

Participation file

Satellite Communication



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Identification of the buyer

Name: Federation HANDICAP INTERNATIONAL

Address: 138 rue des frères Lumière

The person responsible for the market: Sophie FOUILHE - s.fouilhe@hi.org

Technical Referent / Service Manager: Emmanuel BERTOLUS - e.bertolus@hi.org

Web site: www.hi.org

Founded in Lyon in 1982, HI is an independent and impartial international solidarity organization that intervenes in situations of poverty and exclusion, conflict, and disaster.

Working alongside the disabled and vulnerable populations, it acts and testifies to meet their basic needs, improve their living conditions, and promote respect for their dignity and fundamental rights.

Description of the market

The objective of this call for tenders is to contractualize 20/01/2021

Economic conditions of the framework contract :

The contract will be signed for an initial term of 3 years. At this term, the contract will terminate without the need for HI to carry out any form of termination.

The whole service must be operational on 01/02/2021.

Invoicing will be monthly on the site of the pricing conditions indicated in the framework contract.

Prices will be firm and non-revisable for the duration of the contract.

General terms and conditions

By submitting a bid, the Bidder accepts without any restriction all the specific and general conditions of these specifications as the sole procurement procedure, regardless of its own terms and conditions, which it hereby waives.

Bidders must carefully review and comply with all instructions, forms, clauses, and specifications referred to in these bidding documents.

The submission of an offer that does not contain all the information and documents requested by the deadline indicated may result in the refusal of the offer in question.

Planning of the call for tenders

Publication date: **December 8, 2020**

Deadline for receipt of applications for Commission 1 & 2: **January 5, 2121**

Deadline for receipt of requests for clarification: **December 13, 2020**

Deadline for awarding contracts: **January 20, 2021.**

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 into 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 organisation 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 initialled 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:

- Provide HI with 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

Participation procedure

The tender documents consist of the following documents:

- the present participation file
- an application form
- Specifications and its appendices :
 - appendix 1: General conditions of purchase and good business practices (downloadable from <https://hi.org/en/suppliers-form>)
 - Appendix 2: Response Grid

Submission of applications (committee 1)

Companies interested in making an offer must make themselves known and submit their application by returning by post to the market manager (contact details above) **before 05/01/2021**:

- the present participation file initialed and signed,
- the application form completed in French and signed with the required documents (balance sheets and certified income statements must be provided)

Selected candidates will then be invited in writing by HI to submit an offer which will be studied in committee 2.

Request for clarification

If HI, on its own initiative or in response to a request from an applicant, adds or clarifies information to the bidding documents, such information will be sent in writing and shared with all other bidders at the same time.

The deadline for receiving requests for clarification from HI of these requests is: December 13, 2020

This schedule can be modified by HI if it feels the need. Responses to participants will then be sent to all in writing at the same time.

Submission of bids (commission 2)

The envelope must contain the response to the call for tenders, it will include:

- **The FULL specifications initialed and signed by the bidder**

Bidders must submit their paper file in a closed envelope. Bidders will be excluded from the contract award procedure if their bids are received after the deadline for receipt of bids.

A file in digital format should be attached thanks to USB support, which can be restored on request or sent to the dedicated email procurement@hi.org.

The companies concerned are invited to send their best technical and commercial proposal, respecting the obligations and the presentation model as

defined below. Any offer that does not comply with the requirements below will be rejected.

Language: All written documents will be in French.

Currency unit: all prices must be expressed in Euro, excluding tax. The VAT and the amount including tax will have to be specified.

General conditions of purchase: They must be returned initialed and signed with the offer.

Offer Validity: Bidders' offers must be valid for three (3) calendar months from the deadline for receipt of offers.

Modification or Withdrawal of Bids: Bidders may modify or withdraw their bids by written notification before the bid submission deadline. No bid may be modified after the deadline. Withdrawals will be firm and final and will terminate all participation in the bidding process.

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

Criteria for the selection of offers

Commission 1

Offers will be selected according to the information contained in the application form and the documents to be attached. Each bidder may also include any documents they wish.

The selection criteria will be: level of experience, financial viability, ability to adapt to the constraints of HI's activities (working language, company structure), level, and volume of activity.

The companies that best meet the selection criteria described above will be, after deliberation by Committee 1, invited in writing by HI to submit their bids.

Commission 2

HI, 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 deems advantageous. HI is under no obligation to accept the lowest price or any proposal. No proposal may be changed after the closing date of the RFP.

HI reserves the right to establish a list of pre-qualified suppliers. Further discussions and competitive dialogue may then be conducted with pre-qualified suppliers.

The purpose of opening and evaluating offers is to verify their completeness and validity.

The subsequent evaluation of the offers will be carried out in Lyon, by an evaluation committee composed of HI representatives.

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

In the interests of transparency and equal treatment, the evaluation committee may ask bidders, in writing, to clarify their bid within 48 hours, without them being able to modify it. None of these requests for clarification should be aimed at correcting any initial errors or deficiencies affecting the performance of the contract or distorting competition.

Any bidder attempting to influence the evaluation committee in the process of reviewing, clarifying, evaluating, and comparing bids, to obtain information on the progress of the process, or to influence HI in its decision regarding the award of the contract will be immediately rejected. No excuses will be accepted for late bid submissions. Bids arriving too late will be rejected without evaluation.

Cancellation of the tender procedure

In case of cancellation of a tender procedure, bidders will be informed by HI.

If the bidding process is canceled before any outer envelope has been opened, the sealed envelopes will be returned, unopened, to the bidders.

Cancellation can occur when :

- 1) The bidding process was unsuccessful, i.e. when HI received no valid or financially viable bids or no response at all ;
- 2 The economic or technical parameters of the project have been fundamentally modified ;
- 3) Exceptional circumstances or force majeure make the normal execution of the project impossible;
- 4 All technically compliant bids exceed the available budget;
5. irregularities have occurred in the procedure, particularly where these have prevented fair competition.

In no event shall HI be liable for damages of any kind (in particular, damages for loss of profits in the event of cancellation of a tender), even if HI has been advised of the possibility of damages.

The publication of a notice of purchase does not commit HI to implement the announced program or project.

How will the contract be awarded?

The award of the contract will be made based on the offer presenting the best quality/price/time compromise according to the needs defined in the call for tenders.

HI will evaluate the bids in terms of total acquisition cost.

HI will give preference to offers from suppliers who are committed to the entire duration of the contract and who will propose a convincing solution for the co-terminus of the committed lines.

By this document, HI is the owner of all bids received in this bidding process. Therefore, bids will not be returned to bidders.

Date :

Location :

Name :

Function :

Signature preceded by the mention "read and approved" and stamp of the company: