



HANDICAP INTERNATIONAL

Tender Participation file

Reference: PFR-LY-2023-0001

Physical & functional rehabilitation items



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INSTRUCTIONS TO BIDDERS

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure, regardless of his own conditions of sale, which hereby are waived.

The bidder accepts HI General Terms and Conditions of Purchase. If the bidder wishes to point out restrictions to HI Purchase Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. Preamble

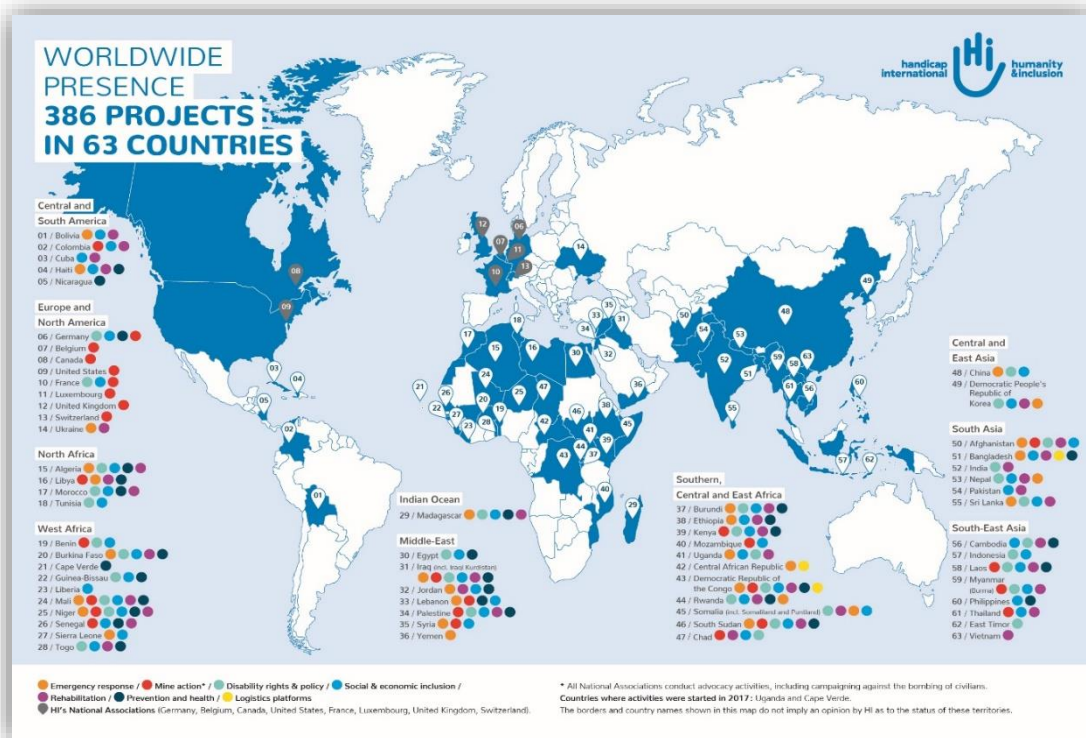
Handicap International (HI) / Humanity & Inclusion (HI) was founded in 1982 and is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict, and natural disasters.

Working alongside people with disabilities and vulnerable populations in 60 countries worldwide, 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. Its ongoing work with local communities and authorities and its internal emergency preparedness process allow teams to prepare for potential emergencies and develop response scenarios for transparent and efficient decision making. It also facilitates access to the affected areas and allows for quick information gathering from the affected communities.

HI has been involved in humanitarian responses to sudden and slow onset man made and natural crises that have taken place in recent decades, including in Haiti, Syria, Bangladesh, Nepal, Yemen, Iraq, Democratic Republic of Congo and Centrafrican Republic.

HI follow the following principles:

- Financial and moral independence.
- Political and religious neutrality and impartiality.
- Non-discrimination (gender, ethnicity, religion, nationality, opinions).
- Free and direct access to victims. Organizations allow themselves to denounce the obstacles made to this free access.
- The requirement for professionalism in actions.
- Transparency to beneficiaries, partners, and donors alike.



Learn more: <https://handicap-international.fr> / www.hi-us.org

2. Purpose of the call of tender

Humanitarian action is unpredictable, but it can be prepared. **HI** must be ready to respond to the needs of vulnerable populations. In order to provide an adapted humanitarian response in emergency contexts, **HI** has developed a **global stock strategy** including rehabilitation items. In addition to the **initial provision** of this stock, it is necessary to consider the rotation of each item and the lead times for the **replenishment** of these products.

For that reason, we seek a long-term partnership and would like to know your production capabilities and have regular visibility on available stocks.

The objective of this call for tenders is to establish Framework Agreements for an initial period of three years for Emergency stock of rehabilitation items.

Orders under the Framework agreement will generally be divided into two parts. Right after the contract signature the first order shall be for the quantity indicated in Appendix II, while all subsequent orders will be customized to **HI's** needs

When **HI** would need items, it would issue a Purchase Order to the suppliers contracted through Framework Agreements with the requirements linked to the humanitarian action, according to the lots for which they have been selected.

Prices and conditions of purchase applicable to the Purchase Orders will be the ones set in the Framework Agreements.

HI shall sign non-exclusive Framework Agreements with one or multiple suppliers.

Conditions of the framework agreement:

The contract shall be signed for an initial period of three years, renewable twice for a period of one year each upon written agreement between the parties.

If **HI** does not wish to extend the contract at the end of this initially period of three years, the contract shall be terminated without **HI** having to take steps to revoke it.

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 full service shall be operational starting from the contract signature day.

Invoicing shall be issue after each Purchase Order received, items delivered and in accordance with the pricing conditions given in the framework agreement.

3. Tendering Schedule

Publication date: June 16, 2023
Deadline for submission of questions from bidders to HI : June 30, 2023
Publication of responses to questions by HI : July 06, 2023, at the latest
Deadline for receipt of application bids from bidders: August 28, 2023, at the latest
Deadline for the awarding of contracts: October 27, 2023, at the latest
Notification to unsuccessful bidders: November 02, 2023, at the latest

- This schedule may be freely modified by the organization depending on the constraints encountered.
- Tenderers will be informed of any changes to the schedule.

4. Questions and clarifications

If the organization, either on its own initiative or in response to a request from a prospective bidder, add or clarify provides additional information on the tender document, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to both the following addresses, ideally by email, according to the planning detailed in article 3, specifying the publication reference and the Tender title to:

This email: procurement@hi.org

5. Eligibility

Participation in tendering is open on equal terms to any natural or legal persons and to all companies of all nationalities, with the exception of countries under international economic sanctions.

6. Participation Procedure

a) Content of tenders

The call for tender 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.

The proposal shall include:

- I. The specifications dated, initialed, and signed,
- II. For Administrative Compliance: This file must contain all requested documents, including:
 - **Participation file**
 - **Application form (Supplier registration form)**
 - **Valid (non-expired) Company registration**
 - **Declaration of impartiality and confidentiality form**
 - **HI General purchase conditions signed**
- III. For technical and financial evaluation:
 - **Technical proposal** (including photos of actual items samples), signed.
 - **Physical verification: HI** shall communicate with suppliers for which items are assessed as compliant with technical specification for physical verification (visit to supplier's warehouse, or requesting samples being sent to HI). On a case-by-case basis, for suppliers based abroad, **HI** may waive this requirement or arrange alternative verification to be discussed with supplier.
 - **Financial bid** EXW – Manufactory's place and DAP – Saint-Quentin Fallavier (38070 - France) signed.
 - o French suppliers should indicate prices with and without French VAT.
 - o European and international suppliers should indicate prices without VAT

Please note that Excel files should be completed with your best offer, accompanied by your detailed quotations. (Please detail your offer inside the matrix.)

- IV. For Due Diligence:
 - The last 2 years financial statement.
 - **HI** may request further documents including but not limited to: (optional)
 - Certificate of quality (ISO etc.) for some items
 - Certificate of registration.
 - European certificate of conformity.

- French companies are also requested to provide:
 - A Kbis extract of less than 6 months.

b) Sub-contracting

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

- Provide **HI** with the list of those services that it plans to subcontract.
- Obtain **HI's** formal agreement on the choice of prospective subcontractors.

HI reserve the right to ask for more information if they need more details.

c) Important information on the Framework Agreement

HI intends on analyzing bids to award framework agreements based on:

- Price
- Delivery time
- Quality of items validated by **HI** (technical specifications and/or physical verification)

Tenderers offer must cover at least 70% of each lot's volume. If the offer is less than 70% the tenderers will be excluded from this call of tender.

Bidders will be required to submit the proposed price review mechanism:

- Include revision formula or revision index in case of tariff increase.
- Indicate frequency of price review: every 6 months, annually or by market.
- Steady price decline due to technological developments.
- Clarification of the parity euro/ dollar in terms of quotation.

Tenderers should present the mechanism for information and validation by the organization in the event of end-of-life of the referenced models. Organizations require information as early as possible on the end of life. The model roadmap will ideally be presented during any migration to a new model.

d) Tender presentation

Tenders will be made using and fulfilling the tables of the appendix II, (a table per lot). Tenderers can reply to one or several lots, preferably to all the products since lots constitute coherent products unity. Tables of the appendix II specify indicative quantities. The obligatory fields to indicate for each product are:

- **Ex Works: in Euro or US Dollar** free of VAT of the product
- **DAP: Delivery to Saint Quentin Fallavier (38070 - France) in Euro or US Dollar**
 - French suppliers should indicate prices with and without French VAT
 - European and International suppliers should exclude VAT of the product
- **Delivery delay in calendar days and transportation mode (Road/ Airways/Maritime)**
- **Product reference of the applicant**
- **Product designation of the applicant**

- **Product's HS code¹ and country of origin²**
- **Packaging conditions**
 - Please note that the maximum allowed for a shipping pallet is 1m60 in height.
- **Name and nationality of the manufacturer**
- **Shipment address³**
- **Supply lead time**
- **A technical documentation as well as a picture is required for each product.**

HI will ask the Supplier for direct delivery to Saint Quentin Fallavier (France).

The payment method is 30 days end of month, after final delivery in the case of DAP to Saint Quentin Fallavier (38070 - France) and 30 days end of month, after pickup in the case of EXW from the manufacturer or the company's address.

Compliance: your basic offer shall be in any point strictly in accordance with the technical specifications specified in the appendix II. Moreover, tenderers can propose an alternative with the basic offer if they consider it economically and technically interesting for HI, by indicating very precisely the differences that it presents compared to the specification standards.

Note: A presentation of each product, as well as a testimony of other client(s) could be required by HI. A return of experience from other clients will not only concern the quality of the goods, but also the service, in particular the supplier's responsiveness.

e) Response format

Tenderers shall submit copies of the bid through:

- **Digital file:** shall be sent through email to the dedicated email address procurement@hi.org with the reference **PFR-LY-2023-0001** as the subject of the email.

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

- **Language:** All written documents shall be in English and/or French.
- **Currency unit:** All prices may be expressed in USD or EUR.
- **Payment** is made 30 days end of month, after final delivery in the case of DAP to Saint Quentin Fallavier (38070 - France) and 30 days end of month, after pickup in the case of EXW from the manufacturer or the company's address.
- **Bid validity period:** HI shall consider all bids received valid for a period of six (6) calendar months as from the deadline for the receipt of bids, unless longer bid validity period is stated by the supplier.
- Offer prices will be maintained by tacit renewal. Tenderers should inform HI of any price increase one month before the end of prices validity period (6 months).
- **Costs of preparing bids:** None of the costs incurred by bidders in preparing and submitting their

¹ HS code: Custom code

² Country of origin: Production's country(ies) / The country of manufacturer

³ Place of departure

bids shall be reimbursable. All these costs shall be borne solely by the bidders.

All questions must be addressed to procurement@hi.org with the Reference as described:

Question- **PFR-LY-2023-0001**; 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 before June 30, 2023.

f) Variants

Bidders must submit a proposal that is fully compliant with the consultation package. However, they may provide in the annex such additional alternative proposals as they consider interesting, justifying them by an addendum to the specifications, and indicating the financial repercussions on the initial project. Tenderers offer must cover at least 70% of each lot's volume. If the offer is less than 70% the tenderers will be excluded from this call of tender.

g) Late proposals

Applicants will be excluded from the call for tender procedure if applications are received later than the deadline mentioned in article 3.

7. Call for tender process

HI reserve 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. **HI** is not bound to accept the lowest prices or any proposal.

No bid may be modified after the closing date for the submission of bids.

The organization reserve the right to select a shortlist of pre-selected suppliers. Further discussions and competitive dialogue may then be conducted with the pre-selected suppliers.

No contact should be attempted or established between tenderers and the organization during the duration of the tender procedure, except as described in Article 3.

8. Alteration or withdrawal of tenders

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 3. No tender may be altered after this deadline.

9. Evaluation of tenders and selection criteria

Applications will be examined according to two types of criteria:

- Selection criteria, in order to check the technical, professional, economic, and financial capacities of each applicant having passed the exclusion stage.

- Exclusion criteria, in order to check whether applicants can take part in the tendering procedure.

a) Selection criteria

This part concerns the information given in the application form and the documents to attach. Each tenderer can also include any other document he wishes.

Selection criteria are in order of importance: financial viability, level of experience, ability to adapt to the requirements of the activities of **HI** (working language, company structure), activity level and volume.

Tenders will be assessed product by product. The award criteria which will be applied is the best compromise of quality/price/delivery deadline according to the needs specified in the call for tenders and favoring notion of complete lot.

HI reserves the right to award the contract to one or more suppliers. The tendering procedure shall not involve **HI** in any obligation to award the contract.

b) Exclusion criteria

Applicants may be excluded from the selection and award procedures if they:

- Are registered and operating from a country under international economic sanctions.
- Are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- Or have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata; or
- Have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify; or
- Have not fulfilled their obligations relating to the payment of social security contributions or the payment of 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 where the contract is to be carried out; or
- Have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests; or
- Have been declared, following another procurement procedure or grant award procedure financed by the Community budget, to be in serious breach of contract for failure to comply with their contractual obligations.

In addition, contracts may not be awarded to tenderers who, during the procurement procedure:

- Are subject to a conflict of interest.
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.
- By returning the participation file duly initialed and signed, tenderers state they are not in one or more situations described above and undertake to send to **HI**, within seven (7) calendar days following the receipt of **HI's** request, any additional document **HI** considers necessary to perform its checks.
- **HI** may impose administrative or financial penalties on tenderers who are in one of the above cases of exclusion. The penalties imposed will be in proportion to the importance of the contract and the seriousness of the misconduct (on the minimal basis of 5000 euros).

10. Ownership of tenders

Hi will retain the ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

11. Cancellation of the tender procedure

In the event of the cancellation of a call for tenders' procedure, tenderers shall be informed by **HI**.

A cancellation may occur when:

- The tendering procedure has been unsuccessful, i.e., **HI** has received no valid or financially viable bids, or no bids at all.
- The project's economic or technical parameters have been fundamentally modified.
- Exceptional circumstances or force majeure makes the normal execution of the project impossible.
- All technically compliant bids exceed the available budget.
- 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 tenders, 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.

12. Ethics

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

13. Communication and usage of HI name and logo

The Bidder may in no case use the names and logos specific to **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.

14. Awarding of 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;
- **HI** General purchasing conditions;
- **HI** Code of conduct: Integrity, Prevention of abuse and Safeguarding.

Signature and company stamp preceded by the words "Read and approved":

Name:

Position at the company:

Company:

Signature & Stamp:

Date: