

Participation file

Odyssey 2025 project – Drones, sensors and accessories





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1. Purchaser Identification

Name: Handicap International – Humanity & Inclusion

Address: Federation Handicap International
138 avenue des Frères Lumière
69008 LYON, FRANCE

Person in charge of the contract: Mrs Sophie FOUILHE / s.fouilhe@hi.org

Manager of the service provision: M. Xavier DEPREYTERE / x.depreytere@hi.org

Website of the organisation: www.hi.org

➤ Who we are:

Handicap International is an independent international solidarity association that intervenes in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable people, she acts and testifies to meet their basic needs to improve their living conditions.

It is committed to promoting respect for their dignity and fundamental rights. Since its inception in 1982, Handicap International has implemented development programs in more than 60 countries and responds to numerous emergencies. The network of 8 national associations (Germany, Belgium, Canada, the United States, France, Luxembourg, the United Kingdom and Switzerland) works constantly to mobilize resources, co-manage projects and spread the principles and actions of the organization. Handicap International is one of six founding associations of the International Campaign to Ban Mines (ICBL), co-winner of the 1997 Nobel Peace Prize and winner of the Conrad N. Hilton Prize in 2011.

Thirty-five years after its creation, Handicap International is now organized into an international network. Composed of a Federation, created in 2009 and eight member associations: the French association, founder of the network in 1982 and recognized as a public utility as well as associations that have been formed in Belgium (1986), Switzerland (1996), Luxembourg (1997), Germany (1998), the United Kingdom (1999), Canada (2003) and the United States (2006). The Federation, whose teams are based in Lyon, Brussels or on-site, is responsible by its members for the implementation of the social missions of the federal network in the 60 countries in which it is present.



Drones are part of HI's global strategy. Our strategy is to have 50% of our demining program (4/8) to use drones by 2023. We have already deployed in Chad, we are going to Iraq now. Next on the list is Lebanon (2022) and next perhaps Lao or Colombia (2023), if we get the funding's of course. We use small basic drones as tools to inspect, but we also investigate advanced sensors to evaluate how technology can help to locate buried contamination.

➤ **The call for tenders**

The aim of this call for tenders is to contract distributors of drones, sensors and accessories for the next 3 years for our demining projects on the field worldwide, and in priority the provision of the Iraq project.

➤ **The Odyssey 2025 project - Iraq**

The project implemented in Iraq between April 2021 and April 2022 will introduce drones as tools to survey hazardous areas with inspection and cartography. Trials will be done to understand the best use of the technology in the region and people will be trained. In parallel, different sensors will be tested to carry on the operational research to find buried landmines. HI favours a frugal approach. All equipment used will be commercial off the shelf platforms.

2. Contract description

The objective of this call for tenders is to establish a contract for the provision of drones, sensors and accessories for our programs on the field.

Economic conditions of the framework agreement:

The contract shall be signed for an initial period of **1 year renewable twice**. At the end of this period, the contract shall terminate without HI having to take steps to revoke it.

The products shall be available after the signature of the contract,

Invoicing shall be deliver for each delivery and in accordance with the pricing conditions given in the framework agreement.

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

Contract execution addresses: On our programs on the field, depending of our needs.



3. General conditions

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.

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

Failure to submit a bid containing all the information and documents requested by the specified closing date may result in the bid's rejection.

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 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 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:

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



5. Participation procedure

➤ The call for tender file is made up of the following documents:

- this participation file
 - the application form (Excel file)
 - the financial offer grid (Excel file)
 - General purchasing conditions and good commercial practices downloadable at <https://hi.org/en/suppliers-form>
- Submission of applications (commission 1)**

Companies interested in submitting a bid shall first make themselves known by sending an application by post to the person in charge of the contract (details above) **before April, Tuesday 18th 2021.**

This application shall include:

- this participation file, initialled and signed,
- the signed application form in either English or French, accompanied by the required documents (the inclusion of certified balance sheets and income statements is compulsory)

A digital file shall be attached or send by a link, in the form of an email sent to Mrs Sophie FOUILHE (procurement@hi.org) on the d-day. Mail subject : CFT Drone commission 1

Those applicants selected by commission 1, will see their commercial offer analyse on commission 2.

➤ 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.

The deadline for receiving requests for clarification from Handicap International is May, Monday 10th 2021. Responses to the participants shall be sent to everyone in writing at the same time.

This schedule may be modified by Handicap International, if it needs to do so.

➤ Submission of bids (commission 2)

The second envelope shall contain the reply to the call for tenders and include:



- The **specifications, initialled and signed**
- **The completed application form**
- General purchasing conditions and good commercial practices, signed
- A complete presentation of the products and services you can provide (technical specifications, prices, disponibility, logistic, consulting, and training...)

Tenderers shall submit their paper file in a sealed envelope. Tenderers shall be excluded from the award procedure if their bids are received after the deadline for the receipt of bids of **May, Tuesday 18th 2021**.

A digital file shall be attached or send by link in the form of an email sent to Mrs Sophie FOUILHE (procurement@hi.org) on the d-day. Mail subject : CFT Drone commission 2

The companies concerned shall be asked to submit their best technical and commercial proposal that 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 .

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

General purchasing conditions: They shall be initialled on each page and signed, and shall be included with the bid .

Bid validity period: 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: Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids. 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 tenderers in preparing and submitting their bids shall be reimbursable. All these costs shall be borne solely by the tenderers



6. Bid selection criteria

➤ Commission 1

Bids shall be selected based on the information contained in the application form and attached documents. Tenderers may include any additional documents they deem relevant.

The selection criteria are level of experience, financial viability, ability to adapt to the activities of Handicap International (working language, company structure) and activity level and volume.

After deliberation by Committee 1, the companies that best meet the selection criteria will have their bids analysed in commission 2.

➤ Commission 2

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 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 purpose of the opening and evaluation of bids is to check that they are complete and valid.

A subsequent evaluation of the bid shall be carried out in Lyon by an evaluation committee composed of representatives of Handicap International.

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.

7. Cancellation of a call for tenders procedure

In the event of the cancellation of a call for 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 programme or project.



8. Tendering schedule

Publication date: **April, Tuesday 27th 2021**

Deadline for receipt of clarification requests: **May, Monday 10th 2021**

Deadline for receipt of applications for commission 1: May, **Tuesday 18th 2021**

Deadline for receipt of bids for commission 2: May, **Tuesday 18th 2021**

Deadline for the awarding of contracts: **June, Thursday 15th 2021**

9. 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.

Date:

Place:

Name:

Function:

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