HANDICAP INTERNATIONAL

# Tender Participation File

## Contrat cadre pour des prestations de développement des compétences et renforcement des capacités

Reference number: 10_101

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*Purchaser identification:*

**Name**: FÉDÉRATION HANDICAP INTERNATIONAL, commonly known as « Humanity & Inclusion » (registered trademarks), a not-for-profit organization governed by the French law of 1 July 1901, founded on 19 July 1982, registered in France under SIRET 519 655 997 00038 and domiciled at 138, Avenue des Frères Lumière, 69008 Lyon

**Web site**: 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.

## 1. Contract description

The objective of this call for tenders is to establish a contract for the delivery of a range of services to support HI staff skills development activities and capacity-building initiatives for HI partners

See the "Context" and "Description of the Expected Service" sections of the Terms of Reference (in Appendix 1) for further details.

## 2. General & Specific Conditions

- **General:**

By submitting a bid, tenderers accepts without restriction all the specific and general terms and conditions outlined in this participation file as the sole basis for the procurement procedure, regardless of its own terms and conditions, which it hereby waives.

Tenderers shall carefully examine and comply with all instructions, forms, clauses and specifications mentioned in this participation file.

Submission of a bid which does not contain all the information and documents requested by the deadline indicated may result in rejection of the bid in question.

- **Specific:**

The contract shall be signed for an initial period of 3 years. At the end of this period, the contract shall terminate without HI having to take steps to revoke it.

The full service shall be operational mid July 2026

The terms of payment are 100% by bank transfer within 30 days end of month of receipt of the invoice & validation of the last deliverable by the referent.

The prices shall be firm and non-revisable for the duration of the contract.

## 3. Tendering schedule

This schedule may be freely modified by the organization according to the constraints encountered. Candidates or bidders will be informed accordingly.

| Steps | Deadline |
|---|---|
| **Publication date of Call for Tenders** | April 24th 2026 |
| HI receives requests for clarification from Bidders | May 4th |
| Answers sent to all candidates | May 7th |
| **Deadline for receipt of bids** | May 26th 5pm CET Paris |
| HI requests clarification from bidders [1] | May 28th |
| Response to requests for clarification | June 1st |
| Awarding of contract | 1st week of July |
| **Start of contractualization** | Mid July 2026 |

See the "Duration " section in the ToRs (in Appendix 1) for further details.

[1] In the interests of transparency and equal treatment, the evaluation committee may ask bidders, 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

## 4. Eligibility & Obligations

Any individual or group of individuals:

- Having legal recognition of its practices, and being up to date with its social security contributions in its country of professional registration
- And with a track record of expertise in the field of training, skills development, organizational capacity strengthening in the international development/humanitarian sector
- And who have not benefited from a breach of contract negotiated with HI in the last 2 years, as of the date of this call for tenders.

Any individual or legal entity of any nationality is eligible to apply. However, certain criteria are grounds for exclusion.

Handicap International defines five areas of exclusion for private sector partnerships, which include investment in landmines and cluster bombs, weapons, alcohol, and tobacco, and those engaged in oil and gas extraction and production.

Thus, the following ethical risk criteria are examined: practices that are or otherwise contrary to HI's principles of inclusion or reinforcing factors of exclusion, active contribution to a conflict, contribution to violations of human rights and fundamental labor rights, responsibility for significant environmental degradation.

In addition, candidates or bidders must not respond to any of the following:

- 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

The contract will not be awarded to candidates or bidders who, during the procurement procedure:
- are in a situation of conflict of interest
- are guilty of misrepresentation in providing the information required by the humanitarian organization for participation in the contract or fail to provide such information.

By returning this participation file duly initialed and signed, the bidders confirm that they are not in one or more of the situations described above and undertake to send to Handicap International within seven (7) calendar days following receipt of a request from Handicap International any additional documents that Handicap International considers necessary to perform its checks.

- **Sub-contracting:**

If the bidder plans to use subcontractors, it undertakes Handicap International to:

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

## 5. Participation Procedure

The Call for tenders file consists of the following documents:

- This application form
- The ToRs
- A blank application form
- HI contractualization rules acceptance form
- Declaration of absence of conflicts of

➢ **Submission of applications:**

Those interested in submitting an offer should express their interest by e-mail:
(The subject of the email should read: "Company name" / Response to the Call for Tenders REF 10_101)

- To the following address: serviceformation@hi.org
- Prior[2] to the deadline mentioned paragraph 3 « Deadline for receipt of bids »
- The following documents:

- Technical and financial offer (including track record)
- This application form and the ToRs dated, initialed, and signed.
- Completed and signed application form with required documents (certified balance sheets and income statements are mandatory)
- The following dated, initialed, and signed forms:
  - Acceptance of HI contracting rules
  - Declaration of absence of conflicts of interest
- K-Bis extract less than 6 months old OR any document proving the professional capacity/legal existence of the company/self-employed status
- URSSAF certificate of vigilance OR proof that the service provider/consultant is up to date with its tax obligations
- List of foreign employees requiring work permits
- Proof of professional liability insurance and repatriation insurance

[2] Any bid received after the deadline will not be considered.

Interested parties are invited to submit their best technical and financial offer in compliance with the requirements and presentation template as defined in this paragraph. Any offer not complying with the requirements below will be rejected:

Language: All written documents shall be in English.

Currency unit: All prices shall be expressed in Euros, exclusive of tax. VAT and the total amount inclusive of tax must be specified.

Bid validity: Bids shall remain valid for a period of three (3) calendar months as from the deadline for the receipt of bids.

Amendment or withdrawal of bids: Bidders may modify or withdraw their bids by written notification before the deadline for submission of bids. Tenders may not be modified after this date. Withdrawals will be firm and final and will terminate all participation in the restricted tender procedure.

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 bidder.

## 6. Bid selection Criteria

Proposals will be selected based on the information contained in the application form and the documents to be attached. Applicants may also include any documents they wish.

The selection criteria will be:

- Experience/track record in the areas of expertise contained in this call
- Quality of the technical proposition
- Pricing

These criteria are non-exhaustive and their weighting in the final choice of candidate remains at HI's discretion.

Handicap International reserves the right to negotiate, accept or reject any proposal or quotation at its own discretion and to continue the competitive dialogue for any response it considers advantageous. Handicap International is not bound to accept the lowest price or any other proposal. No proposal may be modified after the closing date of the call for tenders.

Handicap International reserves the right to compile up a shortlist of consultants/service providers. Further discussions and a competitive dialogue may then be held with the shortlisted consultants/service providers.

Tenders will be evaluated in Lyon by an evaluation committee made up of representatives of Handicap International.

Any bidder who attempts to influence the evaluation committee during the process of evaluating, clarifying, assessing and comparing offers, to obtain information on the progress of the process, or to influence Handicap International in its decision regarding the contract award, will have their offer immediately rejected. No excuses will be accepted for late submissions. Bids arriving after the deadline will be rejected without evaluation.

## 7. Cancellation of a call for tender procedure

In the event of the cancellation of a call for tender procedure, bidders shall be informed by Handicap International.

A cancellation may occur when:

1. The tendering procedure has been unsuccessful, i.e. Handicap International 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 Handicap International 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 Handicap International has been warned of the possibility of damages.
The publication of a purchase notice does not commit Handicap International to implementing the announced programme or project.

## 8. Awarding of contract

The contract will be awarded to the bid that is both technically and administratively compliant and the most economically advantageous, considering the quality of the services offered, the bid price and total acquisition cost.

Date: Place:

Name: Function:

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

*Enclosed forms :*

- annex 1: ToRs

Terms%20of%20references.docx

- annex 2 : Blank application form

Application%20form.NOV%2025.xlsx

- Acceptance of HI contracting rules

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- Declaration of non-conflicts of interests

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