MARCHE PUBLIC DE SERVICES

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**ACTE D'ENGAGEMENT  
(AE)**

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| ***Pouvoir adjudicateur*** |
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| Personnes morales de droit public constituées en groupement de commandes, par convention constitutive pour la **location et la maintenance de copieurs** au profit d’un groupement de commande composé des services de l’État et de ses établissements publics dans le département de La Réunion |
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| ***Pouvoir Adjudicateur (PA) et coordonnateur du groupement de commande*** |
|  |
| Monsieur le Préfet de la Réunion |
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| ***Objet du marché*** |
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| **LOCATION ET MAINTENANCE DE COPIEURS MULTIFONCTIONS ET IMPRIMANTES** |
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| **Marché sur appel d'offres ouvert**, passé en application des articles L.2124-1 et L.2124-2 et R.2124-1, R.2124-2 du code de la commande publique et sous la forme d'un accord-cadre à bons de commande tel que défini aux articles R.2162-1 à R.2162-6 et R.2162-13 à R.2162-14 du Code de la commande publique. |
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**L’offre a été établie sur la base des conditions économiques en vigueur au mois** **d'AOÛT 2025 (mois zéro).**

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| ***Date du marché*** | (Réservé pour la mention d'exemplaire unique du marché) |
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| ***Numéro d'EJ du contrat*** |  |
|  |  |
| ***Code CPV Principal*** |  |
| 79800000, 50313200, 30125100, 30121100, |  |
| ***Minimum - Maximum*** |  |
| Sans Mini ni maxi |  |
|  |  |
| ***Imputation*** |  |
| MULTI BOP |  |

L'acte d'engagement comporte \_\_\_\_ pages et les annexes n°\_\_\_\_

**ACTE D'ENGAGEMENT  
(AE)**

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| ***Représentant du Pouvoir Adjudicateur (RPA)*** |
|  |
| Monsieur le Préfet de la Réunion |
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| ***Ordonnateur*** |
|  |
| Monsieur le Préfet de la Réunion |
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| ***Comptable public assignataire*** |
|  |
| Monsieur le Directeur Régional des Finances Publiques de la Réunion |
|  |

# CONTRACTANT(S)

q **Je soussigné,**

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q **Nous soussignés,**

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| **Cotraitant 1** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Cotraitant 2** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Cotraitant 3** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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après avoir :

* pris connaissance du Cahier des Clauses Administratives Particulières (CCAP) **N°** SGC974-SAP-2021-02 du 10 mai 2021et des documents qui y sont mentionnés ;
* produit les documents et renseignements visés aux articles R.2143-3 et R.2143-4 du code de la commande publique. ;

q **m'engage** sans réserve, à produire, dans les conditions fixées au règlement de la consultation, les certificats, attestations et déclarations mentionnés aux articles R.2143-6 à R.2143-10 du code de la commande publique ainsi que les attestations visées aux articles 19.1, 19.2 et éventuellement au 19.3 du CCAP et, conformément aux stipulations des documents cités ci-dessus, à exécuter les prestations **du lot désigné en page 1** du présent acte d'engagement dans les conditions ci-après définies.

L'offre ainsi présentée ne **me** lie toutefois que si son acceptation **m'**est notifiée dans un délai de 120 jours à compter de la date limite de remise des offres fixée par le règlement de la consultation et rappelée en page de garde du CCAP.

q **nous engageons** sans réserve, en tant que cotraitants **groupés solidaires**, représentés par :

mandataire du groupement, à produire, dans les conditions fixées au règlement de la consultation, les certificats, attestations et déclarations mentionnés aux articles R.2143-6 à R.2143-10 du code de la commande publique ainsi que les attestations visées aux articles 19.1, 19.2 et éventuellement au 19..3 du CCAP et, conformément aux stipulations des documents cités ci-dessus, à exécuter les prestations **du lot désigné en page 1** du présent acte d'engagement dans les conditions ci-après définies.

L'offre ainsi présentée ne **nous** lie toutefois que si son acceptation **nous** est notifiée dans un délai de 120 jours à compter de la date limite de remise des offres fixée par le règlement de la consultation et rappelée en page de garde du CCAP.

q **nous engageons** sans réserve, en tant que cotraitants **groupés conjoints**, représentés par :

mandataire du groupement, à produire, dans les conditions fixées au règlement de la consultation, les certificats, attestations et déclarations mentionnés aux articles R.2143-6 à R.2143-10 du code de la commande publique ainsi que les attestations visées aux articles 19.1, 19.2 et éventuellement au 19.3 du CCAP et, conformément aux stipulations des documents cités ci-dessus, à exécuter les prestations **du lot désigné en page 1** du présent acte d'engagement dans les conditions ci-après définies et selon la répartition des prestations précisée en annexe au présent acte d'engagement.

Le mandataire du groupement conjoint **est solidaire** de chacun des membres du groupement pour ses obligations contractuelles à l'égard du pouvoir adjudicateur, pour l'exécution du marché.

L'offre ainsi présentée ne **nous** lie toutefois que si son acceptation **nous** est notifiée dans un délai de 120 jours à compter de la date limite de remise des offres fixée par le règlement de la consultation et rappelée en page de garde du CCAP.

# PRESTATIONS ET PRIX

## Détermination des prix

L'offre de prix est établie sur la base des conditions économiques en vigueur au mois m0 fixé en page 1 du présent acte d’engagement.

Les modalités de variation des prix sont fixées à l'article 14.3 du CCAP.

Le besoin homogène de services est alloti, les prestations définies au CCAP sont réparties en **3 lots:**

| **Désignation des lots** | |
| --- | --- |
| **Lot 1** | Location et maintenance de copieurs numériques ≥ 45 pages minute, Format A4 et A3, N&B et Couleur |
| Location et maintenance de copieurs numériques ≥ 25 pages minute, Format A4 et A3, N&B et Couleur |
| **Lot 2** | Location et maintenance de copieurs numériques ≥ 25 pages minute, Format A4 et A3, N&B |
| **Lot 3** | Location et maintenance d'imprimantes laser couleur ≥ 30 pages minute, Format A4 |

L'accord-cadre à bons de commande ne comporte ni minimum, ni maximum.

Les prestations seront rémunérées par application, aux quantités réalisées, des prix de la liste des prix du présent marché.

Pour les prix absents de cette liste, il sera fait application des prix du tarif de référence constitué par le catalogue du fournisseur affectés :

|  |  |  |  |
| --- | --- | --- | --- |
| q d'un rabais de |  **%** |  | ‚ |
|  | | | |
| qd'une majoration de |  **%** |  | ‚ |
|  | | | |
| q des rabais et/ou majorations détaillés en annexe | | | |

 pourcentage en chiffres ‚ pourcentage en lettres

q **Groupement conjoint**

Le détail des prestations exécutées par chacun des membres du **groupement conjoint** est joint en annexe au présent acte d'engagement.

## Montant sous-traité

Les demandes d'acceptation de sous-traitants et d'agrément des conditions de paiement du contrat de sous-traitance seront effectuées à l'occasion de chaque commande.

# DUREE DU MARCHE ET DELAIS DE REALISATION

## Durée de validité du marché

La durée de validité du marché est de **48 mois** à compter de sa notification.

Les commandes pourront être adressées dès notification du marché jusqu'à l'expiration de cette durée.

## Durée et délai de réalisation des bons de commande

Le délai d'exécution afférent à chaque commande (livraison, installation et mise en route des matériels), ainsi que son point de départ, seront précisés dans le bon de commande.

La durée pendant laquelle peuvent s'exécuter les bons de commande ne peut excéder la durée de validité du marché.

## Lieu de fabrication ou d'origine

Lieu de fabrication ou d'origine des fournitures :

q Pays de l'Union Européenne (UE), ;

q Pays membre de l'Organisation Mondiale du Commerce signataire de l'accord sur les marchés publics (UE exclue) ;

q Autre.

# PAIEMENTS

Les modalités du règlement des comptes du marché sont spécifiées à l'article 14 du CCAP.

q **Prestataire unique**

le pouvoir adjudicateur se libérera des sommes dues au titre du présent marché en faisant porter le montant au crédit du compte (joindre un RIB ou RIP) :

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Toutefois, le pouvoir adjudicateur se libérera des sommes dues aux sous-traitants payés directement en en faisant porter les montants au crédit des comptes désignés dans les annexes, les avenants ou les actes spéciaux.

q **Groupement solidaire**

le pouvoir adjudicateur se libérera des sommes dues au titre du présent marché en faisant porter le montant au crédit du compte (joindre un RIB ou RIP) :

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | q Les soussignés prestataires groupés solidaires, autres que le mandataire, donnent par les présentes à ce mandataire qui l'accepte, procuration à l'effet de percevoir pour leur compte les sommes qui leurs sont dues en exécution du marché par règlement au compte ci-dessus du mandataire. Ces paiements seront libératoires vis-à-vis des prestataires groupés solidaires. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |

Toutefois, le pouvoir adjudicateur se libérera des sommes dues aux sous-traitants payés directement en faisant porter les montants au crédit des comptes désignés dans les annexes, les avenants ou les actes spéciaux.

q **Groupement conjoint**

le pouvoir adjudicateur se libérera des sommes dues au titre du présent marché en faisant porter le montant au crédit des comptes (joindre un RIB ou RIP) :

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Cotraitant 1** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Cotraitant 2** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Cotraitant 3** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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Toutefois, le pouvoir adjudicateur se libérera des sommes dues aux sous-traitants payés directement en en faisant porter les montants au crédit des comptes désignés dans les annexes, les avenants ou les actes spéciaux.

# Signature des co-contractants

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| **Acceptation de l'offre** | |
| Est acceptée la présente offre pour valoir acte d'engagement. | |
| Le Représentant du Pouvoir Adjudicateur | |
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| **Date d'effet du marché** |

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| Reçu notification du marché le : |  |  |

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| Le **prestataire / mandataire du groupement** : | | |  | |  |
|  | | | | | |
| Reçu le | l'accusé de réception de la notification du marché | | | | |
| du **prestataire** / **mandataire du groupement** destinataire.  Pour le Représentant du Pouvoir Adjudicateur, | | | | | |
| à : | | le : | |  | |

q **ANNEXE N°\_\_\_ A L'ACTE D'ENGAGEMENT EN CAS DE**

**GROUPEMENT CONJOINT**

**Détail des prestations exécutées par chacun des cotraitants**

| **Nom du mandataire**  **cotraitant 1** | | **Prestations du mandataire - Poste(s) technique(s)** |
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| **Autres cotraitants** | | **Prestations des autres cotraitants - Poste(s) technique(s)** |
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| **N°2** |  |  |
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| **N°3** |  |  |