request for proposal

Supply of IT equipment – Sustainable cities phase 1 project

1. **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 Stability, international security and peace
* Sustainable development, climate and agriculture
* Health and human development

The **Sustainable Cities - Phase 1** project is funded by the EU and implemented by Expertise France through the Ministry of Local Government, Decentralisation and Local Development (MLGDRD). The objective of the project is to enhance urban prosperity by supporting the development of sustainable and inclusive cities. More specifically, the project aims to support six cities of the northern part of Ghana – Tamale, Wa Bolgatanga, Yendi, Nalerigu and Bolgatanga - to advance sustainable urban development and address the specific challenges faced by cities in terms of spatial growth and climate change. The project also seeks to enhance urban governance and implementation of inclusive planning policies, increase the accessibility of urban services, and impulse green economic development and employment opportunities. The project started on March 1, 2024, and will be implemented over 58 months.

1. **Purpose and main features of the draft contract**

The subject of the proposed contract is the supply of IT equipment for the Sustainable Cities Phase 1 project offices of Accra and Tamale, as defined in the specifications (ref. ANNEX I) attached to the consultation file.

|  |  |
| --- | --- |
| **MAIN FEATURES OF THE DRAFT CONTRACT** | |
| **Nature of the prizes** | Unit price |
| **Expected delivery time** | Accra office equipment: 14th March 2025  Tamale office equipment : 14th March 2025 |
| **Maximum amount of the financial envelope** | not specified |
| **Place of performance of the contract** | Accra and Tamale, Ghana |
| **Currency of payment** | GHS |

1. **Procedure’s schedule**

|  |  |  |
| --- | --- | --- |
|  | **DATE\*** | **TIME** |
| **Site visit (if any)** | Not applicable | Not applicable |
| **Information meeting (if any)** | Not applicable | Not applicable |
| **Deadline for submitting tenders** | 21st February, 2025 | 5:00 pm (local) |
| **Interviews** | Not applicable | - |
| **Technical Inspection** | 24th February, 2025 | - |
| **Completion date for evaluating offers** | 25th February, 2025 | - |
| **Notification of award** | 28th February, 2025 | - |
| **Contract signature** | 28th February, 2025 | - |
| **Start date** | 3rd March, 2025 | - |

**\*Provisional date**

1. **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.

1. **Content of the tender dossier**

## The tender dossier is composed by the following documents:

* The current request for proposal (DAJ\_M001ENG) ;
* Annex I - Technical specifications ;
* 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 contract ;

1. **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 ;
* The declaration of honour on exclusion criteria and absence of conflict of interest template and the identification sheet of a third party ;
* The draft contract, including the candidate's financial offer, duly completed, dated and signed ;
* A technical offer comprising: :
  + a description of the methodology that will be used to carry out the service
  + a detailed timetable,
* A breakdown of the financial tender presented in the form of a unit price schedule indicating the price in man-days and with an estimate of the number of days necessary to carry out the service and covering all the services owed under the contract;

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.

1. **transmission modality of tenders**

All the required documents must be sent before les date the deadlines indicated in Article III. PROCEDURE’S SCHEDULE.

Submission of offers should be addressed to:

**Gabriel NYANTI**, Administration and Finance Manager

Mail: [gabriel.nyanti@expertisefrance.fr](mailto:gabriel.nyanti@expertisefrance.fr) / Tel: +233 53 826 0227

**ATTENTION!**

Any file constituting the tender must be free of any computer virus and must be treated beforehand by the tenderer with a regularly updated anti-virus software. The same applies to any other file exchanged in the context of this public procurement procedure.

The contracting authority may securely archive any file containing a computer virus. It will then be deemed never to have been received.

NB: Tenderers' attention is drawn to the time required for the delivery of bulky electronic documents. The average download time may vary depending on various parameters such as the technical capacity of the equipment, the type of Internet connection, the traffic on the network, etc.

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

1. **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 (70%)
* Criterion 2: Technical value and timetable (30%)

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.

1. **selection procedure**

If a candidate wishes to have additional information on technical or administrative points of the file, he may send his questions to [gabriel.nyanti@expertisefrance.fr](mailto:gabriel.nyanti@expertisefrance.fr) before the deadline for submission of tenders.

1. **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.

1. **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).