiting the site on 22 October 2024, will be disqualified.**

Interested bidders may contact MAG focal point via **00964 750 472 6816** for the site facilitation and the visit info.

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| **1. General Instructions** |

**Tender Publication**

This tender has been published in the following channels:

National:

* <https://ngosjobs-bids.com/bids>
* <https://www.iraq-businessnews.com/tenders/>

International:

<https://www.maginternational.org/accountability/tenders/>

<https://www.iapg.org.uk/tenders/>

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| **2. Tender Application** |

Bidders interested in participating in this tender must:

* Submit Annex 2 – Technical Proposal, filled, signed and stamped. (Mandatory)
* Submit Annex 3 – Financial Proposal Template filled and signed. (Mandatory)
* Submit Annex 4 – Supplier Registration Form filled and signed. (Mandatory)
* Submit a copy of Valid Registration Certificate in Construction **OR** general contracting in IRAQ - Federal Government or Kurdistan Region. (Mandatory)
* Provide copies of at least 3 Previous contracts for Similar Supplies/construction works for the period (2019 – 2024). (Mandatory)
* Submit a CV for the Civil Engineer employed with the bidder with a minimum five years' experience in work of an equivalent nature and volume. (Mandatory)
* Submit a Work plan in shape of Gant Chart showing the detailed activities and timelines from start to finishing the works. (Mandatory)
* The bidder to provide copy of the ID of the owner of the company (Mandatory)

**FIRST SUBMISSION – TECHNICAL**

The First Submission should include the following MANDATORY documents

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|  | **MANDATORY INFORMATION** | **Description of the content** |
| 1 | Annex2 - Technical Proposal |  |
| 2 | Submit Annex 4 – Supplier Registration Form filled and signed |  |
| 3 | Submit a copy of Valid Registration Certificate in Construction OR general contracting in IRAQ. | Federal Government or Kurdistan Region |
| 4 | Provide copies of at least 3 Previous contracts for Similar Supplies/construction works | For the period (2019 – 2024) |
| 5 | Submit a CV for the Civil Engineer employed with the bidder | Five years' experience in work of an equivalent nature and volume |
| 6 | Work plan in shape of Gant Chart showing the detailed activities and timelines from start to finishing the works |  |
| 7 | The bidder to provide copy of the ID of the owner of the company |  |

**SECOND SUBMISION – FINANCIAL**

Financial proposal must be submitted separately from the first (technical) proposal

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|  | **MANDATORY INFORMATION** | **Description of the content** |
| 1 | Annex3- Financial Proposal | Filled, signed, and stamped |

**Clarification period**

Bidders that require any clarification about the tender can refer their questions to the following address.

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| *Tender Administrator - Procurement Department*  *Email:* [*Procurement.IQ@maginternational.org*](mailto:Procurement.IQ@maginternational.org)  *Do not submit your bids at the above email address* |

When requesting clarifications, no reference to prices can be made. No phone calls or instant messages concerning this tender will be accepted to the MAG office or to any MAG staff. Bidders trying to contact MAG by other means different to the provided email address will be automatically disqualified from the process.

**1-Tender Submission by email:**

The default method for tender submission is by email to the following address.

[*Tender.magiraq@maginternational.org*](mailto:Tender.magiraq@maginternational.org)

**Online Submission instructions**

* Two separated emails are expected:
* A first Submission containing the Technical Proposal, and all the mandatory documents and the company information details.
* If the size of files is big to be submitted in the same email, you send the files of the proposal in multiple emails
* A second submission containing the Financial Proposal

**The Subject of the emails must comply with the below:**

* First Submission: Construction Work in Zawita- 1st SUBMISSION SD24-IQ-EHO-013
* Financial proposal: Construction Work in Zawita - FINANCIAL PROPOSAL SD24-IQ-EHO-013
  + The attachments can be sent in a compressed format. Only ZIP and RAR are accepted.
  + In case of technical issues related to the size of the email, the bidder can split the content and send it in several emails, always keeping all the financial information separated from the rest of the information.
  + In case multiple proposals are received from the same bidder, only the last ones before the deadline will be considered.

NOTE: Any prices or financial information are included within the First submissions will result in the immediate disqualification of the bidder.

**OR**

**See below the instructions for paper submission**

Address for documents submission

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| MAG Erbil Main office  The tender committee  Mines Advisory Group (MAG)  Erbil Head Office  Ashtar Area Ainkawa, 245/ 2/ 394, Erbil – Iraq |

**Envelope Preparing**

**The submission must be done in separated sealed envelopes. The envelopes must be labelled as follows:**

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| **Envelope 1: FIRST SUBMISSION**  **Construction Work in Zawita- 1st SUBMISSION SD24-IQ-EHO-013** | **Envelope 2: FINANCIAL PROPOSAL**  **Construction Work in Zawita -FINANCIAL PROPOSAL SD24-IQ-EHO-013** |

* All documents must be sent to the office in a sealed envelope or bag marked as First Submission.
* Clarification questions must be addressed to the office address in letters or by email. At the time of dropping the Envelop in the designated location, the bidder’s representative will be requested to provide his name and email address. The purpose of this email address is to be able to send clarifications to questions raised by any other bidder.
* A printed copy of the clarifications will be made available upon request, for bidders that do not have shared an email address.
* NOTE: Any prices or financial information are included within the First submissions will result in the immediate disqualification of the bidder.

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| **2. Tender Process** |

**Bids Opening Session**

The Bids Opening session is not public. MAG will undertake assessment of bids using a documented process.

**Committee Evaluation of Proposals**

Only bids that have been accepted during the Bids Opening Session will be considered for evaluation.

The evaluation of the bids is regulated by MAG Internal procedures. Each section contributes to a % of the total score, as described below.

**The technical evaluation (50%)**

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| **#** | **Criteria** | **Weightage** |
| 1 | Valid Registration Certificate in Construction **OR** general contracting in IRAQ - Federal Government or Kurdistan Region. | Construction Company: 10 points  General contracting company: 5 points |
| 2 | Copies of Previous similar Contracts | Copies of 7 similar contracts: 10points  Copies of 6 similar contracts: 8 points  Copies of 5 similar contracts: 6 points  Copies of 4 similar contracts: 4 points  Copies of 3 similar contracts: 2 points |
| 3 | CV for the Civil Engineer employed with the bidder with a minimum five years' experience in work of an equivalent nature and volume | 10 and more years’ experience: 10 points  5 and more years’ experience: 5 points  less than 5 years’ experience: 0 points |
| 4 | Work plan/ timeline in Gantt Chart form | Completion/Delivery in 30-40 days: 15 points  Completion/Delivery in 41-50 days: 12 points  Completion/Delivery in 51-60 days: 10 points  Completion/Delivery in 61-70 days: 08 points  Completion/Delivery in more than 70 days: 06 points |
| 5 | Bidder has a working office in Duhok (To be verified through physical visit by MAG) – Bidders are requested to clearly mention their office address in the Annex 4 – Supplier Registration Form | Bidder has an office in Duhok: 5 points  Bidder Does not have an office in Duhok: 0 points |

**\*Minimum passing score for technical evaluation is 30%**

**Financial evaluation (50%)**

The best value for money bidder(s) who pass the administrative and technical evaluations will be offered the contract for the respective lot(s).

Bidders must not use abnormally high or low rates or prices. If, in MAG’s opinion, the overall tendered amount is abnormally low or high, MAG may exclude the bidder from consideration to undertake the project. MAG’s decision on whether a tender is compliant will be final.

**Important notes for interested bidders:**

* MAG will arrange an online questions and answers session for all interested bidders at 10:00 Hrs. (Iraqi Local Time) on 22/10/2024. During the Questions and Answers session the MAG Technical Expert will be available to answer all the questions related to this tender which the bidders may have. Interested bidders who wish to attend the Q&A session may send an email by 22/10/2024 to the email: [*Procurement.IQ@maginternational.org*](mailto:Procurement.IQ@maginternational.org)and MAG will share a link for MS teams meeting to attend the session. The Q&A session will be recorded and will be made available to all interested parties. If you are interested in getting access to the recorded session please contact MAG via [*Procurement.IQ@maginternational.org*](mailto:Procurement.IQ@maginternational.org)
* The work site is located in district of Zawita Road and GPS coordinates are: 36°53'18.1"N 43°07'26.2"E
* Interested bidders may contact MAG focal point via **00964 750 472 6816** for the site facilitation and the visit info.
* The selected supplier(s) will be responsible for the safe keeping of all them materials, equipment, and machinery and MAG is not responsible for any loss under any circumstances. In addition to this, the selected supplier will also responsible for the safety and security of its staff and workers. Also, cleaning the site after completion of the works.
* **Defect liability Retention Payment: 10% if the contract value will be retained by MAG and released after Defect Liability Period of 90 Days of completion of 100% of works and project handover/delivery. The retention fee of 10% will be released to the contractor upon issuance of a satisfactory work/ delivery completion Certificate by MAG.**
* MAG reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.
* MAG reserves the right to award the contract to one or more suppliers. MAG has the right to negotiate the best and final offer.
* Supplier Vetting: MAG will evaluate the suppliers following the MAG vetting system. Suppliers that do not meet the vetting requirements will be disqualified.
* Failure to deliver: This tender will not constitute an exclusive contract and in the event that the supplier cannot meet the specification then another supplier shall be sought by MAG for that particular purchase.
* Termination: MAG has the right to terminate agreements arising from this call for tenders at any time.
* MAG is not liable for any costs incurred by bidders during the proposal submission process. This includes expenses related to preparing documentation, site visits, or seeking clarifications. Bidders should be aware that all costs associated with these activities are non-reimbursable. For example: “The expenses for site visits and proposal preparation are the sole responsibility of the bidders and will not be reimbursed by MAG.
* **Bidders must attend the site visit on the date specified in the time table ( see first page of this file). Any bidder who submits a bid without visiting the site on 22 October 2024, will be disqualified. Please make sure to attend to the location on time.**