



HANDICAP INTERNATIONAL / HUMANITY &  
INCLUSION

## TCall for Interest - Participation file

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**Reference: CFI/T-UKR-2024-KYIV-019**

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Hotel & train service for year 2024  
in Ukraine

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## Contents

1. Contract description .....	4
2. General conditions .....	4
3. Tendering schedule .....	5
4. Eligibility and Obligations.....	5
➤ Sub-contracting.....	6
5. Participation procedure.....	6
6. Bid selection criteria .....	8
➤ Important information on Framework Agreement/Contract prices: .....	8
7. Cancellation of a call for interest tender procedure .....	9
8. Ethics .....	10
9. Communication and usage of Handicap International name and logo.....	10
10. Awarding of contract.....	10



## **Purchaser Identification**

**Name:** Handicap International (HI) – Humanity & Inclusion (HI)

**Head office address Ukraine:** Kyiv, Esplanadna 20, office 700 Ukraine

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**Website:** [www.hi.org](http://www.hi.org)

Created in Lyon in 1982, Handicap International is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict and natural disaster.

Our action and campaigning is focused on addressing the essential needs of persons with disabilities and vulnerable groups, improving their living conditions and promoting respect for their dignity and their fundamental rights.

HI is reopening its mission in Ukraine when the conflict started in February in 2022. Since then, HI and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's program strategy is built around 3 pillars:

1. Armed Violence Reduction (AVR) including Victim Assistance and community-based RiskEducation.
2. Inclusion with projects covering; support to Disabled People Organizations and promotion of Rights; inclusive Disaster Risk Reduction, Growing Together; Disaster Safe Hospital Initiative; inclusive livelihood.
3. Health and Rehabilitation with project covering psychosocial and physical rehabilitation.

### **1. Contract description**

The objective of this call for interest to establish a Framework Agreement for the provision of Hotel & train service as detailed in annexure 3: Tender Hotel & train service - Technical Bid for year 2024 for HI's mission in Ukraine, within the scope of Services specification and rates approved. The scope of Services, rates and conditions will be set in the Framework Agreement. HI shall sign



non-exclusive Framework Agreement with one or multiple suppliers.

Economic conditions of the framework agreement:

The contract shall be signed for an initial period of 12 (twelve) months for general services provision as per scope of Services. At the end of this period, the contract shall terminate without HI having to take steps to revoke it. The contract is expandable for 12 (twelve) more months upon written agreement between parties.

The full service shall be operational on 20-03-2024

Invoicing shall be issued twice a month (for services provided from 1<sup>st</sup> till 15<sup>th</sup>, and for services provided from 16<sup>th</sup> till 31<sup>st</sup>(30<sup>th</sup>) day of each month) and in accordance with the pricing conditions given in the framework agreement. HI does not commit to the purchase of any minimum order.

This will allow HI to fasten contracting for the items when the projects and/or need arise without need for competitive bidding once the Framework Agreements are signed. The prices are firm and not revisable during the duration of the contract.

Contract execution address: Kyiv, Esplanadna 20, office 700 Ukraine

## 2. General Conditions

- a. By submitting a bid, tenderers accept without restriction all the general and specific conditions outlined in these specifications as being the only basis for this supply contract procedure, irrespective of their own conditions, which they hereby waive.
- b. Tenderers shall carefully examine and comply with all the instructions, forms, clauses, and specifications mentioned in this participation file.
- c. Failure to submit a bid containing all the information and documents requested by the specified closing date may result in the bid's rejection.

## 3. Tendering Schedule

- Publication date: February 12<sup>th</sup>, 2024
- Deadline for submissions of questions from bidders to HI: February 18<sup>th</sup>, 2024
- Publication of responses to questions by HI: February 23d, 2024
- Deadline for receipt of application bids from bidders: March 1<sup>st</sup>, 2024
- Deadline for the awarding of contracts: March 7<sup>th</sup>, 2024
- Notification to unsuccessful bidders: March 11<sup>th</sup>, 2024.

*Please note that the above dates are estimative and may be subject to change depending on HI's operational needs*



## 4. Eligibility and Obligations

All natural or legal persons of whatever nationality are eligible to apply. However, certain criteria will be grounds for excluding applications.

### **Exclusion criteria:**

Applicants or tenderers shall be excluded from the selection and award procedure in the following conditions:

- If they are bankrupt or their affairs are being wound up; their affairs are being administered by the courts; they have entered an arrangement with creditors; they have suspended business activities; they are the subject of proceedings concerning these matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- If they have been convicted of an offence concerning professional misconduct by a judgement which has the force of res judicata.
- If they have been found guilty of gross professional misconduct proven by any means which the contracting authorities can justify.
- If they have not fulfilled their obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country in which the contract is to be executed.
- If they have been the subject of a judgement which has force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests.
- If, following another procurement procedure or grant award procedure financed by the community budget, they have been found to be in serious breach of contract for failure to comply with their contractual obligations

**In addition, contracts shall not be awarded to applicants or tenderers who, during the procurement procedure:**

- Are in a position of conflict of interest.
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the award procedure or fail to supply this information.

**By returning this participation file duly initialed and signed**, the tenderers confirm that they are not in one or more of the situations described above and undertake to send to HI



within seven (7) calendar days following receipt of a request from HI any additional documents that HI considers necessary to perform its checks.

➤ **Sub-contracting**

If applicants or tenderers plan to work with subcontractors, they undertake to:

- a. Provide HI with the list of those services that it plans to subcontract.
- b. Obtain HI's formal agreement on the choice of prospective subcontractors.
- c. Obtain HI's agreement on the terms of payment of these sub- contractors.
- d. Send HI its contracts with subcontractors upon request

## 5. Participation Procedure

The call for Interest file is made up of the following documents. **If any document from the list is missing, the file will be considered administratively non-compliant and not evaluated further.**

### 5.1. For Administrative Compliance:

- a. This participation file shall be signed and stamped by the supplier.
- b. The Tender Application form shall be signed and stamped by the supplier.
- c. Submission of Valid (non-expired) Company registration
- d. A copy of the passport for the company owner and manager (ID or Passport)
- e. Submission of signed and stamped of Declaration of impartiality and confidentiality\_ eng\_ukr form by the supplier
- f. Submission of ENG – UKR – HI General Purchasing Conditions shall be signed and stamped by the supplier
- g. Submission of stamped Good Business practices HI\_ukr shall be signed and by the supplier
- h. Submission of signed & stamped Non disclosure agreement\_eng\_ukr by the supplier
- i. UKR – Code of conduct Integrity Prevention of Abuse and safeguarding shall be signed and stamped by the supplier and submitted.

### 5.2. For technical and financial evaluation:

- a. Technical Bid, shall be signed and stamped by the supplier.
- b. Financial Bid\_Pricing Matrix (prices inclusive of all applicable VAT and Tax) signed and stamped.  
**\*\*\*Financial Bid shall be inclusive as per all applicable taxes in Ukraine\*\*\*.**

Excel files, completed with your best offer, accompanied by your detailed quotations. Please detail your offer inside the matrix.

### For Due Diligence:

- a. **Bank statement balance for the past 4 months at least** including all the head office bank accounts (if bank accounts in several banks) signed.
- b. Individual transactions on the bank statement are not required to be shown.



- c. Working experience in the past in the form of service contract or Purchase order with INGO/NGO or any other business entity.
- d. List of at least 3 references, Name, Phone contact, email and company name be submitted with bid.

**Submission of Bids;** Tenderers shall submit copies of the bid through:

- a. **Digital file:** shall be sent through email to the dedicated email address [cfi@ukraine.hi.org](mailto:cfi@ukraine.hi.org) OR [cft@ukraine.hi.org](mailto:cft@ukraine.hi.org) the reference **CFI/T\_UKR\_2024\_KYIV - 019** in the subject of the email.

Bids must comply with the conditions and presentation defined below. Any bids not meeting the requirements below shall be rejected.

- Language: All written documents shall be in English and/or Ukrainian.
- Currency unit: All prices should be expressed in UAH, Tax inclusive.
- Bid validity period: HI shall consider all bids received valid for a period of 3 (three) calendar months as from the deadline for the receipt of bids, unless longer bid validity period is stated by the supplier.
- Amendment or withdrawal of bids: Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids (February 29<sup>th</sup>, 2024). No amendments may be made to bids after this date. Withdrawals shall be firm and final and will terminate any participation in the tendering process.
- Costs of preparing bids: None of the costs incurred by bidders in preparing and submitting their bids shall be reimbursable. All these costs shall be borne solely by the bidders.

### **Requests for clarification**

If HI, on its own initiative or in response to a request from an applicant, adds to or clarifies information in the participation file, this information shall be sent in writing and shared with all other applicants at the same time.

All questions must be addressed to [cfi@ukraine.hi.org](mailto:cfi@ukraine.hi.org) OR [cft@ukraine.hi.org](mailto:cft@ukraine.hi.org) **QSTN\_CFI/T\_UKR\_2024\_KYIV-019**; if the object of the email does not contain the exact mentioned reference, it will not be opened nor answered to

**All questions must be submitted by or before 17:00 EEST February 18<sup>th</sup>, 2024**

### **Late proposals:**

Applicants will be excluded from the call for tender procedure if applications are received later



than the deadline mentioned in article 3.

## **6. Bids selection criteria**

### **Administrative Compliance**

HI shall deem administratively compliant the bid which:

- a. Include all documents listed in section 5 subsection 5,1 & 5.2.
- b. Be submitted in digital version before the closing date.
- c. Meet the requirements listed in section 5 above.

### **Evaluation**

Supplier and bids shall be assessed in light of their consistency with required services specifications, price and administrative requirements

### **Due diligence**

HI will assess financial viability based on documents sent. All Bidders must submit the following documents with their bids:

- Client References
- Company profile
- Company Letterhead
- Any other document that HI deems relevant

### **Further notes on conditions of tender**

HI reserves the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous. HI is not obliged to accept the lowest prices or any of the bid. No bid may be modified after the closing date for the submission of bids.

HI reserves the right to draw up a list of pre-selected suppliers. Further discussions and competitive dialogue shall then be conducted with the pre-selected suppliers.

The contract shall be awarded to the bid that is both technically and administratively compliant, but also the most economically advantageous, taking into account the quality of the services offered, the bid price and the total acquisition cost.

In the interests of transparency and equal treatment, the evaluation committee may ask tenderers, in writing, to clarify their bids within 48 hours, without modifying them. None of these requests for clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.

Any tenderers attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing bids with a view to obtaining information on the progress of the process or influencing HI in its decision regarding the award of the contract shall have their tenders immediately rejected. No excuses shall be accepted for late submissions. Bids arriving after the deadline shall be rejected without evaluation.





### **Important information on Contract prices and payment conditions:**

- Prices shall be agreed in contract in UAH,
- Payment will be done only in UAH,
- Payment will be done by wire transfer only,
- Payment will be done to a UAH bank accounts only.
- Payment will be made only upon full and final semimonthly provision of Services **(no advance payment)**.

## **7. Cancellation of a call for interest's procedure**

In the event of the cancellation of a call for interest procedure, bidders shall be informed by HI. If the call for interests' procedure is cancelled before any of the bids have been opened, the bids shall remain unopened.

A cancellation may occur when:

1. The tendering procedure has been unsuccessful, i.e. HI has received no valid or financially viable bids, or no bids at all;
2. The project's economic or technical parameters have been fundamentally modified.
3. Exceptional circumstances or force majeure makes the normal execution of the project impossible.
4. All technically compliant bids exceed the available budget.
5. Irregularities have occurred in the procedure, especially if these have prevented fair competition.

In no circumstances shall HI be liable for damages of any kind (in particular damages for loss of profits) in the event of the cancellation of a call for interest, even if HI has been warned of the possibility of damages. The publication of a purchase notice does not commit HI to implementing the announced program or project.

## **8. Ethics**

Handicap International (HI), Humanity & Inclusion (HI) pay very careful attention to working with companies committed to respect basic Ethics Rules.

## **9. Communication and usage of HI name and logo**

The Bidder may in no case use the names and logos specific to Handicap International (HI) Humanity & Inclusion (HI) to the international network of HI, or to any of the member entities of the respective network of HI without the organization prior written consent.



## 10. Awarding of Contract

The contract shall be awarded to the bid offering the best service/rate ratio according to the needs defined in the call for interest.

HI shall give preference to bids from suppliers who commit to a fixed rate for the entire duration of the contract.

By virtue of this document, HI holds ownership of all bids received as part of this tender procedure. Consequently, bids shall not be returned to tenderers. By Signing and returning this Participation File, the bidding company agrees with:

- The terms of the tender presented in this document.
- HI Good Commercial practices as described on its website hi.org:  
[https://hi.org/sn\\_uploads/document/Good\\_Business\\_practices\\_HI.pdf](https://hi.org/sn_uploads/document/Good_Business_practices_HI.pdf)
- HI General purchasing conditions as described on its website hi.org  
[https://hi.org/sn\\_uploads/document/HI\\_General\\_Purchasing\\_Conditions\\_september\\_2020.pdf](https://hi.org/sn_uploads/document/HI_General_Purchasing_Conditions_september_2020.pdf)
- HI Code of conduct: Integrity, Prevention of abuse and Safeguarding  
[https://hi.org/sn\\_uploads/document/Code-of-conduct\\_-Integrity--Prevention-of-Abuse-and-Safeguarding.pdf](https://hi.org/sn_uploads/document/Code-of-conduct_-Integrity--Prevention-of-Abuse-and-Safeguarding.pdf)

Signature and company stamp preceded by the words “**Read and approved**”:

Name:

Position at the company:

Company:

Signature & Stamp:

Date: