

# **TENDER PARTICIPATION FILE**

**For awarding framework agreement**

Reference to the tender: P.U.I/SEC/TENDER/2022/001

Title of services:

Security Training

**January 2022**

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## **FOREWORD**

This Tender participation file, containing the annexes, constitutes the central document to fill under the tender procedure as defined in the Procurement procedures guidelines of Première Urgence Internationale.

Here are specified details of the procedure to follow, principles to be respected, information and documents to provide.

For any further information, please follow the procedure described in the paragraph 2.7.

# 1. PRESENTATION OF PREMIERE URGENCE INTERNATIONALE

Première Urgence Internationale is a non-profit, non-political, non-religious international NGO. Première Urgence Internationale helps civilians who are marginalized or excluded as a result of natural disasters, war and economic collapse. Our mission is to defend basic human rights, such as those set out in the Universal Declaration of Human Rights in 1948.

Our aim is to provide a rapid global response to the basic needs of populations affected by humanitarian crises to help them regain independence and dignity. In 2021, our projects were carried out by over 2700 employees in 24 countries.

P.U.I intervention Countries (January 2022)	
Cameroon	Central African Republic
Chad	Sudan
Democratic Republic of Congo	Nigeria
Mali	Burkina
Niger	Libya
Senegal	France
Ukraine	Syria
Iraq	Occupied Palestinian Territories
Lebanon	Afghanistan
Yemen	Burma
Armenia	Colombia
North Korea	Venezuela



To get more information on P.U.I missions, visit our website at:  
<https://www.premiere-urgence.org>

## 2. PROCEDURE TO BE FOLLOWED

By submitting its offer, the Tenderer accepts without restriction all the general and specific conditions that govern the award of the framework contracts as the sole basis of this tender procedure, whatever his own conditions of sale, which it hereby waives.

The Tenderer acknowledges that it has reviewed carefully all the instructions, contractual provisions and specifications contained in this tender participation file and that it complies with them.

The Tenderers are requested to comply with all the procedures described below. The offers that do not respect the required terms and forms will be automatically rejected.

### 2.1. Participation

The participation in this tender is open to all the natural or legal persons who respect the ethical criteria described in the Special Conditions below.

### 2.2. Calendar

All dates hereunder are to be considered as from 9:30 am till 17:00 pm.

Date	Closing Time	Step
01/17/2022	17:00	Publication of tender announcement and beginning of withdrawal of the tender participation file
02/21/2022	17:00	End of information request period
<b>03/03/2022</b>	<b>17:00</b>	<b>End of submission of tender participation file</b>
03/10/2022		Offers opening session
03/21/2022		Framework agreements award
03/25/2022		Framework agreements signature

### 2.3. Language and currency

The offers, the correspondence and the documents related to the offers exchanged between the Tenderer and P.U.I - the contracting authority, must be written in the language of the procedure, **in English or French**.

The accompanying documents and the printed leaflets provided by the Tenderer may be written in another language but have to be accompanied by the full accurate translation into the languages of the procedure. For the purposes of the interpretation of the offer, the languages of the procedure will prevail.

**The offers must be denominated in euro. The VAT and other taxes will be specified if necessary**, depending on the country, the current legislation and the rules of the donor concerned.

### 2.4. Quality

The Tenderer guarantees to P.U.I that services will be of quality and suitable for the intended use.

Furthermore, the services will comply with all the corresponding legal requirements in force in the country of provision.

### 2.5. Presentation of lots

P.U.I has provided humanitarian and development assistance to communities in many countries for decades. The operating environment in some of them is highly challenging and complex, due to continuing conflict, lack of, weak or contested governance, high levels of criminality, and restricted humanitarian access to populations in need.

P.U.I needs to identify trainers / consultants able to prepare and organize different types of security and safety trainings on site and online. The general objectives are to (i) reinforce the basic security awareness of P.U.I staff and (ii) reinforce the ability of selected staff to analyze complex situation, mitigate risks and manage incidents.

The on-site trainings are likely to take place in France or in the different P.U.I intervention countries mentioned above.

The training sessions should include the following major tasks:

- Develop interactive and detailed training session and all accompanying background material and tools for the delivery of training.
- Deliver multi-day sessions for selected staff.
- Develop a detailed evaluation of the modules/workshop(s) by the participants.
- Develop training workshop report with recommendations for further learning activities.

P.U.I is looking for highly experienced/professional consultancy firms or individual consultants for the two following services:

## **Lot 1: On-Site Security Management Training and On-Site Personal Security Field Training**

### On-site Security Management Training

Within P.U.I, security management lies in the hands of mainline operations managers, namely Area Coordinators, Heads of Mission and HQ Desk Managers. They are assisted by security specialists, respectively Security Officers at operational and National Security Advisors at coordination levels.

The aim of this training is to ensure these positions master PUI's Safety and Security Management System and risk analysis globally. The course will include at least the following topics:

- Context & threat analysis
- Risk assessment
- Mitigation strategies & measures
- Contingency planning
- Incident & crisis management including debriefing & reporting
- Stress management & defusing
- Evaluation of compliance with Minimum Security Standards

### On-site Personal Security Field Training

P.U.I teams work generally in potentially hostile to very hostile environments. The aim of this training is to prepare all PUI employees to work and live in these hostile environments under the umbrella of PUI's Safety and Security Management System. The course will include at least the following topics:

- Security & situational awareness
- Mine & weapon awareness
- Hibernation / relocation / evacuation
- Security while in movement (convoy, checkpoint, carjacking)
- Dealing with aggression
- Gender specific risks including sexual harassment & aggression
- Kidnap & hostage situation
- Stress & trauma
- Emergency first aid
- Simulation & field exercise

## **Lot 2: Online Security Management Training and Online Personal Security Training**

### Online Security Management Training

The course will include at least the following topics:

- Context & threat analysis
- Risk assessment
- Mitigation strategies & measures
- Contingency planning
- Incident & crisis management including debriefing & reporting
- Stress management & defusing
- Evaluation of compliance with Minimum Security Standards

### Online Personal Security Training

The course will include at least the following topics:

- Security & situational awareness
- Mine & weapon awareness

- Hibernation / relocation / evacuation
- Security while in movement (convoy, checkpoint, carjacking)
- Dealing with aggression
- Gender specific risks including sexual harassment & aggression
- Kidnap & hostage situation
- Stress & trauma
- Emergency first aid

## 2.6. Submission of bids

Interested persons / firms should apply for one or two lots.

The application form should be in English or in French.

A separate offer is required for each lot.

The offers must be received before the deadline specified above and in the Cover letter for tender participation file. Each offer received after the deadline will be rejected. The duly completed offers must be sent to the following address:

PREMIERE URGENCE INTERNATIONALE  
2 rue Auguste Thomas  
92600 Asnières-sur-Seine  
France

Each Tender participation file, including all the annexes and accompanying documents must be submitted in a **sealed and anonymous envelope**, mentioning only the following tender reference:

P.U.I/SEC/TENDER/2022/001

Every offer having other mentions on the envelope may be rejected.

Or send by email at the following address:

[tender@premiere-urgence.org](mailto:tender@premiere-urgence.org)

## 2.7. Request for additional informations

The Tenderers may send their questions in writing no later than 10 days before the deadline of submission of the offers, specifying the reference of the Tender at the above address or by email to:

[tender@premiere-urgence.org](mailto:tender@premiere-urgence.org)

If P.U.I, on its own initiative or in response to the request of a Tenderer, provides additional information about the tender procedure, it will also communicate this information in writing and simultaneously to all other potential Tenderers.

Any other attempt to communicate with P.U.I staff may lead to the elimination of concerned Tenderers.



## 2.8. Offers opening session

The Offers opening session is intended to check if the offers are complete, the tender guarantees provided, the documents duly signed and the submissions in general, done properly.

The offers will be open in a public session (date not yet scheduled) between March 07<sup>th</sup> and March 11<sup>th</sup> by the Selection committee and any observer. The checklist of opening the offers will be available upon request.

During the offers opening session, only the general information (reference of the tender, name of Tenderer, concerned lot) will be shared publicly.

At the end of this session, the offers will be declared:

- **Receivable:** the offer will be evaluated by the Selection committee. (Note: The Selection committee may request from the Tenderer additional information or documents within a limited time. These additional information or documents will allow a more precise evaluation but not aim at correcting form errors or significant deficiencies that may have an impact on carrying out of the award of the contract or distort the competition ;
- **Rejected:** the offer is rejected.

After the offers opening session, no information on the process will be communicated, until the award of the contract.

Any attempt of a Tenderer to influence the Selection Committee in the tender selection process or to obtain information about its progress will lead to the immediate rejection of his offer.

## 2.9. Evaluation of offers

### Evaluation criteria

The criteria taken into account for the evaluation of offers by the Selection Committee are divided into three types: administrative, technical and general. Each criterion will be considered and may lead to comparisons between the different offers.

The main criteria are the one that will be the most important in the evaluation of the offer. A score or a coefficient may be assigned to these criteria

Main criteria lots 1&2	Importance / coefficient
Expertise in security risk analysis and mitigation	3
Contextual knowledge of humanitarian crisis (including P.U.I's) intervention areas	3
Proven capacity to provide training in English and French languages	3
Pedagogical training approach including specific online methodology	2
Knowledge of P.U.I's Security and Safety Management System	2
Understanding of P.U.I's positioning in the balance between humanitarian access and staff security	2
Proven capacity to provide mentoring in Arab and Spanish languages	1

### Offers evaluation session

The evaluation of offers will be carried out in private, behind closed doors by a Selection committee composed with representatives of P.U.I headquarter.

During this session, the offers will be evaluated technically, administratively, financially and operationally according to specific criteria. The selected offer will comply with the criteria defined by P.U.I and will be the most advantageous for P.U.I.

Several Tenderers may be selected and sorted by rank.

If after the offers evaluation session, no offer is accepted, due to technical, administrative, financial or operational reasons, the Selection committee can revise its needs and contact all the Tenderers asking them for a revised offer under specific conditions. These revised offers will be evaluated by the Selection committee as a part of a complementary evaluation session.

This additional evaluation will be in accordance with the principles of transparency and free competition in force within P.U.I guidelines.

## **2.10. Awarding the framework contract**

The framework contract will be awarded on or before March 21<sup>st</sup>, 2022 and the signing will take place on or after March 25<sup>th</sup>, 2022.

If for whatever reason P.U.I cannot award and sign the contracts on the dates referred to above, P.U.I will not be responsible for reimbursement to Tenderers for costs of participation in this tender.

In case the selected Tenderer does not accept the proposed framework contract, it will not be awarded to him. The contract will then be proposed to the second or even to the third Tenderer in order of ranking. If not, the contract will be awarded definitively to the Tenderer who will accept it.

## 2.11. Failure of the procedure and cancellation

Finally, if after the offers evaluation session, no offer is retained and if the Selection committee does not consider additional evaluation, the **tender will be declared unsuccessful**. The failure of the procedure will be formalized through the Evaluation report. All the Tenderers will be contacted by P.U.I to be informed.

A negotiated procedure with four quotations may be then considered.

### **3. GENERAL CONDITIONS**

The consultancy firm or individual consultant must comply with all the conditions mentioned below. These conditions are an integral part of the framework contract which will be signed with the selected consultancy firm or individual consultant.

#### **3.1. Deadlines and delivery**

The selected consultancy firm or individual consultant will define a guaranteed deadline for the delivery of services. This period must be clearly mentioned in the submitted tender.

All the services ordered by P.U.I must be delivered according to schedule and the conditions defined in the submitted offer, except modifications formalized in the contract to be signed and accordingly to P.U.I's requirements. This includes all administrative, tax and custom formalities.

#### **3.2. Insurance**

Première Urgence Internationale assumes no responsibility for the losses or damages suffered by the provided services that may occur during the execution period and before the acceptance of these services.

The Supplier, as well as his eventual subcontractors, will be covered by a liability insurance as a part of their activities related to the execution of the contract.

## **4. ETHICAL CONDITIONS**

### **4.1. Corruption, fraud, collusion and coercion**

P.U.I will reject any proposition or end any contract of purchase or rental or execution of service, if one or several of the practices mentioned below are recognized as being used by the service provider:

- Corrupt practice is defined as the offering, giving, receiving or soliciting, directly or indirectly, anything of value in order to influence improperly the activities of the Contracting authority;
- Fraudulent practice is any act or omission, especially a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, the Contracting authority to obtain a financial or other benefit or to avoid an obligation;
- Collusive practice is an undisclosed agreement between two or more tenderers or candidates designed to artificially alter the results of the tender procedure to obtain a financial or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender procedure to influence its activities.

### **4.2. Protection of children and social rights**

P.U.I, as specified in its charter and rules of procedure, fully complies with The International Convention on the Rights of the Child. It wishes to draw the attention of potential suppliers on Article N° 32 of this Convention, which states that children should not be subjected to work that could affect their right to education or have harmful effects on their health, their growth or their human development.

It is clearly specified to suppliers that it is not allowed to put children under age of 18 years old to work for the execution of any of their activities.

### **4.3. Legality and transparency**

Each tenderer must follow and apply laws and regulations in force in the country where the services are executed, and ensure that its staff members, the persons they supervise, and the staff members of its potential subcontractor follow and apply them as well. The Tenderer will not consider P.U.I as responsible for any breach of the above mentioned laws and regulations by its staff member, the persons they supervise or the staff members of its potential subcontractor.

In case of selection, the Tenderer will allow P.U.I or any other organization or person/body mandated by P.U.I to get access to its documents. Furthermore, the Tenderer will provide P.U.I, upon request, with all documents related to the participation to the tender, the execution of the contract and its general activities.

### **4.4. Criteria of ineligibility and exclusion**

The Tenderers will be excluded in the following cases:

- They are under bankrupt or are the subject of bankruptcy or liquidation proceedings, judicial settlement or bankrupt's certificate, cessation of activity or are in any situation arising from a similar procedure provided for in national legislations or regulations;
- They are the subject of conviction by a judgment having the force of res judicata for any offence concerning their professional ethics;
- They committed a grave professional misconduct proven by any means which the Contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or their obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established or those of the country of the contracting authority or those of the country where the contract will be executed;
- They were the subject of a judgment which has the force of res judicata for fraud, corruption, participation in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
- Following the award procedure of another contract or the procedure for granting a subsidy financed from the Community budget, they have been declared in serious breach for failure to comply with their contractual obligations;
- They are in a situation of conflict of interests during the procurement process;
- They are proven guilty of misrepresentation in supplying the information required by the humanitarian organization for participation in the contract or has not supplied such information.

The Tenderers must prove by any appropriate means that their situation is not one of the listed above.

## **5. FINANCIAL OFFER**

### **5.1. Template**

The template proposed in the Annex B: Model of financial offer is given by way of an example. The Tenderer can use his own template, providing that it includes all the information specified in the Annex B: Model of financial offer.

### **5.2. Transport and accommodation**

Because the place of delivery services is not defined, the cost of transportation and accommodation are not suitable.

### **5.3. Validity**

The validity of the offer must be specified in time (month and/or year) from the date of submission of the offer or by specifying a due date.

## **6. ANNEXES**

The forms listed below to print out and complete by the Tenderers:

- Annex A: Submission form;
- Annex B: Model of financial offer;
- Annex C: Professional references;
- Annex D: Financial identification;
- Annex E: List of additional documents (optional)



## 1.1. Annex A: Submission form

Tender reference: P.U./SEC/TENDER/2022/001

### 1. CONTRACTING AUTHORITY: PREMIERE URGENGE INTERNATIONALE

### 2. TENDERER

#### 2.1 Supplier:

Name: [.....]  
Nationality: [.....]  
Legal structure: [.....]  
Registration number: [.....]  
Year of registration: [.....]  
Website: [.....]

#### 2.2 Representative:

Name: [.....]  
Position: [.....]  
Address: [.....]  
Telephone: [.....]  
E-mail : [.....]

#### 2.3 Subcontractor (if appropriate) :

Name: [.....]  
Nationality: [.....]

### 3. TENDERER'S DECLARATION

In response to your letter of invitation to tender for the contract mentioned above, we, the undersigned hereby declare that:

1. We have examined and we accept in full the content of the tender documentation referred to above. We accept unconditionally and fully its disposals.
2. We offer to provide the services in accordance with the terms of the dossier, and the conditions and specified deadlines, without reservation or restriction and in accordance with the legislation of the country.
3. The price of our tender is: [.....]  
(in numbers), [.....]  
(in letters).
5. This offer is valid for a period of [.....]  
starting from the deadline of submission of tenders.
6. We are submitting this offer in our name. We confirm that we are not tendering in another form for the same framework contract.
7. We commit to abide by the ethics clauses described in the Special Conditions of this documentation of participation. In particular, that we are not in any of the situations excluding us from participating in the contract award and that we are not in a situation of conflict of interests with any other candidate or participant in the tender procedure.

8. We will inform immediately the Contracting Authority of any change in the above circumstances. We also recognize and accept that any inaccurate and incomplete information may result in our exclusion from this tender.
9. We note that the Contracting Authority is not obliged to continue this invitation to tender and reserves the right to cancel the contract award, according to the conditions described in this documentation of participation. Any responsibility towards us will not be incumbent on him by doing so.

Place: [.....]  
Date: [.....]

Representative's name: [.....]

Signature and stamp:

## 1.2. Annex B: Model of financial offer

Reference to the tender: P.U.I/SEC/TENDER/2022/001

Lot No. : [.....]

Tenderer's name: [.....]

No.	Activity	Unit Price (€)	Consultant	Unit nb	Total amount (€)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
				TOTAL €	

Validity of the offer: [.....]

Place: [.....]

Date: [.....]

Representative's name: [.....]

Signature and stamp:

## 6.3 Annex C: Professional references

Please, complete the following information as regards recent similar orders with your past clients.

### 1. CLIENT 1

Name: [.....]

Legal structure: [.....]

Orders description: [.....]

Amount of orders: [.....]

Year of orders: [.....]

Contact person for reference: [.....]

Position: [.....]

Telephone: [.....]

Email: [.....]

### 2. CLIENT 2

Name: [.....]

Legal structure: [.....]

Orders description: [.....]

Amount of orders: [.....]

Year of orders: [.....]

Contact person for reference: [.....]

Position: [.....]

Telephone: [.....]

Email: [.....]

### 3. CLIENT 3

Name: [.....]

Legal structure: [.....]

Orders description: [.....]

Amount of orders: [.....]

Year of orders: [.....]

Contact person for reference: [.....]

Position: [.....]

Telephone: [.....]

Email: [.....]

## 6.4 Annex D: Financial identification

*This annex is to fill in case that Tenderer cannot provide bank details of his bank.*

Tender reference: P.U.I/SEC/TENDER/2022/001

Name of Tenderer: [.....]

### ACCOUNT HOLDER

Full name: [.....]

Address: [.....]

Country: [.....]

Nationality: [.....]

Telephone: [.....]

E-mail: [.....]

### BANK

Name: [.....]

City: [.....]

Country: [.....]

Account number : [.....]

SWIFT code: [.....]

Signature and stamp:

## 6.5 Annex G: List of additional documents

Tender reference: P.U.I/SEC/TENDER/2022/001

Lot n°: [.....]

Name of Tenderer: [.....]

In order to complete the present tender participation file, each Tenderer is requested to provide documents according to their legal status (compulsory or facultative).

### **Additional compulsory documents:**

- Certificate of tax situation of previous year;
- Copy of identity card of legal representative.

### **Additional facultative documents:**

The Tenderer can, on his own initiative, provide documents that are not requested if he considers it opportune

### **Complementary documents:**

[.....] ;  
[.....] ;  
[.....] ;  
[.....] ;  
[.....] ;  
[.....] ;