

HANDICAP INTERNATIONAL



Participation file Call for Expressions of
Interest

S.A.F – 3 business applications development



Participation file Call for Expressions of Interest: S.A.F – 3 business applications

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Purchaser identification:

Name : FÉDÉRATION HANDICAP INTERNATIONAL, commonly known as « Humanity & Inclusion » (registered trademarks), a not-for-profit organization governed by the French law of 1 July 1901, founded on 19 July 1982, registered in France under SIRET 519 655 997 00038 and domiciled at 138, Avenue des Frères Lumière, 69008 Lyon

Web site: 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.

1. Contract description

This Call for Expression of Interest is intended to identify consultants / service providers for developing 3 applications that will facilitate our operational and monitoring activities.

Once this Call is completed, a pre-selection will be made, followed by a Restricted Invitation to Tender (RIT), based on terms of reference communicated later.

Detail the below sections:

➤ **Context**

HI is an independent and impartial aid organization created in 1982 working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, acting and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.



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The Federation oversees the social missions' implementation in more than 60 countries of intervention.

Handicap International is one of the six founding organisations of the International Campaign to Ban Landmines (ICBL), co-winner of the Nobel Peace Prize in 1997.

To modernize the organization's management tools and processes, HI want to develop some applications to facilitate the field operations but also global headquarters administration and monitoring.

The challenge of this consultation is to optimize our IT developments for distinct business authorities by working with a single external partner to develop our applications.

The expected benefits of this approach are the following:

- Costs improvements
- Components mutualization
- Capitalization enhancement
- Resources management optimization

➤ **Description of the Expected Service**

HI identified 3 applications to start developing in 2024

- **ART - Audit Recommendation Tracker:** The first version of the application was developed in 2024 for a single country to answer a local need regarding audits management. HI wants to globalize it for the whole organization, hence a list of new functionalities and the necessity to be compliant with the technical requirements of HI Information System.
- **HI-FLEET -Handicap International Fleet Level Efficiency and Enhanced Tracking:** HI need to manage the fleet on the field in order to have a better management of the vehicles, the fuel consumption, the drivers and the voyage requests
- **SECU APP:** An application to register and manage the Security and Safety incidents that may happen on the field. The existing application is obsolete, and a new version must be developed with more features in order to be compliant with HI requirements (functional and technical)



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One application represents one lot ; that means 3 different lots. An additional lot is required to design and develop the core model (common core aspects and technical architecture definition). Thus, this project will be divided into 4 lots:

- Lot 1: Mutualization (core model) and technical architecture
- Lot 2: ART – Audit & Recommendations Tracker
- Lot 3: HI-FLEET – Handicap International Vehicles, Routes and Divers management
- Lot 4: SECU APP – Safety and Security incidents reporting

The lots 1 & 2 are mandatory and the 3 and 4 are conditional, the option will be lift depending on the supplier efficiency for the lots 1 & 2. Nevertheless, the answer to this consultation must include an estimation for the four lots

The objective of the consultation is to have costs estimation and a planning proposition for the 4 lots, the main elements expected for the decision are:

- Costs in € and local currency
- Workload in Man/days required
- Planning and organisation of the lots and main milestones
- Credentials of previous similar developments
- Acceptance of HI contracts' template

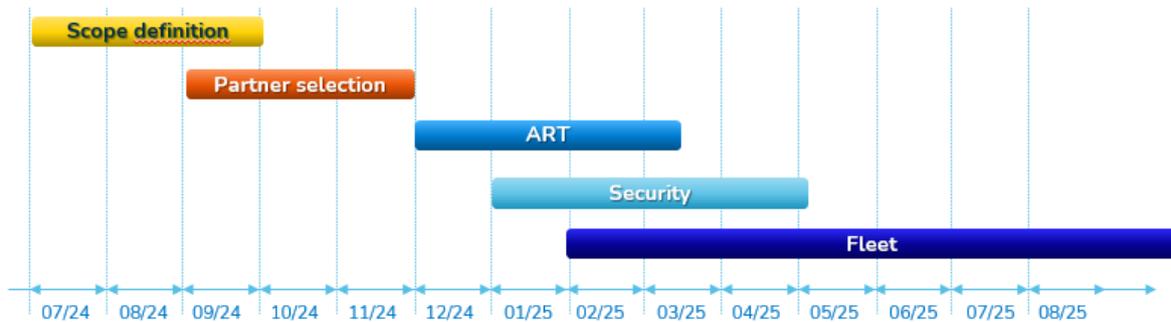
➤ Duration & place of execution

- The client of this consultation is the CIO Office, which is localized in Lyon's headquarters, in France. The CIO Office named a global project manager who will follow up the construction of the solutions and the relationship between HI (HQ and local department) and the supplier.
- The Business leaders for each lot are also localized in Lyon.
 - The Risks and Audits Division's mission is to mitigate risks and facilitate external and internal audits.
 - The Logistics Division is notably in charge of vehicles fleets and drivers' management.
 - The Humanitarian Access and Security Division prevents security issues and handles incidents.
- HI may have a local IT team to liaise with the supplier locally (requests, issues, development follow-up...)
- The headquarter administrative department is based in Lyon (contract, billing...).



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Here is a first estimation of the planning:



2. General & Specific Conditions

- **General:**

By expressing interest, the candidate accepts without restriction all the specific and general terms and conditions outlined in this participation file as the sole basis for the procurement procedure, regardless of its own terms and conditions, which it hereby waives.

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

Expression of interest and 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.

- **Specific:**

The full service (lot 1 & 2, 3 & 4 optional) shall be operational on December 1st 2025 and should include a warranty period up to the 30th June 2026.

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



3. Schedule of the Call for Expression of Interests & Restricted Call for Tender

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

Steps	Deadline
Publication date of Call for Expressions of Interests	15/10/2024
Expression of Interests to be received on:	21/10/2024
Invitation to successful candidates to participate in the Restricted Invitation to Tender (RIT) on:	22/10/2024
HI receives request for clarification from candidates	Up to 29/10/2024
Answers sent to all candidates	04/11/2024
Deadline for receipt of bids	11/11/2024
HI requests clarification from bidders ¹	13/11/2024
Response to requests for clarification	Up to 18/11/2024
Interview	Week 49
Awarding of contract	Week 50
Start of contractualization	Week 51

4. Eligibility & Obligations

Any individual or group of individuals:

- Having legal recognition of its practices, and being up to date with its social security contributions in its country of professional registration
- And with recognized expertise in the field of: Software developments
- And who have not benefited from a breach of contract negotiated with HI in the last 2 years, as of the date of this call for expressions.

Any individual or legal entity of any nationality is eligible to apply. However, certain criteria are grounds for exclusion.

¹ In the interests of transparency and equal treatment, the evaluation committee may ask bidders, 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



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Handicap International defines five areas of exclusion for private sector partnerships, which include investment in landmines and cluster bombs, weapons, alcohol, and tobacco, and those engaged in oil and gas extraction and production.

Thus, the following ethical risk criteria are examined: practices that are or otherwise contrary to HI's principles of inclusion or reinforcing factors of exclusion, active contribution to a conflict, contribution to violations of human rights and fundamental labor rights, responsibility for significant environmental degradation.

In addition, candidates or bidders must not respond to any of the following:

- 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

The contract will not be awarded to candidates or bidders who, during the procurement procedure:

- are in a situation of conflict of interest
- are guilty of misrepresentation in providing the information required by the humanitarian organization for participation in the contract or fail to provide such information.

By returning this participation file duly initialed and signed, the candidates or bidders 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



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from Handicap International any additional documents that Handicap International considers necessary to perform its checks.

5. Participation Procedure

The Call for Expressions of Interest file consists of the following documents:

- This application form
- A blank application form
- HI contractualization rules acceptance form
- Declaration of absence of conflicts of interest

➤ **Submission of applications (commission 1):**

Those interested in submitting an offer should express their interest by e-mail:
(The subject of the email should read: "Company name" / Response to Call of Expression of Interest: reference)

- To the following address: m.lombard@hi.org
- Prior² to the deadline mentioned paragraph 3 « Expression of Interests to be received on: 21/10/2024»
- The following documents:
 - This application form dated, initialed, and signed.
 - Completed and signed application form with required documents (certified balance sheets and income statements are mandatory)
 - The following dated, initialed, and signed forms:
 - Acceptance of HI contracting rules
 - Declaration of absence of conflicts of interest
 - A Company presentation
 - A standard project methodology

² Any expression of interest received after the deadline will not be considered.



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➤ **Submission of applications (commission 2):**

Following evaluation of the Expressions of Interest, the selected candidates will be invited in writing to participate in the Restricted Invitation to Tender. They will be asked to submit their technical and financial offers by e-mail, in accordance with the following process:

- To the following address: m.lombard@hi.org
- Prior to the deadline mentioned paragraph 3 « Deadline for receipt of bids » on : 11/11/2024
- The following documents :
 - o Technical and financial offer
 - o K-Bis extract less than 6 months old OR any document proving the professional capacity/legal existence of the company/self-employed status
 - o URSSAF certificate of vigilance OR proof that the service provider/consultant is up to date with its tax obligations
 - o List of foreign employees requiring work permits
 - o Proof of professional liability insurance and repatriation insurance

Applicants are invited to submit their best technical and financial offer in compliance with the requirements and presentation template as defined in this paragraph. Any offer not complying with the requirements below will 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.

Bid validity: 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: Bidders may modify or withdraw their bids by written notification before the deadline for submission of bids. Tenders may not be modified after this date. Withdrawals will be firm and final and will terminate all participation in the restricted tender procedure.

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 bidder.



6. Bid selection Criteria

➤ **Commission 1**

Responses to the Call for Expression of Interest will be analyzed by an evaluation committee made up of Handicap International representatives, and selection will be based on the relevance of the information contained in the application form and the documents to be attached. Applicants may also include any documents they wish.

➤ **Commission 2**

Once the technical and financial offers have been received, Handicap International reserves the right to negotiate, accept or reject any proposal or quotation at its own discretion and to continue the competitive dialogue for any response it considers advantageous. Handicap International is not bound to accept the lowest price or any other proposal. No proposal may be modified after the closing date of the restricted call for tenders.

In order of priority the selection criteria will be:

1. Understanding and responding to the needs expressed by Handicap International.
2. Price.

Handicap International use the following weighted scale for the evaluation of the proposal:

- Financial Evaluation: 40%
- Technical Evaluation: 60%
 - Organization Profile and Technical Team Capacity: 40% (Man/days evaluation for the construction of the solution based on the elements provided by Handicap International, proposed planning for the 4 lots, Background of the software firm, team(s) size with qualifications and experience)
 - Similar Work Experience and client list (4 to 10 relevant experiences with International NGOs, International Development Agencies, Multinational Organizations, and Overseas Organizations): 20% (Evaluation will be done based on the features which have been developed by the software firm)



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Handicap International reserves the right to accept or reject any or all proposals without assigning any reason and Handicap International is not bound to select the lowest bidder at any cause.

If the vendor/software developer does not attach his sales & service terms and conditions with their estimate, HI terms, and conditions will apply by default (available upon request to HI).

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

Any bidder who attempts to influence the evaluation committee during the process of evaluating, clarifying, assessing and comparing offers, to obtain information on the progress of the process, or to influence Handicap International in its decision regarding the contract award, will have their offer immediately rejected. No excuses will be accepted for late submissions. Overdue bids late will be rejected without being evaluated.

7. Cancellation of a call for tender procedure

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

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.



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The publication of a purchase notice does not commit Handicap International to implementing the announced programme or project.

8. Awarding of contract

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

Handicap International will give preference to bids from consultants/service providers who commit to a fixed price for the entire duration of the contract and who respond to all lots.

Date:

Place:

Name:

Function:

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



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Enclosed forms :

- Blank application form



2.4.1.Application
form.EN(2).xlsx

- Acceptance of HI contracting rules



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- Declaration of non-conflicts of interests



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