

REQUEST FOR PROPOSAL

I. CONTEXT

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action. Expertise France's mission is to meet the demand of partner countries seeking to enhance the quality of their public policies in order to address the environmental, social, economic and security challenges they are facing. The agency achieves this goal by implementing projects in the main areas of public action:

- Democratic, economic and financial governance;
- Stability, international security and peace
- Sustainable development, climate and agriculture
- Health and human development

Establishment of shared organisations

Expertise France's cooperation activities in the field have led to the concentration of support activities in certain geographical areas. Based on this observation, Expertise France has defined certain models for managing these shared activities (shared offices, USPs and country management in particular). The activities covered by these shared organisations are primarily:

- Accounting and financial management of projects,
- Procurement management,
- Management of general resources,
- Management of the human resources required to implement activities.

Due to the expected growth of business in this country and in the geographical region in 2025 and 2026, Expertise France plans to establish an office in Addis Abeba in Ethiopia.

For this reason, the agency is calling on a company to carry out the supply, delivery and installation of office furniture on the premises.

II. PURPOSE AND MAIN FEATURES OF THE DRAFT CONTRACT

The subject of the proposed contract is the provision, according to the rules of the art, of the Supply, delivery and installation of office furniture at Expertise France's office located in the Bole district at the level of Millenium Street "Apartment Hotel" in Addis Ababa, **on the 7th floor of the Cactus Plaza, Addis Ababa, ETHIOPIA.**

MAIN FEATURES OF THE DRAFT CONTRACT

Nature of the prices	All-inclusive price
Delivery time	Maximum 45 days
Maximum amount of the financial envelope	Not specified
Place of performance of the contract	CACTUS PLAZA – 7ème ETAGE, Addis Abeba, Ethiopia
Currency of payment	€uros

III. PROCEDURE'S SCHEDULE

	DATE*	TIME
Site visit (if any)	August 20, 2025	Not applicable
Information meeting (if any)	Not applicable	Not applicable
Deadline for submitting tenders	August 27, 2025	23:59 (Paris Time)
Interviews/Negotiations and requests for optimized bids	September 2, 2025	-
Notification of award	September 5, 2025	-
Contract signature	September 8, 2025	-
Start date	September 15, 2025	-

*Provisional date

IV. PROCUREMENT PROCEDURE

The present procurement procedure is subject to the French Code of public procurement in its latest version in force as enacted by Order No. 2018-1074 issued on 26 November 2018 and its Implementation Decree No. 2018-1075 issued on 3 December 2018.

Expertise France proceeds with the “adapted procedure” by virtue of applying articles L. 2123-1 and R. 2123-1 au R. 2123-7 of the above mentioned Code.

V. CONTENT OF THE TENDER DOSSIER

The tender dossier is composed by the following documents:

- The current request for proposal;
- Technical specifications / terms of reference (version 04/08/2025);
- Expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template and the identification sheet of a third party;
- Draft of contract;

VI. PRESENTATION OF TENDERS

The application and tender documents as well as all correspondence and documents relating to this consultation must be written in english.

In support of their offer, candidates must submit a file consisting of the following documents:

- A proof of a legal identity form ;
- A proof of compliance with the candidate's social security obligations
- A proof of compliance with the candidate's tax obligations
- The expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template and the identification sheet of a third party ;
- The draft contract, duly completed signed and dated, and in annex:
 - o the duly completed financial annex : BOQ,
- A technical offer comprising:
 - o A description of: the methodology, the proposed equipment or services, the action plan that will be used to carry out the activities,
 - o a detailed schedule (maximum 45 days),
 - o and any other relevant document.

The documents requested above are mandatory. If they are missing, the tender submitted will not be compliant and will therefore be rejected.

The period of validity of the tenders submitted is fixed at 90 calendar days from the deadline for submission of tenders.

VII. TRANSMISSION MODALITY OF TENDERS

All the required documents must be sent before the date the deadlines indicated in Article III. PROCEDURE'S SCHEDULE.

To access the market consultation area or to submit their tenders, tenderers must log on to the State Purchasing Platform at the following address: <https://www.marches-publics.gouv.fr>

Submission by electronic means is mandatory. Any other form of submission will be rejected.

The procedure for submitting bids is detailed on the website www.marches-publics.gouv.fr.

Tenderers will find a downloadable "user's guide" which specifies the conditions of use of the State purchasing platform, in particular the technical requirements and electronic certificates.

If they so wish, applicants may contact 09 72 37 01 30 every working day from 9.00 am to 7.00 pm to receive technical assistance in carrying out these operations.

In case of allotment, each lot must be submitted electronically. However, it is possible to make a single electronic submission for several lots, provided that the identification of the lots to which a response is made is possible and unambiguous.

The costs of accessing the network and using the electronic signature are to be borne by each candidate.

REQUEST FOR PROPOSAL

Tenderers are invited to test their workstation configuration and respond to a test consultation, to ensure that the IT environment is working properly.

Tenderers' attention is drawn to the fact that they must at least have Internet browsing software. The provision of an electronic signature tool is not mandatory.

In order to make up the offer, the tenderer must send files in the following computer formats: PDF, RTF, ZIP, Microsoft Office suite, LibreOffice or Open Office. Any computer file in a different format will be declared null and void.

ATTENTION!

Any file constituting the tender must be free of any computer virus and must be treated beforehand by the tenderer with a regularly updated anti-virus software. The same applies to any other file exchanged in the context of this public procurement procedure.

The contracting authority may securely archive any file containing a computer virus. It will then be deemed never to have been received.

NB: Tenderers' attention is drawn to the time required for the delivery of bulky electronic documents. The average download time may vary depending on various parameters such as the technical capacity of the equipment, the type of Internet connection, the traffic on the network, etc.

As the date and time of the end of delivery is decisive for the submission of a paperless response, bidders are advised to build in some flexibility into their paperless response process.

Even if its tender in this public procurement procedure has been transmitted electronically, the tenderer undertakes, in particular if its tender is accepted, to accept the conforming re-materialisation in paper form of all the constituent documents of contractual value. In this connection, they also undertake to ensure that the natural person who signs them electronically signs them by hand without making any changes to them and returns them to the contracting authorities in that form. Finally, he undertakes to accept notification of them, in accordance with the usual procedures in force, in paper form].

[All the required documents must be submitted before the deadline indicated in article III. PROCEDURE'S SCHEDULE, by electronic means only, to the address mentioned at the article IX. FURTHER INFORMATION.

Submission by electronic means is mandatory. Any other form of submission will be rejected]

VIII. SELECTION PROCEDURE

Expertise France will first check the eligibility of the applications and their ability to provide the service. The applications will be assessed separately in accordance with the following criteria by awarding a score up to the maximum number of points per criterion as set out below:

Criterion 1: price of the services

The **financial score (FS out of a maximum of 30 points)** will cover the comparison of the financial offers of all candidates having submitted a conforming application.

Criterion 2: Technical offer

Sub-criteria for assessing the technical quality	Maximum number of points
Sub-criterion 1: Quality of the CVs : Civil engineer or architect, electrical engineer or any other relevant profile	15
Sub-criterion 2: Assessment of general experience, quality of the offer, personnel and methodology (understanding)	40
Sub-criterion 3: Timeline	15
TOTAL	70

Each technical offer, deemed to be technically conforming, will be attributed a **technical score (TS out of a maximum of 70 points)** by adding up the weighted scores obtained for each sub-criterion.

Expertise France may, if it deems necessary, open negotiations with all or some of the tenderers and will conclude the contract with the entity that submitted the best-rated tender in the light of these criteria.

IX. SELECTION PROCEDURE

If a candidate wishes to have additional information on technical or administrative points of the file, he may send his questions -before the deadline for submission of tenders.

X. PROCESSING OF PERSONAL DATA

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable from 25 May 2018.

Identity and contact details of the controller and its representative :

Expertise France

40, Boulevard de Port Royal

75005 Paris

Represented by its Managing Director,

Operational controller :

The Information Systems Department represented by its Director

Contact details of the Data Protection Officer:

informatique.libertes@expertisefrance.fr

The legal grounds for the processing operation(s) correspond to Article 6.1 (c) and (e) of the GDPR, namely that:

- The processing is necessary to comply with a legal obligation to which Expertise France is subject;
- The processing is necessary for the performance of a task in the public interest or in the exercise of official authority vested in Expertise France;

The purposes of the processing operation(s) are :

- The management and monitoring of this procurement procedure;
- Management and monitoring of the concluded public contract.

REQUEST FOR PROPOSAL

The recipients or categories of recipients of personal data are exclusively the authorised personnel of the contracting authority, ministries and State operators in charge of awarding and executing the contract, as well as their service providers.

Retention period: this data is kept for the duration of the contract and its execution, as well as for the duration of the contract.

In accordance with the provisions of Articles 15 to 21 of the RGPD, the persons whose personal data are collected have a right of access, rectification and deletion of this information concerning them. They also have the right to limit processing and to object to such processing on legitimate grounds. The exercise of the rights of information and any other exercise of rights of the persons concerned by the processing operations carried out may be made to the Expertise France data protection officer.

The person whose personal data is collected in the context of this procedure has a right of complaint to the CNIL.

Expertise France undertakes to guarantee the confidentiality of proposals sent to it and to ensure the security and storage of these proposals.

XI. REMEDIES AND TIME LIMITS

The body responsible for appeal procedures is the Paris administrative court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.

Candidates may obtain information on the introduction of appeals from the Registry of the Paris Administrative Court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.