

22-July-2026

Invitation to Tender

Reference: AD26.LAVTE.010_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 1,130 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/ Expected service location
Vientiane capital	Between 07 - 09 October 2026	13	21	Staff based in Vientiane Capital will attend health check-ups at the provider's designated hospital or clinic. The provider shall offer flexible scheduling arrangements to accommodate staff availability and ensure efficient service delivery.
Khammouane province	Between 10 - 13 October 2026	116	77	Langkhang Village, Boualapha District, Khammouane.
Xiengkhouang province	Between 14 - 19 October 2026	525	378	Ngoi Village, Pek District, Xiengkhouang

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

1. Valid company's business registration and tax related certificate in Laos
2. Annex 3. Supplier Registration Form (signed and stamped)
3. Annex 4. Technical offer (signed and stamped)

4. Annex 5. MAG Supplier Ethical Standards (2-page version signed and stamped only): Submission of the 38-page version is not required. It is provided for bidders' reference only.
5. Annex 6. Financial offer (signed and stamped)
6. 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 reserves the right to disqualify incomplete submissions.

Any requests for Tender clarification may be submitted by electronic mail to ProcurementLA@maginternational.org until **29-July-2026**.

Questions and responses will be collected and made available to all suppliers by **05-August-2026** via email.

Final bids submission must be received by the deadline of **14-August-2026 at 16:00 (ICT)**

Attachments link: <https://drive.google.com/drive/folders/189df0Rz7F-vu9IUjN96AEsl7kmgMEYNQ?usp=sharing>

Yours sincerely,
MAG Tender Committee