

**UNIVERSITY OF BORDEAUX**

35, place Pey Berland  
33000 BORDEAUX

**No. 2025-058**

*(Intitulé => report de l'objet de la consultation)-*

**Conducting of a Field Survey in Ethiopia and Associated Services**

**Invitation to Tender Regulations  
(ITR)**

**Deadline for receipt of tenders:**

**12/09/2025 à 12h00.**

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## SECTION 1 - SUBJECT

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*Refer to subject set out in section 1 of the Schedule of Special Specifications (SSS)*

The purpose of this framework agreement is to prepare and implement fields surveys in Ethiopia and related services on behalf of the Université de Bordeaux, in accordance with the provisions of the SSTS.

## SECTION 2 - DIVISION INTO LOTS

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*Box to be ticked in accordance with Article 3.5 of the SS*

This contract is comprised of a single lot because the invitation to tender does not allow separate services to be identified. The contract value corresponds to the value of the successful tender.

## SECTION 3 - VALUE

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Single-lot framework agreement:

- The minimum contract value is the value of the ordinary part.
- The maximum value for the term of the framework agreement is €3 000 000 excluding VAT.

The maximum amount in no way constitutes a commitment on the part of the contracting authority.

## SECTION 4 - TERM

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The term of this contract shall run from the date of its notification, for a firm period of four (4) years in accordance with article 2.2 of the SSTS.

## SECTION 5 - FORM

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The contract takes the form of a mixed framework agreement **awarded to multiple contractors**:

- Performance primarily by means of **purchase orders** issued as required, **the prices of which are defined in the Unit Price List (UPL), Annex 1 to the tender document (UPL)**.
- Performance on a subsidiary basis through **subsequent contracts** concluded as required for the performance of services, **the prices of which are not defined in Annex 1 to the tender document (UPL)**.

The framework agreement will be awarded to a maximum of three (3) contractors (provided a sufficient number of compliant applications and tenders are received).

## SECTION 6 - TENDER AND NEGOTIATION PROCEDURE

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### 6.2 TENDER PROCEDURE

*Select the procedure in the drop-down menu*

**Open invitation to tender: Articles R2124-2 and R2161-2 to 5 of the PPC \***

(\*) for this section, PPC= Public Procurement Code

## 6.2 NEGOTIATION

Open invitation to tender: no negotiation possible

## SECTION 7 - VARIANTS

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Not authorised

## SECTION 8 - TENDER VALIDITY PERIOD

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*Deadline for completion => drop-down list*

The tender validity period is **one hundred twenty (120)** days from the date on which the tender was received.

## SECTION 9 - FINANCIAL CONDITIONS

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With respect to the advance payment, please refer to Article 2.7.1 of the PPC (see Articles R2191-3 et seq. of the French Public Procurement Code).

The payment term is thirty (30) days from receipt of the invoice in accordance with the conditions defined in the PPC.

The contracting authority will pay the sums due under this contract by administrative transfer.

## SECTION 10 - CONSORTIUMS OF ECONOMIC OPERATORS AND SUB-CONTRACTING

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### 10.1 - TEMPORARY GROUPING OF COMPANIES (TGC)

Applicants may submit their application and tender as a:

- Severally liable consortium (when each member of the consortium undertakes to perform the service(s) likely to be entrusted to it under the contract);
- Jointly liable consortium (when each member of the consortium is committed to the performance of the contract as a whole).

Once the contract has been awarded, the University of Bordeaux would like the consortium to take the form of a jointly liable consortium.

### 10.1 - SUB-CONTRACTING

The applicant may present its sub-contractor(s) to the public entity either when submitting its tender or during performance of the contract.

If the request for sub-contracting is made when the tender or proposal is submitted, the applicant must provide the contracting authority with the following documents:

- DC4 'Declaration of Sub-Contracting' form, completed and signed by the contractor and its sub-contractor (DC4 - 2019 VERSION)
- Sub-contractor's bank details if direct payment is to be made (compulsory if sub-contracted amount is more than €600 inc. VAT)
- At the request of the contracting authority, the supporting documents and means of proof that allow it to verify that the sub-contractor is not subject to a ban on tendering and that it has the capacities to perform the public contract.  
Notification of the contract constitutes acceptance of the sub-contractor and approval of the payment terms.

Please note: Where services are sub-contracted under the responsibility of the contractor, it must demonstrate that its organisation allows it to ensure ongoing control and authorisation of sub-contractors.

## SECTION 11 - INVITATION TO TENDER FILE CONTENTS

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This invitation to tender file contains the following documents:

- **DC1 and DC2 forms, to be used when submitting the tender;**
- **Invitation to tender regulations (ITR) and appendix 1 thereof (client references from within the past 3 years);**
- **The commitment document and its 3 appendices (UPL, technical response framework, RGPD confidentiality)**
- **Schedule of Administrative and Special Specifications**
- **Note on the digitisation of businesses - Advice to businesses**

The aforementioned documents are supplemented by the following information:

Applicants are invited to consult the Schedule of General Administrative Specifications (*Cahier des Clauses Administratives Générales*) relating to contracts for supplies and services (decree of 30 March 2021), which is not included in the invitation to tender file.

### **Important note:**

To facilitate access to and understanding of the file, an English version of the documents provided in the Consultation File is offered for information purposes. Under no circumstances will this version be deemed authentic. Candidates may not rely on the English version to justify a lack of understanding of the consultation file or errors in their application and tender documents.

## SECTION 12 - ACCESSING THE INVITATION TO TENDER FILE

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The ITF can be viewed on or downloaded from the electronic platform <https://www.marches-publics.gouv.fr/>.

## SECTION 13 - ADDITIONAL INFORMATION

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To obtain any additional information that they may require during their study, applicants may submit their questions to the online platform [marches-publics.gouv.fr](https://www.marches-publics.gouv.fr/) **by no later than 10 days before the deadline set for the receipt of tenders** (search using the number shown on the front page of this document).

The university's responses must be submitted to the electronic platform no later than **8 days** before the deadline for the receipt of tenders.

### **Other useful information:**

Due to the summer administrative closure of the Université de Bordeaux, any questions asked between **25/07/2025 and 17/08/2025 inclusive will be answered from 18/08/2025.**

## SECTION 14 - CHANGES TO THE INVITATION TO TENDER FILE

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The university reserves the right to add additional information to the invitation to tender file until up to **6 days** before the deadline set for the submission of tenders. These clarifications or additions to the invitation to tender file will be published on [marches-publics.gouv.fr](https://www.marches-publics.gouv.fr/). Applicants must then respond on the basis of the amended file and shall not be entitled to make any complaint in this regard.

If the deadline for the submission of tenders is postponed, the preceding provision shall apply based on this new date.

## SECTION 15 - DEADLINE FOR RECEIPT OF TENDERS

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Tenders received after the date shown on the first page of this document will be declared non-compliant.

Electronic submissions are time-stamped; any submissions that arrive after the deadline will be deemed received after the deadline and will not be opened.

## SECTION 16 - HOW TO SEND SUBMISSIONS

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Submissions **must** be sent electronically to the following address:

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

**Applicants must electronically sign their tender when submitting the bid** containing the applications and tenders. Unsigned bids will not be rejected and may be corrected at a later date.

When a tender is submitted with an electronic signature, the accepted electronic signature certificates must be compliant with the *référentiel général de sécurité* (general security guidelines [RGS]) or equivalent security conditions. The applicant must ensure that the certificate they use is, at a minimum, compliant with the recommended security level on the buyer profile and must provide all the information required for the buyer profile to check that it is compliant with the RGS.

The applicant must comply with the clauses relating to the digitisation of procedures set out below, which enable the date and time of receipt to be determined with certainty.

### **Mandatory electronic signature**

*Tenders submitted electronically (and, where applicable, the back-up copy) are signed by the applicant using an electronic signature certificate, which guarantees, in particular, that he/she can be identified.*

*Pursuant to Annex 12 of the French Public Procurement Code, the electronic signature must be based on a qualified certificate that is compliant with eIDAS Regulation No. 910/2014.*

*The signature certificate shall meet, at a minimum, the recommended security level.*

*Each document that requires a signature must be individually electronically signed in XAdES, CAdES or PAdES format.*

***The PAdES format (envelope electronic signature for PDF-format documents) should be prioritised due to its ease of use.***

*The service providers authorised to issue the electronic signature certificate are listed under the following link:*

<https://www.marches-publics.gouv.fr/app.php/entreprise/footer/info-acrgs>

*The certificate used must be valid on the date the documents are signed and must be issued in the name of the individual authorised to sign the documents.*

*The costs of accessing the network and using the electronic signature are to be covered by each applicant.*

### **Back-up copy**

*A back-up copy may be sent in a digital format (USB stick). The conditions for submitting this copy are as follows:*

**UNIVERSITE DE BORDEAUX**  
Direction des Achats  
351, Cours de la Libération  
Bat A 33 – 2ème étage – Porte 231  
33405 Talence Cedex

*This back-up copy must:*

- *Be sent by post in a sealed envelope **specifying the invitation to tender number** shown on the front page of this document and the words 'pli de sauvegarde'*

- Reach its destination before the deadline for receipt of tenders indicated on the front page

Any back-up copy that does not comply with the provisions set out above will be declared non-compliant.

### **Other information**

The exhaustive list of approved formats for the submission of bids is as follows: zip, pdf, doc and xls.

Any document containing a computer virus will be subject to security archiving and will be deemed never received. The applicant in question will be informed in accordance with Article R2181-1 of the French Public Procurement Code. Applicants are therefore advised to run their documents through a virus scanner before sending them. **In this context, the back-up copy automatically replaces the electronic submission, provided that it is received before the set deadline and is itself uncorrupted.**

When the bids are opened, the public entity will use Symantec Endpoint Protection.

### **APPLE computers**

Applicants who use 'APPLE' computers are invited to submit their bids on PLACE, <https://www.marches-publics.gouv.fr>, via the 'FIREFOX' search engine.

## **SECTION 17 - CONTENTS OF BIDS**

The application and tender documents, including the entire technical tender, must be written entirely in French. The technical documentation, however, may be written in English instead of French.

If any of the applicants' official documents are in another language, they must be accompanied by a French translation.

The applicant is informed that the contract will be concluded in the following currency: the euro.

### **17.1 - DOCUMENTS TO BE SUBMITTED AS PART OF THE APPLICATION**

**In the case of applications made as a consortium**, each member of the consortium must provide all the requested documents.

Applicants must submit the following documents and/or information:

<p><b>A. ESPD</b></p> <p><b>Or</b></p> <p><b>Applicant's application letter + declaration</b></p>	<p><b><u>Solution 1: ESPD application</u></b></p> <p>The applicant may submit its application in the form of a <b>European Single Procurement Document (ESPD)</b>, written in French, instead of forms DC1, DC2 and, where applicable, DC4.</p> <p>The applicant must show in the ESPD that it has the ability and capacities asked for in the ITF by expressly providing all evidence of this.</p> <p><b>The applicant may submit its ESPD as a separate document.</b></p> <p>Any applicant wishing to re-use an ESPD that has already been used in a previous invitation to tender must provide a sworn statement stating that the information provided in the ESPD remains valid.</p> <p>See link: <a href="https://www.economie.gouv.fr/daj/dume-espd">https://www.economie.gouv.fr/daj/dume-espd</a></p> <p><b><u>Solution 2: non-ESPD application</u></b></p> <p>All applicants using this procedure must submit:</p> <ol style="list-style-type: none"> <li>1. A duly completed <b>DC1 form (*) 'Application letter - Authorisation of the representative by its partners'</b>.</li> <li>2. A <b>DC2 form (*) 'Declaration by the individual applicant or consortium member'</b> duly completed by the applicant, or by each of the partners in the case of a consortium.</li> </ol>
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<p><b>B. Sworn statements</b></p>	<p>▪ <b>Sworn declaration</b></p> <p>A sworn declaration to the effect that it does not fall under any of the cases set out in Articles L. 2141-1 to L. 2141-5 and L. 2141-7 to L. 2141-11, in particular that it meets the obligations concerning the employment of workers with disabilities defined in Articles L. 5212-1 to L. 5212-11 of the French Labour Code.</p> <p>The University of Bordeaux reserves the right to exclude from the tender procedure any applicants who fall under the cases set out in Articles L. 2141-7 to L. 2141-10 of the PPC.</p> <p>In this case, applicants will be invited to submit their observations in accordance with the provisions of Article L2141-11.</p> <p>The applicant also declares that no final judgment of a court of a Member State of the European Union expressly bans it from taking part in public tenders (Article L2141-6).</p> <p>If, during the tender procedure, an applicant falls under one of the cases of exclusion specified in Articles L. 2141-1 to L. 2141-10 of the French Public Procurement Code, it shall notify the university of this change in its circumstances without delay.</p>
<p><b>C. The authority of the person authorised to bind the company (and, where applicable, the authority of the authorised representative to bind the consortium)</b></p>	<p>With this document, the applicant demonstrates the legal capacity of the person signing the documents to bind the company. Where applicable, provide the authorisation of the representative to bind the consortium. The authorisation must be signed by all the members of the consortium.</p>
<p><b>D. Information that enables the applicant's capacity to be assessed</b></p>	<p><b>A. Aptitude</b></p> <p><input type="checkbox"/> Inclusion in a relevant professional register</p> <p><input type="checkbox"/> Inclusion in a commercial register</p> <p><input type="checkbox"/> For service contracts: specific authorisation required: (to be specified)</p> <p><b>B. Economic and financial capacity</b></p> <p><input type="checkbox"/> General annual turnover</p> <p><input type="checkbox"/> Annual turnover in the area of activity</p> <p>Where the information concerning turnover (general or by area of activity) is not available for the whole of the requested period, please indicate the date on which the economic operator was established or commenced operations.</p> <p><b>C. Technical and professional capacity</b></p> <p>List of references, indicating the amount, date, place of performance and recipient:</p> <p><input checked="" type="checkbox"/> List of main projects carried out over the last 5 years</p> <p><input type="checkbox"/> List of main services provided or deliveries made over the last three years</p>



	<p><input type="checkbox"/> Certificates of professional qualification issued by independent organisations. However, other evidence of equivalent quality assurance measures produced by the applicants will be accepted if they are unable to access these certificates or unable to obtain them by the set deadlines.</p> <p><b>D. Quality assurance systems and environmental management standards</b></p> <p><input type="checkbox"/> <b>Certificates</b> issued by the departments responsible for quality control and authorised to certify that equipment and supplies are compliant with specifications or standards. Other evidence of equivalent quality assurance measures will, however, be accepted if the service provider is unable to access these certificates or unable to obtain them by the set deadlines.</p> <p>However, other evidence of equivalent quality assurance measures produced by the applicants will be accepted if they are unable to access these certificates or unable to obtain them by the set deadlines.</p>
<p><b>E. Where applicable, the DC4 form</b> 2019 version of the form</p>	<p>Duly completed <b>DC4 'Declaration of Sub-contracting' form (*)</b>.</p> <p>If the request for subcontracting is made when the tender is submitted, the applicant must provide the contracting authority with the following documents:</p> <ul style="list-style-type: none"> <li>- DC4 'Declaration of Sub-contracting' form, completed and electronically signed by the contractor and its sub-contractor</li> <li>- Sub-contractor's bank details if direct payment is to be made (compulsory if sub-contracted amount is more than €600 inc. VAT)</li> </ul> <p>At the request of the contracting authority, the supporting documents and means of proof that allow it to verify that the sub-contractor is not subject to a ban on tendering and that it has the capacities to perform the public contract.</p> <p>Notification of the contract constitutes acceptance of the sub-contractor and approval of the payment terms.</p>

These forms are available in the Forms for Professionals section of the following website: <http://www.economie.gouv.fr/daj/formulaires>. The applicant may also provide this information on a separate piece of paper or use the forms attached to the invitation to tender file.

## 17.2 - DOCUMENTS TO BE SUBMITTED AS PART OF THE TENDER



THE APPLICANT MUST PROVIDE:

<p><b>1 – Tender</b></p>	<p><b>The tender, duly completed, dated and signed by someone authorised to enter into binding agreements on behalf of the company.</b></p> <p><b><u>Reminder:</u> Applicants must electronically sign their tender when submitting the bid. Unsigned bids may be corrected.</b></p> <p><b>The PAdES format (envelope electronic signature for PDF-format documents) should be prioritised due to its ease of use.</b></p>
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<p><b>2 – Unit Price List (UPL)</b></p> <p>Tables must be provided in an <b><u>editable</u></b> Excel spreadsheet format</p> <p><b>All tables must be completed</b> according to the instructions given in the document</p> <p>The applicant is <b><u>not permitted</u></b> to produce its own documents in place of the <b>duly completed technical and financial</b> response form.</p>	<p><b>A single-tab response form is to be completed</b></p> <p><b>1. Prices</b></p> <p><b>Applicants must fulfil the schedule of special specifications or their tenders will be declared non-compliant.</b></p>
<p><b>3 – Appendix 2 to the tender (Technical Response Form) to be supplied in PDF and editable Word format</b></p>	<p><b>All tables must be completed</b> according to the instructions given in the document</p>
<p><b>Appendix 3 : RGPD confidentiality</b></p>	<p><b>All tables must be completed</b> according to the instructions given in the document</p>
<p><b>4 – Bank details (BIC-IBAN).</b></p>	
<p>The applicant may attach a technical brief if it so wishes, as well as any accompanying documents that will aid understanding of the tender and help to enhance its value. <b>Under no circumstances may these documents substitute requirements 1 and 2 above.</b></p>	

### 17.3 - TENDER EVALUATION CRITERIA AND WEIGHTING

The most economically advantageous tender will be selected based on the criteria defined below and the weighting given to each of these.

The technical value of the tenders is assessed based on the functions set out in the table of functional and technical requirements (Appendix 1 to the tender), taking into account the following sub-criteria and weighting:

**NOTE:** If divided into lots, the criteria and weighting must be identified for each lot: lines to be duplicated as necessary.

The 'price' criterion and the 'technical value' criterion must equal a total of 100%.

**Sub-criteria are to be added for the 'technical value' criterion.** The sub-criteria are to be selected based on the essential characteristics of the requirement and their discriminatory nature, so the most economically advantageous tender can be chosen. **They must equal a total of 100% (see example below).**

Lot 1 or single lot		Function no.	Weighting
<b>Price criterion</b>			<b>30%</b>
<b>Technical value criterion</b>			<b>60%</b>
	Survey preparation	F1	40%
	Data collection and consolidation and submission	F2 & F3	60%
<b>Limiting environmental impact</b>			<b>10%</b>

The tender as a whole will be assessed with respect to the criteria set out above.

## **SECTION 18 - REVIEW OF APPLICATIONS**

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### **18.1 - CHECKING APPLICATIONS FOR COMPLETENESS - RULING OUT APPLICATIONS**

The University of Bordeaux shall check that all applications are complete.

Under Article R2144-2 of the French Public Procurement Code, if the contracting authority discovers that applications are incomplete, it may, in writing and at any time during the procedure, invite one or more applicants to submit the missing documents or information within the set period starting from the date on which the request is sent.

The supporting documents will be requested from the prospective contractor at the end of the tender procedure at the latest. If an applicant fails to submit the requested documents or information by the end of this period, the contracting authority will declare the applicant's application non-compliant and the applicant will be ruled out.

The contracting authority also reserves the right to exclude the application of an economic operator who clearly lacks sufficient capacity to ensure performance of the services that form the subject of the contract.

Applications may be reviewed after the tenders have been assessed.

### **18.2 - CHECKING THE SUITABILITY OF THE APPLICANT'S CAPACITIES**

The applicant to whom a public contract or a framework agreement may be awarded must produce the supporting documents and other evidence enabling its suitability and economic, financial, technical and professional capacities to be verified, as requested by the contracting authority in these invitation to tender regulations.

If it is objectively impossible for the applicant to submit one of the documents requested to provide evidence of its financial capacity, it may prove its capacity by means of any other document providing equivalent evidence of this.

NOTE: It should be noted that in order to prove its professional, technical and financial capacities, the applicant, even if a consortium, may also request that the professional, technical and financial capacities of other economic operators be taken into account, regardless of the legal nature of the relationship between these operators and the applicant. In this case, it must prove that this/these economic operator(s) possess these capacities and provide evidence that it will have them at its disposal for the performance of the contract.

Pursuant to Article R2143-16 of the French Public Procurement Code, 'if the supporting documents submitted in application of this article are written in a foreign language, applicants must include a French translation of these documents'.

### **18.3 - CHECKING BANS ON TENDERING**

The applicant to whom a public contract or a framework agreement may be awarded must also submit the following certificates and documents:

#### For applicants based in France

- The certificates issued by the relevant authorities and organisations proving that the applicant's social security and tax obligations have been met or the annual statement of certificates. These documents must be valid at the time the contract is provisionally awarded if requested by the contracting authority, or at the time the application is submitted if the applicant has supplied them itself.
- The certificate confirming that the social security declarations and social security contributions provided for in Article L. 243-15 of the French Social Security Code have been made or paid, issued by the social security agency responsible for collecting the contributions and dated within

the past six months (Article D8222-5 of the French Labour Code or D8222-7 for an applicant based abroad)

- SIREN number enabling verification of the signatory's authorisation to represent the applicant company or verification that the signatory's power of attorney has been drawn up by a person authorised to enter into binding agreements on behalf of the company (person registered in France's National Commercial and Companies Register as a representative/director)
- If applicable:
  - The list of the names of foreign employees employed by the contractor or its sub-contractor for whom a work permit is required (Articles D8254-2 to D8254-5 of the French Labour Code)
  - For companies based abroad, a copy of the declaration of secondment for foreign employees and the name of the company's representative on French territory (Article R1263-12 of the French Labour Code)
  - A copy of the issued judgement(s) if the applicant is subject to court-supervised recovery proceedings or equivalent foreign proceedings, together with evidence that the authorisation to continue operating covers the period corresponding to the term of this contract

#### For applicants based in a country other than France

- A similar certificate issued by the authorities and organisations in the applicant's country of origin;
- Where such a certificate is not issued by the country in question, it may be replaced by a affidavit;
- Where no such affidavit exists, by a formal declaration made by the party concerned before the competent judicial or administrative authority, a notary or a qualified professional organisation in the country in question.

In all of the cases listed above, certificates, statements or declarations written in a foreign language will be accepted provided they are accompanied by a French translation.

☞ The applicant may submit these documents as part of its application.

## **18.4 - SIMPLIFICATION OF APPLICATION FORMALITIES**

Pursuant to Articles R2143-13 and 14 of the French Public Procurement Code, applicants are exempted from submitting the supporting documents specified above, provided that either:

- It has authorised the contracting authority in its application file to check this list using an electronic system for making information available that is administered by an official body, or a digital storage space. In this case, the applicant shall provide the contracting authority with the information required to consult this storage space, which it must be able to access free of charge
- It has already submitted these documents to the contracting authority as part of a previous invitation to tender. Documents that have already been submitted must remain valid and the applicant must provide the contracting authority with the reference of the invitation to tender for which the document has already been submitted

## **SECTION 19 - REJECTION OF TENDERS AND NOTIFICATION**

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### **19.1 - REJECTION OF TENDERS AND NOTIFICATION**

Once the most economically advantageous tender has been selected with respect to the criteria and their weighting as defined above, the University will notify the applicants whose tenders have not been accepted that they have been unsuccessful, as well as inform them of the reasons for this rejection. Applicants whose tenders have been rejected may ask to be provided with detailed reasons for the rejection of their tender under Articles R2181-1 to 4 of the French Public Procurement Code. The response to this request will be sent via the buyer profile, **including if the request is made following notification of the contract.**

## 19.2 - AWARD OF THE CONTRACT

In order to definitively secure the contract, the applicant who is named the winner of the tender must submit the certificates and supporting documents relating to its skills, capacities and bans on tendering, as well as the insurance certificate referred to in the PPC, by the set deadline.

Under Article R2144-7 of the French Public Procurement Code, if the applicant is unable to submit these documents by the set deadline, the contracting authority shall declare the applicant's application inadmissible and the applicant shall be ruled out. If the application is checked after the tenders have been ranked, the same request shall be made to the applicant with the next highest-ranked tender.

If the winner of the tender has electronically signed its tender, the tender document and, where applicable, clarifications, may be electronically signed by the University of Bordeaux and sent to the winner of the tender for notification via the PLACE buyer profile.

**NB:** The University of Bordeaux reserves the right to ask for a physical copy of the tender to be produced when the contract is awarded.