



TENDER INSTRUCTIONS

PUBLIC TENDER FOR STANDARD SUPPLIES AND SERVICES












Prototype acquisition - Micro Mirror Array

Deadline date and time for receipt of bids:

Thursday 28 August 2025 at 12:00 PM

Université Grenoble Alpes
1180 rue des universités
CS 40700
38400 Saint Martin d'Hères

OVERVIEW OF PROCEDURE

	Purpose	Prototype acquisition - Micro Mirror Array
	Method of award	Open procedure under adapted rules
	Type of contract	Public contract
	Validity period for bids	120 days
	Consortium form	No consortium form is required of the contractor
	Variants	None
	PSE	None
	Social clauses	None
	Environmental clauses	None
	Deadline	<u>Maximum of 12 months from the contract award notification date</u>
	Negotiation	Yes

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1 - Purpose and scope of tender

1.1 - Purpose

This tender procedure concerns the acquisition of a prototype - Micro Mirror Array

Place(s) of Performance:

Grenoble Institute of Planetology and Astrophysics (IPAG)

414 rue de la piscine,

38400 Saint Martin d'Hères

Domaine Universitaire

FRANCE

1.2 - Award procedure

The award procedure used is: open procedure with adapted rules. It shall be subject to the provisions of articles L. 2123-1 and R. 2123-1 no. 1 of the Public Procurement Code.

1.3 - Type and form of contract

This is a standard contract.

1.4 - Division of tender into lots

There shall be no division into lots.

The contracting authority has decided not to launch the tender call in separate lots for the following reasons: The subject of the contract does not permit the identification of separate services.

1.5 - Nomenclature

In accordance with the European Common Procurement Vocabulary (CPV) the applicable classification is as follows:

Main code	Description
38630000-0	Astronomical and optical instruments
38636000-2	Specialised optical instruments

2 - Conditions of tender call

2.1 - Validity period for bids

The validity period for bids is set at 120 days from the deadline for their receipt.

2.2 - Legal form of consortium

The contracting authority does not wish to impose any specific form of consortium on the successful bidder. However, in the case of a consortium, the form preferred by the contracting authority is a joint liability consortium with a jointly and severally liable agent.

Candidates are prohibited from submitting multiple bids acting both as individual candidates and as members of one or more consortia.

2.3 Variant bids

No variant bids are permitted.

3 - Conditions relating to the contract

3.1 - Term of contract or performance period

The deadline for the performance of services is established in the CCAP and cannot be modified under any circumstances.

3.2 - Essential financing and payment terms

Amounts due to the contractor(s) under the contract will be paid within an overall deadline of 30 days after the receipt date of the invoices or equivalent payment requests.

Applicants' attention is drawn to the fact that if they wish to waive the benefits of the advance provided for under the CCAP, they must specify this in the deed of undertaking to be formalised with the prospective successful bidder.

3.3 - Confidentiality and security measures

Applicants must comply with the confidentiality obligations and specific security measures required for the performance of the services.

The applicants' attention is particularly drawn to the provisions of the Special Administrative Specifications, which specify the formalities to be completed and instructions to be followed for compliance with these confidentiality and security obligations.

4 - Content of tender documents package

The tender documents package (DCE) contains the following documents:

- Tender instructions (RC)
- The Special Administrative Specifications (CCAP)
- The Special Technical Specifications (CTTP)
- DC1 - Application letter
- DC2 - Declaration of individual candidate or consortium member
- Appendix 1 to the RC - Non-debarment affidavit
- The response template

The tender documents package may be downloaded free of charge at the following web address:
<https://www.marches-publics.gouv.fr>.

Once on the page, you will need to follow the following steps:

- 1/ On the home screen select the tab labelled "recherche avancée" [advanced search]
- 2/ Then select the tab labelled "recherche d'une procédure multicritères" [search for a multi-criteria procedure]
- 3/ Then, under the public entity tab, select "Établissements et organismes de l'enseignement supérieur, de la recherche et de l'innovation (75005 Paris)" [Establishments and organisations of higher education, research and innovation (75005 Paris)]
- 4/ Then, in the drop-down tab that appears, select EOESRI / UGA - Université Grenoble Alpes

Requests to have the tender documents package provided on physical electronic media will not be granted.

The contracting authority reserves the right to change details of the tender documents no less than 6 days before the deadline for submission of bids. This period is counted from the date when the contracting authority sends the modifications to applicants who have obtained the initial document package. Candidates must in such case submit their responses based on the modified documents, and may raise no objection in this regard.

If the deadline for receipt of bids is postponed during the applicants' review of the documents, the previous provision shall apply based on this new date.

5 - Presentation of applications and bids

Applicants' bids will be prepared entirely in French or English and expressed in EUROS.

If the candidates' offers are written in another language, they must be accompanied by a translation into French or English; this translation must include all the documents submitted in the offer.

5.1 - Documents to be submitted

Each applicant is required to produce a complete document package including the following documents:

Application documents as provided for in Articles L. 2142-1, R. 2142-3, R. 2142-4, R. 2143-3 and R. 2143-4 of the Public Procurement Code:

Information regarding the legal situation of the company:

Description	Signature
Affidavit stating that the applicant does not fall under any of the cases resulting in debarment from tendering	No

Information concerning the company's economic and financial capacity:

Description	Signature
Statement of the overall turnover achieved concerning the services covered by the contract during the last three financial years available,	No

Information regarding the company's professional references and technical capacity:

Description	Signature
List of primary services performed over the past three years, indicating the amount, the date and the recipient. This must be evidenced by statements from the recipient or otherwise by a declaration from the applicant	No

To submit their application, candidates may use forms DC1 (application letter) and DC2 (applicant's declaration). These documents are available free of charge on the website www.economie.gouv.fr.

They may also use the ESPD (European Single Procurement Document)

To provide evidence of the professional, technical and financial capacities of other economic entities it will draw upon to present its application, the applicant will produce the same documents for such economic entity as those required of it itself by the contracting authority. Furthermore, to demonstrate that it can rely upon the capabilities of this economic entity to perform the services, the applicant will submit a written commitment from the economic entity.

Bid documents:

Description	Signature
The completed response template, addressing in particular: <ul style="list-style-type: none">- administrative matters- financial matters- technical matters constituting the applicant's bid, addressing:<ul style="list-style-type: none">• The technical value for the equipment, concerning: <i>deflection accuracy, reflectivity, fill factor, and surface quality</i>• After-sales service quality• Delivery time	No

<ul style="list-style-type: none"> Environmental commitment: sustainable manufacturing process 	
Technical data sheets: <ul style="list-style-type: none"> A user manual A mechanical interface plan A software control reference manual An RoHS certificate An ISPM 15 certificate (if a wooden crate is used) 	No

Where possible, candidates are asked to submit their financial documents and completed response templates in Excel and/or Word format.

In the case of contradiction between any one or more specifications provided in any general terms of sale provided by the applicant in its bid and the specifications provided by UGA, the latter shall prevail. The deed of undertaking will not be submitted at the time of bid submission but will be completed and signed by the prospective successful bidder.

6 - Conditions for sending or delivering tender submissions

Tender submissions must be received before the deadline for receipt of bids indicated on the cover page of this document.

6.1 - Electronic transmission

Documents may be transmitted electronically via the contracting authority's buyer profile at the address mentioned above in the article "content of tender documents."

The choice of a transmission method is global and irreversible. Applicants must use the same transmission method for all documents transmitted to the contracting authority.

Tender submissions must contain two separate files, including the application documents and the bid documents specified in these tender instructions.

The contracting authority strongly recommends that applicants use only alphanumeric characters when naming their files and avoid the use of special characters (accents, hyphens, apostrophes, slashes, etc.) as this may cause a malfunction when downloading your submission.

Each transmission will have a confirmed date of receipt and an electronic acknowledgment of receipt. For this purpose, the reference time zone will be (GMT+01:00) Paris, Brussels, Copenhagen, Madrid. The tender submission will be considered "out of time" if the download finishes after the deadline for receipt of bids.

The electronic submission of a new bid by the same applicant will cancel and replace any previous bid.

The tender submission may be accompanied by a backup copy on physical electronic media (CD-ROM, DVD-ROM, USB key) or on paper media, sent within the allotted time. This copy must be placed in an envelope marked with the words "copie de sauvegarde" [backup copy], the name of the applicant, and the identification code of the tender procedure concerned. It will be opened in the following cases:

- when a malicious computer program is detected in the electronically transmitted tender submission;
- when the electronic tender submission is received incomplete, after the deadline, or cannot be opened, as long as its transmission began before the tender submission deadline.

The backup copy may be sent or hand delivered to the following address:

Mailing address:

Université Grenoble Alpes

Direction des Achats

Service de la Commande Publique

CS 40700
38058 GRENOBLE Cedex 9

Physical address:
Université Grenoble Alpes
Direction des Achats
Service de la Commande Publique
Bâtiment A Stendhal bureau A004B
1180 rue des universités
38400 Saint-Martin-d'Hères

Backup copies will be accepted Monday to Friday, 8:30 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m. (except public holidays).

No particular electronic format is recommended for the transmission of documents. However, files will need to be transmitted using formats that are widely available.

All documents for which a signature is required must be signed electronically in the XAdES, CAdES or PAdES format. The electronic signature of the tender submission does not constitute a signature of the documents contained therein.

In accordance with the decree of March 22, 2019 on the electronic signature of public procurement contracts, the signature must be an advanced signature based on a qualified certificate as defined by European Regulation No. 910/2014 of July 23, 2014 on Electronic Identification and Trust Services for Electronic Transactions (eIDAS). However, RGS type signature certificates shall remain valid until their expiration.

A qualified signature certificate may be issued by a qualified trust service provider meeting the requirements of the eIDAS regulation. A list of service providers is available on the ANSSI website (<https://www.ssi.gouv.fr/>). A certificate may also be issued by a French or foreign certification authority. It is then incumbent upon the applicant to demonstrate its equivalence to the eIDAS regulation.

Applicants wishing to use a signature tool other than that of the buyer profile or a certificate issued by another certification authority must transmit free of charge the instructions allowing verification of the validity of the signature.

The electronic signature of the contract by the successful bidder is not a required part of this tender procedure.

To sign electronically, the applicant may use one of the three signature formats authorised by the regulations (XAdES, CAdES or PAdES). However, the contracting authority recommends the use of an electronic signature in pAdES format.

After the contract is awarded, applicants are informed that a successful electronic bid may be transformed into a paper bid, to facilitate the handwritten signature of the contract by the parties.

The costs of network access and electronic signature usage shall be borne by the applicants.



Please remember to submit your files several hours in advance of the deadline time.

6.2 - Transmission in paper form

The transmission of submission packages electronically is required for this tender procedure. Therefore, transmission in paper form is not permitted.

7 - Examination of applications and bids

7.1 Selection of applications

Compliant and admissible applications will be examined based only on the information and documents required as part of this tender procedure, in order to assess their legal situation and the professional, technical and financial capacities offered.

7.2 - Award of contracts

Bids will be judged under the conditions set forth in articles L.2152-1 to L.2152-4, R. 2152-1 and R. 2152-2 of the Public Procurement Code, resulting in a ranking of bids.

Applicants should be aware that irregular bids may be subject to adjustment requests, provided that they are not abnormally low. However, any unacceptable or inappropriate bid will be eliminated.

The criteria used for judging bids are weighted as follows:

Criteria	Weighting
1-Price of services	30.0
2-Technical value of the material	20.0
2.1 Deflection Accuracy	5.0
2.2 Reflectivity	5.0
2.3 Fill factor	5.0
2.4 Surface quality	5.0
3-Quality of after-sales service	20.0
4-Delivery time	25.0
5- Environmental commitment: sustainable manufacturing process	5.0

If purely material errors (related to multiplication, addition or carry-over) are noted in the applicant's bid, the company will be invited to confirm the corrected bid; if it refuses to do so, its bid will be eliminated on grounds of inconsistency.

7.3 - Tender procedure follow-up

After examining the offers, the contracting authority will enter into negotiations. However, the contracting authority reserves the right to award the contract on the basis of initial bids, without negotiation.

The best ranked offer will therefore be retained on a provisional basis while waiting for the applicant(s) to produce the certificates and affidavits required under articles R. 2143-6 to R. 2143-10 of the Public Procurement Code, as well as the insurance certificate requested for the delivery of the equipment. The time limit set by the contracting authority for the submission of these documents may not exceed 10 days. The contracting authority will transmit to the applicant(s) the deed of undertaking for electronic signature (preferably in PAdES format) or otherwise for handwritten signature.

8 - Additional information

8.1 - Additional addresses and contact persons

For any additional information concerning this tender procedure, applicants are required to submit their requests via the contracting authority's buyer profile, located at the following URL: <https://marches-publics.gouv.fr>

This request must be made no later than 10 days before the deadline for receipt of tender submissions.

During the award procedure, all exchanges and communications between the applicants and the contracting authority shall take place via this buyer profile.

- Until the deadline for bids: exchanges shall take place via the email address provided when collecting the tender documents and/or when submitting questions addressed to the contracting authority.

- After the deadline for bid submissions: exchanges shall take place via the email address provided when submitting bids and/or specified on the response template.

Applicants are therefore encouraged to register a regularly monitored email address.

A response will then be sent to all companies that provided identification to obtain or download the tender documents package at the latest 6 days prior to the deadline for tender submissions.

8.2 - Appeal procedures

The court with local jurisdiction is:

Administrative Court of Grenoble

2 place de Verdun

BP 1135

38022 GRENOBLE CEDEX 1

Tel: 04 76 42 90 00

Fax: 04 76 51 89 44

Email: greffe.ta-grenoble@juradm.fr

The appeal procedures available to applicants are as follows: Pre-contractual summary proceedings, as provided under articles L.551-1 to L.551-12 of the Code of Administrative Justice (CJA), which may be instituted prior to the signature of the contract. Contractual summary proceedings, provided for in articles L.551-13 to L.551-23 of the CJA, which may be instituted within the time limits provided for in article R. 551-7 of the CJA. Full remedy actions, which are available to third parties able to show prejudice to their interests, and may be exercised within two months after the date when signature of the contract is made public.

For information regarding the filing of appeals, applicants should contact:

Tribunal Administratif de Grenoble

2 place de Verdun

BP 1135

38022 GRENOBLE CEDEX 1

Tel: 04 76 42 90 00

Fax: 04 76 51 89 44

Email: greffe.ta-grenoble@juradm.fr

In the case of any difficulty that may arise during the award procedure, the body responsible for mediation is:

Regional Advisory Committee for Amicable Dispute Resolution

DIRECCTE-CCIRA

3 rue de la charité

69268 Lyon CEDEX 02