



FRAMEWORK AGREEMENT FOR INTELLECTUAL SERVICES

French Development Agency
5 Rue Roland BARTHES
75012 PARIS

Subject: Technical support to the Ghana Forestry Commission in the implementation of the FLEGT VPA

Deadline for submission of offers

Date: 08/18/2025

Time: 4:00 PM (Paris time)

Consultation regulations

SUMMARY

1. Purpose of the framework agreement – Main characteristics	3
1.1 Purpose of the framework agreement	3
1.2 Place of performance	3
1.3 Form of the framework agreement	3
1.4 Similar service markets	3
2. Conditions of consultation	3
2.1 Consultation procedure	3
2.2 Provisions relating to groups	3
2.3 Contents of the consultation file	4
2.4 Modification of DCE	4
2.5 Validity period of offers	4
3. Duration of the framework agreement – Renewal – Execution deadlines .	4
4. Withdrawal of the consultation file	4
5. Presentation of applications and offers	5
5.1 Elements necessary for the selection of candidates	5
5.2 Elements necessary for choosing offer	6
6. Judgment of applications, offers and award of the framework agreement	6
6.1 Judging of applications	6
6.2 Judgment of offers	7
6.3 Award of the framework agreement	8
7. Conditions for sending and submitting applications and offers	9
8. Additional information	10
9. Appeal procedures	10
10. Appendix: Imposed response framework	13
11. Annex: Requirements for the signature certificate	13

1. Purpose of the framework agreement – Main characteristics

1.1 Purpose of the framework agreement

The purpose of the consultation is: Technical support to the Ghana Forestry Commission in the implementation of the FLEGT VPA

1.2 Place of performance

Place of performance: Ghana.

1.3 Form of the framework agreement

The consultation is not subject to a breakdown into lots. The services will give rise to a single-awardee framework agreement with purchase orders.

The reasons for not allocating the consultation are as follows:

The devolution in separate lots is likely to restrict competition or risks making the execution of services technically difficult or financially more costly.

The framework agreement will be concluded with a single holder.

1.4 Similar service markets

The services, the subject of this consultation, may give rise to a new contract for the performance of similar services, awarded in accordance with the negotiated procedure without prior publicity and without competition and which will be carried out by the successful bidder of this present contract.

2. Conditions of consultation

2.1 Consultation procedure

This framework agreement is entered into in accordance with Article 2162-2 of the Public Procurement Code and according to the following procedure:

Open call for tenders in application of articles R. 2124-2 1° and R. 2161-2 to R. 2161-5 of the Public Procurement Code.

2.2 Provisions relating to groups

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

If the framework agreement is awarded to a joint group, the joint agent will be jointly and severally liable with each of the members of the group.

Possibility of submitting several offers for the framework agreement, acting both as individual candidates and as members of one or more groups:

☐ Yes

☒ No

Or as members of several groups:

☒ Yes

☐ No

2.3 Contents of the consultation file

The business consultation file includes the following documents:

- These consultation regulations.
- The Application Form
- The Single Contract and its possible annexes.
- The Special Technical Clauses Book (CCTP) relating to the framework agreement and its possible annexes.
- The framework for the unit and fixed price schedule.
- The estimated quantitative detail.

2.4 Modification of the DCE

The AFD reserves the right to make detailed changes to the DCE no later than **6 days** before the deadline set for the submission of offers.

The bidders will then have to respond on the basis of the amended file without being able to make any complaints on this subject.

If during the study of the file by the candidates the above deadline is postponed, the previous provision is applicable according to this new date.

2.5 Validity period of offers

The validity period of offers is 210 days from the deadline for submission of the offer.

3. Duration of the framework agreement – Renewal – Execution deadlines

The duration and deadlines for execution are set out in the Contract.

The renewal terms are defined in the Contract.

4. Withdrawal of the consultation file

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

The Business Consultation File (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 decompress and read the documents made available by the contracting authority, economic operators must have software capable of reading the following formats:

- Files compressed to the *.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 ;
- Autocad software , or viewers such as Autodesk DWF viewer , etc.).

When downloading the consultation file, the company is recommended to create an account on the

dematerialization platform where it will provide in particular the name of the tendering organization, and an email address in order to keep it informed of any changes occurring during a procedure (adding a document to the DCE, sending a list of responses to questions received, etc.).

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 documents defined below written in French .

5.1 Elements necessary for the selection of candidates

Each candidate must produce **the application form** attached to this document, to which the following documents must be attached:

- **Declaration on honour** justifying that the candidate does not fall into any of the cases mentioned in Articles L. 2141-1 to L. 2141-5 or in Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document in annex)
- Where applicable, the document(s) relating to the **powers of the person authorized to bind the company**
- In the case of a group, **the authorization document of the agent signed** by the members of the group
- In the event of subcontracting, **the subcontracting declaration** (model attached to the Single Contract)

The candidate may prove his financial capacity by any other document considered equivalent by the contracting authority if he is objectively unable to produce any of the information requested relating to his financial capacity.

If, in order to justify its capabilities, the candidate wishes to rely on the professional, technical and financial capabilities of any other party, it must produce the documents relating to this party referred to in this article above. It must also prove that it will have the capabilities of this party for the execution of the framework agreement by a written commitment from the party.

Pursuant to Article R. 2143-16 of the Public Procurement Code, as part of their application, candidates are required to attach a French translation to elements written in another language.

Candidates are informed that, in accordance with the provisions of Article R. 2143-13 of the Public Procurement Code, they are not required to provide supporting documents and means of proof that the buyer can obtain directly through:

- An electronic system for providing information administered by an official body, provided that access to it is free and, where applicable, that all the information necessary for its consultation is included in the application file;
- A digital storage space, provided that the application file contains all the information necessary for its consultation and that access to it is free.

Furthermore, in accordance with the provisions of Article R. 2143-14 of the Public Procurement Code, candidates are not required to provide the contracting authority with supporting documents

and means of proof which have already been submitted during a previous consultation and which remain valid.

Finally, in accordance with the provisions of Article R. 2143-4 of the Public Procurement Code, the contracting authority accepts that candidates submit their application in the form of a single European procurement document (DUME) drawn up in accordance with the model set by the European Commission regulation establishing the standard form for the single European procurement document, in place of the declaration on honour and the information mentioned in Article R. 2143-3. Candidates can create or reuse a DUME in its electronic version via the following URLs: <https://ec.europa.eu/tools/espd/> OR <https://dume.chorus-pro.gouv.fr/>

It is specified that the contracting authority does not authorise candidates to limit themselves to indicating in the single European procurement document that they have the required aptitude and capacities without providing specific information on these.

5.2 Elements necessary for choosing the offer

To select the offer, candidates must produce the following documents:

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

- The breakdown of the overall and fixed price,
- The Unit Price Schedule, the completed estimated detail
- The single contract completed for the fixed price
- A methodological note or a supporting memorandum written in **English and based on the framework presented in the appendix to these consultation regulations “Imposed response framework”**.

Documents submitted by the contracting authority with the exception of:

- Those listed above and their annexes
- The Contract duly completed by the tenderer

Are not to be included in the tender. Only documents held by the Contracting Authority are authentic. This includes the Contract if modifications – other than those required for its completion – have been made by the tenderer.

Candidates are reminded that signing the Single Contract constitutes acceptance of all contractual documents.

6. Judgment of applications, offers and award of the framework agreement

6.1 Judging applications

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

- Guarantees and technical and financial capacities
- Professional skills

-

- | | |
|--|--|
| <ul style="list-style-type: none"> - equality between men and women in the company - Durability, repairability and recyclability of products - Reduction of waste and packaging | |
|--|--|

Eliminatory technical score: Candidates who obtain an eliminatory technical score strictly lower than 35 points / 65 points will be eliminated.

Rectification of offers:

In the event of a discrepancy noted in the offer, the indications given in letters on the statement of fixed prices and/or the schedule of unit prices will prevail over all other indications in the offer and the amount of the estimated detail will be corrected accordingly.

In the case of a unit price, any errors in multiplication, addition or transfer which may be noted in this detailed estimate will be corrected and, for the assessment of the offers, it is the amount thus corrected in the detailed estimate which will be taken into consideration.

In the case of a unit price and if a sub-detail of a unit price is requested, if multiplication, addition or reporting errors are noted in this sub-detail, in a competitor's offer, the amount of this price will not be corrected for the consultation judgment.

However, if the service provider concerned is about to be selected, he will be asked to rectify this sub-detail to bring it into line with the corresponding unit price. In the event of refusal, his offer will be eliminated as inconsistent.

An offer which, while meeting the contracting authority's requirements, is incomplete or does not meet the requirements set out in the tender documents, will be declared irregular. This will be the case, in particular, if it is found that the price schedule is not provided or is incomplete.

An offer which, while meeting the contracting authority's requirements, is incomplete or does not meet the requirements set out in the tender documents, will be declared irregular. This will be the case, in particular, if it is found that the price schedule is not provided or is incomplete.

6.3 Award of the framework agreement

Prior to the signing of the contract by the Contracting Authority, and in accordance with Article R2144-7 of the Public Procurement Code, the successful bidder (or all members of the successful bidder group, including any subcontractors) must submit the following requested documents to the supplier certificate collection tool used by the Contracting Authority (Provigis tool):

- A valid document certifying the effective registration of the structure (K-bis extract or equivalent);
- A valid certificate issued by the competent authorities certifying that the candidate is up to date with their social obligations (URSSAF, RSI, AGESEA, MDA, etc.);
- The nominal list of foreign workers outside the CE or seconded, employed by the structure or failing that a sworn statement of non-employment of foreign workers outside the CE (dated less than 6 months);
- A valid tax certificate issued by the competent authorities certifying that the candidate is up to date with their tax obligations;
- A valid certificate of civil and/or professional liability insurance.

In order to meet this latter obligation, the candidate established in a State other than France must produce a certificate established by the administrations and organizations of the country of origin.

When such a certificate is not issued by the country concerned, it may be replaced by a sworn declaration, 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 organization of the country.

If these documents are not produced within the set deadline, the successful candidate's offer will be rejected and they will be eliminated.

The next candidate will then be asked to produce the necessary certificates and attestations before the framework agreement is awarded to them.

7. Conditions for sending and submitting applications and offers

The transmission of documents electronically can only be carried out at 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 specific date of receipt and an electronic acknowledgment of receipt.

It is strongly recommended to initiate the submission of the offer **at least 2 hours before the DLRO**.

If you have any difficulties, please contact the PLACE platform support (<https://www.marches-publics.gouv.fr/>)

The regulations no longer require the economic operator, whether bidding alone or as a group, to sign its tender. **However, the successful candidate's tender must be signed no later than the award of the contract .**

The bidder is also strongly recommended to make arrangements to ensure that their electronic response is submitted within the specified timeframe. A workstation configuration test and test consultations are available on the platform.

Electronic signature of response files:

Given the regulatory context of dematerialization, the project owner wished to proceed, if possible, with the electronic signature of this contract. Bidders are invited to obtain an electronic signature certificate from now on.

The final signature at the time of award will be made in PADES format using the tool provided free of charge by the “marches-sécurisés” dematerialization platform.

Accepted file formats :

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

- Microsoft's proprietary office 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 candidate concerned will be informed. Under these conditions, candidates are advised to scan their documents with an anti-virus program before submitting them.

Backup copy :

Candidates may also submit, within the deadlines for submitting bids, a backup copy on electronic physical media (CD-Rom, DVD-Rom , USB key) or on paper. This copy must be sent to the address below, in a sealed envelope and must include the words: "backup copy", the identification of the procedure concerned and the contact details of the company:

Group Purchasing Department (DAG)
Procedure No .: ARB-2025-0242
5 Rue Roland Barthes
75012 Paris
FRANCE

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

This backup copy may be opened in the cases described in Article 2 II of the decree of March 22, 2019 setting out the terms for making consultation documents and the backup copy 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 relating to this consultation, candidates must send their request in good time:

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

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

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

For information on the submission of electronic 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 Paris Administrative Court.

The appeal procedures and time limits available to the candidate are:

- Pre-contractual referral 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), and which can be exercised before the signing of the contract.

- Contractual referral 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 signing the contract.
- Full jurisdiction appeal to contest the validity of the contract, open to third parties within 2 months of completion of the appropriate publicity measures.

APPENDIX: DECLARATION ON HONOUR

I, the undersigned

Acting as

Company name and address:

.....

(a) declares on his honour:

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

☐ either hold an authorization authorizing him to engage the company within the framework 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 in Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code.

NB: When an economic operator is, during the procurement procedure, placed in 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, it shall inform the buyer of this change in situation without delay.

Evidence documents available online :

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

- Internet address:

- Information needed to access it:

.....

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

Made in

THE

Signature

.....

10. Appendix: Imposed response framework

The Provider's responses should not exceed 30 pages, excluding CVs.

These responses must comply with the following framework:

A - Summary of your offer

A.1 - Understanding AFD's expectations

A.2 - Summary of the stages of your intervention

A.3 - General schedule of the mission

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

C - Detailed description of your offer

C.1 Quality and relevance of the proposed methodology and organization of the mission

C.2 Qualification, expertise and key experiences of the team

C.3 Quality, delivery and after-sales service of equipment (also completing the annex with the same name)

D - Recommendations from the service provider for the successful completion of the mission

E - Presentation of the team that will work on this mission

E.1 – Team composition and distribution of responsibilities among its members

E.2 – CVs of speakers (maximum 3 pages per speaker)

F – CSR consideration

E.1 – Environmental action implemented for the service in accordance with the contract

E.2 – Social action implemented for the service in accordance with the contract

11. Appendix: Signature Certificate Requirements

Certificate of signature :

The signatory's signature certificate must comply with the " eIDAS " regulation or equivalent and meet the required security level. The RGS (general security framework) has been replaced by the " eIDAS " regulation since October 1, 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 "recognized" Certification Authority - No supporting documents required

The signing certificate is issued by a Certification Authority mentioned 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/FR>

In this case, the bidder does not need to provide any supporting documentation on the signature certificate 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 Reference Framework (RGS) and " eIDAS ".

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

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

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

- a) any element allowing verification of the quality and security level of the signature certificate (proof of the qualification of the Certification Authority, certification policy, address of the website of the Certification Authority's reference),
- b) technical tools for verifying the certificate (complete certification chain up to the root Certification Authority, download address of the latest 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 be accompanied where appropriate by clear instructions for use.

Signing tool used to sign files :

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

- Case 1: The bidder uses the platform's signature tool - No supporting documents required

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

In this case, the bidder does not have to provide any proof of 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 that of the platform, he must respect the following two obligations:

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.

ATTENTION: Candidates are advised that the use of an electronic signature must not conflict with the article "Conditions for sending and submitting applications and offers", paragraph "Accepted file formats". As such, it is recommended to use a "detached" signature when the signature tool allows it; in order to submit a document in an accepted format.

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