MARCHE PUBLIC DE PRESTATIONS INTELLECTUELLES

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**ACTE D'ENGAGEMENT  
(AE)**

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| ***Acheteur*** |
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| ***Secrétariat Général Commun de la Réunion***  Service Interministériel de l'Achat Public *Adresse postale : 6 rue des Messageries - CS 51079 97404 SAINT-DENIS CEDEX  Adresse bureau : 14 allée des Saphirs, 97400 SAINT-DENIS* |
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| ***Pouvoir adjudicateur assurant la maîtrise d’ouvrage*** |
|  |
| État représenté par M. Le Préfet de La Réunion |
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| ***Objet du marché*** |
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| **Mission d'assistant à maîtrise d’ouvrage pour l’accompagnement du transfert de la DEETS**  **sur le site de la Providence situé à Saint Denis.** |
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| Marché passé selon la procédure **adaptée**  définie aux articles L.2123-1 et R.2123-1 à R.2123-7 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** **de 2025 (mois zéro).**

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| ***Date du marché*** | (Réservé pour la mention d'exemplaire unique du marché) |
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| ***Montant TTC*** |  |
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| ***Code CPV principal*** |  |
| **71000000** |  |
| ***Imputation*** |  |
| BOP 354 |  |

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

**ACTE D'ENGAGEMENT  
(AE)**

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| ***Représentant du Pouvoir Adjudicateur (RPA)*** |
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| M. Le Préfet de La Réunion |
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| ***Personne habilitée à donner les renseignements*** *aux articles R. 2191-60 et R. 2191-61 du Code de la Commande Publique* |
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| M. Le Préfet de La Réunion |
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| ***Ordonnateur*** |
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| M. Le Préfet de La Réunion |
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| ***Comptable public assignataire*** |
|  |
| M. Le Directeur Régional des Finances Publiques de la Réunion |
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# CONTRACTANT(S)

□ **Je soussigné,**

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□ **Nous soussignés,**

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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)et 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 ;

□ **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 1.7.1, 1.7.2 et éventuellement au 1.7.3 du CCAP et, conformément aux stipulations des documents cités ci-dessus, à exécuter les prestations du présent marché 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 de l’AE.

□ **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 1.7.1, 1.7.2 et éventuellement au 1.7.3 du CCAP et, conformément aux stipulations des documents cités ci-dessus, à exécuter les prestations du présent marché 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 de l’AE.

□ **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 1.7.1, 1.7.2 et éventuellement au 1.7.3 du CCAP et, conformément aux stipulations des documents cités ci-dessus, à exécuter les prestations du présent marché 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 de l’AE

# ARTICLE 2. PRESTATIONS ET PRIX

## Montant du marché

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 3.4 du CCAP.

Il n'est pas prévu de décomposition en tranches, les prestations ne sont pas réparties en lots.

Les prestations seront rémunérées par application d'un prix global forfaitaire égal à :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Montant hors TVA**:** | | |  |  |
|  | | |  |  |
| * TVA au taux de |  | %,       soit |  |  |
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| * TVA au taux de |  | %,       soit |  |  |
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| * TVA au taux de |  | %,       soit |  |  |
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| * Montant TVA incluse (1) : | | |  |  |
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| Arrêté en lettres à |  | | |  |
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**Décomposition en parties techniques**

| **Partie technique** | **Montant hors TVA** | **Montant TTC** |
| --- | --- | --- |
| **Phase 1 – Cadrage et gouvernance** |  |  |
| **Phase 2 – Recensement des besoins** |  |  |
| **Phase 3 – Diagnostic des sites** |  |  |
| **Phase 4 – Plan de déménagement** |  |  |
| **Phase 5 – Assistance à la consultation des déménageurs** |  |  |
| **Phase 6 – Communication et accompagnement** |  |  |
| **Phase 7 – Exécution du déménagement** |  |  |
| **Phase 8 – Clôture** |  |  |
| **Phase 9 - Traitement des Archives (transverse)** |  |  |
| **Phase 10 - Assistance à la commande de mobilier neuf (transverse)** |  |  |
| **Total du marché** |  |  |

□ **Groupement conjoint**

Le détail des prestations exécutées par chacun des membres du **groupement conjoint** ainsi que la répartition de la rémunération correspondante sont joints en annexe au présent acte d'engagement.

Le mandataire y indique en outre le montant de sa prestation de mandat.

## Montant sous-traité

En cas de recours à la sous-traitance, conformément à l'article 5 de la loi du 31 décembre 1975 modifiée, un formulaire DC4 sera annexé au présent acte d'engagement pour chaque sous-traitant et indiquera la nature et le montant des prestations qui seront exécutées par chaque sous-traitant, son nom et ses conditions de paiement. Le montant des prestations sous-traitées indiqué dans chaque formulaire annexé constitue le montant maximal de la créance que le sous-traitant concerné pourra présenter en nantissement ou céder.

Chaque formulaire annexé constitue une demande d'acceptation du sous-traitant concerné et d'agrément des conditions de paiement du contrat de sous-traitance. La notification du marché est réputée emporter acceptation du sous-traitant et agrément des conditions de paiement du contrat de sous-traitance.

□ **Prestataire unique**

Le montant total des prestations sous-traitées conformément à ces formulaires annexés est de :

|  |  |  |
| --- | --- | --- |
| * Montant hors TVA |  |  |
|  |  |  |
| * Montant TVA incluse |  |  |

Les déclarations et attestations (article R. 2193-1 du code de la commande publique) des sous-traitants recensés dans les formulaires annexés, sont jointes au présent acte d'engagement.

□ **Groupement solidaire**

Le montant total des prestations sous-traitées conformément à ces formulaires annexés est de :

|  |  |  |
| --- | --- | --- |
| * Montant hors TVA |  |  |
|  |  |  |
| * Montant TVA incluse |  |  |

Les déclarations (article R. 2193-1 du code de la commande publique) des sous-traitants recensés dans les formulaires annexés, sont jointes au présent acte d'engagement.

□ **Groupement conjoint**

Le montant total des prestations sous-traitées conformément à ces formulaires annexés est de :

| **N° du cotraitant** | **Montant hors TVA** | **Montant TVA incluse** |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **Total** |  |  |

Les déclarations et attestations (article R. 2193-1 du code de la commande publique) des sous-traitants recensés dans les formulaires annexés, sont jointes au présent acte d'engagement.

# DÉLAI D’EXÉCUTION DES PRESTATIONS

La durée de validité du marché est de **16 mois** à compter de la date notification du marché.

Conformément à l'article 13.1.1 du CCAG,, le délai d'exécution part de la date précisée dans l'ordre de service de commencer l'exécution des prestations.

Le délai d'exécution de chaque partie technique part de la date précisée dans l'ordre de service de commencer l'exécution de celle-ci.

Les délais d'exécution des parties techniques sont fixés à :

| **Partie technique** | **Délai** |
| --- | --- |
| **Phase 1 – Cadrage et gouvernance** | **3 semaines** |
| **Phase 2 – Recensement des besoins** | **1 mois** |
| **Phase 3 – Diagnostic des sites** | **1 mois** |
| **Phase 4 – Plan de déménagement** | **1 mois** |
| **Phase 5 – Assistance à la consultation des déménageurs** | **10 semaines** |
| **Phase 6 – Communication et accompagnement** | **1 mois** |
| **Phase 7 – Exécution du déménagement** | **2 semaines** |
| **Phase 8 – Clôture** | **2 semaines** |
| **Phase 9 - Traitement des Archives (transverse)** | **30 semaines** |
| **Phase 10 - Assistance à la commande de mobilier neuf (transverse)** | **30 semaines** |

**Ces dix phases peuvent se chevaucher dans le temps.**

# PAIEMENTS

Les modalités du règlement des comptes du marché sont spécifiées à l'article 3.3 du CCAP.

□ **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.

□ **Groupement solidaire**

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 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.

□ **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.

□ **Prestataire unique**

Le prestataire désigné ci-devant :

□ **refuse** de percevoir l'avance prévue à l'article 5.2 du CCAP.

□ **ne refuse pas** de percevoir l'avance prévue à l'article 5.2 du CCAP.

□ **Groupement solidaire**

Les prestataires désignés ci-devant :

□ **refusent** de percevoir l'avance prévue à l'article 5.2 du CCAP.

□ **ne refusent pas** de percevoir l'avance prévue à l'article 5.2 du CCAP.

□ **Groupement conjoint**

| **N° du cotraitant** | **Avance prévue à l'article 5.2 du CCAP** | |
| --- | --- | --- |
| 1 | □ refusent de la percevoir | □ ne refusent pas de la percevoir |
| 2 | □ refusent de la percevoir | □ ne refusent pas de la percevoir |
| 3 | □ refusent de la percevoir | □ ne refusent pas de la percevoir |

# SIGNATURES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fait en un seul original | | | | | |
| à : |  | le : |  | |  |
|  |  |  |  | | |
| Mention(s) manuscrite(s) "lu et approuvé" signature(s) du/des prestataire(s) : | | | | | |
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| **Visas** | |
| à :  le : | Avis de l'autorité chargée du contrôle financier déconcentré  Avis :  à :  le : |

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| --- | --- |
| **Acceptation de l'offre** | |
| Est acceptée la présente offre pour valoir acte d'engagement. | |
| Le Représentant du Pouvoir Adjudicateur | |
| à : | le : |

|  |
| --- |
| **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 : | |  | |

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

**GROUPEMENT CONJOINT**

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

**Répartition de la rémunération correspondante**

**1. Détail des prestations :**

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

**2. Répartition de la rémunération**

| **Prestations** | | | | | **Montant hors TVA** | **Montant TVA** | **Montant TVA incluse** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mandataire - cotraitant 1** | | | | |  |  |  |
|  | | TVA |  | % |  |  |  |
|  | | TVA |  | % |  |  |  |
|  | | | | |  |  |  |
| Prestation de mandat | | | | |  |  |  |
|  | | | | |  |  |  |
| **Total mandataire** (I) | | | | |  |  |  |
| **Autres cotraitant** | | | | |  |  |  |
| N° | 2 | TVA |  | % |  |  |  |
|  | | TVA |  | % |  |  |  |
|  | | | | |  |  |  |
| N° | 3 | TVA |  | % |  |  |  |
|  | | TVA |  | % |  |  |  |
|  | | | | |  |  |  |
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| --- | --- | --- | --- |
| **Total autres cotraitants** (II) |  |  |  |
| **Total du marché** (I) + (II) |  |  |  |