



**SPECIFICATIONS  
INVITATION TO TENDER  
COMMUNICATION SERVICES**

**SUBJECT:**

**Invitation to tender  
for service providers to ALIMA's Communication Department**

AO ref no: **23/06/HQDKR/Multi-Pays/COM/003**

Deadline for receipt of bids:

**December 03, 2023 at 18:00 GMT**



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## **PRESENTATION OF ALIMA**

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**The ALIMA SPIRIT:** ALIMA's purpose is to save lives and to care for the most at-risk communities, without any discrimination based on identity, religion or political affiliation. Our actions rely on proximity, innovation, and the alliance of organizations and individuals. We act with humanism, impartiality and with the respect of universal medical **ethics**. To reach patients, we are committed to act in a neutral and independent manner.

### **The VALUES and PRINCIPLES of our action enshrined in our CHARTER:**

1. Putting the patient first
2. Revolutionizing humanitarian medicine
3. Responsibility and freedom
4. Improving the quality of our actions
5. Placing trust
6. Collective intelligence

### **CARE - INNOVATION - TOGETHER:**

ALIMA (The Alliance for International Medical Action) is an international medical humanitarian organization based in Dakar, Senegal that has been saving lives for over 14 years in emergency situations and health crises in Africa.

ALIMA's ambition is to transform humanitarian medicine by leveraging research and innovation to multiply the impact of its interventions and better protect populations from tomorrow's health crises.

Since its creation in 2009, ALIMA has treated more than 11 million patients in 14 countries and launched more than 30 research projects, notably on malnutrition, maternal and child health, malaria, Ebola and COVID-19. This work has been rewarded with several international awards.

ALIMA works in partnership with national nonprofit organizations in five countries, a model that makes humanitarian aid more relevant and effective in the long term through inclusive collaboration in co-designing and co-managing humanitarian response and building local capacity.

**THE ALIMA TEAM:** More than 2,000 people currently work for ALIMA. The teams in the field, close to the patients, are supported by coordination teams, usually based in the capital of the countries of intervention. They are supported by the 4 Desk teams and the Emergency and Country Openings team based at the operational headquarters in Dakar, Senegal. The teams in Paris and New York are actively involved in fundraising and representing ALIMA.



**COUNTRIES OF INTERVENTION IN 2023:** Burkina Faso, Cameroon, Central African Republic, Chad, Democratic Republic of Congo, Ethiopia, Guinea, Mali, Mauritania, Niger, Nigeria, Sudan and Ukraine.

**AREAS OF EXPERTISE:** Malnutrition, maternal health, primary health care, pediatrics, malaria, epidemics (Ebola, cholera, measles, dengue), hospitalization, emergencies, gender-based violence, mental health...

For the latest news on ALIMA's missions around the world, visit our website at: <https://www.alima-ngo.org/fr/>

## **INSTRUCTIONS TO BIDDERS**

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These instructions to bidders define the rules for submission, selection and contract implementation under this call for tenders.

Any cost incurred by the bidder in preparing and submitting the bid will not be reimbursed.

By submitting a bid, the bidder accepts, without limitation, the entirety of the general and special conditions of this tender as the sole basis for this contract, regardless of the bidder's own conditions of sale, which the bidder declares to waive.

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

Any bidder who fails to provide all the necessary information and documents within the required deadline will have his bid rejected. Any reservation made in the bid in relation to the tender documents cannot be taken in consideration and will result in the immediate rejection of the bid without further evaluation.

### **1. Profiles of professionals sought**

The Communication Department requires the professional service providers listed below:

- Photographers
- Image/video reporters

**The purpose of this invitation to tender is to establish a framework contract with each selected service provider for a period of 24 months from the date of signature, renewable for a maximum of one (1) time.**

The framework contract to be concluded between ALIMA and the selected service provider(s) does not commit ALIMA to exclusivity of supply from the service provider(s).

### **2. General conditions of eligibility and exclusion**

**Participation in the procedure is open to all natural persons or legal entities possessing all the administrative documents cited in these specifications (cf. 4. Selection criteria).**



**Nationality rule:** Participation in the tender procedure is open to all nationalities (see specificities linked to nationality and location in the table in section 4.1).

**Candidates or bidders are excluded from participation in the tender procedure if:**

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted by a judgment having the force of res judicata of any offence concerning their professional conduct;
- (c) they have been guilty of grave professional misconduct proven by any means that the contracting authorities can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, participation in a criminal or terrorist organization, or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

**Contracts may not be concluded with candidates who, at the time of the procedure:**

- 1) Are subject to a conflict of interest;
- 2) Are guilty of misrepresentation in providing the information requested by the humanitarian organization as a condition of participation in the tender procedure or have failed to provide such information. If ALIMA discovers or is made aware of any culpable misrepresentation by the successful candidate(s) after the signing of the contract, the contract will be terminated without notice.

To be eligible for participation in the tender procedure, candidates must prove to the Contracting Authority that they meet the necessary legal, technical and financial conditions, and that they are willing to execute the contract effectively.

**3. Calendar**

Stage	Date
Call for applications (publication)	09/11/2023
Clarifying and answering candidates' questions	from 09/11/2023 to 10/12/2023
Deadline for receipt of offers	10/12/2023 at 18:00 GMT



Bid evaluation	From 11/12/2023 to 31/12/2023
Selection of short-listed candidates by committee	From 01/01/2024 to 31/01/2024
Notification of contract award	From 01/02/2024 to 15/02/2024
Contract signature	16/02/2024

#### 4. Selection criteria according to profile

In evaluating bids, particular attention will be paid to the following criteria:

- financial offer
- references and experience
- quality of the portfolios, samples and other productions illustrating the quality of the work

##### 4.1 *Technical and administrative criteria*

ITEM	PROFILE	SELECTION CRITERIA
<b>No.1</b>	<b>PHOTOGRAPHER</b>	<ul style="list-style-type: none"> <li>- Have your own professional equipment to deliver HD photos (specify model of camera(s) used) &gt; attach photos of equipment</li> <li>- Provide a portfolio/Instagram account/website</li> <li>- Supply 03 references</li> <li>- Proof of professional registration in the country and/or right to take photographs</li> <li>- Professional level in French or English, spoken and written</li> <li>- Provide a copy of a passport from one of the following countries: Benin, Burkina Faso, Cameroon, Central African Republic, Chad, Côte d'Ivoire, Democratic Republic of Congo, Ethiopia, Haiti, Ghana, Guinea, Mali, Mauritania, Niger, Nigeria, Senegal, Somalia, Sudan, Ukraine.</li> </ul>
<b>No.2</b>	<b>PHOTOJOURNALIST/ VIDEOGRAPHER</b>	<ul style="list-style-type: none"> <li>- Have your own professional equipment to deliver HD videos (specify model of camera(s) used) &gt; attach photos of equipment</li> <li>- Provide a portfolio/Instagram account/website</li> <li>- Supply 03 references</li> <li>- Proof of professional registration in the country + right to capture videos</li> <li>- Professional level in French or English, spoken and written</li> <li>- Provide a copy of a passport from one of the following countries: Benin, Burkina Faso, Cameroon, Central African Republic, Chad, Côte</li> </ul>



		d'Ivoire, Democratic Republic of Congo, Ethiopia, Haiti, Ghana, Guinea, Mali, Mauritania, Niger, Nigeria, Senegal, Somalia, Sudan, Ukraine.
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## 4.2 Financial criteria

ITEM	PROFILE	FINANCIAL OFFER
No.1	<b>PHOTOGRAPHER</b>	<ul style="list-style-type: none"> <li>- Provide a rough estimate for 01 day of photo shooting + 01 day of editing and writing detailed captions.</li> </ul> <p><i>NB: Airfare, transportation to location, meals and lodging are not at your expense. Please provide a quote for the service only.</i></p>
No.2	<b>PHOTOJOURNALIST / VIDEOGRAPHER</b>	<ul style="list-style-type: none"> <li>- Provide a rough estimate for 01 day of video shooting + 01 day of shot selection and interview transcription.</li> </ul> <p><i>NB: Airfare, transportation to location, meals and lodging are not at your expense. Please provide a quote for the service only.</i></p>

## 5. Performance guarantee

The performance guarantee concerns the service to be offered following this call for tenders, and consists of assuring the contracting authority that the service will be rendered 100% in compliance with the terms of the contract.

## 6. Payment

At the end of the service, ALIMA will (within a maximum of 30 days after receipt of the invoice) make full payment by check or bank transfer to the bank address indicated by the supplier, for all orders placed.

The period for which payment will be made will be defined in advance between the successful Bidder and the Contracting Authority and will be stipulated in the contract.

In addition, in accordance with the legislation applicable to companies in the relevant jurisdiction, during payment of the service provider's invoice, income tax on the provision of services (IR/CPS in France) set at 3% (three percent) will be deducted from the service provider's overall invoice.

## 7. Ethics clauses

Any attempt by candidates to obtain confidential information, to enter into unlawful agreements or to influence the committee or the Contracting Authority during the process of examination, clarification, evaluation and comparison of tenders will result in the rejection of their application and may lead to administrative sanctions.

The Bidder and its personnel shall not perform any work or supply any equipment on a subcontract basis without the prior written approval of the Contracting Authority.



When submitting an offer, the candidate must declare that he is not affected by any potential conflict of interest. Should such a situation arise during the performance of the contract, the Bidder must immediately inform the Contracting Authority.

The Bidder must always act impartially and as a trusted advisor, in accordance with the code of ethics of his profession.

Throughout the duration of the contract, the Bidder and its personnel undertake to carry out their activities with the utmost respect for human rights, and undertake not to offend in any way the political and cultural principles of the beneficiary State.

The Bidder shall not accept any payment in connection with the contract other than through the method of payment specified in the contract. The Bidder and its personnel shall not engage in any activity or receive any benefit contrary to their obligations to the Contracting Authority.

The Bidder and its personnel shall be bound by professional secrecy throughout the duration of the contract and after its completion. All reports and documents drawn up or received by the Bidder must remain confidential.

The contract shall define the form and use by the Contracting Parties of reports and documents drawn up, received or presented by them during the performance of the contract.

The Bidder must refrain from any relationship likely to compromise its independence or that of its personnel. If the Bidder ceases to be independent, the Contracting Authority may, without prejudice and without written notice, immediately terminate the contract and without the Bidder being able to avail itself of the right to compensation.

The Contracting Authority reserves the right to suspend or cancel the contract if corrupt practices are discovered at any stage of the award procedure. The Contracting Authority reserves the right to take all appropriate measures to remedy the situation. This reservation includes the offer of a bribe, gift, gratuity or commission to any person in payment or reward for performing or refraining from performing any form of action in connection with the award of a contract or the performance of a contract already entered into with the Contracting Authority.

All offers will be rejected and contracts immediately terminated if it becomes apparent that the performance of the contract has given rise to extraordinary commercial costs.

Such extraordinary costs or expenses consist of commissions not mentioned in the main contract or arising from a contract linked to the main contract, commissions not paid on the basis of a legitimate and legal service, commissions linked to tax fraud practices, commissions paid to intermediaries or recipients not clearly identified, and commissions paid to fictitious companies.

The Bidder must provide the Contracting Authority, at its request, with all documents relating to the conditions of performance of the contract. The Contracting Authority may carry out any document checks it deems useful and necessary in its search for evidence in the event of suspicions relating to this type of extraordinary costs and expenses.

By submitting an offer, the candidate formally refrains from using child labor. It undertakes to respect social rights and regulations on working conditions and safety at work. The Contracting Authority may carry out any documentary checks it deems useful or necessary to verify the application of these principles.

## **8. Cancellation of tender procedure**

In the event of cancellation of a tender procedure, candidates will be notified by e-mail by the Contracting Authority.

Cancellation may occur if:





- The tendering procedure has failed, i.e. if none of the bids received meets the requirements stipulated in the specifications, if these bids exceed the maximum amount estimated by the contracting authority, or if there is no response;
- All technically compliant bids exceed available financial resources;
- There are irregularities in the procedure, particularly in cases where these prevent fair competition.

**In no event shall the Contracting Authority be liable for any damages whatsoever resulting from such cancellation (including, without limitation, damages for loss of profits), even if the Contracting Authority has been advised of the possibility of such damages. The publication of a notice for the provision of services does not commit the Contracting Authority to carry out the announced program or project.**

Read and approved,

**Name:**

**Function:**

**Date:**

**Signature and company stamp:**



## Appendix: Submission form

### Contract title:

[.....]  
[.....]

Place and date [.....]

### 1. PRESENTED BY

Bidder's name: [.....]

Nationality: [.....]

### 2. DESIGNATED PERSON RESPONSIBLE (in accordance with signing authority)

Name : [.....]

Address : [.....]

[.....]

Phone : [.....]

Email : [.....]

### 3. BIDDER'S DECLARATION(S)

*To be completed and signed by the Bidder (one declaration per potential consortium partner).*

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

We have examined and fully accept the contents of tender document no. [23/HQDKR/Multi-Pays/COM/006] dated [30/10/2023]. We accept its provisions in full, without reservation or limitation.

We are bidding for item(s) [.....]

Our offer is valid for a period of [.....] from the deadline for submission of offers, i.e. until [...../...../.....].

Our company has the following nationality: [.....]

We submit this offer on our own behalf. We confirm that we are not submitting a bid for the same contract under any other form.



We do not fall under any of the situations disqualifying us from participating in the award of the contract, which are listed in article 2 "General conditions of eligibility and exclusion".

We undertake to comply with the ethics clauses of the instructions to tenderers and, in particular, we have no potential conflict of interest with other candidates or other participants in the procedure at the time of our tender.

We will immediately inform the Contracting Authority of any change in the above circumstances at any stage of the performance of the contract. We also acknowledge and accept that any inaccurate or incomplete information may result in our exclusion from this tender and any other **ALIMA-funded** contract.

We note that the Contracting Authority is not obliged to pursue this invitation to tender and reserves the right to award only part of the contract. He shall incur no liability to us in so doing.

Full name: [.....]

Duly authorized to sign this offer on behalf:

[.....]

Place and date: [.....]

Bidder's stamp and/or signature:

Dossiers, complete with indication of the item (s), to be submitted electronically exclusively to the following address: [candidature.communication@alima.ngo](mailto:candidature.communication@alima.ngo)

Deadline for applications: **03/12/2023 at 18:00 GMT**