

**REQUEST FOR PROPOSAL  
for Supply of Tactical First Aid Kits (IFAKs)**

**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 Supply of Tactical First Aid Kits (IFAKs) for journalists as defined in the specifications attached to the consultation file.

**MAIN FEATURES OF THE DRAFT CONTRACT**

<b>Nature of the prices</b>	Fixed price
<b>Delivery deadline</b>	20 days upon contract signature
<b>Maximum amount of the financial envelope</b>	not specified
<b>Place of performance of the contract</b>	Ukraine
<b>Currency of offer</b>	UAH

**III. PROCEDURE’S SCHEDULE**

	<b>DATE*</b>	<b>TIME</b>
<b>Deadline for bidders questions</b>	April 22, 2026	18:00 (Kyiv Time)
<b>Deadline for Expertise France answers</b>	April 24, 2026	18:00 (Kyiv Time)
<b>Deadline for submitting tenders</b>	April 28, 2026	18:00 (Kyiv Time)

<b>Completion date for evaluating</b>	May 04, 2026	n/a
<b>Notification of award</b>	May 05, 2026	n/a
<b>Contract signature</b>	May 06, 2026	n/a
<b>Start date</b>	May 06, 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 of 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 (registration documents);
- Bank statement about open bank account in English;
- Certificate of absence of tax debt for company;
- 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 Specifications:** A detailed technical description for each individual item offered in the bid.
- **Confirmation of Standards Compliance:** Documentary evidence confirming that the offered

goods comply with:

- TCCC Guidelines
  - NC 024:2023
  - Ukrainian Technical Regulation on Medical Devices (approved by the Resolution of the Cabinet of Ministers of Ukraine No. 753 dated 02.10.2013).
- **Quality Certification: At least one of the following documents confirming the quality of the offered goods:** quality certificate, certificate of conformity, product passport, manufacturer's quality passport, or an equivalent valid document.
- **Guarantee Letter:** A formal consolidated letter confirming the bidder's full agreement with and adherence to:
- Compliance with all submitted technical specifications.
  - Adherence to all packaging and labeling requirements.
  - Shelf Life: A guarantee that, at the time of delivery, all medical components (consumables) will have a remaining shelf life of at least 80% of their total manufactured shelf life.
  - Commitment to replace defective items within the stipulated timeframe.
- **Warranty Confirmation:** A formal letter confirming a minimum warranty period of 12 months for all non-consumable items.
- **Authorization Letter:** If the bidder is not the manufacturer, they must provide an official authorization letter issued by the manufacturer or an authorized distributor.
- Signed commitment to deliver all goods within a maximum of 20 days from the contract signature date (in free form).
- Filled and signed Annex 2 - Financial offer in PDF format;
- Filled Annex 2 - Financial offer in excel format;
- 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](mailto: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 supply the goods.

**Stage 1: Administrative and Technical Compliance (Pass/Fail)**

- Full compliance with all Technical Specifications (including TCCC/MARCH standards).
- Provision of all required quality certifications, declarations, and guarantee letters.
- Commitment to deliver all goods within a maximum of 20 days from the contract signature date

*Note: Bids that do not meet ALL of the above mandatory criteria will be automatically rejected and will not proceed to the financial evaluation.*

**Stage 2: Financial Evaluation (100 points)**

Offers will be evaluated according to the following criteria:

- Criterion 1: Price (100%)

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](mailto: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](mailto: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](mailto: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](mailto:greffe.ta-paris@juradm.fr).