

**NOT FOR OFFICIAL USE
COURTESY TRANSLATION, THE FRENCH VERSION IS THE REFERENCE FOR
THE CONTRACT**

INSTRUCTIONS FOR BIDDERS

PUBLICATION REFERENCE: n°226.817

By submitting its bid, the bidder accepts the entirely, without restriction, of the general and specific conditions ruling this contract, as being the sole basis of this bidding procedure, whatever his own terms of conditions of sale, to which it declares to renounce.

Bidders are deemed to have carefully reviewed and complied with all forms, instructions, contractual provisions and specifications contained in these bidding documents package.

The bidder who does not provide all the necessary information and documents within the required time will have its bid rejected. No reservations made in the bid in relation to the bidding documents package can be taken into account; any reservation may result in the immediate rejection of the bid without further evaluation.

These instructions to bidders define the rules for the submission, selection and implementation of contracts within the framework of this call for tenders, in accordance with the provisions of the Civipol Procurement Procedures Guide (DCI being mandated by Civipol to conduct this Call for Tenders), which applies to this call (available on the Internet at the following link: <https://www.civipol.fr/fr/appel-d-offres>).

The documents' package of this call for tenders is constituted as follows:

- Supply Contract Notice, reference 226.818;
- Instructions to bidders, reference 226.817;
- Draft supply contract, reference 226.818;
- *technical specifications*, reference 226.671,
- Financial Offer form (*to be returned completed*);
- Submission form (*to be returned completed*);
- Declaration of honour form (*to be returned completed*).

1. Services to be provided

This project aims to equip border guard units in order to strengthen migration flow management operations and more specifically its aspects focused on surveillance, search and rescue in land and maritime Egyptian areas..

The purpose of this contract is the acquisition and delivery and after-sales guarantee of 500 sea survival kits. The sea survival kit includes three survival equipment in a waterproof case (inflatable life jacket, inflatable rescue life buoy, sea lifeline with its storage bag).

1.2 N/A

1.3 Bidders are not permitted to bid for a variant in addition to this bid.

2. Participation

Participation in the market is open to legal persons (participating either individually or in a grouping – solidarity consortium – of tenderers). Legal persons cannot find themselves in any

of the exclusion situations mentioned in point 5 of Market Notice reference 226.818 and must fulfill the eligibility criterion mentioned in point 3 of this same Notice.

3. Origin (Not Applicable)

Tenderers or subcontractors established in countries under European Union sanction are excluded.

4. Currency

Bids must be made in **Euros, excluding tax.**

5. Lots

This present invitation to tender is not divided into lots.

6. Validity period

Each bidder remains bound by his tender for a period of sixty (60) days from the deadline for the submission of tenders.

7. Language of offers

Tenders, correspondence and documents exchanged between the tenderer and DCI must be in the language of the procedure, which is French.

When the enclosed documents provided by the bidder are not written in French, a French translation must be attached.

8. Presentation of offers

8.1 Tenders must be received before the deadline specified in point 8.3.

They must include all the documents specified in point 9 of these instructions and be submitted on DCI's secure platform

Bids will comply with the following conditions:

8.2 All offers must be provided, complete electronically and deposited on the DCI server. (access request to be made to Mrs Myriam TOUMI : myriam.toumi@groupepedci.com).

8.3 All offers must be received by DCI before March 6th, 2024 at 12:00 p.m. Paris time (GMT +1 time zone), deadline date and time.

8.4 All offers, including annexes, as well as all supporting documents must be submitted in the form of three files (one technical, one financial and one administrative) containing the contract reference.

8.5 Any modification or withdrawal of the bid submitted must be submitted before the deadline for submission of the tender, under the same conditions as indicated above.

9 Content of offers

All tenders submitted must comply with the requirements set out in the tender documents and include in particular:

Part 1: the technical offer:

The detailed description of the goods supplied in accordance with the technical specifications, including the required documentation, including equipment maintenance items, and warranty conditions. The duly completed compliance matrices are also part of this technical offer.

Part 2: the financial offer:

A financial offer, calculated on a DPU basis¹ for the goods offered.

Part 3: Administrative documentation:

Must be provided in a format readable with standard Microsoft Office tools:

- Any document justifying registration at the national level as a legal entity;
- The signed statement on honor;
- The certificate of vigilance issued by the collection agency to which you belong, which states in particular that you are up to date with all of your social obligations;
- A description of the organization for the product warranty in accordance with the general conditions of the supply contract;
- The certificate of Civil Liability;
- The supplier declares on a free document that the products and services offered in the bid are not under the ITAR regime ²;
- The duly authorized signature: an official document (statutes, power of attorney, declaration before a notary, etc.) proving that the person signing is authorized to do so on behalf of the entity/joint venture/consortium.

Part 4: Compliance Matrices:

Completed and signed compliance matrices will be provided.

10 Pricing

10.1 Bidder shall be deemed to have satisfied themselves prior to the submission of their bid, the accuracy and completeness of the latter, that they have taken into account all the elements necessary to the full and correct implementation of the contract and to include all costs in their rates and prices.

10.2 Depending on whether the supplies offered are locally manufactured or are to be imported into the beneficiary's country, bidders must calculate the price of their bid on one of the following bases:

- a. For locally manufactured supplies, the price is to be calculated on the basis of delivery to the place and under the conditions indicated above;
- b. For supplies to be imported into the beneficiary's country, the price must be calculated on the basis of delivery to the place and under the conditions indicated above, excluding all duties and taxes on the importation of supplies, including VAT, from which they are exempt.

¹ DPU (Delivered at Place Unloaded) — Incoterms 2020,

² https://www.pmdtc.state.gov/?id=ddtc_public_portal_itar_landing

10.3 The contract is for firm, non-revisable prices in Euros.

11 Additional information before the deadline for submission of tenders

Tenderers may send their questions in writing to the following email address no later than 15 days before the deadline for submission of tenders, specifying the **publication reference** and **the title of the contract**:

M. Etienne LERAY / etienne.leray@groupepci.com..

DCI has no obligation to provide clarifications after this date.

Any clarifications to the bidding documents will be posted on DCI's website at the address: <http://groupepci.fr/appel-offre>

No later than ten (10) days prior the deadline for submission of bids.

Potential bidders seeking to arrange one-to-one meetings with DCI during the bidding period may be excluded from the bidding process.

12 Information meeting or on-site visit

N / A

13 Opening of offers

13.1 Bids will be opened on March 8, 2024 at 2:00 p.m. Paris time at DCI's offices by the committee designated for this purpose.

13.2 Any attempt by a bidder to influence the evaluation committee in the examination, clarification, evaluation and comparison of bids or to obtain information on the progress of the procedure or to influence DCI in its decision relating to the award of the contract shall result in immediate rejection of its offer, non-exclusive of legal proceedings.

13.3 Bids that do not conform to the form will be discarded from the evaluation process.

14 Bid evaluation

The evaluation of the offers takes place through a process in 3 successive steps:

1. Administrative compliance of offers,
2. Technical compliance of offers,
3. Financial evaluation.

DCI reserves the right to proceed with clarifications of the offers received during this evaluation phase.

14.1 Examination of the administrative compliance of offers

The purpose of this phase is to verify that the bid complies, in substance, with the administrative requirements of the bidding documents. A bid is considered compliant when it complies with all the conditions, terms and specifications contained in the bidding documents, without deviation or restriction.

Bids that are not administratively compliant will be discarded from further evaluation.

14.2 Examination of the technical conformity of offers

Only administratively compliant offers will be evaluated technically. Thus, at the end of the analysis of the administrative compliance of the offers, the evaluation committee will make a judgment on the technical compliance of each administratively compliant offer and will classify the remaining offers into two categories: technically compliant and non-compliant.

14.3 Financial evaluation

a) Bids found to be technically compliant will be subject to verification for possible arithmetic errors in calculations and totals. The evaluation committee will correct errors as follows:

- When there is a discrepancy between the amount indicated in figures and that indicated in words, the amount in words prevails;
- When there is a discrepancy between a unit price and the total amount obtained by multiplying this unit price by the quantity, the indicated unit price prevails.

14.4 Selection criteria

The selection criteria are detailed in the contract notice. They are based on the bidder's economic and financial capacity, professional capability and technical capacity.

14.5 Award criteria

The only award criterion will be the price. The contract will be awarded to the lowest priced recognized compliant offer.

15 Signature of the contract and performance guarantee

15.1 The successful tenderer is informed in writing that his tender has been accepted (notification of contract award). Before signing the contract, the successful tenderer must submit a statement attesting that, since the date of establishment of this evidence, his situation has not changed.

15.2 The successful tenderer must also produce proof of his financial and economic situation and his technical and professional capacity in accordance with the selection criteria as specified in the contract notice.

15.3 If the successful tenderer fails to provide such evidence or declarations or proof of his financial and economic situation and his technical and professional capacity within 15 calendar days from the notification of the award of the contract or it is found that he has provided false information, the award of the contract will be considered null and void. In this case, DCI may award the contract to the second lowest among the tenderers or cancel the tender procedure.

15.4 Within 15 days of receipt of the signed contract by DCI, the contractor must sign and return the contract with the performance bond. Upon signature, the contractor becomes the holder of the contract and the contract enters into force.