



Call for Tender Participation file

**Reference: CFT-UKR-2023-KYIV-
132_133**

**Purchase of IT equipment, small
drones and software for humanitarian
drone mapping Project : Odyssey
2025**





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Purchaser Identification

Name: Handicap International – Humanity & Inclusion

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

Contact details: Mohammad Qasim / Supply Chain Manager

cft@ukraine.hi.org

Website: 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 has 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 programme strategy is built around 3 pillars:

1. Armed Violence Reduction (AVR) including Victim Assistance and community-based Risk Education.
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 tenders is to purchase Equipment Odyssey 2025 Project HI Ukraine mission to support the program.

One time contract will be established with the supplier according to the required requirements of HI.



The price and conditions of purchase applicable to the contract will be set in the contract. HI shall sign non-exclusive contract with one or multiple suppliers.

The prices shall be firm and non-revisable for the duration of the contract. Total amount estimated to be contracted through Purchase Order or single one-time contract to be issued through according to HI needs.

The full service shall be operational and finalized on November 3rd 2023

The invoicing shall be issued as per the contracting amount and as per detailed terms and conditions of the payment and delivery mentioned in the contract /agreement which both parties will bear their obligations and conditions.

Contract execution address:

Kyiv, Esplanadna 20, office 700 Ukrain

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: September 19th 2023
- Deadline for submissions of questions from bidders to HI: September 29th 2023
- Publication of responses to questions by HI: October 2nd ,2023
- Deadline for receipt of application bids from bidders: October 13th 2023
- Deadline for the awarding of contracts: October 18th ,2023
- Notification to unsuccessful bidders: October 23rd 2023

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

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

5. Participation procedure

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.**

Tender documents are available here:

5.1 For Administrative Compliance:

- a. This participation file shall be signed and stamped by the supplier.
- b. Application form shall be signed and stamped by the supplier.
- c. Valid (non-expired) Company registration
- d. A copy of the passport for the company owner and manager (ID or Passport)
- e. Declaration of impartiality and confidentiality form shall be signed and stamped by the supplier

5.2 For technical and financial evaluation:

- a. Technical proposal (including photos of actual items samples), shall be signed and stamped by the supplier.
- b. Financial bid (prices inclusive of all applicable VAT and Tax) and DDP (for international suppliers) signed and stamped.
- c. Supplier will be responsible for delivery to Ukraine non-compliance with this condition will be consider as reason for exclusion from the process.
- d. Origin of products

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.

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

- a. **Digital file:** shall be sent through email to the dedicated email address cft@ukraine.hi.org with the reference **CFT_UKR_2023_KYIV -132_133** 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 may be expressed in UAH, or EUR. Exclusive of tax. Vat and the total amount inclusive of tax must be specified.
- Bid validity period: HI shall consider all bids received valid for a period of three (3) 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 (October 13th 2023). 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 Handicap International, 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 cft@ukraine.hi.org the Reference as described: **QSTN_CFT_UKR_2023_KYIV -132_133**; 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 September 29th, 2023

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. Bid 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 technical specifications, price, delivery and administrative requirements

Physical verification and Due diligence

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 in the City of Kyiv as mentioned above. On a case-by-case basis, for suppliers based abroad, HI may waive this requirement or arrange alternative verification to be discussed with supplier.

- HI will assess financial viability based on documents sent.
- HI may request further documents including but not limited to:
 - Certificate of quality (ISO etc) for some items
 - Client References at least 3
 - Company profile must be submitted.
 - Company Letterhead.

Further notes on conditions of tender

Handicap International 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. Handicap International 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.

Handicap International 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 Handicap International 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:

- a. For suppliers registered outside Ukraine, Contract prices will be set in EUR and paid in EUR
- b. For suppliers registered in Ukraine,
 - Prices shall be agreed in contract in EURO (if supplier bids in UAH, rate according to NBU at the date of tender closing will apply to set contract price in Euro)
 - Payment will be done only in UAH (applying exchange rate of NBU the day of effective payment to the EURO contractual price),
 - 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 delivery of items **(no advance payment)**.

Handicap International-Humanity & Inclusion intends on issuing one time contract to Supplier based on:

- Price (50%)
- Technical specifications (Number of items validated by HI technical specifications and physical verification) (40%)
- Delivery time (10%)

7. Cancellation of a call for interest tenders' procedure

In the event of the cancellation of a call for interest tenders' procedure, tenderers shall be informed by Handicap International. If the call for tenders' procedure is cancelled before any of the external envelopes have been opened, the sealed envelopes shall be returned to tenderers unopened.



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 program or project.

8. Ethics

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

9. Communication and usage of Handicap International name and logo

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

10. Awarding of contract

The contract shall be awarded to the bid offering the best quality/price/ delivery ratio according to the needs defined in the call for tenders.

Handicap International shall evaluate the bids in terms of total acquisition cost.

Handicap International shall give preference to bids from suppliers who commit to a fixed rate for the entire duration of the contract (equipment + labour).

By virtue of this document, Handicap International 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

- HI General purchasing conditions as described on its website hi.org

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

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

Name:

Position at the company:

Company:

Signature & Stamp:

Date: