



MINISTRY OF ECONOMY AND FINANCE
Legal Affairs Department

PUBLIC PROCUREMENT **DC1**
LETTER OF APPLICATION
APPOINTMENT OF THE AGENT BY ITS CO-CONTRACTORS¹

Form DC1 is a sample application letter, which can be used by candidates for public contracts (contracts or framework agreements) to submit their applications.

In the case of allotment, this document may be common to several lots.

In the case of a group application, each member of the group fills in the form, and produces the information or documents requested by the buyer (form DC2).

It is recalled that pursuant to the French Public Procurement Code, and in particular [Articles L. 1110-1](#), and [R. 2162-1 to R. 2162-6](#), [R. 2162-7 to R. 2162-12](#), [R. 2162-13 to R. 2162-14](#) and [R. 2162-15 to R. 2162-21](#) (public contracts other than defence or security contracts), as well as [R. 23612-1 to R. 2362-6](#), [R. 2362-7](#), [R. 2362-8](#), [R. 2362-9 to R. 2362-12](#), and [R. 2362-13 to R. 2362-18](#) (defence or security contracts), the term "public procurement" also includes partnership contracts and defence or security contracts as well as subsequent contracts and specific contracts, regardless of the procurement techniques used (framework agreements executed through the conclusion of subsequent contracts or through the issuance of purchase orders, competitions, dynamic purchasing systems, electronic catalogues and electronic auctions), whether or not they are subject to the preparation and award requirements of this Code. In all these cases, this standard form may be used.

A - Identification of the buyer

(Repeat the content of the reference in the notice of invitation to tender or invitation to confirm the interest; in the event of publication of an announcement in the Official Journal of the European Union or in the Official Journal of Public Procurement Announcements, the simple indication of the reference to that notice is sufficient; in all cases, the indication of the reference number assigned to the file by the buyer is also sufficient information.)

B - Purpose of the consultation

*(Repeat the content of the reference in the notice of invitation to tender or invitation to confirm the interest; **in the** event of publication of an announcement in the Official Journal of the European Union or in the Official Journal of Public Procurement Announcements, the mere indication of the reference to that notice is sufficient; in all cases, the indication of the reference number assigned to the file by the buyer is also sufficient information.)*

¹ Non-mandatory form available, with its explanatory leaflet, on the website of the Ministry of Economy.

Item Number:

Title:

Subject:

C - Purpose of the application

(Tick the corresponding box.)

The application is presented:

- ☐ for the public contract *(in case of no allotment)*;
- ☐ for all lots of the public procurement procedure;
- ☐ for lot No..... or lots No. of..... the public procurement procedure *(in the case of allotment; if the lots have not been numbered, indicate below the title of the lot(s) as they appear in the notice of invitation to tender or the invitation to confirm the interest).*

D - Presentation of the candidate

(Tick the corresponding box.)

☐ The candidate presents himself alone:

Indicate the trade name and company name of the individual applicant, the addresses of his establishment and registered office (if different from that of the establishment), his e-mail address, telephone and fax numbers and his SIRET number; failing this, a European or international identification number or one specific to the applicant's country of origin from a directory included in the list of [ICDs](#).

The commercial name and corporate name of the unit or establishment that will perform the service:

Postal and head office addresses (if different from the postal address):

E-mail address :

Telephone and fax numbers:

SIRET number, failing this, a European or international identification number or one specific to the economic operator's country of origin from a directory included in the list of [ICDs](#):

☐ The candidate is a group of companies:

☐ conjoint OR ☐ solidary

In the event of a joint grouping, the representative shall be jointly and severally liable:

☐ No OR ☐ Yes

E - Identification of the members of the group and distribution of benefits

(All members of the group complete the table below. In the event of a joint grouping, the members of the grouping shall also indicate in this table the distribution of the services that each of them undertakes to provide. Add as many lines as necessary.)

N° of the Batch	Trade and company name, address of the establishment (*), e-mail address, telephone and fax numbers, SIRET number members of the group (**)	Services provided by the members of the group (**)

(*) Specify the address of the group member's registered office if it is different from that of the establishment.

(**) For joint groupings. When the application is submitted in the form of a joint and several group, the information in this section is not necessary.

(***) Failing this, a European or international identification number or one specific to the applicant's country of origin from a directory included in the list of [ICDs](#).

F - Commitments of the individual candidate or each member of the group

F1 - Exclusions from the procedure

The individual candidate, or each member of the group, declares on his or her honour:

- a) in the event of a public contract other than a defence or security contract, not to fall into one of the cases of exclusion provided for in [Articles L. 2141-1 to L. 2141-5](#) or [Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code](#) (*);
- b) in the event of a defence or security public contract, not to fall into one of the cases of exclusion provided for in [Articles L. 2341-1 to L. 2341-3](#) or [Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code](#).

In order to certify that the individual applicant, or each member of the group, is not in one of these cases of exclusion, tick the following box: ☐

(*) Where, during the procurement procedure, an economic operator is placed in one of the cases of exclusion mentioned in Articles L. 2141-1 to [L. 2141-5](#), [Articles L. 2141-7 to L. 2141-10](#) or [Articles L. 2341-1 to L. 2341-3 of the Public Code](#), it shall immediately inform the buyer of this change in situation.

F2 - Proof documents available online (also applicable to MDS, where the buyer has authorized the candidates not to provide these proof documents pursuant to [Article R. 2343-14](#) or [Article R. 2343-15 of the Public Procurement Code](#))

Where applicable, the internet address at which the supporting documents and means of proof are directly accessible free of charge, as well as all the information necessary to access them:

(If the address and information are identical to those provided above, simply refer to the relevant section.)

- Internet address :

- Information required to access it:

F3 - Capacities

The individual applicant, or the members of the group, shall produce, for the purpose of verifying fitness to pursue the professional activity, economic and financial capacity and technical and professional capacities:

(Tick the corresponding box.)

☐ form DC2.

☐ documents establishing its capacities, as requested in the consultation documents (*).

(*) **Attention**, in the context of a defence or security public contract, certain proof documents must be provided at the application stage; in this case, the requirements set out in the consultation documents must be carefully checked. In other public contracts, candidates are only required to provide information; in this case, if they can decide to provide documents

proving that they meet the conditions for participation at the application stage, they are under no obligation to do so and the buyer cannot legally oblige them to do so.

G - Appointment of the representative (*in the case of a grouping*)

The members of the group shall appoint the following representative:

Indicate the trade name and company name of the representative, the addresses of his establishment and registered office (if different from that of the establishment), his e-mail address, telephone and fax numbers and his SIRET number; failing this, a European or international identification number or one specific to the applicant's country of origin from a directory included in the list of [ICDs](#).

The commercial name and corporate name of the unit or establishment that will perform the service:

Postal and head office addresses (if different from the postal address):

E-mail address :

Telephone and fax numbers:

SIRET number, failing this, a European or international identification number or one specific to the economic operator's country of origin from a directory included in the list of [ICDs](#):

The agent must provide, if the group is designated as the beneficiary, an authorization document from the other members of the group and specifying the conditions of this authorization. For defence or security public contracts, this document must be provided as soon as the application is submitted.