



PUBLIC PROCUREMENT OF INTELLECTUAL SERVICES

French Development Agency

5 Rue Roland BARTHES
75012 PARIS

Object : Development of Land Acquisition and Resettlement Action Plan (LARAP) and a Gender Action Plan as part of the development of a wind farm in Banten Province (Indonesia)

Application deadline

Date : 01/22/2025

Time : 16:00(Paris time)

Deadline for submitting bids

Date :

Time : (Paris time)

Consultation rules

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1. Subject of the contract

The purpose of this consultation is: Study of the Land Acquisition and Resettlement Action Plan (LARAP) for populations affected by the development of a wind farm in the province of BANTEN (Indonesia).

1.1 Market shape

The consultation is not divided into lots. The services will be provided under a single contract. This contract is also not subject to being split into tranches or purchase orders.

2. Organization of the consultation

2.1 Procurement procedure

The present procurement procedure is launched under the restricted tendering procedure, in application of Articles R.2124-2(1) and R.2161-6 to R.2161-8 of the French Public Procurement Code.

After analyzing the skills, references and resources of the candidates based on the selection criteria for applications defined in the notice and ranking the applications, the contracting authority will select 5 candidates who will be allowed to submit an offer under the conditions defined below.

After an initial analysis, it will select the most economically advantageous offer based on the offer selection criteria defined in the notice and/or in these consultation regulations.

2.2 Justification in case of non-lotting

Dividing the contract into separate lots is likely to restrict competition or risks making the performance of services technically difficult or financially more expensive.

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2.3 Provisions relating to groups

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

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

Possibility of submitting multiple bids for the contract by acting both as individual candidates and as members of one or more groups:

☐ Yes

☒

Or as members of several groups:

☐ Yes

☒

2.4 Free variations

Free variations are not allowed.

2.5 Mandatory variants

No redundancy plan is planned.

2.6 Modification of the Consultation File

The Contracting Authority reserves the right to make minor modifications to the Tender Documents no later than **6 days** before the deadline for submitting tenders.

Bidders will then have to respond on the basis of the amended file without being able to raise any objections on this matter.

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

2.7 Offer validity period

The validity period for offers is 210 days from the deadline for submitting the final offer.

3. Contents of the consultation file

The consultation file includes the following documents:

- The present consultation regulations.
- The Application Form
- The Single Contract (SC) and any annexes thereto
- The technical specifications document (CCTP) and any annexes, if applicable.
- The breakdown of the overall, fixed price.
- The breakdown of the encryption
- The company's financial health analysis sheet

4. Presentation of applications and offers

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

The elements required for the application, as 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 applications:

Each candidate must submit **the application form** attached as an appendix to this document, along with the following documents:

- Declaration on honour attesting that the candidate does not fall under 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 (attached document)
- If applicable, the document(s) relating to the powers of the person authorized to bind the company
- In the case of a consortium, the authorization document for the representative, signed by the members of the consortium.
- In the event of subcontracting, the subcontracting declaration (template attached to the Single Contract)
- The company's financial health analysis sheet.

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

If, to demonstrate its capabilities, the candidate wishes to rely on the professional, technical, and financial capabilities of another party (including subcontractors), it must provide the documents relating to that party as outlined in the article above. It must also provide written confirmation from that party that it will have access to its capabilities for the performance of the contract.

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

Candidates are hereby 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 evidence that the buyer can obtain directly through:

- An electronic information system administered by an official body, provided that access to it is free of charge and, where applicable, that the application file contains all the information necessary for its consultation;
- 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 that have already been submitted during a previous consultation and that 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 European Single Procurement Document (ESPD) 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 an ESPD 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 European single procurement document that they have the required aptitude and capabilities without providing specific information on these.

4.2 Elements needed to choose the offer

To select the offer, candidates must provide the following documents:

- A Single Contract (SC)

Information regarding the use of electronic signatures:

Bidders are asked not to use an electronic signature that blocks the addition of another electronic signature.

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

- The breakdown of the overall fixed price.

- **A methodological note in English** or a technical memorandum written on the basis of the template presented in the "Response Framework" appendix to these Consultation Regulations.
- The breakdown of the encryption

The documents submitted by the contracting authority, with the exception of:

- Those listed above and their appendices
- The Contract duly completed by the bidder

These are not to be included in the offer.

Only documents held by the Contracting Authority are considered authentic. This includes the Contract if any modifications – other than those required for its completion – have been made by the bidder.

Candidates are reminded that signing the Single Contract (CU) constitutes acceptance of all contractual documents.

5. Evaluation of applications and bids, and awarding of the contract

5.1 Evaluation of applications

Applications will be evaluated using the following criteria:

Criteria	Weighting
Quality of references related to the development of a LARAP: -	50%
Description of human resources for the performance of services ,	50%

- highest-ranked **candidates will be allowed to submit a bid.**

Applications that do not present sufficient technical and professional guarantees in relation to the purpose of the service will be declared inadmissible.

5.2 Judging the bids

The criteria used to evaluate the bids are weighted as follows:

Price of services: The maximum score (NM) will be awarded to the candidate who submitted the lowest financial offer . The other candidates will be given a score calculated based on the following formula: $N = NM \times (OMD/OAN)$ where N is the candidate's score, OMD the amount of the lowest bid	30/100
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, OAN the amount of the bid to be scored.	
Environmental & Social Criteria : Definition and assessment of the criterion: - Actions implemented to limit the carbon footprint during operations within the company - Actions to promote gender equality in the company	5/100
Quality and relevance of the proposed methodology and organization of the mission: - Understanding of market challenges, reflection on the main activities related to achieving market objectives and the context - Relevance of the methodology and approach proposed for the implementation of the contract - Schedule, chronology and duration of market activities (respecting or even optimizing planned deadlines),	20/100
Profile quality: - Skills and experience of the individuals involved in relation to the expected tasks (CV presentation) -Organization and distribution of work within the team	45/100

The Contracting Authority will reject inappropriate offers and will proceed to analyze the initial offers, based on the criteria defined above.

Following this analysis, the Contracting Authority will choose the most economically advantageous offer

Correction of offers:

In the event of any discrepancy found between the financial annex and the commitment document, the amount stated in the commitment document shall prevail.

5.3 Contract award

Regulations no longer require economic operators, whether bidding alone or as part of a group, to sign their bids. However, the successful **bidder's bid must be signed no later than the date the contract is awarded**.

Prior to signing the contract, and in accordance with Article R2144-7 of the Public Procurement Code, the successful bidder must submit the following documents to the supplier attestation collection tool used by the Contracting Authority (Provigis tool):

- A valid document attesting to 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...);
- A list of names of foreign workers outside the EU or posted workers employed by the structure or

failing that a sworn statement of non-employment of foreign workers outside the EU (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 valid certificate of civil and/or professional liability insurance.

To fulfill this latter requirement, candidates residing in a country other than France must produce a certificate issued by the authorities and organizations of their country of origin. If such a certificate is not issued by the country in question, it may be replaced by a sworn statement, or, in countries where such an oath does not exist, by a solemn declaration made by the individual before a competent judicial or administrative authority, a notary, or a qualified professional body in that country.

If these documents are not produced within the specified timeframe, the successful candidate's offer will be rejected and they will be eliminated.

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

6. Conditions for sending and submitting applications and bids

Documents can only be submitted electronically via 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 specific date of receipt and an electronic acknowledgement of receipt.

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

If you encounter any problems, please contact the PLACE platform support team (<https://www.marches-publics.gouv.fr/>).

Accepted file formats :

If submitting a response electronically, the documents provided must be in one of the following formats, otherwise the offer will be rejected:

- Microsoft proprietary office format compatible with version 2003 (.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 securely archived and considered as never having been received. The candidate concerned will be notified. Therefore, candidates are advised to scan their documents with antivirus software before sending them.

Backup copy :

Candidates may also submit, within the deadline for submission, a backup copy on electronic media (USB drive) or on paper. This copy must be sent to the address below, in a sealed envelope, and

clearly marked: "Backup copy", the identification of the procedure concerned, and the company's contact information:

Group Purchasing Department (DAG)
5 Rue Roland Barthes
75012 Paris
FRANCE

The documents in the backup copy must be signed (for documents requiring a signature). If the 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 procedures for making available the consultation documents and the backup copy.

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

7. Additional information

To obtain all further information regarding this consultation, candidates must submit their request:

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

When downloading the consultation file, the company is advised to create an account on the e-procurement platform where it will provide, in particular, the name of the bidding body, and an email address in order to keep it informed of any changes occurring during a procedure (addition of a document to the tender documents, sending a list of answers to questions received, etc.).

Only requests submitted at least 6 days before the deadline for receipt of offers will receive a response from the contracting authority.

A response will be sent no later than 6 days before the deadline for receiving bids to candidates who have downloaded the tender documents from the electronic platform after having previously logged in.

Regarding information on the submission of electronic bids, please refer to the article " *Conditions for sending and submitting applications and/or bids*" in this document.

APPENDIX: DECLARATION OF HONOR

I, the undersigned

Acting in the capacity of

Company name and address:

.....

.....

a) declares on his honor:

☐ either be the company's legal representative identified in the legal documents

☐ or hold an authorization allowing them to commit the company within the framework of this consultation (signature delegation communicated)

b) declares on honour that he does not fall under one of the exclusion cases provided for in Articles L. 2141-1 to L. 2141-5 or in 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 of situation without delay.

Evidence documents available online :

Internet address where supporting documents and evidence are directly and freely accessible, as well as all the information necessary to access them:

- Internet address:.....

- Information needed to access it:

.....

.....

(c) I declare on my honor that I am not, and that none of the members of my group, nor my suppliers, contractors, consultants and subcontractors are, listed on the financial sanctions lists adopted by the United Nations, the European Union and/or France, particularly with regard to the fight against the financing of terrorism and against threats to international peace and security, and I undertake to inform the Agency without delay of any change in circumstances.

Done at

THE

Signature

.....

8. Appendix: Imposed Response Framework

The Provider's responses must not exceed 20 pages excluding annexes.

These answers must strictly adhere to the following format:

A - Summary of your offer

A.1 - Understanding the expectations of the AFD

A.2 - Summary of the steps of your intervention

A.3 - General mission schedule

B - Strengths and added value of your offer for carrying 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 – Team Quality

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

E - Presentation of the team that will be involved in this mission

E.1 – Team formation and distribution of responsibilities among its members

E.2 – CVs of speakers (maximum 3 pages per speaker)

F – CSR Considerations

F.1 – Environmental action implemented for the service in accordance with the contract

F.2 – Social action implemented for the benefit

9. Appendix: Signature Certificate Requirements

Signature certificate :

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

However, 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 required

The signing certificate is issued by a Certification Authority listed in the following trusted list:

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

European candidates will also find the full list of service 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 have to provide any justification for the signature certificate used to sign their response.

- Case 2: The electronic signature certificate is not listed on a trusted list - Various supporting documents to be provided

The dematerialization platform accepts all electronic signature certificates that present security conditions equivalent to those of the General Security 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 Framework (RGS) or " eIDAS ", and provides supporting documentation in his electronic response.

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

Therefore, the signatory must send the following information with their electronic response:

- a) any element enabling verification of the quality and level of security of the signature certificate (proof of the qualification of the Certification Authority, certification policy, website address of the Certification Authority's referencing),
- b) the technical tools for verifying the certificate (full 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 freely accessible and usable by the buyer, and accompanied where appropriate by clear instructions for use.

Signature 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 creates signature tokens in the regulatory XAdES format .

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

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

When the candidate uses a signature tool other than the one provided by the platform, they must comply with the following two obligations:

XAdES , CAdES or PAdES signature formats .

b) Enable verification by simultaneously transmitting the necessary elements to proceed with 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 freely accessible and usable by the buyer, and 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 in the capacity of
 Company name and address:

 Identification number (SIRET or equivalent)

Authorizes the agent specifically mentioned below to:

- **The grouping constituted and detailed in this document**
- **The only current consultation**

Subject of the consultation:

Presentation of the group

The candidate is a group of companies

Identification of the Group's members

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

Appointment of the Agent

The members of the group appoint the following representative:

Trade name and company name of the unit or establishment that will perform the service:

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

Email address:

Telephone and fax numbers:

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

To assert what is rightfully mine

Done at

THE

Signature