



## PUBLIC MARKET OF INTELLECTUAL PERFORMANCES

### **French Development Agency**

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**Subject: SERVICES TENDER FOR THE DEVELOPMENT OF A MOBILISEYOURCITY URBAN  
FREIGHT AND LOGISTICS TOPIC GUIDE FOR THE GLOBAL SOUTH**

**Consultation Number: MOB-2025-0351**

### Deadline for submission of offers

Date: **October 15, 2025**

Time: **12:00 (Paris time)**

### **Regulation of the consultation**

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## 1. Subject of the contract

The consultation concerns: SERVICES TENDER FOR THE DEVELOPMENT OF A MOBILISEYOURCITY URBAN FREIGHT AND LOGISTICS TOPIC GUIDE FOR THE GLOBAL SOUTH

### 1.1 Market form

The consultation is not broken down into lots. The services will give rise to a single market.

This contract is also not subject to tranche or PO splitting.

### 1.2 Duration of the contract – Renewal – Lead times

The duration of the Contract is set at 12 months. The contract execution period is set at 6 months from the contract notification. It is set according to an execution schedule annexed to this single contract. It will start running from the kick-off meeting.

The contract will not be renewed.

The duration of the contract, the renewal terms and the execution times are set out in the Contract.

For information, it is planned that the benefits will start from the week of October 20, 2025.

Date	Activity
October 15, 2025	Deadline for submission of tenders by tenderers
16-30 October 2025	Analysis and clarification of offers.
October 31, 2025	Award of the contract by AFD and notification to tenderers
November 10, 2025	Launch meeting and start of the service
April 30, 2025	Contract execution time

## 2. Organization of the consultation

### 2.1 Procurement procedure

This consultation is conducted in compliance with the provisions of Articles R. 2123-1 and R. 2123-5 of the Public Procurement Code according to an appropriate open procedure with possible negotiation, freely defined by the contracting authority.

The contracting authority will analyse the candidates' tenders on the basis of the tender selection criteria and reserves the right to use negotiations. It will discard the inappropriate offers, and after a first ranking made on the basis of the criteria defined above, may possibly invite the first two candidates in the ranking who have submitted a valid offer to be negotiated.

In accordance with Article R. 2144-3 of the Public Procurement Code, the verification of fitness to engage in professional activity, the economic and financial capacity and technical and professional abilities of the candidates may be assessed at any time during the procedure and no later than before the award of the contract.

À the outcome of these negotiations, it will select the most economically advantageous tender on the basis of the criteria for selecting tenders set out in the notice and/or in this Consultation Regulation.

**AFD also reserves the right to award the contract based on the initial offer, without negotiation.**

## 2.2 Justification in case of non-allotment

Devolution into separate lots is likely to restrict competition or risk making it technically difficult or financially more expensive to perform the services.

## 2.3 Provisions relating to groupings

The contract may be awarded to a single company or to a group of companies.

Possibility of submitting several tenders for the contract, acting both as individual candidates and as members of one or more groupings:

- ☐ Yes  
☒ No

Or as members of several groups:

- ☐ Yes  
☒ No

## 2.4 Free variants

Free variants are not allowed.

## 2.5 Imposed variants

There are no variants imposed.

## 2.6 Modification of the DCE

AFD reserves the right to make **detailed changes to the DCE** no later than 5 days before the deadline set for the submission of bids.

The bidders will then have to respond on the basis of the modified file without being able to raise any

claim on this subject.

If during the review of the file by the candidates, the above deadline is postponed, the previous provision applies according to this new date.

## **2.7 Validity period of tenders**

The validity period of offers is 120 days from the deadline for submission of the final offer.

## **3. Content of the consultation file**

The consultation file includes the following documents:

- The present rules of the consultation.
- The Application form
- The Single Contract (CU)
- The specific technical clauses book (C.C.T.P)
- The breakdown of the overall and lump-sum price

## **4. Withdrawal of the consultation file**

The contracting authority informs the candidates that the consultation file is dematerialized.

The Business Consultation File (DCE) can be consulted and downloaded free of charge at the following address:

<https://www.marches-publics.gouv.fr/>.

In order to be able to decompress and read the documents made available by the contracting authority, economic operators must have software enabling them to read the following formats:

Files compressed to standard \*.zip (readable by Winzip, Quickzip);

Adobe® Acrobat® \*.pdf (readable by Adobe Reader software);

\*. doc or \*.xls version 2000-2003 (readable by Microsoft Office or OpenOffice); Rich Text Format \*.rtf;

If applicable, the DWF format (readable by Autocad software, or viewers such as Autodesk DWF viewer... ).

When downloading the consultation file, it is recommended that the company create an account on the dematerialization platform where it will include the name of the tenderer's organization, and an email address in order to keep it informed of any changes occurring during a procedure (addition of a document to the DCE, sending a list of answers to questions received...).

The candidate is informed that only the copy of the consultation file held by the contracting authority is authentic.

## **5. Presentation of applications and offers**

**The candidates will have to produce the documents defined below written in French.**

### **5.1 Elements necessary for the selection of applications:**



Each candidate shall produce the application form attached to this document, to which will be attached the following documents:

- Declaration on honor justifying that the candidate does not enter into any of the cases mentioned in articles L. 2141-1 to L. 2141-5 or articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document attached)
- Where applicable, the document(s) relating to the powers of the person authorized to commit the undertaking
- In the case of a grouping, the authorization document for the representative signed by the members of the grouping
- In case of subcontracting, the subcontracting declaration (attached to the Single Contract)

The candidate may prove his capacity by any other document considered equivalent by the contracting authority if it is objectively impossible for him to produce one of the requested information relating to his financial capacity.

If, in order to prove his capabilities, the candidate wishes to rely on the professional, technical and financial capabilities of any other participant (particularly a subcontractor), he must produce the documents relating to this participant referred to in this article above. He must also justify that he will have the capabilities of this participant for the execution of the contract by a written commitment from the participant.

Pursuant to Article R. 2143-16 of the Public Procurement Code, as part of their application, candidates are required to attach a translation into French to elements written in another language.

It is brought to the attention of candidates that, in accordance with the provisions of Article R. 2143-13 of the Public Procurement Code, they are not required to provide supporting documents and means of proof that the buyer can obtain directly through:

- An electronic system for the provision of information administered by an official body provided that access to it is free and, where appropriate, that all the information necessary for consultation is contained in the application file;
- A digital storage space, provided that the application file contains all the information necessary for consultation and that access to it is free of charge.

Furthermore, in accordance with the provisions of Article R. 2143-14 of the Public Procurement Code, candidates are not required to provide the contracting authority with supporting documents and means of proof that have already been submitted during a previous consultation and which remain valid.

Finally, according to the provisions of Article R. 2143-4 of the Public Procurement Code, the contracting authority accepts that candidates submit their application in the form of a single European market document (DUME) established in accordance with the model laid down by the European Commission regulation establishing the standard form for the European single market document, instead of the sworn declaration and the information mentioned in Article R. 2143-3.

Applicants may constitute or reuse a DUME in its electronic version via one of the following urls: <https://ec.europa.eu/tools/espd/> OR <https://dume.chorus-pro.gouv.fr/>

It is specified that the contracting authority does not allow candidates to limit themselves to indicating in the single European procurement document that they have the required skills and abilities without providing specific information on them.



## 5.2 Elements necessary for choosing the offer

For the choice of the offer, candidates must produce the following documents:

- A Single Contract (CU) completed and signed **version in French & in English**

The candidate will also specify the nature and amount of the services he intends to subcontract, as well as the list of subcontractors he proposes to submit for approval and acceptance by the contracting authority.

- A technical offer of up to 40 pages that includes:
  - Short summary of the understanding of the TOR
  - Short **summary of service provider**, detailing their experience and expertise on urban logistics and freight topics in the Global South. Candidates are encouraged to specify the case studies, or data already in their possession that they intend to use in this study. Candidates will be scored favourably if they can show that they already have an extensive knowledge of case studies of urban freight situation/improvement project in Global South Cities, if possible in various geographical areas.
  - Description of **proposed methodology and project management approach** (emphasis will be put on these elements in the scoring of proposals). **Description détaillée de chaque livrable** : cette étape sera considérée comme une orientation générale, et le consultant est encouragé à faire des suggestions aux spécifications des TORs, basées sur leur expertise et la connaissance du sujet.
  - Summary of project management, communication and collaboration approach with AFD and MobiliseYourCity
  - **Workplan** with description of tasks, deliverables, associated timelines and mobilised experts
  - **Key personnel & qualifications**: the makeup of the proposal team and choice of relevant experts is the responsibility of the consultant. However, the team must include at least 2 key experts (described further in Annex 3): 1 key expert in urban logistics and freight + 1 key expert in sustainable urban mobility and/or land use planning. CVs of proposed experts (key experts and possible other experts) shall be included in the proposal. Changes to the team throughout the duration of the contract shall be subject to validation by AFD and MobiliseYourCity Secretariat. Any later unjustified exchange of experts after project award may lead to the cancellation of the assignment.
- A financial offer: The completed **breakdown of the total fixed price version in French & in English**

Only the documents held by the Contracting Authority are authentic. Including the Contract if any changes – other than those required for its filling - were made by the bidder.

Candidates are reminded that the signing of the Contract constitutes acceptance of all contractual documents.

## 6. Evaluation of applications, offers and award of the contract

### 6.1 Selection of applications

The criteria relating to the application and speaker for selection are **technical, financial and professional capabilities**.

## 6.2 Judging of applications

AFD reserves the right to analyze offers before applications. In this case, it may limit the examination of application documents to the only candidate to whom it plans to award the contract.

The criteria for the admissibility of applications are:

- ☐ Technical and financial guarantees and capabilities
- ☐ Professional capabilities

Under the following conditions:

The provider must have at least two permanent employees
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Applications are declared inadmissible if they do not provide sufficient financial, technical and professional guarantees in relation to the purpose of the service.

## 6.3 Evaluation of tenders

The criteria used to evaluate offers are weighted as follows: technical offer 80%, financial offer 20%.

**The technical offer will be noted as follows:**

- ☐ minimum score of 70/100
- ☐ the table below details the rating of the technical offer

Technical offer with a minimum score of 70/100	
35%	Methodology: <ul style="list-style-type: none"> <li>- Detailed and clear workplan</li> <li>- Description of the methodology for each deliverable</li> </ul>
10%	Project management modalities: <ul style="list-style-type: none"> <li>- Organization of meetings and communication with the AFD team</li> <li>- Backstopping and quality control</li> <li>- Time and risk management</li> </ul>
35%	Team experiences and skills <ul style="list-style-type: none"> <li>- 20%: Expert 1</li> <li>- 15%: Expert 2</li> </ul>
20%	Relevant and similar references from the tenderer

**The financial offer will be rated as follows:** a score of 100 will be assigned to the candidate who submitted the lowest-priced financial offer. The other candidates will be assigned a score calculated on the basis of the following formula:

Note of the financial offer =  $20 \times (\text{amount of the lowest-priced offer} / \text{amount of the candidate's financial offer})$

The terms of the negotiation are defined in the article *Procurement procedure*.

The contracting authority rejects the inappropriate offers, and **after possible negotiation with the first two candidates in the ranking**.

In the context of these negotiations, the successful candidates may be invited as many times as necessary by the contracting authority, under strict conditions of equality, to specify, supplement or modify their offer without substantial changes being made to the specifications.

AFD reserves the right to organize several rounds of negotiations with selected candidates.

**AFD also reserves the right to award the contract based on the initial offer, without negotiation.**

## 6.4 Award of the contract

The regulation no longer requires economic operators, whether they are bidding on their own or in a group, to sign their offer. However, **the signature of the tender by the successful candidate must be completed at the latest when the contract is awarded.**

Prior to the signature of the contract by the Contracting Authority, and in accordance with article R2144-7 of the Public Procurement Code, the awardee (or all members of the awarding group, including any subcontractors) must transmit on the tool for collecting supplier certificates that the Contracting Authority has equipped itself with (Provigis tool) the documents below requested:

- A valid document attesting to the effective registration of the structure (extract K-bis or equivalent);
- A valid certificate issued by the competent authorities certifying that the candidate is up to date with his social obligations (URSSAF, RSI, AGESSA, MDA...);
- The nominative list of foreign workers outside the EC or posted, employed by the structure or failing that a sworn statement of non-employment of foreign workers outside the EC (dated less than 6 months);
- A valid tax certificate issued by the competent authorities certifying that the candidate is up to date with his/her tax obligations;
- A valid civil and/ or professional liability insurance certificate.

In order to satisfy this latter obligation, the applicant established in a State other than France must produce a certificate drawn up by the administrations and bodies of the country of origin. Where such a certificate is not issued by the country concerned, it may be replaced by an affidavit, or in those States where no such oath exists, by a solemn declaration made by the person concerned before the competent judicial or administrative authority, a notary or a qualified professional organization of the country.

À failure to produce these documents within the set deadline, the tenderer's offer will be rejected and it will be eliminated.

The next applicant will then be asked to produce the necessary certificates and attestations before the contract is awarded.

## 7. Conditions for sending and submitting applications and offers

The transmission of documents by electronic means can only be made to the following address:  
<https://www.marches-publics.gouv.fr/>.

The reference time zone will be (GMT+01:00) Paris, Brussels, Copenhagen, Madrid.

Each transmission will be subject to a certain date of receipt and an electronic acknowledgment of receipt.

It is strongly recommended to initiate the tender submission **at least 2 hours before the DLRO**.

In case of problems, please contact the PLACE platform support (<https://www.marches-publics.gouv.fr/>)

Accepted file formats:

In the event of a response being sent electronically, the documents provided must be in one of the following formats, otherwise the offer will be inadmissible:

- Microsoft proprietary office format compatible with 2003 version (.doc, .xls and .ppt),
- Universal text format (.rtf),
- PDF Format (.pdf),
- Image formats (.gif, .jpg and .png),
- Format for plans (.dxf and .dwg).

Any document containing a computer virus will be the subject of a security archive and will be deemed never to have been received. The concerned candidate will be informed. Under these conditions, candidates are advised to submit their documents to an anti-virus before sending.

Backup copy:

Candidates may also send, within the allotted time for the submission of tenders, a backup copy on a physical electronic medium (CD-Rom, DVD-Rom, USB key) or on paper. This copy is sent to the address below, in a sealed envelope and must include the mention: 'backup copy', the identification of the procedure concerned and the contact details of the company:

Group Purchasing Department (DAG)  
 Procedure No. **MOB-2025-0351**  
 5 Rue Roland Barthes  
 75012 Paris  
 FRANCE

The documents of the backup copy must be signed (for documents whose signature is mandatory). If the physical medium chosen is paper, the signature is handwritten. If the chosen physical medium is electronic, the signature is electronic.

This backup copy may be opened in the cases described in Article 2 II of the decree of March 22, 2019 setting the terms for making available the consultation documents and the backup copy.

The sheets containing the backup copy, not opened, will be destroyed at the end of the procedure by the power

adjudicator.

## 8. Additional information

In order to obtain any additional information related to this consultation, applicants must submit their application in good time:

- ☐ Electronically, exclusively on the dematerialization platform, at the following URL:  
<https://www.marches-publics.gouv.fr/>

Only requests made at least 7 days before the deadline for receipt of tenders will be answered by the contracting authority.

A response will be sent no later than 6 days before the date set for the receipt of offers to candidates who have uploaded the consultation file on the dematerialization platform after having previously identified themselves.

Regarding the information relating to the delivery *of dematerialised offers*, please refer to the article Conditions for sending and delivering applications and/or offers in this document.

## ANNEX: DECLARATION OF HONOUR

I, the undersigned .....

Acting in the capacity of .....

Company name and address: .....

.....

**a) declares on his honor:**

☐ either be the legal representative of the company identified in the legal documents

☐ hold an authorization authorizing him to engage the company in the context of this consultation  
(delegation of signature communicated)

**b) declares on his honor not to fall into one of the exclusion cases 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.**

*N.B.: When an economic operator is, during the procedure for awarding a contract, placed in one of the exclusion cases 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 French Public Procurement Code, he informs the buyer without delay of this change of situation.*

**Evidence documents available online:**

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

- Internet address: .....

- Information required to access it: .....

.....

**c) declares on my honor that I am not, and that none of the members of my group, nor of my suppliers, contractors, consultants and subcontractors are included in the lists of financial sanctions adopted by the United Nations, the European Union and/or France, notably under the heading of the fight against the financing of terrorism and against breaches of international peace and security and commits myself to inform the Agency without delay of any change in situation**

Done at .....

The .....

Signature .....

## 9. Annex: Imposed response framework

The Provider's responses must not exceed **40 pages** (excluding CSR, CVs, and financial proposal). Refer to the terms of reference that detail expectations on the content of offers.

## 10. Appendix: Signature Certificate Requirements

### Certificate of signature:

The signatory's signature certificate must comply with the eIDAS regulation or equivalent and meet the required level of security. The RGS (general safety reference) has been replaced by the eIDAS regulation since October 1, 2018.

Nevertheless, for candidates who already have an "RGS" certificate, it remains usable until the end of its validity period.

### **- Case 1: Certificate issued by a "recognized" Certification Authority - No supporting documents to provide**

The certificate of signature is issued by a Certification Authority mentioned in the following trusted list:

<https://www.ssi.gouv.fr/administration/visa-de-securite/>

European applicants will also find the complete list of providers on the trusted list maintained by the European Commission:

<https://webgate.ec.europa.eu/tl-browser/#/tl/FR>

In this case, the bidder has no supporting document to provide on the signature certificate used to sign its response.

### **- Case 2: The electronic signature certificate is not referenced on a trusted list - Different supporting documents to be provided**

The dematerialization platform accepts all electronic signature certificates with security conditions equivalent to those of the General Security Framework (RGS) and "eIDAS".

The candidate ensures by himself that the certificate he uses is at least compliant with the security level defined by the General Security Framework (RGS) or "eIDAS", and provides the supporting documents in his electronic response.

The candidate shall also provide all technical elements enabling the contracting authority to ensure that the certificate used is technically valid.

Thus, the signatory must transmit with their electronic response the following elements:

a) any element allowing the verification of the quality and security level of the signature certificate (proof of the qualification of the Certification Authority, certification policy, address of the referencing website of the Certification Authority) ,

b) the technical tools for certificate verification (complete certification chain up to the Authority of Root certification, download address of the latest certificate revocation list update).

It is specified that all these elements must be free of access and use for the buyer, and be accompanied where applicable by clear instructions for use.

Signature tool used to sign files:

The regulation allows the bidder to use the signature tool of their choice.

**- Case 1: The bidder uses the platform's signature tool - No supporting documents to provide**

The platform integrates an electronic signature tool, which produces signature tokens in the regulatory format XAdES.

In this case, the bidder has no documentation to provide on the transmitted electronic signatures and the signature tool used.

**- Case 2: The bidder uses a different signature tool than the one integrated into the platform - Different supporting documents to be provided**

When the candidate uses a signature tool other than that of the platform, he must comply with the following two obligations:

a) Produce XAdES, CAdES or PAdES signature formats.

b) Allow verification by transmitting in parallel the elements necessary to proceed with the verification of the validity of the signature and the integrity of the document, free of charge.

**ATTENTION:** It is brought to the attention of candidates that the use of an electronic signature must not conflict with the article "Conditions for sending and submitting applications and offers", paragraphs "Accepted file formats". As such, it is recommended to use a 'detached' signature when the signature tool allows it; in order to deliver a document in an accepted format.

It is specified that all these elements must be free of access and use for the buyer, and be accompanied where applicable by clear instructions for use.