



CONTRACT FOR INTELLECTUAL SERVICES N° SYF-2025-0022

Agence Française de Développement
5 Rue Roland BARTHES
75012 PARIS

Subject-matter: Technical assistance for a Biodiversity Program in Colombia for Bancoldex

Deadline for submission of offers

Date: February 24.2025.

Time: 12:00 (Paris Time)

Rules of the procurement procedure

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As of 1 January 2025, the French Development Agency changes its buyer profile and will now use the State Procurement Platform, known as “PLACE” for the publication of its consultations:

- New publications from 1 January 2025 will be accessible via the PLACE buyer profile;
- Ongoing consultations created on the “markets-secures” buyer profile will continue until they are assigned;
- Companies with a current framework agreement will be asked via the PLACE buyer profile for subsequent new markets.

Direct link to the PLACE platform and user guides: [PLACE - Government procurement platform \(public procurement.gouv.fr\)](#)

1. Subject-matter of the contract

The subject-matter of the procurement procedure is: **Technical assistance for a Biodiversity Program in Colombia for Bancoldex.**

Place of implementation of the services: Colombia.

1.1 Structure of of the contract

The procurement procedure shall not be divided into lots. The services will result in a single contract.

The grounds for the non-division of the procurement procedure into lots are as follows:

The nature of the contract does not allow for the identification of distinct services.

This contract is also not divided into tranches or purchase orders

1.2 Duration of the contract – Time extension – Implementation deadlines

The duration of the contract, the modalities for time extension and the implementation deadlines are included in the letter of agreement .

For your information, it is expected that the services will begin around March 31, 2025.

1.3 Contract for similar services

The services covered by this consultation may give rise to a new contract for the performance of similar services, awarded under the negotiated procedure without prior publication and without competitive tendering and which will be performed by the contractor of this contract.

2. Organisation of the procurement procedure

2.1 Procurement procedure

This procurement procedure is launched in accordance with the provisions of Articles R. 2123-1 and R. 2123-5 of the Public Procurement Code under a simplified open procedure with possible negotiation, freely defined by the contracting authority.

The contracting authority will analyse the offers of the candidates on the basis of the evaluation criteria and select 3 candidates with whom it will negotiate.

In accordance with Article R. 2144-3 of the Public Procurement Code, the verification of the candidates' ability to exercise their professional activity, economic and financial capacity and

technical and professional capacities may be carried out at any time during the procedure and at the latest before the award of the contract.

Following these negotiations, it will select the most economically advantageous tender on the basis of the evaluation criteria set out in the notice and/or these rules of the procurement procedure.

2.2 Provisions related to consortia

The contract will be awarded to either a single company or to a consortium of companies.

Possibility of submitting several offers for the contract by acting both as individual candidates and as members of one or more consortia:

☒ Yes

☐ No

Or as members of several consortia:

☒ Yes

☐ No

2.3 Authorised variants

The submission of an authorised variant is not allowed.

2.4 Required variants

No required variants are foreseen.

2.5 Detailed changes to the standard bidding documents

The contracting authority reserves the right to bring no later than 10 days before the deadline for submission of offers, detailed changes to the standard bidding documents. Candidates will then be required to respond on the basis of the amended documents without being able to raise any complaints on this subject.

If the above deadline is extended during the review of the bidding documents by the candidates, the previous provision is applicable according to this new date.

2.6 Offer validity period

The period of validity of the offers 180 days from the deadline for the submission of the final offer.

3. Contents of the standard bidding documents

Notwithstanding article 4.1 of the CCAG PI, in the event of contradiction between the stipulations of the contractual documents of the Contract, they shall prevail in the following order of priority:

- The present Contract and any appendices;
- The special technical specifications (C.C.T.P.) and any appendices, of which the original copy kept in the purchaser's archives is the only authentic copy.
- In the event of any contradiction between the Contract and the C.C.T.P., the Contract and the C.C.T.P. shall take precedence over their appendices, and each appendix shall take precedence over the others according to its rank in the list of appendices specific to each document.
- The general administrative clauses of public contracts for intellectual services (CCAG PI) approved by the decree of March 30, 2021 (published in the JORF n°0078 of April 1, 2021).

- The Contractor's offer.
- Special subcontracting agreements and any amendments thereto, subsequent to notification of the contract.

4. Access to standard bidding documents

The contracting authority informs candidates that the bidding documents are in electronic form. The Bidding Documents for Companies (Dossier de Consultation des Entreprises - DCE) can be consulted and downloaded free of charge at the following address:

<https://www.marches-publics.gouv.fr/>.

In order to be able to unzip and read the documents made available by the contracting authority, economic operators must have at their disposal the softwares allowing them to read the following formats:

- Compressed files to *.zip standard (readable by Winzip, Quickzip)
- Adobe® Acrobat® *.pdf (readable by Adobe Reader software)
- *.doc or *.xls version 2000-2003 (readable by Microsoft Office or OpenOffice)
- Rich Text Format *.rtf
- If necessary, the DWF format (readable by Autocad software, or viewers such as Autodesk DWF viewer,...).

When downloading the bidding documents, it is recommended for the company to create an account on the electronic platform where it will provide the name of the bidding organisation and an e-mail address in order to keep it informed of any changes that may occur during a procedure (adding a document to the DCE, sending a list of answers to the questions received...).

The candidate is informed that only the copy of the bidding documents held by the contracting authority is authentic.

5. Submission of applications and offers

Candidates will be required to submit the following documents in Spanish or English language.

5.1 Required application documents:

Each candidate will have to produce the application form attached as an annex to this document, the following documents will also be required:

- Declaration on honor justifying that the candidate does not fall under any of the cases mentioned in Articles L. 2141-1 to L. 2141-5 or Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document attached).
- If applicable, the document(s) relating to the authority of the person authorized to bind the company.
- In the case of a consortium, the authorization document for the representative signed by the members of the consortium.
- In the case of subcontracting, the subcontracting declaration (template attached to the Single Contract).

The candidate may prove its financial capacity with any other document deemed equivalent by the contracting authority if he is objectively unable to submit part of the information related to its financial capacity.

In the event where a candidate wishes to use the professional, technical, and financial capacities of any intervening party (subcontractor in particular) to justify its own capacity, the candidate shall submit the documents related to these intervening parties described in the abovementioned article. He shall also prove that he will benefit from the intervening party's capacities for the implementation of the contract with a written undertaking from the intervening party.

In accordance with article R. 2143-16 of the Public Procurement Code, candidates shall submit a French translation of all documents drafted in another language as part of their application.

Candidates are made aware that, in accordance with article R. 2143-13 of the Public Procurement Code, they are not required to provide supporting documents that the contracting authority can directly obtain through:

- An electronic system of provision of information managed by an official body, provided that access to this system is free and, if need be, that necessary information pertaining to the access to this information are contained in the standard bidding documents;
- A digital storage space, provided that all the information necessary to its consultation is included in the standard bidding documents and that access to it is free of charge.

In addition, in accordance with the provisions of article R. 2143-14 of the Public Procurement Code, candidates are not required to provide to the contracting authority supporting documents and means of proof which have already been transmitted during a previous procurement procedure and which remain valid.

Finally, in accordance with the provisions of Article R. 2143-4 of the Public Procurement Code, the contracting authority agrees that candidates may submit their applications in the form of a single European market document (DUME) established in accordance with the model laid down by the European Commission Regulation establishing the standard form for the single European market document, in place of the declaration on honour and the information mentioned in Article R. 2143-3. Candidates may create or reuse a DUME in its electronic version via the following URLs: <https://ec.europa.eu/tools/espd/> OU <https://dume.chorus-pro.gouv.fr/>

It is specified that the contracting authority does not allow candidates to solely indicate that they have the required aptitude and capacities in the DUME without providing specific information on them.

5.2 Documents necessary for the selection of the offer

The entire offer must be written in Spanish

For the selection of the offer, candidates must submit the following documents:

- The single contract (attached for completion, dating, and electronic signature). The candidate will also specify the nature and amount of the services they intend to subcontract, as well as the list of subcontractors they propose to present for approval and acceptance by the contracting authority.
- The breakdown of the global fixed price (DPGF).
- A methodological note or technical memorandum prepared based on the template provided in the annex titled "Mandatory Response Framework" to this Consultation Regulation. **This**

document must be written in Spanish.

- The documents provided by the contracting authority, except for those referred to hereinabove and their annexes, are not to be submitted in the offer. Only documents held by the contracting authority are binding.

Candidates are reminded that signing the single contract constitutes acceptance of all contractual documents.

The letter of agreement constitutes acceptance of all contractual documents.

6. Evaluation of applications, offers and award of the contract

6.1 Evaluation of applications

The AFD retains the right to evaluate offers before evaluating applications. In this case, the AFD may choose to solely evaluate the applications of the candidate the AFD considers for contract award.

The evaluation criteria of applications are as follows:

- Technical and financial capacities and guarantees
- Professional capacities

Applications that do not satisfy the financial, technical, and professional requirements of the contract shall be rejected.

6.2 Evaluation of offers

Submitters are informed that the Contracting Authority reserves the right to involve the Beneficiary of the service in the various phases of the analysis of technical offers. Furthermore, during any potential hearing or negotiation phases, the Beneficiary may participate in these discussions interactively.

The evaluation criteria of offers are weighted as follows:

Price of services: Definition and assessment of the criterion: The maximum score (MS) will be awarded to the candidate who submitted the lowest financial offer. Other candidates will be given a score calculated based on the following formula: $S = MS \times (LBO/OTE)$ Where: S is the candidate's score MS is the maximum score LBO is the amount of the lowest bid offer OTE is the amount of the offer to be evaluated.	30/100
Understanding of the mission context :	15/100
Quality and relevance of the proposed execution methodology :	15/100

Quality of the profiles dedicated to the execution of the service	40/100

There is a disqualifying score criterion in place, with a minimum threshold of 50 out of 70

The modalities of the negotiation are defined in the article *Procurement procedure*.

The contracting authority will reject inappropriate offers, and will make a selection, after a first ranking based on the criteria defined above, of up to 3 candidates who will potentially be invited to negotiate. After potential negotiation with these candidates (unless there are insufficient candidates), the contracting authority will choose the most economically advantageous tender.

During these negotiations, the successful candidates may be invited as many times as necessary by the contracting authority, under strict conditions of equality, to specify, supplement or amend their tenders without making any substantial changes to the specifications.

The AFD reserves the right to organize several rounds of negotiations with the selected candidates.

The AFD also reserves the right to award the contract on the basis of the initial offer, without negotiation.

6.3 Award of the contract

Prior to the signing of the contract, and in accordance with article R2144-7 of the Code of public procurement, the successful tenderer must transmit on the supplier attestation collection tool that has been provided by the contracting authority (Provisis tool) the following documents requested:

- A valid document attesting to the effective registration of the structure (extract K-bis or equivalent);
- A valid certificate issued by the competent authorities certifying that the candidate is up to date with his social obligations (URSSAF, RSI, AGESEA, MDA...);
- The nominal roll of foreign workers outside EC or posted, employed by the structure or failing that a certificate on the honour of non-employment of foreign workers outside EC (dated less than 6 months);
- A valid tax certificate issued by the competent authorities certifying that the candidate is up to date with his or her tax obligations;
- Valid civil and/or professional liability insurance certificate..

In order to satisfy this last obligation, the candidate established in a State other than France must produce a certificate issued by the administrations and bodies of the country of origin. Where such a certificate is not issued by the country concerned, it may be replaced by a declaration on oath, or in States where such an oath does not exist, by a solemn declaration made by the person concerned before the competent judicial or administrative authority, a notary or a qualified professional body of the country.

If the candidate fails to provide these documents before the deadline, his offer shall be rejected and he shall be eliminated from the process.

The next candidate will then be requested to provide the required certificates prior to the award of the contract.

7. Submission requirements for applications and offers

Documents may be submitted electronically only to the following address: <https://www.marches-publics.gouv.fr/>.

The reference time zone will be (GMT+01:00) Paris, Brussels, Copenhagen, Madrid.

Each submission will be subject to a certain date of receipt and an electronic acknowledgement of receipt.

It is recommended to connect to the platform at least 2h before the date of submission of the offers. In case of difficulty or technical problem please contact the platform PLACE support (<https://www.marches-publics.gouv.fr/>).

Prepare in advance:

Need for a digital certificate - Advance configuration of the workstation - recommendation to prepare with the test Procurement procedure.

In the event of an electronic response, the electronic signature of certain documents is required.

The bidder must have previously purchased an electronic certificate. Obtaining an electronic certificate takes several days or even weeks. If the bidder does not have a valid electronic certificate as part of the response to an electronic contract it is imperative that the bidder request it in advance.

It is also strongly recommended that the bidder take steps to ensure that its electronic response is filed on time. A test of the workstation configuration and test procurements are available on the platform.

Accepted file formats:

In the case of electronic submission of a response, the documents provided must be in one of the following formats, otherwise the offer will be inadmissible:

- Proprietary Microsoft office automation format compatible with version 2003 (.doc,.xls and.ppt),
- Universal text format (.rtf),
- PDF format (.pdf),
- Image formats (.gif,.jpg and.png),
- Format for plans (.dxf and.dwg).

Any document containing a computer virus will be subject to security archiving and will be deemed never to have been received. The relevant candidate will be informed. Under these conditions, candidates are advised to have their documents checked by an anti-virus software before submitting them.

Electronic signature of the response files:

The bidder's documents must be signed electronically, as detailed below.

In accordance with the decree of 22 March 2019 on the electronic signature of public procurement contracts, the candidate must comply with the conditions related to:

- the signature certificate of the signatory,

- the signature tool used (software, online service, initials where applicable), which must produce electronic signatures in accordance with regulatory formats. (see annex)

General reminders: ZIP file and scanned signature:

Documents transmitted electronically will be re-materialized after the opening of the envelopes. Applicants are informed that the award of the contract may result in the handwritten signature of the contract paper.

- Each file to be signed must be signed individually, so that each signature can be verified independently of the others,
- A signed zip file is not accepted as equivalent to the signature of each document that constitutes the zip file,
- A scanned handwritten signature has no value other than that of a copy and cannot replace the electronic signature.

Backup copie :

Candidates may also send, within the deadline for the submission of offers, a backup copy on electronic physical medium (CD-Rom, DVD-Rom, USB key) or in paper format. This copy shall be sent to the address below, in a sealed envelope and must include the following information: "backup copy", the identification of the procedure concerned and the company's contact details:

Group Purchasing Division
5 Rue Roland Barthes
75012 Paris
FRANCE

The documents in the backup copy must be signed (for documents whose signature is mandatory). If the physical medium chosen is paper, the signature shall be handwritten. If the physical medium chosen is electronic, the signature shall be electronic.

This backup copy may be opened in the cases described in Article 2 II of the decree of 22 March 2019 setting out the procedures for making procurement and backup documents available.

The unopened envelopes containing the backup copy will be destroyed at the end of the procedure by the contracting authority.

8. Additional information

To obtain all additional information related to this procurement procedure, candidates should send their request in due time:

- Electronically, exclusively on the electronic platform, at the following URL:
<https://www.marches-publics.gouv.fr/>

Only requests sent at least 8 days before the deadline for receipt of offers will be answered by of the

contracting authority.

A response will be sent no later than 6 days before the deadline for receipt of offers to candidates who have downloaded the bidding documents from the electronic platform after having previously identified themselves.

For information on the submission of electronic offers, please refer to article *Requirements for sending and submitting applications and/or offers* in this document.

ANNEX : DECLARATION ON HONOUR

I, the undersigned

Acting in the capacity of

Name and address of the company:.....

.....

.....

a) declares on his honour:

☐ be the legal representative of the company identified in the legal documents

☐ or hold an authorisation authorizing it to engage the company in the context of this consultation (delegation of signature communicated)

b) declares on his honour that he does not fall into one of the cases of exclusion provided for in articles L. 2141-1 to L. 2141-5 or articles L. 2141-7 to L. 2141-10 of the Public Procurement Code.

Please note: When an economic operator is, during the procurement procedure, subject to one of the exclusion cases mentioned in Articles L. 2141-1 to L. 2141-5, Articles L. 2141-7 to L. 2141-10 or Articles L. 2341-1 to L. 2341-3 of the Public Procurement Code, he shall inform the contracting authority without delay of this change in situation.

Documents of proof available online:

Link at which supporting documents and means of proof are directly accessible free of charge, as well as all the information necessary to access them:

- Link:

- Information necessary for access:

.....

.....

c) declare on my honour that I am not, and that none of the members of my consortium, nor of my suppliers, contractors, consultants and subcontractors, appear on the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular as part of the fight against terrorist financing and violations of international peace and security and undertake to inform the Agency without delay of any change in the situation.

Done at.....

On.....

Signature

.....

Annex : Imposed response framework

The Supplier's responses must not exceed 50 pages.

These responses must comply with the following requirements:

A – Summary of your offer

A.2 - Clarity in the organization of the project team, including the roles and responsibilities of each member.

A.3 - Justification of the team composition in relation to the specific needs of the project.

A.4 - Communication and coordination methods established to ensure effective collaboration.

A.5 - Overall timeline for the mission.

B - Strengths and added value of your offer to carry out this assignment

B.1 - Description of the proposed execution methodology.

B.2 - Details of key steps and approaches adopted to deliver the services.

B.3 - Description of processes established for managing and monitoring actions throughout the mission.

B.4 - Description of the strategy to ensure the quality of services provided, including evaluation and adjustment mechanisms.

B.5 - Proposal of key indicators to assess progress and effectiveness of services.

B.6 - Definition of measurable criteria to track progress against set objectives.

C - Detailed description of your offer

C.1 - Detailed description of the content of proposed steps (diagnosis, analyses, scenarios, action plan, reporting, etc.).

C.2 - Resources implemented.

C.3 - Instances and practical modalities for managing the mission.

C.4 - Detailed table of deliverables.

C.5 - Detailed schedule.

D - Recommendations of the service provider for the successful completion of the assignment

E - Presentation of the team that will be involved in this mission.

E.1 – Composition of the team and distribution of responsibilities among its members.

E.2 – CVs of participants (maximum 3 pages per participant).

Profile and references of the project manager:

- Previous experience in similar projects.
- Skills in team management and coordination.

Profiles and references of associated experts:

- Relevant qualifications and experiences of experts in key areas of the project.
- Specific contributions expected from each expert within the scope of services provided.
- References demonstrating expertise in technical or sectoral areas related to the market.

ANNEX: REQUIREMENTS RELATED TO THE SIGNATURE CERTIFICATE

Signature certificate:

The signatory's signature certificate must comply with the "eIDAS" regulation or equivalent and comply with the required level of security. The RGS (General Safety Standard) has been replaced by the "eIDAS" regulation since 1 October 2018.

However, candidates who already have an "RGS" certificate can still use it until the end of its validity period.

- Case 1: Certificate issued by a " trusted " Certifying Authority - No proof required

The signature certificate is issued by a Certifying Authority mentioned in the following list of trust:

<https://www.ssi.gouv.fr/administration/visa-de-securite/>

European candidates will also find the complete list of service providers on the list of trust maintained by the European Commission:

<https://webgate.ec.europa.eu/tl-browser/#/tl/FR>

In this case, the bidder does not have to provide any proof on the signature certificate used to sign its response.

- Case 2: The electronic signature certificate is not referenced on a trusted list - Different supporting documents to be provided

The electronic platform accepts all electronic signature certificates with security conditions equivalent to those of the General Security Repository (GRS) and "eIDAS".

The candidate ensures by himself that the certificate he uses is at least compliant with the security level defined by the General Security Standard (GSR) or "eIDAS", and provides the supporting documents in his electronic response.

The candidate also provides all the technical elements allowing to the contracting authority to ensure the good technical validity of the certificate used.

Thus, the signatory must transmit with his electronic response the following elements:

(a) any element allowing verification of the quality and security level of the signature certificate (proof of the qualification of the Certifying Authority, certification policy, address of the website where the Certifying Authority is referenced),

(b) the technical tools for verifying the certificate (complete certification chain to the root Certification Authority, download address of the last update of the certificate revocation list).

It is specified that all these elements must be free of charge for the buyer to access and use, and must be accompanied, if necessary, by clear instructions for use.

Signature tool used to sign files:

The regulations allow the bidder to use the signature tool of his choice.

- Case 1: The bidder uses the platform signature tool - No justification required

The platform includes an electronic signature tool, which produces signature tokens in the regulatory format XAdES.

In this case, the bidder does not have to provide any justification on the electronic signatures transmitted and the signature tool used.

- Case 2: The bidder uses a signature tool other than the one integrated into the platform - Different supporting documents to be provided

When the candidate uses a signature tool other than the one provided on the platform, he or she must comply with the following two obligations:

- a) Produce XAdES, CAdES or PAdES signature formats.
- (b) Enable verification by transmitting in parallel the elements necessary to verify the validity of the signature and the integrity of the document, free of charge.

It is specified that all these elements must be free of charge for the buyer to access and use, and must be accompanied, if necessary, by clear instructions for use.