



PUBLIC MARKET FOR INTELLECTUAL SERVICES

French Development Agency

5 Rue Roland BARTHES

75012 PARIS

Subject: Technical assistance programme to assist BIDV in its trajectory towards a green bank model

Deadline for submission of tenders

Date: 21/04/2025

Time: 4:00 p.m. (Paris time)

Consultation rules

Contents

1. Subject of the contract	3
1.1 Form of the market.....	3
1.2 Contract Term – Renewal – Lead Times	3
1.3 Similar service markets	3
2. Organization of the consultation	3
2.1 Award procedure.....	3
2.2 Provisions relating to groups	4
2.3 Free variants	4
2.4 Imposed variants.....	4
2.5 Detail change to the consultation file	4
2.6 Period of validity of tenders	4
3. Content of the consultation file	4
4. Removal of the Advisory Record.....	5
5. Presentation of applications and offers.....	5
5.1 Elements required for selection of applications:	5
5.2 Elements necessary for the selection of the offer	7
6. Judging of applications, tenders and award of contract.....	7
6.1 Judging of applications.....	7
6.2 Judging of applications.....	7
6.3 Bid assessment.....	8
6.4 Contract award.....	8
7. Conditions for sending and submitting applications and offers	10
8. Additional information.....	11
9. Appeal procedures	12
10. Annex: Application Framework Imposed.....	14
11. Appendix: Certificate of Signature Requirements	15

From 1 January 2025, the AFD will change its buyer profile and will now use the “*Plateforme des Achats de l'Etat*”, known as “*PLACE*”, to publish its consultations:

- New publications from 1 January 2025 will be accessible via the PLACE buyer profile;
- Ongoing consultations created on the ‘secure markets’ buyer profile will continue on this profile until they are awarded;
- Companies that are holders of a current framework agreement will be contacted via the PLACE purchasing profile for new subsequent contracts.

Direct link to the PLACE platform and user guides: [PLACE - Plate-forme des achats de l'Etat \(marches-publics.gouv.fr\)](https://marches-publics.gouv.fr).

1. Subject of the contract

The consultation aims: Technical assistance programme to assist BIDV in its trajectory towards a green bank model.

Place of performance: Republic of Vietnam.

1.1 Form of the market

The consultation is not broken down into different batches. The services will result in a single market. The devolution of the services in separate batches is likely to restrict competition or may make it technically difficult or financially more expensive to perform the services.

This contract is also not split into tranches or purchase orders.

1.2 Contract Term – Renewal – Lead Times

The contract duration, the terms of renewal and the time limits for execution shall be set out in the unique contract.

1.3 Similar service markets

The services, the subject of this consultation, may give rise to a new contract for the performance of similar services. The contract shall be concluded without prior notice and without competition, and shall be executed by the successful bidder to this contract.

2. Organization of the consultation

2.1 Award procedure

This consultation is conducted in compliance with the provisions of articles R. 2123-1 and R. 2123-5 of the French Public Procurement Code according to an adapted procedure open with possible negotiation, freely defined by the contracting authority.

The contracting authority will analyze the candidates' tenders on the basis of the tender selection criteria and will select those with whom it will negotiate.

In accordance with article R. 2144-3 of the Public Procurement Code, verification of fitness to carry

out the professional activity, the economic and financial capacity and technical and professional capacities of the candidates may be carried out at any time during the procedure and at the latest before the award of the contract.

At the end of these negotiations, it will select the economically most advantageous tender on the basis of the criteria for choosing tenders defined in the notice and/or in this Regulation.

2.2 Provisions relating to groups

The contract may be awarded to a single company or to a group of companies.

If the contract is awarded to a joint-consortium, the joint representative shall be solidary with each of the members of the group.

Possibility to submit several tenders for the market acting both as individual candidates and members of one or more groups:

☐ Yes

☒ No

Or as members of several groups:

☐ Yes

☒ No

2.3 Free variants

The proposal of variant is not allowed.

2.4 Imposed variants

There is no PSE planned.

2.5 Detail change to the consultation file

The contracting authority reserves the right to make changes to the consultation file at least six (6) days before the deadline for receipt of tenders. Candidates will then have to respond on the basis of the amended file without being able to raise any complaint about it.

If during the examination of the application by the candidates the above deadline is extended, the previous provision shall apply according to this new date.

2.6 Period of validity of tenders

The period of validity of the offers is 210 calendar days after the deadline of submission of the final offers.

3. Content of the consultation file

The consultation package includes the following:

- This Regulation on consultation.
- The unique contract
- Terms of reference (TOR) and any annexes
- The breakdown of the total and flat rate price.
- The application form

4. Removal of the Advisory Record

The contracting authority informs candidates that the consultation file is electronic.

Whether the consultation file is totally or partially dematerialized:

The business Consultation Dossier (DCE) can be consulted and downloaded free of charge at the following address :

[PLACE - Plate-forme des achats de l'Etat](#)

In order to be able to decompress and read the documents made available by the contracting authority, economic operators must have software that can read the following formats:

- ☐ *.zip standard compressed files (readable by Winzip, Quickzip);
- ☐ Adobe® Acrobat® *.pdf (readable by Adobe Reader);
- ☐ *.doc or *.xls version 2000-2003 (readable by Microsoft Office or OpenOffice);
- ☐ Rich Text Format *.rtf ;
- ☐ Where applicable, DWF format (readable by Autocad software or viewers such as Autodesk DWF viewer, etc.).

When downloading the consultation file, it is recommended that the company create an account on the electronic platform where it can enter the name of the tendering organization and an e-mail address so that it can be kept informed of any changes during the procedure (addition of a document to the DCE, sending of a list of answers to questions received, etc.).

For documents that are not available electronically, but on paper:

A copy of these documents is given or sent to each candidate free of charge.

These documents can be collected on site or requested, by letter, fax or e-mail, in good time from the contracting authority at the address below:

They will be sent within 6 days of the request.

The candidate is informed that only the copy of the consultation file held by the contracting authority is authentic.

5. Presentation of applications and offers

Candidates will have to produce the following documents written in English.

5.1 Elements required for selection of applications:

Each candidate or member of the applicant team will be required to produce the following :

5.1.1 Legal situation

Each candidate will be required to submit the attached nomination form, which will include the following documents:

- Statement on honor: The candidate submits a declaration on honor to justify that it does not enter in any of the cases mentioned in articles L. 2141-1 to L. 2141-11 of the Public Procurement Code;

- In addition, the potential successful bidder will provide the document(s) relating to the powers of the person authorized to bind the company (delegation of authority, tax and social security certificates, insurance certificate, statutes, etc.) and, in the case of a group of companies, authorisation for the lead contractor to act on behalf of his co-contractors.
- In the case of a consortium, the authorisation document for the representative signed by the members of the consortium.
- In the event of subcontracting, the subcontracting declaration (template attached to the Single Contract)

5.1.2 Ability

- Certificate of insurance: appropriate statement from a bank or proof of professional risk insurance;
- References for similar services or supplies: - presentation of a list of the main services carried out over the last three years, indicating the amount, date and public or private beneficiary. The deliveries and provision of services must be proven by certificates from the recipient or, failing this, by a declaration from the economic operator.

Applicants may prove their capacity by any other document considered equivalent by the contracting authority if they are objectively unable to produce any of the information requested relating to their financial capacity.

If, in order to prove its capacity, the candidate wishes to rely on the professional, technical and financial capacity of another party, whoever it may be (subcontractor in particular), it must produce the documents relating to this party referred to in this article above. It must also prove that it will have the capacity of this party to carry out the contract by means of a written undertaking from the party concerned.

Pursuant to article R. 2143-16 of the French Public Procurement Code, as part of their application, candidates are required to enclose a French translation of any elements drafted in another language.

Candidates should note that, in accordance with the provisions of article R. 2143-13 of the French Public Procurement Code, they are not required to provide supporting documents and evidence that the purchaser can obtain directly by means of:

- An electronic system for making information available administered by an official body, provided that access to the system is free of charge and, where applicable, that all the information required for consultation is included in the application file;
- A digital storage space, provided that all the information required for consultation is included in the application file and that access to it is free of charge.

Applicants are invited to use the electronic safe available free of charge from their account on <https://www.marches-securises.fr/>.

In addition, in accordance with the provisions of article R. 2143-14 of the French Public Procurement Code, candidates are not required to provide the contracting authority with supporting documents and means of evidence that have already been submitted during a previous consultation and that remain valid.

Finally, in accordance with the provisions of article R. 2143-4 of the French Public Procurement

Code, the contracting authority accepts that candidates submit their applications in the form of a Single European Market Document (SEMD) drawn up in accordance with the model set out in the European Commission regulation establishing the standard form for the Single European Market Document, in place of the declaration of honour and the information mentioned in article R. 2143-3. Candidates can create or re-use an electronic version of the DUME via one of the following URLs: <https://ec.europa.eu/tools/espd/> OR <https://dume.chorus-pro.gouv.fr/>

It should be noted that the contracting authority does not authorise candidates to limit themselves to indicating in the Single European Market Document that they have the required aptitude and capacity without providing any specific information on this.

5.2 Elements necessary for the selection of the offer

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

- The unique contract

The candidate will also specify the nature and amount of the services it intends to subcontract as well as the list of subcontractors it proposes to submit for approval and acceptance of the contracting authority.

- The breakdown of total and flat price
- A methodological note or technical brief drafted on the basis of the outline presented in the Annex «Framework for response imposed» to this Consultation Regulation.

The documents submitted by the contracting authority, with the exception of those referred to above and their annexes are not to be included in the offer. Only documents held by the contracting authority shall be deemed to be authentic.

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

6. Judging of applications, tenders and award of contract

6.1 Judging of applications

The criteria for application and selection are **technical, financial and professional abilities**.

6.2 Judging of applications

AFD reserves the right to analyze offers before applications. In this case, the examination of the application documents may be limited to the sole candidate to whom it intends to award the contract.

The criteria for eligibility are:

- Guarantees and technical and financial capacities
- Professional abilities.

Applications which do not provide sufficient financial, technical and professional guarantees in respect of the subject matter of the service shall be declared ineligible.

6.3 Bid assessment

The criteria used for the assessment of tenders are weighted as follows:

<u>Price of services:</u> Definition and assessment of the criterion: The maximum score (NM) will be awarded to the candidate who has submitted the lowest financial offer. Other candidates will be assigned a score based on the following formula: $N = NM \times (OMD/OAN)$ where N is the candidate's score, OMD is the lowest bid amount, OAN is the bid amount to be noted.	<u>20/100</u>
<u>Technical value:</u> Definition and assessment of the criterion: The following criteria shall apply:	<u>80/100</u>
Sub-criterion 1: Experience of the consulting firm in the proposed consultancy services and references	20 points
Sub-criterion 2: Relevance of the proposed implementation methodology, work plan and organisation of the team (including consistency with the timetable) <ul style="list-style-type: none"> - Adequacy of proposed methodology and approach for service implementation - Detailed workplan and activities, chronology and articulation, including key milestones, submission of deliverables, reviews and approvals of activities - Organization and distribution of work within the consultant team 	30 points
Sub-criterion 3 : Team composition and Human resources mobilized for the implementation of the services <ul style="list-style-type: none"> - Relevant references from the team staff regarding contract size, type of clients, nature of service and technical areas - Skills and expertise for similar services (profiles of the professional(s), CV/s and possible other relevant data) 	25 points
Sub-criterion 4 : Environmental protection performance Actions implemented to limit greenhouse gas emissions from services and your activities in general	05 points
TOTAL	100/100

Rectification of tenders:

In the event of a discrepancy in the tender, the details given in words on the statement of lump sum prices.

Negotiations:

Unsuitable bids will be rejected, and after an initial ranking based on the criteria defined above, the contracting authority may invite the first two candidates of the ranking to negotiate..

After any negotiations with these candidates (unless there are not enough candidates), the contracting authority will choose the most economically advantageous offer. Within the framework of these negotiations, the selected candidates may be invited as many times as necessary by the contracting authority, and under strict conditions of equality, to specify, complete or modify their offer without any substantial changes being made to the specifications. The AFD reserves the right to organise several rounds of negotiations with the selected candidates.

AFD reserves the right to organise several rounds of negotiations with the successful applicants.

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

6.4 Contract award

The regulation no longer requires the economic operator, bidding alone or in the form of a group, to sign its offer. However, the signature of the tender by the successful candidate must be made at the latest when the contract is awarded.

Prior to signing the contract, and in accordance with Article R2144-7 of the Public Procurement Code, the successful bidder must submit the documents requested below through the supplier certification tool implemented by the Contracting Authority (Provigis tool).

- A valid document certifying 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 its 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 honor 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 its tax obligations;
- A valid civil and/or professional liability insurance certificate.

In order to satisfy this obligation, the applicant established in another State than France must produce a certificate drafted 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 under oath or in States where no such oath exists, by a solemn declaration made by the person concerned before the competent judicial or administrative authority, a notary or a qualified professional body in the country.

Failure to produce such documents within the specified period will result in the successful candidate's offer being rejected and eliminated.

The next candidate will then be asked to produce the necessary certificates before the contract is awarded.

7. Conditions for sending and submitting applications and offers

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

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

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

It is strongly recommended that bids are submitted at least 2 hours before the DLRO.

In case of difficulties, please contact the PLACE platform support (<https://www.marches-publics.gouv.fr/>)

Preparing in advance :

Digital certificate required - Workstation configured in advance - Recommendation to prepare with the Test Consultation.

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

The tenderer must first acquire an electronic certificate. Obtaining an electronic certificate takes several days, or even several weeks. If the tenderer does not have an electronic certificate valid for responding to a paperless contract, it is imperative that it applies for one in advance.

Tenderers are also strongly advised to take steps to ensure that their electronic response is submitted by the deadline. A workstation configuration test and test consultations are available on the platform.

Accepted file formats:

If the response is sent electronically, the documents provided must be in one of the following formats, otherwise the tender will be inadmissible:

- Microsoft proprietary office format compatible version 2003 (.doc, .xls and .ppt),
- Universal text format (.rtf),
- PDF format (.pdf),
- Image formats (.gif, .jpg and .png),
- Drawing formats (.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 candidate concerned will be informed. Candidates are therefore advised to run their documents through a virus scanner before sending them.

Electronic signature of response files :

The tenderer's documents must be signed electronically, in accordance with the procedures

detailed below.

Pursuant to the Order of 22 March 2019 on the electronic signature of public procurement contracts, the applicant must comply with the conditions relating to:

- the signatory's signature certificate
- the signature tool used (software, online service, signature pad if applicable), which must produce electronic signatures that comply with the regulatory formats. (see appendix)

General reminder: ZIP file and scanned signature:

Documents sent electronically will be re-materialized after the bids have been opened. Candidates are informed that the award of the contract may give rise to the handwritten signature of the paper contract.

- 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 making up the zip file,
- A scanned handwritten signature has no value other than that of a copy and cannot replace the electronic signature.

Back-up copy:

Candidates may also send, by the deadline for submission of bids, a back-up copy on a physical electronic medium (CD-Rom, DVD-Rom, USB key) or on paper. This copy must be sent to the address below in a sealed envelope and must bear the words 'backup copy', the identification of the procedure concerned and the company's contact details:

Departement des Achats Groupe
5 Rue Roland Barthes
75012 Paris
FRANCE

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

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

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

8. Additional information

To obtain further information on this consultation, applicants should send their application in good time:

- Electronically, exclusively on the dematerialization platform, at the following URL:
<https://www.marches-securises.fr/>

Only requests sent at least six (6) days before the deadline for receipt of tenders will be answered by the contracting authority.

A response will be sent no later than six (6) days before the date fixed for the receipt of tenders to candidates who have downloaded the consultation file on the dematerialization platform after having previously identified themselves.

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

9. Appeal procedures

This decision may be appealed to the Administrative Court of Paris.

The means and time limits for appeals available to the candidate are:

- Pre-contractual reference provided for in articles L. 551-1 to L. 551-12 and R. 551-1 to R. 551-6 of the Code of Administrative Justice (CJA), which may be exercised before the signing of the contract.
- Contractual summary provided for in articles L. 551-13 to L. 551-23 and R. 551-7 to R. 551-10 of the CJA, and which may be exercised within the time limits provided for in article R. 551-7 of the CJA, after the signing of the contract.
- Action by unlimited jurisdiction in dispute of the validity of the contract, open to third parties within two (2) months from the completion of appropriate publicity measures.

ANNEX: DECLARATION ON HONOUR

I, the undersigned, hereby declare

Acting in a capacity of

Company name and address:

.....

.....

(a) declares on its honor:

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

☐ or have an authorization authorizing them to engage the company in this consultation (delegation of signature communicated)

(b) declare on its honor that it does not enter into any 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.

N.B. Where an economic operator is, during the procedure for awarding a contract, placed in one of the cases of exclusion mentioned in articles L. 2141-1 to L. 2141-5, in articles L. 2141-7 to L. 2141-10 or in articles L. 2341-1 to L. 2341-3 of the French Public Procurement Code, inform the buyer of this change in situation without delay.

c) declares with honor that I am not, and that none of the members of my group, nor of my suppliers, contractors, consultants and subcontractors are included in the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular, in the fight against terrorist financing and international peace and security violations and undertakes to inform the Agency without delay of any change in situation

Date:

Location:

Signing.....

.....

10. Annex: Application Framework Imposed

The Service Provider's application form must not exceed forty (40) pages.

The applications must respect the following framework:

A - Summary of offer

- A.1** - Understanding of AFD's expectations
- A.2** - Summary of the implementation phases and steps
- A.3** –Global projected calendar for the Mission

B - Strengths and added-value of the offer for this mission

Including experience of the consulting firm in the proposed consultancy services and references

C - Detailed description of the offer

- C.1** - Proposed implementation methodology, work plan and organization of the team (including consistency with schedule)
- C.2** – Detailed projected calendar for the implementation of the services, including key milestones/dates of submission of the deliverables, and delays for the review and approval by the Client
- C.3** - Human resources mobilized and made available for the provision of services
- C.4** - Environmental protection performance

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

E - Presentation of the team that will be involved in the assignment

- E.1** – Team Composition and distribution of respective Responsibilities among the team members (including key and other staff, etc.)
- E.2** – Profiles and resumes (CVs) of the staff, in particular the key staff (maximum 3 pages per individual profile)

11. Appendix: Certificate of Signature Requirements

Signature certificate:

The signing certificate of the signatory must comply with the regulation "eIDAS" or equivalent and meet the level of security required. The RGS (general security repository) has been replaced by the «eIDAS» regulation since 1 October 2018.

However, candidates already have a «RGS» certificate, which remains usable until the end of its validity period.

- Case 1: Certificate issued by a "recognized" Certification Authority - No supporting documentation to be provided

The signature certificate is issued by a Certification Authority listed in the following trusted list:

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

European applicants will also find the full list of providers on the trusted list maintained by the European Commission:

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

In this case, the bidder does not have any supporting documentation to provide on the certificate of signature used to sign their response.

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

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

The candidate shall ensure by himself that the certificate he uses is at least in accordance with the security level defined by the General Security Repository (RGS) or "eIDAS", and provide the supporting documents in his electronic response.

The candidate shall also provide all technical information to enable the contracting authority to ensure that the certificate used is technically sound.

Thus, the signatory must submit the following elements with their electronic response :

(a) any element that allows verification of the quality and security level of the signature certificate (proof of qualification of the Certification Authority, certification policy, address of the CA's referencing website),

b) Technical tools for certificate verification (full certification chain to root CA, download address of the latest update of the certificate revocation list).

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

Signature tool used to sign files:

The regulations authorize the bidder to use the signature tool of its choice.

- Case 1: Bidder uses platform signature tool - no supporting documentation to be provided

The platform integrates an electronic signature tool, which produces Signing Tokens in XAdES regulatory format.

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

- Case 2: The bidder uses a different signature tool than that integrated into the platform - Various supporting documents to be provided

When using a different signing tool than the platform, the candidate must meet the following two (2) obligations:

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

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