



CONTRACT FOR INTELLECTUAL SERVICES

N° ARB-2025-0163

Agence Française de Développement
5 Rue Roland BARTHES
75012 PARIS

Subject: Feasibility Study Biodiversity – Angola

Deadline for submission of offers

Date: May 26, 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. Contract subject

The subject-matter of the procurement procedure is: **Feasibility Study Biodiversity – Angola**

Place of implementation of the services: ANGOLA

1.1 Structure of the contract

The consultation will not be divided into lots. The services will be awarded under a single contract. Furthermore, this contract will not be fragmented into tranches or purchase orders.

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 terms of renewal, and the execution deadlines are specified in the single contract. Indicatively, it is planned that the services will begin around June 9, 2025

1.3 Contract for similar services

The services that are the subject of this consultation may lead to a new contract for the performance of similar services, awarded under a negotiated procedure without prior publicity and without competition, and which will be executed by the awardee of this present contract.

1.4 Estimated budget

The amount set for this contract is a maximum of €220,000.

2. Organisation of the procurement procedure

2.1 Procurement procedure

This consultation is launched under the open tender procedure in accordance with Articles R. 2124-1, R. 2124-2 1°, and R. 2161-2 to R. 2161-5 of the Public Procurement Code.

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

The contracting authority will analyze the candidates' offers based on the selection criteria and will select the three candidates with whom it will negotiate.

In accordance with Article R. 2144-3 of the Public Procurement Code, verification of the candidates' professional qualifications, economic and financial capacity, as well as technical and professional abilities,

may be conducted at any stage of the procedure and no later than before the contract award.

At the end of these negotiations, the contracting authority will select the most economically advantageous offer based on the award criteria defined in the notice and/or in this consultation document.

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

AFD reserves the right to make minor modifications to the DCE no later than 10 days before the deadline for submitting bids. Bidders must then respond based on the modified dossier without being able to raise any claims regarding this matter. If, during the review of the dossier by candidates, the deadline is postponed, the previous provision applies based on this new date

2.6 Offer validity period

The validity period of the bids is 180 days from the deadline for submitting the bid

3. Contents of the standard bidding documents

- The Schedule of Specific Administrative Clauses
- The letter of agreement framework
- The consultation dossier includes the following documents:
 - The present consultation rules.
 - The single contract.
 - The special technical clauses booklet (C.C.T.P) and any eventual annexes.
 - The lump-sum price.
 - Application form."

4. Access to standard bidding documents

The contracting authority informs candidates that the consultation dossier is dematerialized. The Enterprise Consultation Dossier (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 le pouvoir adjudicateur, 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 consultation dossier, it is recommended that the company create an account on the dematerialization platform, where it will provide, among other details, the name of the bidding organization and an email address to keep it informed of any changes that may occur during the procedure (addition of a document to the DCE, sending a list of answers to questions received, etc.).

The candidate is informed that only the version of the consultation dossier held by the contracting authority is authoritative.

5. Submission of applications and offers

Candidates will be required to submit the following documents.

5.1 Required application documents:

- **Each candidate must submit the application form attached as an annex to this document, accompanied by the following documents:**
- A sworn declaration 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 as an annex)
- If applicable, the document(s) related to the powers of the person authorized to commit the company
- In the case of a consortium, the authorization document of the representative signed by the members of the consortium
- In the case of subcontracting, the subcontracting declaration (template attached to the Contract Act)
- The candidate may prove their capacity by any other document considered equivalent by the contracting authority if they are objectively unable to provide one of the requested pieces of information regarding their financial capacity. If, to justify their capabilities, the candidate wishes to rely on the professional, technical, and financial capabilities of another party (such as a subcontractor), they must provide the documents related to that party as specified in this article above. They must also justify that they will have access to the capabilities of that party for the execution of the contract through a written commitment from the 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 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, le pouvoir adjudicateur 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 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

- For the selection of the offer, candidates must provide the following documents:
 - The single contract (attached, to be completed, dated, and electronically signed). The candidate will also specify the nature and amount of services they intend to subcontract, as well as the list of subcontractors they propose for approval and acceptance by the contracting authority. (in French version)
 - The lump-sum price (DPGF).
 - A methodological note or technical memorandum written based on the framework presented in the annex "Imposed Response Framework" to this Consultation Regulation. **(This document is required to be drafted in English)**
- Only the documents held by the contracting authority are authoritative.

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

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

6.1 Evaluation of applications

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

The criteria for the admissibility of applications are:

- Financial and technical guarantees and capacities
- Professional capacities

Applications that do not present sufficient financial, technical, and professional guarantees in relation to the subject of the service are declared inadmissible

6.2 Evaluation of offers

The evaluation criteria of offers are weighted as follows:

Price of the services Definition and assessment of the criterion: The maximum score (NM) will be awarded to the candidate who submitted the lowest financial offer. Other candidates will receive a score calculated based on the following formula: $N = NM \times (OMD/OAN)$ where N is the candidate's score, OMD is the amount of the lowest offer, and OAN is the amount of the offer to be scored."	20 / 100
Understanding of the mission context	15/100
Quality and relevance of the methodology Definition and assessment of the criterion: Quality and relevance of the methodology proposed for the execution of the services.	25 / 100
Quality of profiles Definition and assessment of the criterion: Quality of the profiles dedicated to the execution of the services and team organization.	35 / 100
CSR (Corporate Social Responsibility) Definition and assessment of the criterion: Measures proposed for reducing the ecological footprint of the services (reduction/intelligent organization of the number of flights, user guides, best practices, etc.)."	5 / 100

Correction of the offers:

Rectification of bids:

In the event of a discrepancy found in the bid, the indications on the statement of lump-sum prices will prevail over any other indications in the bid. In the case of a lump-sum price, if errors of multiplication, addition, or carryover are detected in the breakdown of the global lump-sum price, the amount of this price will not be corrected for the purpose of evaluating the consultation.

However, if the service provider in question is about to be selected, they will be invited to correct this breakdown to bring it into harmony with the lump-sum price.

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 (Provigis 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 le pouvoir adjudicateur.

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 du pouvoir adjudicateur.

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.

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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 40 pages, excluding CVs

These responses must comply with the following requirements:

A – Summary of your offer

- A.1 - Understanding the AFD's expectations
- A.2 - Summary of the steps of your involvement
- A.3 - General timetable of the assignment

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

C - Detailed description of your offer

- C.1 - Detailed description of the content of the proposed steps (diagnosis, analyses, scenarios, action plan, reporting...)
- C.2 - Means used
- C.3 - Instances and practical procedures for managing the assignment
- C.4 - Detailed table of deliverables
- C.5 - Detailed planning

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

E - Overview of the team to be working on the assignment

- E.1 - Team composition and allocation of responsibilities among its members
- E.2 - CVs of the speakers (maximum 3 pages per speaker)

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 au pouvoir adjudicateur 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.