



**MINISTÈRE
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Projets Monde

Antenne immobilière régionale Europe

CONSTRUCTION MARKET

RC – CONSULTATION REGULATIONS

Contracting authority acting as project owner
Ministry for Europe and Foreign Affairs French Embassy in Germany
Representative of the Contracting Authority (RPA)
The French Ambassador to Germany
Project manager
The Buildings and Logistics Department (DIL/World Projects) European Real Estate Branch
Subject of the contract
WEISSENTHURM – General restoration and exterior improvements to the Hoche Monument

This document has been freely translated from French into English to facilitate understanding by candidates.

In the event of any discrepancy between the French document and the English translation, the French document shall prevail.

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1. SUBJECT OF THE CONSULTATION

1.1. Subject of the contract and place of performance

Name of the operation:

"General restoration and exterior improvements to the Hoche Monument in Weissenthurm, Germany"

This consultation concerns the restoration work on the Hoche Monument located in Weissenthurm, near Frankfurt, Germany.

Place of execution of the works:

Hoche Monument
Am Hoche 15, 56575 Weißenthurm,
Germany

1.2. Main characteristics of the project

The Hoche Monument in Weißenthurm is the largest French funerary monument outside France. It was erected in honour of General Louis-Lazare Hoche, who died in 1797 while commanding the Army of the Rhine and Moselle. This monument, owned by the French State, was built in 1798 above the White Tower (Weisser Turm) and was finally completed after the First World War in 1919. It stands 15 metres high. Replicas of Boizot's bronze reliefs were added in 1928.

Following a health and safety assessment carried out in 2021, it was decided to undertake a complete renovation.

The planned work includes the complete restoration of the Hoche monument. In addition to this restoration work, there are also plans to redevelop the ground and surrounding structures, as well as road and utilities work to improve rainwater management.

2. CONDITIONS OF THE CONSULTATION

2.1. Procedure

Candidates are informed that the contract will be concluded in euros if the successful bidder is based in the euro zone and in the local currency of the successful bidder if this is not the case.

The contract resulting from this consultation will be awarded, performed and settled outside French territory. The contract will be performed in Weissenthurm, Germany. Within the EU, the contract is specifically subject to the French Public Procurement Code (which itself complies with European directives).

This consultation takes the form of an adapted procedure with possible negotiation, comprising:

- a simultaneous phase for receiving applications and tenders;
- a negotiation phase.

The contracting authority or its representative reserves the right to award the contract on the basis of the initial tenders without negotiation.

This consultation follows an initial procedure published in the BOAMP on 19/03/2023, notice no. 23-36691, and declared unsuccessful by a decision signed by the representative of the contracting authority on 05/08/2025.

2.2. Breakdown into lots and packages

The services are the subject of a single firm tranche () with 9 possible additional services (PSE) and 2 variants.

2.3. Allotment

The works contract is divided into 4 lots:

- Lot No. 1 – Site installations – Cut stone masonry – Marble work – Roads and utilities – Green spaces;
- Lot No. 2 – Restoration of bronze works;
- Lot No. 3 – Roofing;
- Lot No. 4 – Locksmithing – metalwork.

2.4. Potential additional services (PSE)

The contract provides for 9 possible additional services (PSE):

- Lot No. 1 – Site installations – Cut stone masonry – Marble work – Roadworks and utilities Green spaces
 - PSE No. 1 – work in the vault;
 - PSE No. 2 – repair of schist path;
 - PSE No. 3 – P1 concrete kerb;
 - PSE No. 4 – restoration of exterior masonry on the north, south and west sides;
 - PSE No. 5 – Planting.
- Lot No. 4 – Locksmithing – metalwork
 - PSE No. 6 – exterior entrance arch door, model 1;
 - PSE No. 7 – exterior arched entrance door, model 2;
 - PSE No. 8 – exterior arched entrance door, model 3;
 - PSE No. 9 – doors and metalwork for the vault.

PSEs are mandatory.

2.5. Additions to be made to the special technical specifications

Candidates are not required to add any additional information to the specifications for this consultation.

2.6. Form of contract

This is a lump sum contract.

2.7. Variants

Lot No. 1 – Site installations – Cut stone masonry – Marble work – Roads and utilities Green spaces: candidates must respond to the basic solution and the two variants mentioned below:

- VARIANT No. 1 – concrete coping stones;
- VARIANT No. 2 – removal/replacement of flagpole.

Lot No. 2 to Lot No. 4: candidates must respond to the basic solution.

2.8. Options

This consultation does not allow for options.

2.9. Completion deadline

The deadline for completion of the work is set out in Article E of the Contract.

2.10. Minor changes to the tender documentation

The contracting authority reserves the right to make minor changes to the consultation file. These must be communicated no later than 8 days before the deadline for submission of tenders. Candidates must then respond on the basis of the amended file.

If, while candidates are studying the documentation, the deadline for submitting tenders is postponed, the above provision shall apply in accordance with the new deadline.

2.11. Special conditions applicable to the contract

The project manager shall, from the start of their assignment, put in place tools for planning, scheduling and monitoring the operation. They shall draw up and maintain a detailed schedule, which shall be kept up to date until the end of their contract.

2.12. Subcontracting

The Company is required to declare all its subcontractors when submitting bids.

The contract may not be subcontracted in its entirety.

2.13. Method of payment

The method of payment chosen by the project owner is bank transfer. In accordance with foreign exchange regulations, the transfer will be made to an account domiciled in the country where the contractor's head office is located. In the case of a country outside the euro zone, the transfer will be made in local currency, based on the official exchange rate in force at the time of payment of the invoice.

2.14. Project owner

Name of the contracting authority:

Ministry for Europe and Foreign Affairs

French Embassy in Germany

Represented by the French Ambassador to Germany

Project manager:

The operation will be managed by the European real estate branch of the Buildings and Logistics Department, based in Paris.

Point of contact: emilie.trinh@diplomatie.gouv.fr

2.15. Project management (PM)

Project management is provided by a consortium designated in this contract as the Project Manager:

Agent:

Agence GOUTAL A.C.M.H

110 rue Faubourg Poissonnière

75010 Paris

Tel. 01 42 59 18 17

Co-contractors:

BET Paysage – JM POLO Concept

1 Rue des Champs

57350 Stiring-Wendel

Tel.

Economist – François Firm

14 Rue de Queuleu

57070 Metz

Tel.

The project manager's role complies with French MOP legislation (Law No. 85-704 of 12 July 1985 on public project management and its relationship with private project management) incorporated into the Public Procurement Code. It includes design work and monitoring the execution of works.

2.16. Scheduling, management and coordination of the construction site (OPC)

The holder of the site scheduling, management and coordination assignment: not yet appointed.

2.17. Technical control (CT)

Not defined.

2.18. Health and safety coordination (CSPS)

Not defined.

3. TERMS AND CONDITIONS FOR WITHDRAWING BIDS AND CONTENTS OF THE CONSULTATION FILE

3.1. How to obtain the consultation file

The documents are available only electronically on the government procurement platform (PLACE) (www.marches-publics.gouv.fr).

Candidates are invited to download the consultation file by logging in (which requires creating an account). If candidates choose to download the consultation file anonymously, as permitted by the regulations in force, they run the risk of not being notified in a timely manner of any minor changes that may affect the file during the period it is available online. They will not be able to make any claims in this regard.

If you encounter any difficulties downloading the tender documents, please consult the "Help" section available on PLACE.

3.2. Consultation file

The consultation file is provided free of charge to each candidate in digital format.

3.3. Documents provided to candidates

This consultation file consists of:

- these consultation rules;
- the commitment agreement and its appendices;
- the special administrative clauses (CCAP);
- the special technical specifications for technical lots (CCTP);
- the graphic file;
- the technical diagnostics established;
- the provisional schedule drawn up by the project manager;
- the framework for breaking down the overall fixed price (DPGF);
- the confidentiality agreement.

A free translation of the administrative (English) and technical (German) documents constituting lot 1 has been provided. French will be the language used in the event of any contradiction with the English and German translations.

However, the language of the contract remains **French**.

Candidates must submit a complete digital copy of their bid via the "France Transfert" solution set up by the Ministry or via the "Place" State Procurement Platform (Article 8 of these consultation rules).

3.4. Site visit

The project owner informs candidates that the Monument Hoche is partially open to the public. Only the **crypt** is open to visitors upon request. A visit to the crypt is not mandatory, but strongly recommended. A visit slot may be offered to candidates who wish to visit. Requests for visits must be sent no later than **10 days** before the deadline for submission of bids to the following addresses:

emilie.trinh@diplomatie.gouv.fr ; katya.amiar@diplomatie.gouv.fr

The subject line of the email must be: **"Weissenthurm – Monument Hoche – Crypt visit"**

This visit and the costs it entails (airfare, accommodation, expenses on site) will not be reimbursed by the Project Owner and will therefore be borne in full by the candidate.

4. SUBMISSION OF BIDS

4.1. Date for submission of bids

The deadline for submitting bids is set out in Article 8 of these regulations.

Bids received after the deadline will be rejected.

4.2. Conditions of participation

Candidates' applications must be written entirely in French or French and German.

Please note that the signatory or signatories must be authorised to commit the candidate.

Only the letter of commitment shall be dated and signed by the qualified representative(s) of the candidate(s).

4.3. Consortia of economic operators

Candidates may not submit multiple bids for this contract, acting both as individual candidates and/or as members of one or more groups (R2151-7 of the French Public Procurement Code).

In accordance with Article R2142-23 of the French Public Procurement Code, the same economic operator may not be the representative of more than one group for the same contract. This clause applies to the company, its agencies and its branches. Failure to comply with this clause will result in the elimination of the applications concerned. It is the responsibility of grouped candidates to expressly designate the representative when submitting their application.

In the case of an application from a group of economic operators, each member of the group must provide all the documents and information attesting to its legal, professional, technical and financial capacities. The group's capacities will be assessed as a whole.

In accordance with the terms of Article L2141-13 of the French Public Procurement Code, candidates applying as a group are advised that if the reason for exclusion from the procurement procedure concerns one of its members, the contracting authority shall require its replacement by a person who is not subject to any grounds for exclusion within ten days of receipt of this request by the representative of the consortium. Failing this, the consortium shall be excluded from the procedure.

In the context of this consultation: The form of the group is not imposed at the procurement procedure stage, but the successful group must adopt the form of a joint and several group.

Each member of the joint venture is financially liable for the entire contract as specified in the commitment document. In the case of a joint venture, the representative is jointly and severally liable for the performance of the contract by each member of the joint venture for its contractual obligations towards the contracting authority.

In accordance with the provisions of Articles L2141-1 to L2141-10 of the Public Procurement Code, the tenderer must not be in any of these situations of prohibition from tendering.

If, during the procedure, a tenderer finds itself in a situation where it is prohibited from tendering, it shall inform the contracting authority without delay. In the event of a mandatory prohibition on tendering, the tenderer shall be automatically excluded from the procedure.

In the case of applications using an electronic European Single Procurement Document (ESPD), the form indicates by default that the candidate does not fall under any of the cases of prohibition from tendering. It is the candidate's responsibility, where applicable, to state the reason for the prohibition from tendering.

Pursuant to Articles L2141-7 et seq. of the Public Procurement Code, the following are excluded from the public procurement procedure:

1° persons who, in the previous three years, have had to pay damages, have been penalised by termination or have been subject to a comparable penalty due to a serious or persistent breach of their contractual obligations during the performance of a previous concession contract or public contract;

2° persons who have attempted to unduly influence the purchaser's decision-making process or to obtain confidential information that could give them an undue advantage in the public procurement procedure, or who have provided misleading information that could have a decisive influence on exclusion, selection or award decisions;

3° persons who, through their prior direct or indirect involvement in the preparation of the public procurement procedure, have had access to information that could distort competition in relation to other candidates, where this situation cannot be remedied by other means;

4° persons in respect of whom the purchaser has sufficient evidence or a body of serious, consistent and corroborating evidence to conclude that they have entered into an agreement with other economic operators with a view to distorting competition;

5° persons whose application creates a conflict of interest that cannot be remedied by other means. A conflict of interest arises in any situation where a person involved in the public procurement procedure or likely to influence its outcome has, directly or indirectly, a financial, economic or other personal interest that could compromise their impartiality or independence in the public procurement procedure.

An economic operator may only be excluded under the above provisions if the purchaser has given them the opportunity to establish, within a reasonable period of time and by any means, that their professionalism and reliability can no longer be called into question and, where applicable, that their participation in the public procurement procedure is not likely to undermine equal treatment.

Where the reason for exclusion from the procurement procedure concerns one of the members of the group, the purchaser shall require that member to be replaced by a person who is not subject to any grounds for exclusion within ten days of receipt of this request by the group's representative. Failing this, the group shall be excluded from the procedure.

Persons against whom there are grounds for exclusion may not be accepted as subcontractors.

Where a subcontractor against whom there are grounds for exclusion is presented at the application stage, the purchaser shall require that they be replaced by a person who is not subject to any grounds for exclusion, within ten days of receipt of this request by the applicant or, in the case of a group, by the group's representative. Failing this, the candidate or consortium shall be excluded from the procedure.

4.4. For candidates applying as a group

If the candidate is applying as a group, each of its members must submit a candidate declaration (form DC2 or equivalent as described above) and the above-mentioned mandatory documents (with the exception of the application letter – DC1), establishing that the candidate is able to provide the services covered by the contract. The assessment of the capabilities of a group of economic operators is comprehensive. It is not required that each member of the group have all the capabilities required to perform the contract.

The information requested in the application may be submitted on plain paper or, if the candidate so wishes, the candidate's declarations (*forms DC1 and DC2, available at*) *may be downloaded from the following address:* <https://www.economie.gouv.fr/daj/formulaires-declaration-du-candidat>

4.5. Presentation of other economic operators in support of the application

The candidate may rely on the capacities of other economic operators, regardless of the legal nature of the links between them.

If the candidate relies on the capacities of other economic operators, they must provide evidence of the capacities of those economic operators and prove that they will have them at their disposal for the performance of this contract. This proof may be provided by any appropriate means.

4.6. Mandatory documents relating to the tender

4.6.1. Administrative section

The documents relating to the "administrative section" to be provided by candidates are as follows:

A- Administrative and legal capacity:

- A letter of application identifying the candidate or members of the group (DC1);
- Documents certifying the legal existence of the candidate and each member of the consortium (DC2);
- Certificates or sworn statements proving that the candidate meets tax and social security obligations;
- Sworn statements specifying that the candidate or each member of the group is authorised to participate in the consultation and is not subject to any legal proceedings.

B - Economic and financial capacity:

- A declaration concerning the overall turnover in line with the type of operation envisaged, achieved over the last three financial years, and the share capital, duly signed by the person authorised to commit the candidate.
Minimum turnover – Lot 1: the contracting authority requires the candidate to have an annual turnover of at least **€1,000,000**. In the case of a consortium, the combined turnover of all members of the consortium will be taken into account;
- A statement indicating the candidate's average annual workforce and the number of management staff for each of the last three years;
- Proof of civil liability and ten-year insurance for professional risks.

The project owner reserves the right to reject any consortium that does not meet the financial conditions necessary to carry out the operation.

4.6.2. Technical and professional aspects

The following documents relating to the "technical and professional aspects" must be provided:

- 1 **The commitment form**, completed and dated by the company representative or any person authorised to commit the company;

Note:

Candidates must complete the letter of commitment drafted by the public authority and included in the consultation file for companies.

2. **The completed breakdown of the overall and fixed price;**
3. **the methodological and technical memorandum**, including the following mandatory elements:
 - a) **UNDERSTANDING AND APPROACH:** a note from the candidate detailing their understanding of the project, the main issues identified and explaining their proposed approach to the project, including their critical reading of the DPGF and the estimated quantities;
 - b) **DEDICATED HUMAN RESOURCES:** a note from the candidate presenting the team dedicated to the project, the justification for its size, the proposed functional organisation of the team, the geographical location of each member (full or partial presence on- Frankfurt/Weissenthurm, or remote resource) and the CVs of each member of the team;
 - c) **DEDICATED MATERIAL RESOURCES:** a note from the candidate presenting and justifying the materials dedicated to the project (site facilities, quality of modular offices installed, construction machinery envisaged according to site access, construction tools according to nuisances and work to be carried out, scaffolding installed for work requiring it, etc.);
 - d) **QUALITY AND ORIGIN OF MATERIALS:** a note from the candidate presenting and justifying the materials used for the project (origin of materials, suitability of the proposed materials for the project, technical data sheets, etc.);
 - e) **OPERATING PROCEDURES AND TECHNICAL SOLUTIONS:** a note from the candidate presenting the operating procedures envisaged (delicate phasing of the work, multicultural context, language barrier, environmental exemplarity, management of worker safety and

simultaneous activities, organisation of work at height, measures to meet deadlines, measures to limit nuisance, etc.), as well as the technical solutions proposed to meet the needs expressed (justified by their durability, maintainability, performance, etc.).

Remarks: *conciseness and clarity are essential for the readability of the technical report.*

- f) **REFERENCES AND QUALIFICATIONS:** (a) a list of three references presenting work of a similar nature carried out over the last five years, supported by certificates of satisfactory execution for the most important works, where possible. These certificates shall indicate the amount, dates and place of execution of the works and specify whether they were completed satisfactorily. (b) Presentation of professional qualification certificates: proof of the candidate's capacity may be provided by any means, in particular by professional identity certificates or references for work attesting to the economic operator's competence to perform the service for which it is applying.

Lot no.	QUALIBAT qualifications and/or <u>German equivalent</u> :	References less than 5 years old (at least 3 per category)
Lot 1	<ul style="list-style-type: none"> - Code 1412 Fixed scaffolding (confirmed technical expertise) - Code 2194 Restoration of stonework and masonry on historic monuments - Code 1321 Sewage pipes (standard technical expertise) - Code 1351 Green spaces 	<ul style="list-style-type: none"> - Or equivalent references; - Or equivalent references on historic monuments; - Or equivalent VRD references; - References in historic gardens appreciated; - <u>+References in the restoration of monumental marble or marble statuary, preferably outdoors (diploma in statuary restoration and stone-marble decoration required).</u>
Lot 2		<ul style="list-style-type: none"> - References in the restoration of outdoor bronze statuary and decorations + references in metal gilding (bronze and gilding restoration diploma required); - Compliance with the ECCO Code of Ethics.
Lot 3	<ul style="list-style-type: none"> - Code 3163 Lead roofing - Code 3194 Historic monument roofing 	<ul style="list-style-type: none"> - Or equivalent references; - Or equivalent references on historic monuments.
Lot 4	<ul style="list-style-type: none"> - Code 4413 Metalwork (high technicality) 	<ul style="list-style-type: none"> - Or equivalent references, including references on historic monuments or repair of old metalwork.

4. **The signed provisional execution schedule:** Based on the provisional execution schedule provided in the file, the candidate shall draw up their own updated execution schedule, clearly showing the sequence envisaged by the candidate for the various macro-phases, accompanied by a short text explaining the optimisations and modifications envisaged. The schedule shall be accompanied by possible areas for optimisation (increase in the number of teams, etc.).

4.7. Validity period of bids

The validity period for bids is 180 days ; it runs from the deadline set for the submission of bids.

4.8. Special measures concerning health and safety on the construction site

Please refer to Article 7.7 of the CCAP.

4.9. Subcontracting

The Company or group of Companies is required to declare all of its subcontractors. The relevant provisions are set out in Article 2.5 of the CCAP.

4.10. Business confidentiality

The public entity reserves the right to call upon the expertise of a third party to analyse the bids for this contract.

The third party is bound by a confidentiality obligation provided for in the contract to which it is a party. In particular, candidates are informed that this third party may not disclose any data or information covered by business secrecy that comes to its knowledge during the performance of its services. This third party is required to implement all necessary measures to reduce the risk of disclosure, in particular through individual confidentiality agreements, organisational compartmentalisation and access rights settings.

This obligation does not end at the end of the contract.

4.11. Method of payment

The method of payment chosen by the project owner is bank transfer. In accordance with foreign exchange regulations, the transfer will be made to an account domiciled in the country where the Contractor's registered office is located. In the case of a country outside the euro zone, the transfer will be made in local currency.

5. EXAMINATION OF BIDS

5.1. Verification of tenders

Inappropriate, irregular or unacceptable tenders shall be eliminated.

In the event that documents or information required for the bid are missing or incomplete, the contracting authority may ask all candidates concerned to complete their files within a reasonable period of time that is the same for all.

However, the purchaser may allow all tenderers concerned to regularise irregular tenders within an appropriate period (maximum 5 days), provided that they are not abnormally low and that this regularisation does not have the effect of altering the substantial characteristics of the tenders.

The purchaser may ask tenderers to clarify the content of their tenders.

The contracting authority shall reject tenders received after the deadline set in Article 8 of these consultation rules, or those that do not comply with the subject matter of the contract or these consultation rules.

The tenders of each selected candidate will be analysed according to the weighted criteria below. Following this examination, the representative of the contracting authority may enter **into negotiations**.

At the end of these negotiations, candidates will be ranked definitively, taking into account the selection criteria defined in advance.

However, the purchaser reserves the right to award the contract on the basis of the initial tenders in accordance with Article R.2161-17 of the Public Procurement Code.

5.2. Criteria for analysing tenders

After the tenders have been ranked in accordance with the weighted criteria defined below, the most economically advantageous tender will be selected by the representative of the contracting authority. The criteria for awarding the contract will be weighted as follows:

Criteria	Weighting
1 – Price of services	40.0
1.1 – Overall price	70.0
1.2 – Consistency of unit prices	30.0
2 – Technical value:	50.0
2.1 – Bidder's understanding and approach to the project	10.0
2.2 – Bidder's human resources dedicated to the project	10.0
2.3 – Bidder's material resources dedicated to the project	10.0
2.4 – Quality and origin of materials used	10.0
2.5 – Operating procedures and technical solutions applied to the project	45.0

2.6 – References related to the operation	15.0
3 – Provisional schedule for the operation	10.0

Each candidate will be given an overall score out of 100.

The calculation method used for the Price of Services criterion is as follows:

Offer score = (Lowest bid amount / Bid amount to be scored) * Scoring basis.

Amount of the lowest bid = corresponds to the price of the cheapest bid (abnormally low bids excluded).

Amount of the bid to be scored = corresponds to the price of the bid to be evaluated.

Scoring basis = corresponds to the maximum score that can be obtained.

With regard to fixed prices, if purely material errors (multiplication, addition or carry-over errors) are found in the candidate's bid, the company will be asked to confirm the corrected bid; if it refuses, its bid will be eliminated on the grounds of inconsistency.

In the event of a discrepancy in a bid, the information provided in writing on the DPGF shall take precedence over any other information in the bid, and the estimated amount shall be corrected accordingly. Any multiplication or addition errors found in the DPGF shall also be corrected, and the corrected estimated amount shall be taken into account when evaluating the bids.

When examining bids, the contracting authority reserves the right to request any breakdowns or sub-details of the prices used to calculate the prices that it deems necessary.

5.3. Possible negotiation phase

The public purchaser reserves the right to negotiate but may award the contract without negotiation.

In the event of negotiation, one (or more) negotiation phase(s) will take place in accordance with the principle of equal treatment of candidates.

On this occasion, the public purchaser will negotiate by email with acknowledgement of receipt or by meeting at the French Consulate in Frankfurt or the DIL in Paris with the candidates who have submitted a tender.

6. AWARD OF THE CONTRACT

Bids are thus ranked from the best (score closest to 100) to the least favourable. The candidate with the highest score out of 100 points is declared the successful bidder. In the event of a tie between several candidates, the contract is awarded to the candidate with the highest score on the "price of services" criterion.

The final award of the contract is made by a reasoned decision of the Contracting Authority or its representative.

The candidate to whom it is proposed to award the contract is invited to produce the following documents within the specified time limit:

- A valid insurance certificate covering the services covered by the contract
- Bank or postal account details (RIB or RIP)
- Where the company is required to be registered in France with the Trade and Companies Register (RCS) or the Trades Register (RM), or where it is a regulated profession, one of the following documents (Article D 8222-5 of the Labour Code):
 - An extract from the Trade and Companies Register (K or K bis)
 - An identification card proving registration in the trades register
 - A quotation, advertising document or business correspondence, provided that it mentions the name or company name, full address and registration number in the Trade and Companies Register or the Trades Register or a list or table of a professional association, or the reference of the approval issued by the competent authority.
 - A receipt for the filing of a declaration with a business formalities centre for persons in the process of registering.

- If the company is registered abroad and is not required to register with the RCS or RM and is unable to produce a K or Kbis extract or an identification card proving its registration with the RM, the individual candidate or member of the group must produce proof of declaration to a business formalities centre in their country.
- Certificates and attestations issued by the relevant authorities and bodies proving that they have fulfilled their tax and social security obligations (for French holders: decree of 25 May 2016 establishing the list of taxes, duties and social security contributions giving rise to the issue of certificates for the award of public contracts and concession contracts). Tenderers established abroad shall produce a certificate issued by the authorities and bodies of their country of origin.
- Where applicable, the tenderer shall produce the documents provided for in Articles R. 1263-12, D. 8222-5 or D. 8222-7 or D. 8254-2 to D. 8254-5 of the Labour Code.

These documents must also be provided within the time limit set by the contracting authority from the date of receipt of the request from the administration (by email or registered letter with acknowledgement of receipt).

If the successful candidate has presented one or more subcontractors, they must also attach the certificates of their subcontractor(s) to their own certificates.

These documents must be sent by email to the following addresses:

emilie.trinh@diplomatie.gouv.fr ; katya.amiar@diplomatie.gouv.fr

The subject line of the email must be: **"Weissenthurm – Monument Hoche – Administrative documents"**

If the candidate is unable to provide the requested information within the required time frame, the contract will be awarded to the second-ranked bid (provided that the candidate also provides the requested information).

7. GENERAL PROVISIONS

7.1. Insurance and transport costs

Shipments are sent at the sole responsibility of the candidates. The project owner cannot be held responsible for any delay in the submission of tender documents.

Transport costs are the responsibility of the candidates.

7.2. Follow-up to the consultation

The purpose of the consultation is to conclude a contract between the Ministry for Europe and Foreign Affairs, represented by the French Ambassador to Germany, and a private service provider.

However, the contracting authority reserves the right not to proceed with the consultation.

7.3. Litigation procedure

The competent administrative court is that of Paris.

Body responsible for appeal procedures

Paris Administrative Court - 7, rue de Jouy - 75181 Paris Cedex 04.

Email: greffe.ta-paris@juradm.fr – Telephone: 01.44.59.44.00 – Fax: 01.44.59.46.46

Department from which information can be obtained concerning the lodging of appeals

Paris Administrative Court - 7, rue de Jouy - 75181 Paris Cedex 04.

Email: greffe.ta-paris@juradm.fr – Telephone: 01.44.59.44.00 – Fax: 01.44.59.46.46

8. CONDITIONS FOR SUBMITTING OR DELIVERING THE BID

Bids shall be made in euros and submitted in a single batch. **The number of bids submitted must correspond to the number of lots for which the candidate wishes to bid.**

If several bids are sent in succession by the same candidate, only the last bid received, either electronically or on physical media, by the contracting authority within the deadline for submission of bids will be opened. The other documents will be returned to the candidate unopened.

Bids in which malicious software is detected by the contracting authority will not be repaired; if necessary, the backup copy will be opened. If the backup copy also contains malicious software, the applications or bids will be deemed never to have been received.

Candidates shall submit their applications (in PDF format) electronically by the following means:

- Via the "PLACE" platform (online submission of bids);
- Via the "France transfert" application submission platform (Ministry of Foreign Affairs exchange platform) accessible via the link: <https://francetransfert.numerique.gouv.fr>.

Applications must be sent to the following addresses:

emilie.trinh@diplomatie.gouv.fr ; katya.amiar@diplomatie.gouv.fr

The subject line of the email must be: **"Weissenthurm – Monument Hoche - Applications"**

Please note: it is necessary to allow several minutes for processing between sending the application via France Transfert and receiving the link in your email inbox. This delay is due to the platform's data processing. Allow at least 24 hours between sending your application and the deadline for submitting offers.

Bids must be submitted before **Friday 28 November 2025 at 4 p.m. (Paris time)**.

Applications submitted or for which confirmation of receipt is issued after the above deadline will not be considered.

9. ADDITIONAL INFORMATION

To obtain all necessary administrative and technical information, candidates must send a request by email to **no later than ten days** before the deadline for submission of bids:

emilie.trinh@diplomatie.gouv.fr ; katya.amiar@diplomatie.gouv.fr

The subject line of the email must read: **"Weissenthurm – Monument Hoche - Information"**.

Requests may also be sent directly via the "Place" government procurement platform.

10. PROCESSING OF CANDIDATES' PERSONAL DATA

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), candidates are informed that personal data (including surname, first name, email address, login details) collected as part of this procurement procedure and in the context of the performance of the framework agreement may be processed.

Identity and contact details of the data controller and its representative:

The Ministry of Economy, Finance and Recovery
COLBERT Building
139 rue de Bercy
75572 Paris Cedex 12

Represented by the Information Systems Officer

Contact details of the data protection officer:

le-delegate-a-la-protection-des-donnees-personnelles@finances.gouv.fr

Legal basis for processing: c) and e) of Article 6.1 of the GDPR

Purpose of the processing: monitoring of this procurement procedure and legal obligations regarding the administrative retention period applicable to public contracts.

Recipients or categories of recipients: the personal data concerned are intended exclusively for the agents of the Purchaser, ministries and State operators responsible for the award and subsequent performance of this contract.

Retention period: this data is retained for the entire duration of the contract award and performance, as well as during the DUA applicable to the contract.

In accordance with the provisions of Articles 15 to 21 of the GDPR, individuals whose personal data is collected have the right to access, rectify and erase information concerning them. They may also object to the processing of this data. The rights to information and access to personal data may be exercised by contacting the data protection officer.

Individuals whose personal data is collected as part of this procedure have the right to lodge a complaint with the CNIL.

11. Appendix 1

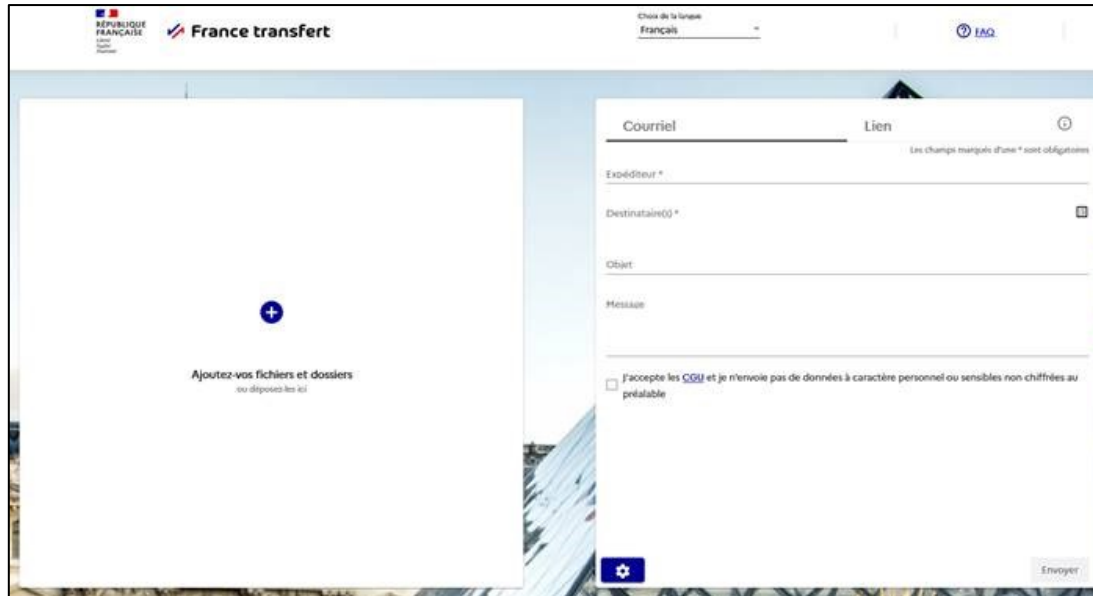
"France Transfert" download procedure

<https://francetransfert.culture.gouv.fr/upload>

or

<https://francetransfert.numerique.gouv.fr/upload>

Step 1: Go to the website:

The screenshot shows the 'France transfert' website interface. On the left, there is a large white box with a blue plus icon and the text 'Ajoutez vos fichiers et dossiers' (Add your files and folders). On the right, there is a form titled 'Courriel' (Email) with a 'Lien' (Link) tab. The form includes fields for 'Expéditeur *' (Sender), 'Destinataire(s) *' (Recipient(s)), 'Objet' (Subject), and 'Message'. Below these fields is a checkbox labeled 'J'accepte les CGU et je n'envoie pas de données à caractère personnel ou sensibles non chiffrées au préalable' (I accept the CGU and I do not send personal or sensitive data not encrypted in advance). At the bottom right of the form is an 'Envoyer' (Send) button.

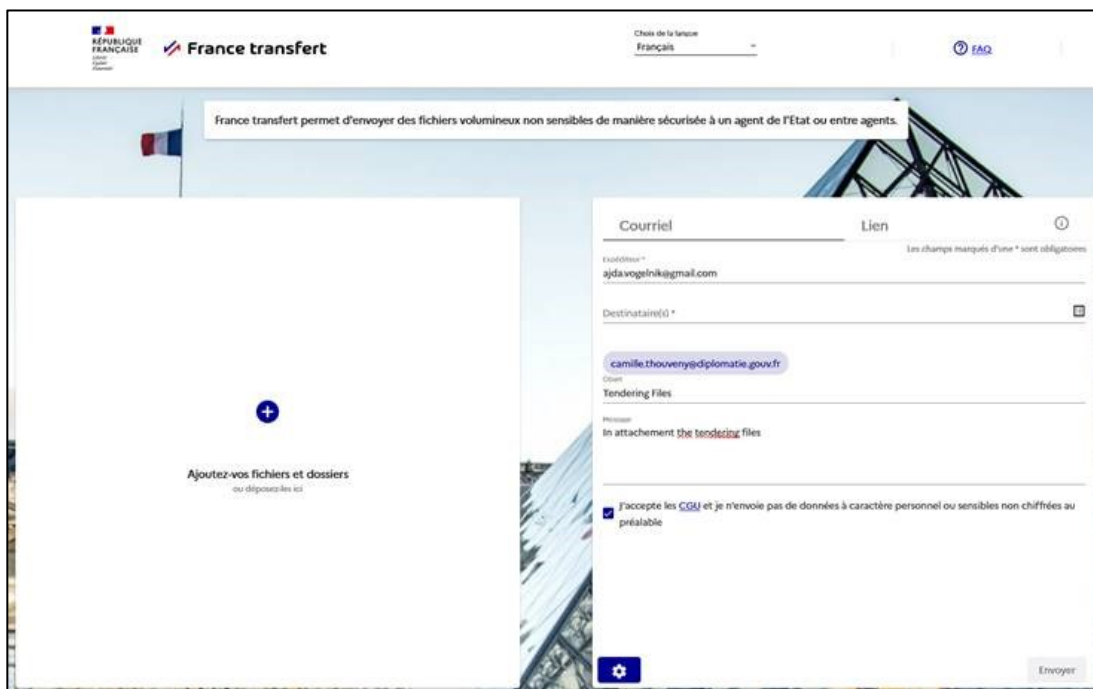
Step 2: In the "Sender" line, enter your email address.

In the "Recipient" field, enter the following addresses:

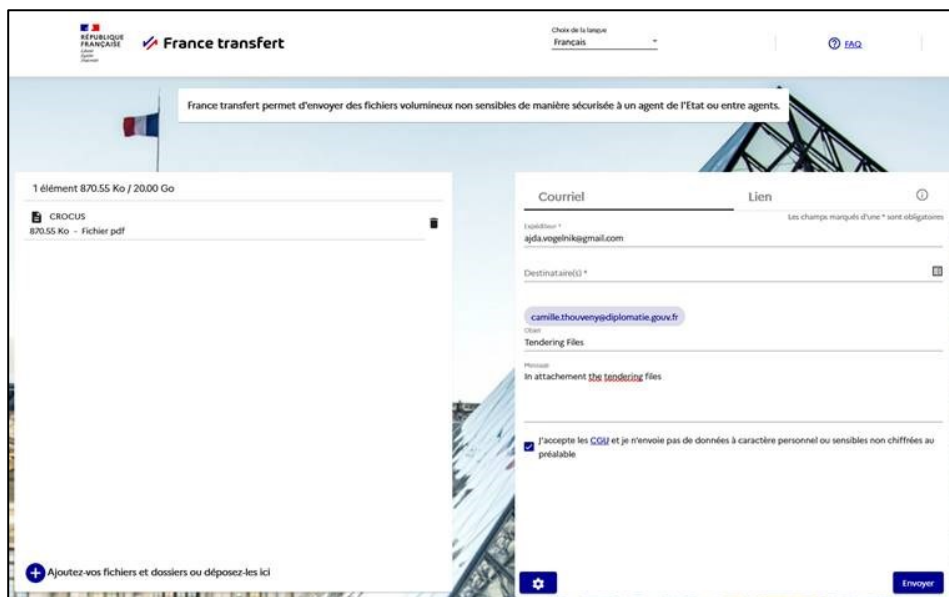
emilie.trinh@diplomatie.gouv.fr ; katya.amiar@diplomatie.gouv.fr

In the "Subject" line, write "Weissenthurm – Monument Hoche - Applications"

Then tick the box "I accept the Terms and Conditions..." :

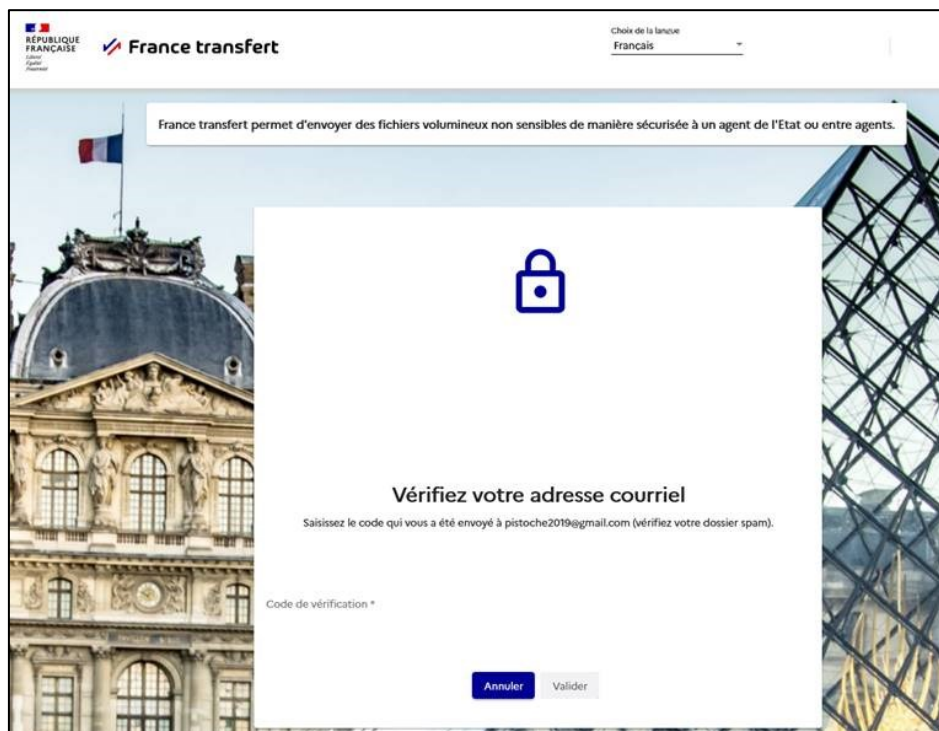
The screenshot shows the 'France transfert' website interface with the email form filled out. The 'Expéditeur' field contains 'ajdavogelrik@gmail.com'. The 'Destinataire(s)' field contains 'camille.thouveny@diplomatie.gouv.fr'. The 'Objet' field contains 'Tendering Files'. The 'Message' field contains 'In attachment the tendering files'. The checkbox 'J'accepte les CGU et je n'envoie pas de données à caractère personnel ou sensibles non chiffrées au préalable' is checked. At the bottom right of the form is an 'Envoyer' (Send) button. A banner at the top of the form area states: 'France transfert permet d'envoyer des fichiers volumineux non sensibles de manière sécurisée à un agent de l'Etat ou entre agents.'

Step 3: Click on "Add your files and folders", select your file and click on "Send":



The screenshot shows the 'France transfert' web interface. At the top, there's a header with the French Republic logo and 'France transfert' text. A language selector is set to 'Français'. A banner states: 'France transfert permet d'envoyer des fichiers volumineux non sensibles de manière sécurisée à un agent de l'Etat ou entre agents.' Below this, on the left, a file list shows '1 élément 870.55 Ko / 20.00 Go' and a file named 'CROCUS 870.55 Ko - fichier pdf'. A button at the bottom left says 'Ajoutez vos fichiers et dossiers ou déposez-les ici'. On the right, an email composition form is visible. It has fields for 'Expéditeur' (filled with 'ajda.vogel@ikagmail.com') and 'Destinataire' (filled with 'camille.thouveny@diplomatie.gouv.fr'). The subject is 'Tendering Files'. A checkbox is checked, indicating acceptance of terms. An 'Envoyer' button is at the bottom right.

Step 4: You will receive a code in your email address, which you must enter in the line:



The screenshot shows the verification screen on the 'France transfert' website. A large padlock icon is centered at the top. Below it, the text reads 'Vérifiez votre adresse courriel'. A smaller line of text says: 'Saisissez le code qui vous a été envoyé à pistoche2019@gmail.com (vérifiez votre dossier spam)'. There is a text input field labeled 'Code de vérification *'. At the bottom, there are two buttons: 'Annuler' and 'Valider'.

The project manager will receive two emails in their inbox (one with the code and one with the submission).