

21 May 2024

Dear Sir/Madam,

Instruction to Bidders

Ref: RFQ-NFA-CAR-052024

MAG invites you to submit quotations to provide Flight agent services for National Travels and Cargo services for National and International locations

Obligations of the Supplier

1. Provide flight options for flights on locations needed
2. Recommend the most reliable flight to be used in the cases of urgency
3. Provide Cargo services and port clearances on request
4. Handle rebooking, re-routings, cancellation of tickets.
5. Assign one (1) contact person to handle all MAG bookings 24/7 hours.
6. Indicate lead time of response on the RFQ document

Suppliers should return the following to make their bid;

1. A copy of your Corporate Affairs Commission (CAC) certificate as proof of being a registered company for local vendors or duly registration certification/license to operate as flight agents
2. VAT/ Tax clearance certificate or evidence of registration
3. An **ID copy** of the legal representative.
4. A list of past references; at least 3.
5. Detailed company profile
6. MAG RFQ Form & MAG Registration Form

Deadline for submission of complete offer is 12 pm on Monday 27th May 2024.

All bids should be submitted via email to: Procurement.Nigeria@maginternational.org

MAG will consider all submissions and make an award based on an assessment of the quality, lead times and value for money of the service offered.

Any agreements entered into as a result of this call will be subject to MAG's Service Level Agreement or Terms and Conditions unless expressly agreed otherwise in writing.

All bidders will be contacted with the outcome of the award.

MAG reserves the right to reject any or all proposal.

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

Information submitted in response to this RFQ will be held in confidence.

The contract awarded will be on a Fixed Price

Yours' Sincerely



Gathoni Nduati
Base Manager, Nigeria.

Date:	21-May-24
RFQ Reference:	RFQ-NFA-CAR-052024

SUPPLIER DETAILS	CONSIGNEE DETAILS
Supplier Name:	MAG Office or Field Location: NIGERIA
Supplier Address:	Location Address: 4 Fez Street Wuse 2, Abuja FCT
Contact Person Name:	Contact Person Name: Nathaniel Bako
Phone:	Phone: 07035743127
Email Address:	Email Address: procurement.nigeria@maginternational.org
<input type="checkbox"/> Supplier Registration form is sent attached to this RFQ (mandatory for new suppliers, not registered on the database)	Remarks:

MAG <<NIGERIA>> requests your quotation for the following items.
Please provide your quotation using your own format or return this form completed

					Currency NAIRA
N°	Items Description (add translation on line below where necessary)	Unit of Measure	Quantity	Agent fee per ticket	Response Time (days)
001	National Flight Agent Specific Services would include but not limited to: 1. Provide itinerary options for review 2. Reservation of flight. 3. Booking and payment for flights Cargo Services (Local & International) 5. Provide itinerary adjustments as needed 6. On call for travel needs/requests,. 7. 24/7 booking service	4.	1	One Way: _____ Round Trip: _____ Re-Route: _____	

IF YOU CAN NOT QUOTE: PLEASE RETURN THIS FORM SIGNED AND STAMPED WITH THE COMMENT "NO QUOTE"

PAYMENT TERMS & CONDITIONS	SUPPLIER'S ACKNOWLEDGEMENT
Offer Validity (months) <input type="checkbox"/> 12 <input type="checkbox"/> 24 <input type="checkbox"/> Other: __	Suppliers' Representative Name: Date: Signature & Stamp:
Applicable Withholding Tax <input type="checkbox"/> Included <input type="checkbox"/> Not Included	
Payment Terms (after invoice) <input type="checkbox"/> 15 days <input type="checkbox"/> 30 days <input type="checkbox"/> Other: __	
Payment Modality <input type="checkbox"/> Bank Transfer check / <input type="checkbox"/> Other: __	
Warranty Information: (days/months)	

All our suppliers shall comply with the MAG Policies published on <https://www.maginternational.org/accountability/tenders/>
 MAG is committed to maintain the highest ethical standards in its supply chain. Report any suspected illegal activities by email to crime@maginternational.org



SUPPLIER REGISTRATION FORM v2_2

Ref.

Suppliers who fail to meet key criteria may be excluded from conducting business with MAG.

If a question does not apply to your business please state 'Not Applicable'.

Section 1 is the minimum needed for registration as a supplier of MAG International, further information may be needed upon contracting.

The following document contains questions to identify the suitability of suppliers in terms of technical experience and capability and the legal and financial standing of your organisation.

Section 1: COMPANY DETAILS AND GENERAL INFORMATION							
Full Registered Name of Supplier:							
Full Street Address:							
Post Code:		City:		Country:		PO Box:	
Telephone Number/s:							
Website:							
Contact Person Name:			Contact Person Job Title:				
Contact Person Email address:			Contact Person Phone No.:				
Full Name of Owner:			Date of Birth of Owner:				
Nationality / Citizenship of Owner:			ID / Passport Attached?:			YES / NO	
Full Name of Director/s:			Full Name of Director/s:				
ID / Passport Attached?:			YES / NO			ID / Passport Attached?:	
						YES / NO	
Full Name of Director/s:			Full Name of Director/s:				
ID / Passport Attached?:			YES / NO			ID / Passport Attached?:	
						YES / NO	
If there is no single owner, then please provide the Date of Birth and Registered Country of Citizenship for one of the directors below:							
Licence no./State where registered				VAT No./Tax I.D			
Subsidiaries/Representatives/Other Offices							
Name and registration number of Parent Company (if applicable)							
Type of Business	A Manufacturer	YES / NO	An Authorised Agent	Yes / No	Other (Please specify)		
	Year Established		Number of Employees				
Section 2: OUTSOURCING							
Will you be outsourcing any of the services you offer to MAG?		YES / NO	If yes, please give details?				
Section 3: EXPERIENCE AND REFERENCES							
Please provide details of 2 customers/clients for whom you have completed contracts for in the last 3 years. If you are working / have worked with other INGOs before, please include these organisations.							
Referees will be contacted at MAG's discretion, but please do ensure you inform referees that you will be submitting their details, and obtain their consent							
Organisation:		Organisation:		Organisation:			
Value of Contract:		Value of Contract:		Value of Contract:			
Year:		Year:		Year:			
Goods & Services Supplied:		Goods & Services Supplied:		Goods & Services Supplied:			
Email Address:		Email Address:		Email Address:			
Section 4: PAYMENT INFORMATION							
Payment Method:	Please confirm Bank Transfer is acceptable YES / NO			Terms of Payment: (MAG's preferred payment terms are 30 days)			
Currency:		Bank Name:		Account Name:			
Bank Address:							
Bank Account Number and Sort Code if applicable:				SWIFT / IBAN:			
Section 5: CODE OF CONDUCT, SUPPLIERS ETHICS & MAG POLICIES, TERMS & CONDITIONS							
MAG is a member of the Inter Agency Procurement Group and as such, seeks to follow the principles and Code of Conduct as set out by the Group, http://www.iapg.org.uk/							
If you have any concerns or suspicions regarding any aspect of safeguarding including abuse, harm, neglect, exploitation, bullying or harassment of staff (including partner and supplier staff), beneficiaries, children or vulnerable adults you can report it via the following email address which is only accessed by the Company Secretary who is independent of MAG's management structure and who reports directly to the Board. Email: reporting@maginternational.org							
If you have any concerns or suspicions regarding bribery, corruption and fraud, you can report it via the following email address which is only accessed by the Company Secretary who is independent of MAG's management structure and who reports directly to the Board. Email: crime@maginternational.org							
To be considered a supplier for MAG International you MUST adhere to all of the following: MAG Code of Conduct for Suppliers & Contractors; MAG's Environmental Policy; MAG's Conflicts of Interest Policy; MAG's Safeguarding Policy; MAG's Ethical Statement; MAG's Financial Misconduct & Crime Policy; MAG's Data Protection Policy; MAG's Modern Slavery Statement and MAG's Terms & Conditions. https://www.maginternational.org/accountability/tenders/							
Do you engage to conduct business respecting the above principles?			YES / NO	Signed:			
Section 6: DECLARATION							
I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:							
Signature:		Name: (please print):					

Organisation:		Position:		Date:	
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TERMS & CONDITIONS OF WORKING WITH MAG

Consult the policies outlined in this document online at:
<https://www.maginternational.org/accountability/tenders/>

1 Definitions and Interpretation:

These terms and conditions ("Conditions") provide the basis of any contract between the supplier ("Supplier") and Mines Advisory Group (MAG) (the "Customer"), in relation to the validly issued purchase order ("Order") (the Order and the Conditions are together referred to as the "Contract"). All of these must be understood, adhered to and not breached for a Supplier to be considered for any contractual relationship to the Customer.

2 Code of conduct and Ethical Standards:

- 2.1 The Supplier, its suppliers and sub-contractors, shall
- observe the highest ethical standards, and shall comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force,
 - comply with the following Customer policies, Safeguarding; Fraud, Anti-Bribery and Corruption; and Human Trafficking and Modern Slavery (together the "Mandatory Policies"), and
 - act in relation to the Contract in accordance with the principles of the Inter Agency Procurement Group Code of Conduct <https://www.iapg.org.uk/vendors>
- 2.2 The Supplier, its suppliers and sub-contractors shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with prohibited party armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against the sanctions lists included in Watchdog Elite.
- 2.3 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.
- 2.4 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies or (Supplier's Warranties, and shall inform the Customer of full details of any action taken in relation to the reported breach.

3 Environmental Policy:

The Customer shall:

- Work with our staff and suppliers to ensure that all waste is disposed of in line with legal and environmental requirements.
- Reduce the amount of waste produced by buying and utilising only what is required for purpose and ensuring the reuse and recycling of resources is managed effectively (as below).
- Utilise, and promote the use of, recycled materials whenever possible, ensuring that materials are disposed in an environmentally safe manner at the end of their useful life.
- Take into account the environmental impact of purchases, prioritising locally sourced and organically produced goods manufactured from environmentally friendly and recyclable materials where practicable.
- Reduce the amount of fossil fuel derived energy required for day to day operations by raising staff awareness and implementing a system of energy efficiency technology.
- Minimise the negative environmental impact arising through logistics and staff transportation; giving focus to alternative transport methods and maximising the efficiency of any fleet vehicles.
- Strive to build an environmentally friendly work culture through regular internal communication and stakeholder engagement. We encourage staff involvement in environmental issues through appropriate information, training and participation exercises to ensure competency.
- Monitor and comply with legal requirements as laid out in the EMS Compliance Register and also taking into account sector minimum equipment standards and contractual commitments, if applicable.
- Ensure the organisation maintains its awareness for continuous improvement, the environmental management system is regularly reviewed and is subject to annual external audit and three yearly reassessment against the requirements of the ISO 14001:2015 standard.

4 Safeguarding:

The Customer shall endeavour to protect people, particularly children, vulnerable adults and communities in receipt of assistance, from any harm from sexual exploitation, abuse and neglect that may be caused due to their coming into contact with MAG. It also includes harm caused by bullying and harassment in the workplace. Harm in this policy may arise from:

- The conduct of staff or personnel associated with MAG
- The design and implementation of MAG's programmes and activities.

The Customer applies 6 standards to safeguarding:

- Safe culture: the organisational culture for safeguarding MAG's workplace is built on respect, tolerance, diversity and inclusion that delivers a respectful environment for all

staff, and supports staff to create a safe environment in which to deliver the organisation's work.

- Safe People: recruitment, induction, training, staff conduct and equal opportunities MAG's HR policies, processes and systems set out, and implement, organisational responsibilities around the employee lifecycle. Ensure staff with responsibilities for safeguarding are appointed and skilled to undertake their roles
- Safe programmes: risk assessments, partnership arrangements are designed to prevent harm and abuse to the people with whom we work and the communities in which we work. National context is understood and reporting mechanisms are clear.
- Safe communications: use of information and images in MAG's communications activities feature appropriate images and stories of communities and children and ensure that they are not exposed to harm and abuse.
- Safe response: MAG treats any allegations related to safeguarding extremely seriously. We strive to learn and identify areas in which we could improve, and welcome feedback from any stakeholders. We commit to respectfully listening and supporting individuals who want to raise a concern or make a complaint. We will also ensure that genuinely held concerns will be thoroughly investigated.
- Safe Governance – account for safeguarding MAG's governance is based on our values, and promotes transparency, probity and accountability

5 Financial Misconduct & Crime Policy:

All parties shall:

- Protect MAG's and its donors' funds, property and assets, acting appropriately to ensure that they are not misappropriated, misdirected, lost, misused or damaged.
- Ensure that all financial transactions are properly authorised, recorded, reported and archived as required by MAG's financial framework and relevant laws, regulations and donor requirements.
- Abide by all relevant laws against financial crime.
- Report immediately any suspicion of financial misconduct, crime or non-compliance with this section.
- Investigate all suspicions of financial misconduct and financial crime.
- Report suspicions of financial crime and misconduct to MAG's Audit and Finance Committee, MAG's Board, its donors, the UK Charity Commission and national authorities when required.
- Inform and work collaboratively with local and / or international law enforcement bodies in relation to any related investigations and prosecutions.
- Take proportionate action against those who commit financial misconduct or crime, up to and including dismissal of MAG Staff and Associates and termination of contracts with partners and third parties.
- Seek to recover any losses wherever viable.

6 Data Protection:

The Customer will comply with the six data protection principles in the GDPR and will ensure that these are adhered to whenever processing any personal data. As a data controller, MAG is responsible for and required to demonstrate compliance with these principles. The Principles are:

- The Transparency Principle – personal data shall be processed lawfully, fairly and in a transparent manner
- Purpose Limitation – personal data shall be collected for specified, explicit and legitimate purposes. The purpose must be limited and lawful
- Data Minimisation – personal data shall be adequate, relevant and limited to what is necessary for the purpose of the processing
- Accuracy - personal data shall be accurate and, where necessary, kept up to date
- Storage Limitation – personal data shall be kept for no longer than is necessary for that purpose or those purposes. Please see departments' individual guidelines for data retention periods.
- Integrity and Confidentiality – personal data shall be processed securely with appropriate technical and organisational measures taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

7 Modern Slavery:

- The Customer is committed to ensuring that all procurement activities adhere to the principles of value for money, transparency and fair and open competition. We will not trade with any suppliers, which we have good reason to believe exploit people.
- Our procurement policy is clear that suppliers must comply with local laws and regulations and that all procurement activities are in accordance with MAG's Ethical Statement and Financial Crime Policy.
- MAG performs a vetting process to ensure that suppliers are not included in any US or EU list of individuals and organisations involved in supporting or financing terrorist activities or being involved in international crimes.
- The Customer will not engage in relationships that have the potential to have severe negative impact on our perceived or actual integrity or reputation. Such relationships are those which we judge to be in conflict with our achievement, fulfilment or adherence to our stated vision, mission and values and the activities which institutions and individuals fund MAG to undertake.
- We take reasonable steps to undertake due diligence on providers of services and individuals and organisations providing financial and in-kind support. The Statement sets out our minimum ethical expectations of clients, suppliers, investors, companies, organisational and individual donors. We ensure reasonable due diligence steps to satisfy ourselves that each partnership complies with our Ethical Statement.