



HANDICAP INTERNATIONAL

# Participation File Call for Tenders

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Reference: POP-LYS-2024-002

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**Prosthesis, Orthosis and Podiatry**

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## **1. Introduction**

Founded in Lyon in 1982, Handicap International (HI) is an independent and impartial international aid organization, working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable populations, it acts and speaks out to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Web site: [www.hi.org](http://www.hi.org)

## **2. Project presentation**

Handicap International would like to establish new framework agreements with one or more suppliers in the field Prosthesis, Orthosis and Podiatry. The framework agreement will be established based on three (3) lots defined as below:

Lot 1: Temporary Prosthesis

Lot 2: Orthosis

Lot 3: Standard Prosthesis with the objective to Pre-select suppliers

Bidders have the option to submit bids for individual lots or all lots collectively.

This framework agreements may be used by the field and to supply our pre-positioned emergency stocks. This call for tenders is in line with our Purchasing policy and gives us the opportunity to redefine the scope of our needs while questioning the market.

## **3. Contract description**

The purpose of this restricted call to tender is to contract with one or more suppliers under a non-exclusive framework agreement.

### Economic terms of the framework contract:

The contract will be signed for an initial period of 1 year, renewable 2 times. Each renewal will be formalized by the signature of an amendment to the contract.

At the end of each term, the contract will terminate without any need for HI to give notice of termination.



The entire service must be operational by **19/08/2024** at the latest. If the deadline needs to be extended, HI will inform each bidder who has responded to this call for tenders within the allotted time (schedule in point 5 of the participation file).

Purchases will be made solely by Handicap International, and invoicing will therefore be addressed to Handicap International only, based on the price conditions indicated, which will be appended to the contract.

Prices will be firm and non-revisable for the duration of the contract. Failing this, a precise mechanism for price revision will have to be proposed by the bidder.

Buyer identification :

**Name :** Fédération Handicap International

**Address :** 138, avenue des Frères Lumière – CS 88379 - 69371 LYON CEDEX 08

**Contact :** Nathan PETIT

## **4. General terms and conditions**

By submitting a bid, the bidder accepts without restriction all the specific and general terms and conditions of these participation documents and the attached specifications as the only basis for this procurement procedure, regardless of its own terms and conditions, which it hereby waives.

Tenderers must carefully examine and comply with all instructions, forms, clauses and specifications mentioned in this call for tenders.

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.

## **5. Planning of this call for tenders**

<b>Step</b>	<b>Deadline</b>
Date of Publication of call for tenders	30/05/2024
Receipt of questions from bidders	07/06/2024 - 13pm (UTC+2)
Distribution of answers to questions, addresses to all bidders	07/06/2024
Receipt of bids from tenderers	20/06/2024 - 5pm (UTC+2)
Award of contract	Week of 05/08/2024 - at the latest

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



## **6. Eligibility and Obligations**

Any natural or legal person of any nationality is eligible to apply. However, certain criteria will be grounds for exclusion.

### Exclusion criteria:

Bidders must not meet any of the following:

- Be bankrupt or being wound up, having their affairs administered by the courts, having entered an arrangement with creditors, having suspended business activities, or being in any analogous situation arising from a similar procedure provided for in national legislation or regulations. They have not fulfilled their obligations relating to the payment of social security contributions or their obligations relating to the payment of taxes in accordance with the legal provisions of the country in which they are established, or those of the country of the contracting authority, or those of the country where the contract is to be performed.
- Have been the subject of a judgment having the force of res judicata for fraud, corruption, participation in a criminal organization or any other illegal activity detrimental to the Communities' financial interests.
- Following another procurement procedure, have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

The Contracts will not be awarded to bidders who, during the procurement process:

- Have a conflict of interest with HI, one of its entities, its directors or one of its employees
- Have been guilty of misrepresentation in providing the information required by HI for participation in the contract or have failed to provide such information.

By returning these initialled and signed participation instructions, bidders affirm that they are not in one or more of the situations mentioned above and agree to send Handicap International, within seven (7) calendar days of receipt of Handicap International's request, any additional documents that Handicap International deems necessary to ensure its verifications.

## **7. Participation procedures**

The tender documents consist of the following:



- This participation file
- The Application form
- Specifications
- Declaration of non-conflict of interest
- Acceptance of contracting rules

### **7.1 Submission of technical and financial bids:**

Companies interested in submitting an offer must make themselves known and present their candidature by returning their technical and financial offer in digital format to the dedicated e-mail address: **procurement@hi.org**, before **20/06/2024, 5pm (UTC+2)**.

The subject of the e-mail should read: « **Company name** » / **Response to the call for tenders – CFT POP-LYS-2024-002**

The e-mail must contain the response to the invitation to tender and must include:

- This participation file initialled and signed
- The application form completed and signed by the bidder, together with the required documents (certified balance sheets and profit and loss accounts must be provided).
- The following forms initialled and signed:
  - Acceptance of HI contracting rules
  - Declaration of non-conflict of interest
- Specifications initialled and signed
- The bidder's Technical and Financial Offer (including the Excel document entitled "TOR POP 2024"), which will contain:
  - Tenderer's product name / reference / description
  - Incoterm EXW price – excluding VAT (including packing, labelling and packaging costs)
  - Lead time (from order to plant/warehouse availability) usine/entrepôt)
  - HS code<sup>1</sup>
  - Country of origin<sup>2</sup>
  - Minimum order
  - PCB
  - Warranty
  - Manufacturer's name and nationality
  - Photos of each product (tab 2)
  - Shipping address<sup>3</sup>
  - Mode of transport (road and/or sea and/or air): if you cannot manage the main mode of transport, indicate "N/A"
- Proof of company registration less than 6 months old
- Technical sheet for each product proposed
- And any other relevant document to support the application (complete catalog, etc.)

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<sup>1</sup> HS code: Custom code

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

<sup>3</sup> Place of departure



Partial Response Allowed: Bidders are permitted to respond to a minimum of 60% (minimum requirement) of the products specified in the tender documents, either by:

- Responding to all products and meeting the minimum requirement of 60% for each product
- Individually responding to specific Lots, with a minimum requirement of 60% for each Lot

Bidders must submit a proposal that fully complies with the participation file. However, they may provide additional alternative proposals in an appendix, justifying them by an amendment to the specifications and indicating the financial impact on the initial project.

HI reserves the right to award the contract to one or more suppliers.

Bidders will be excluded from the contract award procedure if their bids are received after the deadline for receipt of bids **20/06/2024, 5pm (UTC+2)**.

The companies concerned are invited to submit their best technical and financial proposal in compliance with the requirements and presentation template as defined below. Any offer not complying with the requirements below will be rejected.

Language: all written documents must be in English or French.

Currency: all prices must be expressed in euros (€) or dollars (USD), exclusive of tax. HI is exempt from VAT on products intended for export. For French bidders, purchase orders for these products must therefore be expressed in euros, exclusive of VAT, as must the invoice. A VAT exemption certificate issued by the tax office must be provided by HI.

Tender validity: Tenderers' tenders must be valid for THREE (3) calendar months from the closing date for receipt of tenders.

Modification or withdrawal of bids: Bidders may modify or withdraw their bids by written notification before the deadline for submission of bids **20/06/2024, 5pm (UTC+2)**. Tenders may not be modified after this date. Withdrawals will be firm and final and will terminate all participation in the tender procedure.

Payment: 30 days, end of month on invoice date

Bid preparation costs: None of the costs incurred by the bidder in preparing and submitting its bid are reimbursable. All such costs shall be borne solely by the bidder.

## **7.2 Sub-contracting:**

If the service provider uses subcontractors, it undertakes to Handicap International to:

- provide Handicap International with a list of the services it intends to subcontract
- Obtain Handicap International's formal agreement on the choice of prospective subcontractors
- Obtain Handicap International's approval of the terms of payment for these subcontractors
- Provide Handicap International with subcontractor contracts on request.



### **7.3 Request for clarification:**

If, following the questions received and answers provided by HI (07/06/2024), Handicap International, on its own initiative adds or clarifies information to the tender documents, this information will be sent in writing and shared at the same time with all other bidders.

In the interests of transparency and equal treatment, the evaluation committee may ask bidders in writing (between 25th June and 16th July 2024) to provide clarifications concerning their bid within 48 hours, without being able to modify it. None of these requests for clarification may be used to correct any initial errors or shortcomings affecting the performance of the contract or distorting the competition.

Handicap International may modify this schedule if it feels the need to do so. Replies to participants will then be sent to all in writing at the same time.

## **8. Tender selection criteria**

Tenders will be selected on the basis of the information contained in the application form and the documents to be attached. Bidders may also include any documents they wish.

Selection criteria for **Lot 1 & Lot 2** will be:

- The structure:
  - o Level of expertise (number of years in business)
  - o Knowledge of the charity market and customer references
  - o Financial strength
- The offer:
  - o Understanding of the tender and ability to respond to all products
  - o Supply lead times: indicated in the bid and ability to meet these lead times.
  - o Ability to adapt to Handicap International's business constraints, responsiveness and schedule management
  - o Budget proposal
  - o Quality of response: compliance with tender procedure and deadlines - compliance with specifications (scope, deliverables, etc.) - readability of response and quality of writing - description of services requested - personalization of response - completeness of response.
  - o Compliance with HI ethical guidelines
  - o Proposed mode of operation
  - o Ability of teams to work with HI teams: interpersonal skills and working hours





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

Selection criteria for **Lot 3** will be:

- The structure:
  - o Level of expertise (number of years in business)
  - o Knowledge of the charity market and customer references
  - o Financial strength
- The offer:
  - o Supply lead times: indicated in the bid and ability to meet these lead times.
  - o Catalogue proposed
  - Number of products offered
  - Diversity of products offered (e.g. types of prostheses, materials used, etc.)
  - Quality of products offered (e.g. precision, durability, etc.)
  - Presence of certified or labelled products (e.g. CE mark, ISO 13485, etc.)
  - o Ability to adapt to Handicap International's business constraints, responsiveness and schedule management
  - o Customer Service and Support: \* Customer service processes and procedures \* Response time and availability of support team
  - o Compliance with HI ethical guidelines
  - o Environmentalism: assessment of the supplier's ability to take environmental considerations into account in production and marketing.
  - o Proposed mode of operation
  - o Ability of teams to work with HI teams: interpersonal skills and working hours
  - o Local or foreign production: verification of production location, particularly with regard to geographical proximity requirements or import constraints.
  - o Assessment of the supplier's ability to transport and deliver products internationally, including:
    - Capacity to handle international shipments
    - Presence of international distribution network
    - Ability to provide tracking and monitoring of shipments
    - Compliance with international transportation regulations (e.g. customs clearance, etc.)
    - Experience in handling complex international logistics (e.g. import/export procedures, etc.)
    - Availability of online tracking and monitoring systems
  - o Assessment of the supplier's ability and willingness to:
    - Familiarize themselves with the customer's internal references (e.g. HI articles) and adapt their products/services accordingly
    - Implement changes and modifications as required by the customer's internal references
    - Provide regular updates on the implementation of changes and modifications



- Demonstrate flexibility and willingness to adapt to changes in the customer's internal references
- Evidence of previous experience in adapting to customer-specific requirements or internal references

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 sole discretion and to continue the competitive dialogue for any response it considers advantageous. Handicap International is not obliged to accept the lowest price. No proposal may be modified after the closing date of the invitation to tender.

Handicap International reserves the right to draw up a shortlist of suppliers. Further discussions and a competitive dialogue may then be held with the shortlisted suppliers, by videoconference, between 24th June and 01<sup>st</sup> July 2024.

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

Handicap International will evaluate the bids according to all the above criteria.

Any bidder attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing bids, to obtain information on the progress of the process or to influence Handicap International in its decision concerning the award of the contract will have its bid immediately rejected.

## **9. Cancellation of tender procedure**

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

Cancellation may occur when:

1. The tender procedure has been unsuccessful, i.e. Handicap International has received no valid or financially viable bids, or no bids at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or force majeure make normal project execution impossible;
4. All technically compliant bids exceed the available budget;



5. Irregularities have occurred in the procedure, in particular where these have prevented fair competition.

Under no circumstances will Handicap International be liable for damages of any kind (in particular damages for loss of profit in the event of the cancellation of a tender), 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 program or project announced.

Date:

Place:

Name:

Function:

Signature preceded by the words "read and approved" and company stamp

Enclosed forms:

An application form

HI Acceptance of contracting rules

HI Declaration of non-conflict of interests

Specifications (with price list)