FIDH INTERNATIONAL FEDERATION FOR HUMAN RIGHTS

ANNEX B

INSTRUCTIONS AND CONDITIONS FOR INVITATION TO TENDER

The International Federation for Human Rights (FIDH) will receive, and review offers in response to official invitations to tender, subject to the following detailed instructions and conditions.

1. Submission of Offers
Offers must be submitted electronically using the Tender Form (Annex C) and all relevant annexes, addressed and delivered to the email address indicated in Annex F (Bidder's Checklist).

Tender No.: FIDH_AO_2026_ADVOCACY_NY
Closing Date and Time: 03/04/2026 COB
Offers must be received before the specified date and time. Bidders submitting offers by mail or courier do so at their own risk, and FIDH assumes no responsibility for their receipt.

Bidders are solely responsible for ensuring that their complete offer reaches FIDH in accordance with the requirements of this Call for Tenders before the deadline. Only portions of offers received before the deadline will be considered. Late offers will not be evaluated.

2. Submission of Samples
If the tender cover letter requires the submission of product samples, failure to do so may invalidate the offer. All submitted samples must be clearly marked with the same item number as indicated in the FIDH Tender Form (Annex C). Packaging must be clearly labeled 'Samples' with the tender number and relevant details.

3. Tender Form Completion and Pricing
Discounts other than those for prompt payment will be considered in contract awards. Bidders must specify if prices are not based on DAP (Incoterms 2022). When transportation costs are included, the mode must comply with temperature requirements of the goods.

4. Currency
The preferred currency for offers is Euro (€). However, other currencies such as USD or GBP may be used if clearly stated.

5. Language
The Tender Form, all correspondence, and documents relating to this tender between the Bidder and FIDH must be written in French.

6. Packaging
Packaging must meet international shipping standards, be of good quality, and suitable for transport.

7. Origin, Quantities, and Offers

The country of origin of the goods offered must be clearly indicated. Offers should cover the total quantity required by FIDH whenever possible. Partial offers may be submitted but must be clearly identified in the Tender Form. Explanations or clarifications form part of the offer.

8. Presentation

Offers must be typed; if handwritten, they must be clearly legible. Pencil entries will not be accepted. All corrections or alterations must be initialed by the signatory. Unused pages should not be submitted. A copy of the completed Tender Form should be kept by the bidder. All offers must be signed by a duly authorized representative.

9. Lots and Shared Awards

If the tender is divided into lots, bidders may submit offers for one or more lots. Each lot will constitute a separate contract. Partial offers for a lot will not be considered. FIDH reserves the right to make shared awards.

10. Validity Period

Offers must remain valid for at least the minimum number of days specified in the tender from the closing date. Bidders may indicate a longer validity period. FIDH reserves the right to determine the validity period at its discretion.

11. Acceptance and Award of Contracts

FIDH reserves the right to invalidate any unclear or incomplete offer or one not submitted on the prescribed form. FIDH is under no obligation to award a contract, reimburse preparation costs, or acquire goods/services. No contractual relationship exists unless a written contract is signed by FIDH and the successful bidder.

FIDH may award partial contracts and will notify selected bidders as soon as possible. FIDH may reject any or all bids at its sole discretion.

12. Confidentiality

This tender and all copies thereof must be returned to FIDH upon request. The document is confidential and proprietary to FIDH. It may not be copied or disclosed without prior written consent, except for sharing with potential subcontractors to obtain quotations.

13. Collusive and Anti-Competitive Practices

Bidders and their representatives must not engage in collusive bidding or any anti-competitive behavior, including sharing confidential information to influence outcomes. Such conduct may result in disqualification.

14. Improper Assistance

Offers prepared with improper assistance from current or former FIDH employees, contractors, or through the use of confidential information will be disqualified. Individuals involved with FIDH within six months prior to this tender may not participate without written approval.

15. Corrupt Practices

All bidders and suppliers must adhere to the highest ethical standards throughout the procurement and contract performance process. FIDH's Code of Ethics forms an integral part of any contract award.

16. Conflict of Interest

Bidders must avoid any actual, potential, or perceived conflict of interest. Any such situation must be reported to FIDH immediately. FIDH may require remedial measures to resolve the conflict.

17. Withdrawal or Modification of Offers

Requests to withdraw an offer will not be honored. Withdrawal by the selected bidder may result in suspension or delisting. Offers may be modified before the closing date by written notice referencing the original tender number. No changes will be accepted after closing.

18. Late Offers

All offers received after the deadline will be rejected, unless FIDH determines that the delay was justified. Offers received after tender opening will be automatically rejected.

19. Opening of Tenders

Tenders will be opened in private after the closing date by FIDH's Tender Opening Committee. Bidder names, offer prices, and modifications will be announced. Attempts to influence the evaluation process will result in rejection.

20. Evaluation of Offers

Administrative compliance will be verified first. Non-compliant offers will be rejected. Technical evaluation will determine conformity based on documentation and bidder capacity. Financial evaluation will consider value for money, quality, compliance, delivery time, and bidder experience.

21. General Contract Conditions

All bidders must acknowledge that FIDH's General Conditions for the Procurement of Goods, Services, or Works are acceptable.

22. Cancellation of the Tender

FIDH may cancel the tender under circumstances such as lack of suitable offers, changes in project parameters, force majeure, budgetary constraints, or procedural irregularities. FIDH will not be liable for damages resulting from cancellation.

23. Inquiries

All inquiries regarding this tender must be addressed in writing to the Logistics Department at achats@fidh.org, with the tender number in the subject line. Offers must not be sent to this address.