

HUMANITY & INCLUSION
MYANMAR

TENDER
PARTICIPATION FILE

Rehabilitation and medical items

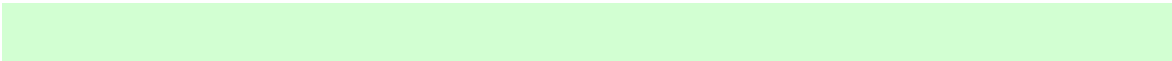
Reference: CFT-MMR-2022-YANG-0001





Contents

Purchaser identification	3
1. Contract description	4
2. General conditions.....	4
3. Tendering schedule	4
4. Eligibility and Obligations.....	5
5. Participation procedure	6
6. Bid selection criteria	7
Administrative Compliance	7
Evaluation	7
Due diligence.....	7
7. Cancellation of a call for tenders procedure.....	8
8. Awarding of contract	9





Purchaser identification

Name: Humanity & Inclusion (legal name : Handicap International Federation)

Head office address Myanmar: No. 87 C, U Kun Zaw Street, Kan Road, Hlaing Township, Yangon

Contact details: Hnin Wai Lwin, Senior Supply Chain Officer, H.LWIN@hi.org

Website: www.hi.org

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster.

HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid.

HI reopened its mission in Myanmar in 2013. Since then, HI and 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:

- a) Armed Violence Reduction (AVR) including Victim Assistance and community-based Risk Education;
- b) Inclusion with projects covering: support to Disabled People Organisations and promotion of Rights; inclusive Disaster Risk Reduction, Growing Together; Disaster Safe Hospital Initiative; inclusive livelihood;
- c) Health and Rehabilitation with project covering psychosocial and physical rehabilitation.



1. Contract description

HI is seeking to contract **Framework Agreements** with suppliers. When HI would need items it would issue a Purchase Order to the suppliers contracted through Framework Agreement. The price and conditions of purchase applicable to the Purchase Orders will be the ones that will be set in the Framework Agreements

HI shall sign non-exclusive Framework Agreements with one or multiple suppliers. The Framework Agreement will have a term of 1 year, extendable to 2 years upon written agreement between the parties. The suppliers undertake to maintain prices for the entire term of the Framework Agreement. HI does not commit to the purchase of any minimum order. Please see important information on price in section 6

This will allow HI to fasten contracting for the items when the projects and/or need arise, without need for competitive bidding once the Framework Agreements are signed.

The full service shall be operational on May 15, 2022.

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

Total amount estimated to be contracted through Purchase Orders to be issued through the Framework Agreements resulting from this tender over 12 months period: 150 000 USD.

2. 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.

3. Tendering schedule

Publication date: 15 March, 2022

Deadline for submission of questions from bidders to HI: 23 March, 2022



Publication of responses to questions by HI: 18 March, 2022

Deadline for receipt of application bids from bidders: 5 April 2022

Deadline for the awarding of contracts: May 15, 2022

Notification to unsuccessful bidders: May 19, 2022

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 Humanity & Inclusion within seven (7) calendar days following receipt of a request from Humanity & Inclusion any additional documents that Humanity & Inclusion considers necessary to perform its checks.

5. Participation procedure

Tender Documents are available [here](#) for download (including this Participation File, Technical Bid (including items specifications), and Financial Bid)

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**

For Administrative Compliance:

- **this participation file**
- **Valid (non-expired) Company registration**

For technical and financial evaluation:

- **Technical proposal (including photos of actual items samples), signed**
- **Financial bid (prices inclusive of all applicable VAT and Tax) and DDP (for international suppliers) signed**

For Due Diligence:

- **Bank statement balance for the past 4 months as least** including all the head office bank accounts (if bank accounts in several banks) **signed**
 - individual transactions on the bank statement are not required to be shown

Tenderers shall submit **both** identical copies of the bid through:

- **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
 - Paper files for Myanmar registered suppliers are to be sent to the HI Myanmar Office address on page 2
 - Paper files for suppliers registered outside Myanmar are not required due to Postal / Courier services lengthy delivery time to Myanmar)
- **digital file** (for all Myanmar registered and Registered Abroad) shall be sent through email sent to the dedicated email address t.myanmar@hi.org



Bids 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 may be expressed in MMK, USD or EUR.
- 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
- 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

6. Bid selection criteria

Administrative Compliance

HI shall deem administratively compliant the bid which:

- Include all documents listed in section 5 above
- Be submitted both in paper and digital version
- Meet the requirements listed in section 5 above

Evaluation

Items will be assessed in light of their consistency with required technical specifications

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). 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
 - Company profile
 - Company Letterhead



Further notes on conditions of tender

Humanity & Inclusion 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.

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.

Payment will be made only upon delivery of items (no advance payment).

Important information on Framework Agreement prices:

- For suppliers registered outside Myanmar, Framework Agreements prices will be set in USD or EUR, and paid in USD or EUR
- For suppliers registered in Myanmar, due to banking restrictions:
 - Prices shall be agreed in contract in USD (if supplier bidded in MMK, KBZ exchange rate at the date of tender closing will apply to set framework agreement price in USD)
 - Payment will be done only in MMK (applying KBZ exchange rate of the day of effective payment to the USD contractual price),
 - payment will be done by wire transfer only
 - payment will be done to a KBZ bank accounts only.

Humanity & Inclusion intends on issuing SPO to suppliers based on:

- Price (70%)
- Delivery time (15%)
- Number of items validated by HI (technical specifications and physical verification) (15%)

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. Humanity & Inclusion 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 Humanity & Inclusion 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 Humanity & Inclusion has been warned of the possibility of damages.

8. Awarding of contract

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

Signature and company stamp preceded by the words "Read and approved":

Name: _____ Position at the company: _____

Company: _____ Signature & Stamp: _____

Date: _____