

**PARTICIPATION FILE
TO THE INTERNATIONAL OPEN
CALL FOR TENDERS
HI/2010/AO/VHL
Vehicles**



Publication date: June 18th, 2010

Deadline for reception of applications: July 5th, 2010, at 12h00 pm (GMT)

Deadline for reception of tenders: July 16th, 2010, at 12h00 pm (GMT)

Purchaser Identification

Name: Handicap International

Person in charge of the contract: Mr Pascal COTE

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Handicap International, non-profit-making association - law 1901, founded on the 19th July 1982 and registered charity, aimed at providing assistance for disabled people, regardless of cause of the handicap, in all parts of the world. Its action consists on humanitarian aid and development co-operation, in the different phases: urgency - rehabilitation - development.

Purpose/Nature of the contract

To achieve the programs, Handicap International researches privileged suppliers who could supply under terms and conditions defined in an annual framework agreement, with vehicles which are divided in the five (5) following lots:

- lot 1 : 4x4 – 6 seats
- lot 2 : 4x4 – 13 seats
- lot 3 : 4x4 Pick-up
- lot 4 : 4x4 Pick-up Double cabin
- lot 5 : 4x4 Ambulance

Delivery address:

Goods must be delivered directly on our programmes in Europe, Africa, Asia and South America on request, to the addresses specified on the orders. Transport costs shall not be included in this tender.

Contract duration: a framework agreement will be signed with each selected supplier for a duration of one (1) calendar year.

Participation Procedure

This call for tenders file contains the following documents:

- this participation file
- an application form (Supplier registration form)
- a project of framework agreement with its appendixes: I (General Purchase Conditions), II (Technical Specifications) III (Tender : prices, delays...)

The participation procedure will be carried out in two stages:

- **presentation of application**
- **presentation of tender**

And two Tenders for calls Commissions will occur:

- one Commission for application
- one Commission for tender

Tenderers are kindly asked to send a completed file. Files that would be incomplete will be rejected.

III.1) Presentation of application

- **How to present application?**

Companies interested in submitting a tender shall present their application at the same time of their tenders returning by mail to the person in charge of the contract (address above) before the deadline for reception of applications.

Applications and tenders should be sent in two envelops corresponding to the two different sections of tenders:

- an envelop for application, entitled “Administrative proposal” with **the appendix I (General Purchase Conditions), application form (Supplier registration form), the participation file** which should be duly initialled, filled and signed by an authorised person and the required documents of the participation file
- an envelop entitled “Tender proposal” with **the appendix III (Tender) and appendix II (Technical specifications)** which should be duly initialled, filled and signed by an authorised person and technical description’s documents of the manufacturer for each item.

- **How will the candidates be selected?**

Applications will be examined according to two types of criteria in order:

- exclusion criteria: to check whether tenderers can take part in the tendering procedure
- selection criteria: to check the technical and professional capacity and economic and financial capacity of each tenderer having passed the exclusion stage.

Exclusion criteria:

Candidates or tenderers may be excluded from the selection and award procedures if they:

- are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; or

- have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata; or
- have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify; or
- have not fulfilled their obligations relating to the payment of social security contributions or the payment of 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 where the contract is to be carried out; or
- have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests; or
- have been declared, following another procurement procedure or grant award procedure financed by the Community budget, to be in serious breach of contract for failure to comply with their contractual obligations.

In addition, contracts may not be awarded to tenderers who, during the procurement procedure:

- subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

By returning this participation file duly initialled and signed, tenderers state they are not in one or more situations described above and undertake to send to Handicap International, within seven (7) calendar days following the receipt of Handicap International's request, any additional document Handicap International considers necessary to perform its checks.

Administrative or financial penalties may be imposed by Handicap International on tenderers who are in one of the above cases of exclusion. The penalties imposed will be in proportion to the importance of the contract and the seriousness of the misconduct (on the minimal basis of 5000 euros).

Selection criteria:

This part concerns the information given in the application form and the documents to attach. Each tenderer can also include any other document he wishes.

Selection criteria are in order of importance: financial viability, level of experience, ability to adapt to the requirements of the activities of Handicap International (working language, company structure), activity level and volume.

III.2) Presentation of tender

- **How to present tender?**

The companies are invited to transmit their best technical and economical tender respecting imperatively the terms and forms below. Tenders that would not respect those terms and forms will be rejected.

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

Currency unit: all prices shall be expressed in euros free of VAT.

General Purchasing Conditions: the “General Purchasing Conditions” of Handicap International are given in appendix I. Tenderers shall initial, sign and return this appendix I with the bid.

Tender validity: tenders shall remain valid for a period of three (3) calendar months after the deadline for reception of tenders.

Tender Presentation

Tenders will be made using and fulfilling the tables of the appendix III, a table per lot. Tenderers can reply to one or several lots, preferably to all the products since lots constitute coherent products unity. Tables of the appendix III specify indicative quantities. The obligatory fields to fulfil for each product are:

- Ex Works in euro free of VAT of the product
- delivery delay in calendar days
- product reference of the tenderer
- product designation of the tenderer
- production country
- name and nationality of the manufacturer

Prices and delays are firm and valid for the one (1) year duration of the agreement from the date of its signature by both Parties.

Prices for tender are Ex Works, including packing and packaging.

HI will ask the Supplier for direct delivery to the operational missions (final addressee of the products). The Supplier shall invoice a carriage surplus compared to the prices specified in the tender (appendix III). "Ad hoc" delivery time will also be determined. So the other costs the Supplier will be liable for as transportation, handling and insurance shall be given to Handicap International within the seven (7) days after order reception. Handicap International takes the right to compare those prices with others freight forwarder quotations.

Since products are to export, HI is VAT exempted; so prices are expressed in euro free of VAT as any invoice shall be. VAT exemption certificate from the "Direction Générale des Impôts" (Inland Revenue) will be given.

Delivery times correspond in calendar days to the period from the date of reception of the order form until the date of the goods are ready to be send to any place worldwide.

A technical documentation as well as a picture is required for each product.

Compliance: your basic offer shall be in any point strictly in accordance with the technical specifications specified in the appendix I.

Moreover, tenderers can propose an alternative with the basic offer if they consider it economically and technically interesting for Handicap International, by indicating very precisely the differences that it presents compared to the specification standards.

Sample: a sample or a demonstration of each product could be required by Handicap International.

Precision inquiry

Any question or explanation requirement shall be written and addressed to the person in charge of the contract (address, fax and email above) before the date of the 10th of May 2008.

Tenders submission

As mentioned previously the Tenderers shall present their application before their tenders by mail to the person in charge of the contract (address above) before the deadlines for reception of application and tenders. Tenderers will be excluded from the award procedure for this contract if tenders are received later than the above mentioned deadline for reception of tender.

Tenders should be sent in a single envelop corresponding to the second section of tenders:

- an envelop entitled “Tender proposal” with **the appendix III (Tender) and appendix II (Technical specifications)** which should be duly initialled, filled and signed by an authorised person and technical description’s documents of the manufacturer for each item. Tenderers fulfill the lines of the products for which they wish to propose a tender but they shall return the five (5) sheets (Excel sheets) of the five (5) lots duly signed even those for which no tender has been submitted. Each sheet of “Technical specifications” shall also be duly initialled, signed and returned.
- Technical documentation with a picture of each product for which a tender has been submitted.
- Certificates of origin would be appreciated.

- **How will the contract be awarded?**

Tenders will be assessed product by product. The award criterion which will be applied is the best compromise of quality/price/delay according to the needs specified in the call for tenders and favouring notion of complete lot. A particular attention will be given to the capacity of the supplier to propose prompt delivery delay

Handicap International reserves the right to award the contract to one or more suppliers and will not have to justify its final decision. The tendering procedure shall not involve Handicap International in any obligation to award the contract. No compensation may be claimed by tenderers whose tender has not been accepted, including when Handicap International decides not to award the contract.

Date:

Place:

Name:

Function Title:

Signature preceded by the mention “read and approved” and seal of the company: