

01-July-2025

Invitation to Tender

Reference: AD25.LAVTE.009_Annual Medical check-up for MAG Staff in Vientiane capital, Xiengkhouang and Khammuane provinces

MAG's vision is a safe and secure future for men, women and children affected by armed violence and conflict. Since 1989 we have worked in more than 40 countries to save lives and build futures by:

- Reclaiming land contaminated with the remnants of conflict, such as landmines, cluster munitions, bombs, shells and mortars;
- Finding ways to reduce the daily risk of death or injury for civilians; and
- Creating safe and secure conditions for development.

MAG shares the 1997 Nobel Peace Prize as a founding member of the International Campaign to Ban Landmines.

MAG Laos invites you to submit bid proposals for the **Annual medical check-up for 1,169 MAG staff (approximately) in Vientiane capital, Xiengkhouang and Khammuane provinces**, as detailed in the Technical Specifications document.

Details of the number of staff requiring medical check-ups and the expected timeframe for each location are as follows:

Location	Expected check-up period	Quantity of male staff (appx.)	Quantity of female staff (appx.)	Remarks
Xiengkhouang province	Between 04 to 21 Aug-2025	540	360	On-site check-ups at MAG base in Pek district
Vientiane capital	Between 25-Aug to 10-Sept-2025	15	17	Vientiane staff can visit designated Bidder's hospital or medical clinic for check-up
Khammouane province	Between 01 to 15 Sept-2025	147	90	On-site check-ups at MAG base in Langkhang village

Please find enclosed:

- Annex 1. Tender Cover letter
- Annex 2. Tender Instruction Sheet
- Annex 3. Supplier Registration Form
- Annex 4. Technical Specifications
- Annex 5. MAG Policies and Statements and supplier ethical standards
- Annex 6. Financial Specifications
- Annex 7. MAG Terms and Conditions of Purchase

To submit your bid offer, please send the following completed documents via email to tenders.laos@maginternational.org

Valid business registration and tax certificate in Laos

Annex 3. Supplier Registration Form (signed and stamped)

Annex 4. Technical Offer (signed and stamped)

Annex 5. MAG Supplier Ethical Standards (2-page version signed and stamped)

Annex 6. Financial Offer (signed and stamped)

Annex 7. MAG Terms and Conditions of Purchase (signed and stamped),

Or hard-copied bid documents could be submitted in a sealed envelope to:

Logistics Department, MAG Lao PDR office
Unit 20 ThongSangNang Road,
Ban Sisavath, Chanthabouly District,
Vientiane, Lao PDR



MAG Laos
Unit 20 Thongsangnang Road
Ban Sisavath, Chanthabouly District
Vientiane, Lao PDR
Tenders.laos@maginternational.org
www.maginternational.org

MAG reserves the right to disqualify incomplete submissions.

Any requests for Tender clarification may be submitted by electronic mail to tenders.laos@maginternational.org until **08/07/2025**.

Questions and responses will be collected and made available to all suppliers on **15/07/2025** via email.

Final bids submissions must be received by the deadline of **25/07/2025 at 16:00 (ICT)**

Attachment Link: <https://drive.google.com/drive/folders/1Q9wSOwGiZjtEDsFQpTCJKlpykuvB7Zh?usp=sharing>

Yours sincerely,
MAG Tender Committee