



PUBLIC MARKET FOR INTELLECTUAL SERVICES

French Development Agency

5 Rue Roland BARTHES
75012 PARIS

Subject: Operational support to the Ghana Forestry Commission for the implementation of the FLEGT VPA

Deadline for submission of applications

Date: 11/24/2025

Time: 4:00 PM (Paris time)

Deadline for submission of offers

Date :

Time: (Paris time)

Consultation regulations

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1. Purpose of the contract

The purpose of the consultation is: Operational support to the Ghana Forestry Commission for the implementation of the FLEGT VPA.

1.1 Market form

The consultation is not subject to a breakdown into lots. The services will result in a single contract.

This contract is also not subject to division into tranches or purchase orders.

2. Organization of the consultation

2.1 Award procedure

This consultation is launched following the restricted call for tender procedure in application of articles R. 2124-1, R. 2124-2 2° and R. 2161-6 to R. 2161-11 of the Public Procurement Code.

The procedure with negotiation will be implemented in 4 phases:

• **Phase 1 – call for applications:** aims to select candidates admitted to submit an offer (on the basis of their application file according to the criteria set out in article 5.2 of this document). **A selection of 5 candidates subject to a sufficient number of compliant and admissible applications.**

• **Phase 2 – initial offer:** candidates selected in phase 1 will be invited to submit an initial offer (the analysis of these offers will be carried out on the basis of the technical and financial offer according to fixed criteria which will be set out in article 6.2 of this document).

• **Phase 3 –** Requests for clarification may be sent to candidates.

• **Phase 4 – Final Offer:** Following the requests for clarification, candidates are invited to submit a final offer free of any ambiguity or imprecision. The purpose of this phase is to select the successful bidder for the framework agreement and to determine the final ranking.

2.2 Form of the framework agreement

The consultation is not subject to a breakdown into lots. The services will give rise to a mixed single-awardee framework agreement.

The reasons for not allocating the consultation are as follows:

The devolution into separate lots is likely to restrict competition or risks making the performance of services technically difficult or financially more costly.

The framework agreement will be concluded with a single holder.

2.3 Provisions relating to groups

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

If the contract is awarded to a joint group, the joint agent will be jointly and severally liable with each of the members of the group.

Possibility of submitting several offers to the market, acting both as individual candidates and as members of one or more groups: ☐ Yes

☐ No

Or as members of several groups:

☐ Yes

☐ No

2.4 Free variants

Free variants are not allowed.

2.5 Imposed Variants

No PSE is planned.

2.6 Modification of the Consultation File

The Contracting Authority reserves the right to make detailed changes to the Consultation File no later than **6 days** before the deadline set for the submission of tenders.

The bidders will then have to respond on the basis of the amended file without being able to raise any complaints on this subject.

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

2.7 Validity period of offers

The validity period of offers is 210 days from the deadline for submission of the offer.

3. Contents of the consultation file

The consultation file includes the following documents:

☐ These consultation regulations.

☐ The Application Form

☐ The Single Contract (CU) and its possible annexes ☐ The

specifications of special technical clauses (CTP) or Terms of Reference and its annexes possible, if applicable.

☐ The breakdown of the overall and fixed price.

4. Phase 1: Presentation of applications

Candidates will have to produce the documents defined below, written in French.

The elements required for the application defined below are produced during the application selection phase.

The elements necessary for the selection of the offer will then only be produced by the selected candidates.

4.1 Elements required for the selection of candidates:

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

- Declaration on honour justifying that the candidate does not fall into any of the cases mentioned in Articles L. 2141-1 to L. 2141-5 or in Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document in annex)
- Where applicable, the document(s) relating to the powers of the person authorized to bind the company
- In the case of a group, the authorization document of the agent signed by the members of the group
- In the event of subcontracting, the subcontracting declaration (model attached to the Single Contract)

The candidate may prove his capacity by any other document considered equivalent by the contracting authority if he is objectively unable to produce any of the information requested relating to his financial capacity.

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

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

Candidates are informed 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 providing information administered by an official body, provided that access to it is free and, where applicable, that all the information necessary for its consultation is included in the application file;
- A digital storage space, provided that the application file contains all the information necessary for its consultation and that access to it is free.

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 which 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 present their application in the form of a single procurement document

European Single Procurement Document (DUME) established in accordance with the model set by the European Commission regulation establishing the standard form for the European Single Procurement Document, in place of the declaration on honour and the information mentioned in Article R. 2143-3.

Candidates can create 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 authorise candidates to limit themselves to indicating in the single European procurement document that they have the required aptitude and capacities without providing specific information on these.

5. Phase 2: Presentation of offers

5.1 Elements necessary for choosing the offer

To choose the offer, candidates must produce the following documents:

The candidate will also specify the nature and amount of the services that it plans to subcontract as well as the list of subcontractors that it proposes to present for approval and acceptance by the contracting authority.

- The breakdown of the overall and fixed price,
- The Unit Price Schedule, the completed estimated detail
- The single contract completed for the fixed price
- A methodological note or a supporting report written **in English and based on the framework presented in the annex to this consultation regulation “Imposed response framework”**.

Documents submitted by the contracting authority with the exception of:

- Those listed above as well as their annexes
- The Contract duly completed by the tenderer

Not to be included in the offer.

Only documents held by the Contracting Authority are authentic. Including the Contract if modifications – other than those required for its filling - were provided by the tenderer.

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

5.2 Organization of a technical brief

After the launch of the offer phase, the AFD will organize a technical brief which will allow potential candidates to understand the purpose of the future market as well as the procedure chosen for this consultation.

This briefing will be held via videoconference on XX/11/2025 from XXH00 to XXHXX (Paris time). The date and time will be communicated at the time of the launch of the offer phase.

Also, interested candidates will have to confirm their participation by transmitting the information

following via the Questions/Answers section of the Secure Markets platform:

- Name of the organization
- First and last name
- Email from his representative
- Any questions

These elements will be transmitted before XX/11/2025 at XXH00 (Paris time). The date and time will be communicated at the time of the launch of the offer phase.

6. Judgment of applications, offers and award of the contract

6.1 Judgment of applications

The evaluation of applications will be carried out by applying the following criteria:

Criteria	Weighting
Quality of references related to the subject of the market: References of similar services or operations, analyzed according to: <ul style="list-style-type: none"> • From the size of the markets, • The nature of the Services (Administrative and financial support to a public entity and provision of IT services and equipment) • From the field and technical expertise, • From the experience of the geographical context and the effective existence of a local presence in Ghana. 	30 points
Technical and professional skills: Assessed in terms of the human resources that can be mobilized , particularly in connection with the provision of logistical and administrative support and assistance with the supply of IT equipment) and material resources enabling a service to be provided in Ghana	40 points
Economic and financial capacities: Appreciated in particular by the average turnover over the last three financial years and the demonstrated financial stability of the candidate	30 points

ÿ In addition, candidates who obtained an application score strictly **lower than 50/100 will be** _____ **eliminated** and will not be invited to the offer phase.

ÿ The 5 highest ranked candidates will be allowed to submit an offer.

6.2 Judgment of offers

The criteria used to judge the offers are weighted as follows:

Criteria	Weighting
Price of services	30 points
Technical value: _____ <u>Quality and relevance of the proposed methodology and organization of the mission</u> - Understanding of market issues, reflection on the main activities linked to the achievement of market objectives and the context - Relevance of the methodology and approach proposed for the implementation of the contract - Calendar, chronology and duration of market activities (respect or even optimization of planned deadlines), - Organization and distribution of work within the team <u>Qualifications, expertise and key experiences of the team</u> _____ - Skills and experience of the people involved in relation to the expected missions (Presentation of CVs) <u>Quality, delivery and after-sales service of equipment</u> _____ - Quality of the material offered and compliance with specifications - Delivery times and conditions - Guarantees and after-sales service	65 points distributed as follows : 20 points 30 points 15 points
<u>Environmental and social initiatives:</u> _____ -Actions implemented to limit the carbon footprint in the execution of services - equality between men and women in the company - Durability, repairability and recyclability of products - Reduction of waste and packaging	5 points

Eliminatory technical score: Candidates who obtain an eliminatory technical score strictly lower than 35 points / 65 points will be eliminated.

Rectification of offers:

In the event of a discrepancy noted in the offer, the information given in the statement of fixed prices and/or the schedule of unit prices will prevail over all other information in the offer and the amount of the estimated detail will be corrected accordingly.

In the case of a fixed price, if multiplication, addition or reporting errors are noted in the breakdown of the overall fixed price in a competitor's offer, the amount of this price will not be corrected for the consultation judgment.

However, if the service provider concerned is about to be selected, he will be asked to rectify this breakdown to bring it into line with the fixed price.

6.3 Award of contract

The regulations no longer require the economic operator, whether bidding alone or as a group, to sign its tender. However, **the successful candidate's tender must be signed no later than the award of the contract.**

Prior to the signing of the contract by the Contracting Authority, and in accordance with Article R2144-7 of the Public Procurement Code, the successful bidder (or all members of the successful bidder group, including any subcontractors) must submit the following requested documents to the supplier certificate collection tool used by the Contracting Authority (Provisis tool):

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

In order to meet this latter obligation, the candidate established in a State other than France must produce a certificate established by the administrations and organizations of the country of origin. When such a certificate is not issued by the country concerned, it may be replaced by a sworn declaration, or in States where such an oath does not exist, 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.

Failure to produce these documents within the set deadline will result in the successful candidate's bid being rejected and the successful candidate being eliminated.

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

7. Conditions for sending and submitting applications and offers

The transmission of documents electronically can only be carried out at the following address: <https://www.marches-publics.gouv.fr/>.

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

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

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

If you have any difficulties, please contact the PLACE hotline.

Backup copy:

Candidates may also submit, within the deadlines for submitting bids, a backup copy on electronic physical media (USB key) or on paper. This copy must be sent to the address below, in a sealed envelope and must include the words: "backup copy", the identification of the procedure concerned and the contact details of the company:

Group Purchasing Division
5 Rue Roland Barthes
75012 Paris
FRANCE

The backup copy documents must be signed (for documents requiring signature). 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 out the terms for making consultation documents and the backup copy available.

The unopened envelopes containing the backup copy will be destroyed at the end of the procedure by the contracting authority.

8. Additional information

To obtain all additional information relating to this consultation, candidates must send their request:

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

When downloading the consultation file, the company is recommended to create an account on the dematerialization platform where it will provide in particular the name of the tendering organization, and an email address in order to keep it informed of any changes occurring during a procedure (adding a document to the DCE, sending a list of responses to questions received, etc.).

Only requests sent at least 6 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 receipt of offers to candidates who have downloaded the consultation file on the dematerialization platform after having previously identified themselves.

For information on the submission of electronic offers, please refer to

the article *Conditions for sending and submitting applications and/or offers* of this document.

APPENDIX: DECLARATION ON HONOUR

I, the undersigned.....
Acting as
Company name and address:.....
.....
.....

(a) declares on his honour:

- either be the legal representative of the company identified in the legal documents
- either hold an authorization authorizing him to engage the company within the framework of this consultation (delegation of signature communicated)

b) declares on his honour that he does not 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.

NB: When an economic operator is, during the procurement procedure, 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 Public Procurement Code, it shall inform the buyer of this change in situation without delay.

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) declare on my honour that I am not, and that none of the members of my group, nor my suppliers, contractors, consultants and subcontractors appear on the financial sanctions lists adopted by the United Nations, the European Union and/or France, in particular in the fight against the financing of terrorism and against attacks on international peace and security, and undertake to inform the Agency without delay of any change in the situation.

Done at
THE
Signature.....
.....

Appendix: Imposed response framework

The Provider's responses should not exceed 30 pages, excluding CVs.

These responses must comply with the following framework:

A - Summary of your offer

- A.1 - Understanding AFD's expectations
- A.2 - Summary of the stages of your intervention
- A.3 - General schedule of the mission

B - Strengths and added value of your offer to carry out this mission

C - Detailed description of your offer C.1

Quality and relevance of the proposed methodology and organization of the mission

C.2 Qualification, expertise and key experience of the team

C.3 Quality, delivery and after-sales service of the equipment (also completing the appendix with the same name)

D - Recommendations from the service provider for the successful completion of the mission

E - Presentation of the team that will work on this mission

- E.1 – Team composition and distribution of responsibilities among its members E.2
- CVs of speakers (maximum 3 pages per speaker)

F – CSR consideration

- E.1 – Environmental action implemented for the service in accordance with the contract E.2
- Social action implemented for the service in accordance with the contract

9. Annex: Requirements for the signature certificate

Certificate of signature:

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

However, candidates who already have an "RGS" certificate can still use it until the end of its validity period.

- Case 1: Certificate issued by a "recognized" Certification Authority - No supporting documents required

The signing certificate 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 full 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 does not need to provide any supporting documentation on the signature certificate used to sign their 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 Reference Framework (RGS) and "eIDAS".

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

The candidate also provides all the technical elements enabling the contracting authority to ensure the technical validity of the certificate used.

Therefore, the signatory must transmit the following elements with his electronic response:

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

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

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

Signing tool used to sign files: _____

The regulations allow the bidder to use the signature tool of their choice.

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

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

In this case, the bidder does not have to provide any proof of the electronic signatures transmitted and the signature tool used.

- Case 2: The bidder uses a signature tool other 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 respect the following two obligations:

- a) Produce XAdES, CAdES or PAdES signature formats.
- b) Allow verification by transmitting in parallel the elements necessary to carry out the verification of the validity of the signature and the integrity of the document, free of charge.

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

Appendix: Authorization of the agent by its co- contractors (to be completed for each co-contractor)

I, the undersigned.....
Acting as
Company name and address:.....
.....
.....
Identification number (SIRET or equivalent)

- Authorizes the agent named below to:**
- The grouping constituted and detailed in this document
 - The only present consultation

Purpose of the consultation:

Presentation of the group
The candidate is a group of companies

Identification of the members of the Group

Trade name and company name, address of the establishment, email address, telephone and fax numbers, SIRET number of the members of the group	<i>Services performed by members of the group</i>

Appointment of the Agent
The members of the group designate the following representative:
Trade name and corporate name of the unit or establishment that will perform the service:

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

Email address:

Telephone and fax numbers:

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

To assert what is right

Made in

THE

Signature