

REQUEST FOR PROPOSAL

I. CONTEXT

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action. Expertise France's mission is to meet the demand of partner countries seeking to enhance the quality of their public policies in order to address the environmental, social, economic and security challenges they are facing. The agency achieves this goal by implementing projects in the main areas of public action:

- Democratic, economic and financial governance;
- Stability, international security and peace
- Sustainable development, climate and agriculture
- Health and human development

II. PURPOSE AND MAIN FEATURES OF THE DRAFT CONTRACT

The subject of the proposed contract is Provision of HEAT training for public broadcasting journalists as defined in the specifications attached to the consultation file.

MAIN FEATURES OF THE DRAFT CONTRACT

| | |
|---|----------------|
| Nature of the prices | lump sum |
| Implementation period | Up to 2 months |
| Maximum amount of the financial envelope | not specified |
| Place of performance of the contract | Ukraine |
| Currency of offer | UAH |

III. PROCEDURE'S SCHEDULE

| | DATE* | TIME |
|--|----------------|-------------------|
| Deadline for bidders questions | April 27, 2026 | 16:00 (Kyiv Time) |
| Deadline for Expertise France answers | April 29, 2026 | 18:00 (Kyiv Time) |
| Deadline for submitting tenders | May 04, 2026 | 18:00 (Kyiv Time) |
| Completion date for evaluating technical offers | May 07, 2026 | n/a |

| | | |
|------------------------------|--------------|-----|
| Notification of award | May 08, 2026 | n/a |
| Contract signature | May 12, 2026 | n/a |
| Start date | May 12, 2026 | n/a |

*Provisional date

IV. PROCUREMENT PROCEDURE

The present procurement procedure is subject to the French Code of public procurement in its latest version in force as enacted by Order No. 2018-1074 issued on 26 November 2018 and its Implementation Decree No. 2018-1075 issued on 3 December 2018.

Expertise France proceeds with the “adapted procedure” by virtue of applying articles L. 2123-1 and R. 2123-1 au R. 2123-7 of the above mentioned Code.

V. CONTENT OF THE TENDER DOSSIER

The tender dossier is composed by the following documents:

- The current request for proposal (DAJ_M001ENG);
- Technical specifications / terms of reference;
- Template of the Annex 2 - Financial proposal;
- Expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template (DAJ_F043ENG) and the identification sheet of a third party (DAF_F013ENG);
- Draft of the agreement;
- For any contract whose execution implies the movement of its personnel (or its subcontractor) in an orange or red zone (in accordance with the regional vigilance maps made available by the Ministry of Europe and Foreign Affairs (<https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/>), the safety evaluation questionnaire.

VI. PRESENTATION OF TENDERS

The application and tender documents as well as all correspondence and documents relating to this consultation must be written in English.

In support of their offer, candidates must submit a file consisting of the following documents:

- A proof of a legal identity form;
- Bank statement about open bank account in English;
- Certificate of absence of tax debt for company;
- Portfolio of the company (A brief overview of the organization, highlighting at least **2 years of experience** in delivering HEAT training);
- The expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template and the identification sheet of a third party;
- **Technical Proposal** including:
 - **Detailed Training Agenda:** A day-by-day breakdown of the 4-day course (8 hours/day), specifically showing the **1-day dedicated to First Aid (MARCH algorithm)**;

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- Training methodology description;
- Safety & Risk Management Plan;
- List of equipment that will be used for training.
- Filled and signed Annex 2 - Financial offer in PDF format;
- Detailed budget breakdown (including Training delivery fees, costs of materials and handbooks, Catering cost, Certification costs);
- **CVs of Proposed Trainers:** Highlighting: 2+ years in security/HEAT training, **TECC/TCCC Certification** for the medical trainer, Experience in ballistics, UXOs, and **FPV drone threats**;
- **Staff Allocation Table:** A list of trainers and their specific roles (Lead, Medical, Ballistics/Drone Expert);
- Description of their training premises;
- Proof of previous experience of working with the media staff/journalists (if applicable).
- Proposed menu of Coffee breaks and lunch;
- Filled and signed draft of the agreement;
- For any contract whose execution implies the movement of its personnel (or its subcontractor) in an orange or red zone (in accordance with the regional vigilance maps made available by the Ministry of Europe and Foreign Affairs (<https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/>) the safety evaluation questionnaire completed.

The documents requested above are mandatory. If they are missing, the tender submitted will not be compliant and will therefore be rejected.

The period of validity of the tenders submitted is fixed at 90 calendar days from the deadline for submission of tenders.

VII. TRANSMISSION MODALITY OF TENDERS

All the required documents must be submitted before the deadline indicated in article III. PROCEDURE'S SCHEDULE, by electronic means only, to the e-mail address tender-ukraine@expertisefrance.fr

Submission by electronic means is mandatory. Any other form of submission will be rejected.

VIII. SELECTION PROCEDURE

Expertise France will first check the eligibility of the applications and their ability to provide the service. Finally, it will evaluate the offers according to the following criteria:

- Criterion 1: Price (40 points);
- Criterion 2: Relevant experience, training premises and qualification of the proposed personnel (30 points);
- Criterion 3: Technical proposal, agenda & training methodology (30 points).

Expertise France may, if it deems necessary, open negotiations with all or some of the tenderers and will conclude the contract with the entity that submitted the best-rated tender in the light of these criteria.

IX. ADDITIONAL INFORMATION

If a candidate wishes to have additional information on technical or administrative points of the file, he may submit his questions before the deadline indicated in article III. PROCEDURE'S SCHEDULE, to the e-mail address tender-ukraine@expertisefrance.fr.

X. PROCESSING OF PERSONAL DATA

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable from 25 May 2018.

Identity and contact details of the controller and its representative :

Expertise France

40, Boulevard de Port Royal

75005 Paris

Represented by its Managing Director,

Operational controller:

The Information Systems Department represented by its Director

Contact details of the Data Protection Officer:

informatique.libertes@expertisefrance.fr

The legal grounds for the processing operation(s) correspond to Article 6.1 (c) and (e) of the GDPR, namely that:

- The processing is necessary to comply with a legal obligation to which Expertise France is subject;
- The processing is necessary for the performance of a task in the public interest or in the exercise of official authority vested in Expertise France;

The purposes of the processing operation(s) are:

- The management and monitoring of this procurement procedure;
- Management and monitoring of the concluded public contract.

The recipients or categories of recipients of personal data are exclusively the authorised personnel of the contracting authority, ministries and State operators in charge of awarding and executing the contract, as well as their service providers.

Retention period: this data is kept for the duration of the contract and its execution, as well as for the duration of the contract.

In accordance with the provisions of Articles 15 to 21 of the RGPD, the persons whose personal data are collected have a right of access, rectification and deletion of this information concerning them. They also have the right to limit processing and to object to such processing on legitimate grounds. The exercise of the rights of information and any other exercise of rights of the persons concerned by the processing operations carried out may be made to the Expertise France data protection officer.

The person whose personal data is collected in the context of this procedure has a right of complaint to the CNIL.

Expertise France undertakes to guarantee the confidentiality of proposals sent to it and to ensure the security and storage of these proposals.

XI. REMEDIES AND TIME LIMITS

The body responsible for appeal procedures is the Paris administrative court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.

Candidates may obtain information on the introduction of appeals from the Registry of the Paris Administrative Court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.