

Electronic procedures

- Dematerialization of the procedure -

Introduction

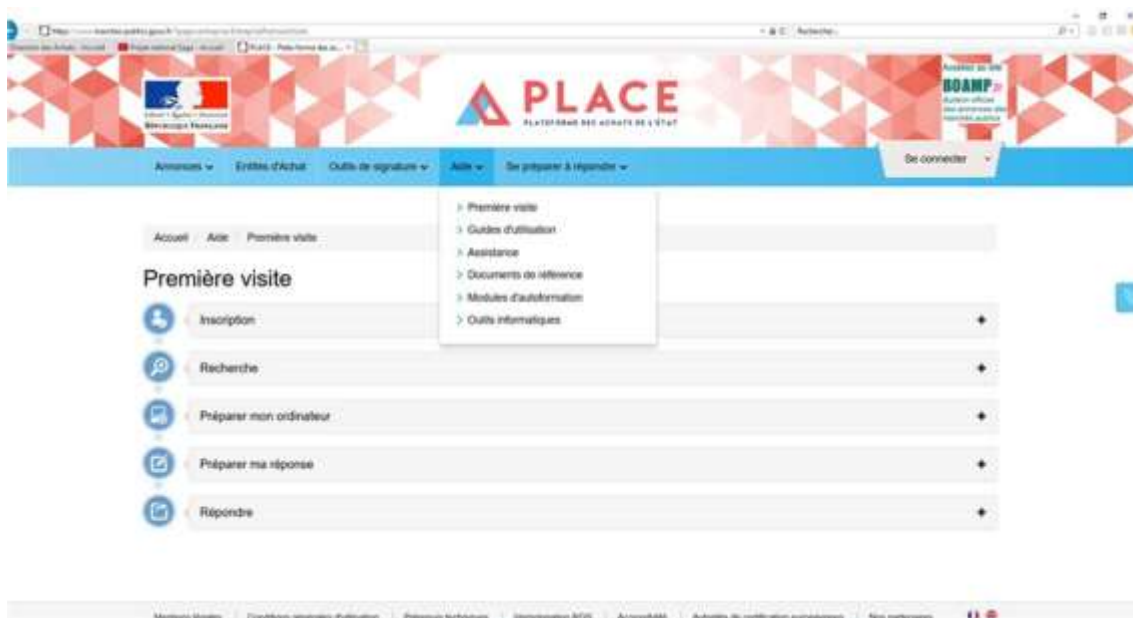
ISAE-SUPAERO has an e-platform for the dematerialization of the procedures of their market accessible through the following URL: <https://www.marches-publics.gouv.fr>

This e-platform of dematerialization allows:

- To look for the consultations publishing on-line by ISAE-SUPAERO,
- To download the Consultation Files (DCE),
- To participate in Electronic bidding (answer in complete safety),
- To parametrize alerts to receive automatically e-mails on the new consultations according to the criteria which interest you (localization), keyword, code CPV), - To ask questions on the on-line consultations.

The access to this e-platform is free. Information exchanges between ISAE-SUPAERO and the users are secured through the use of the protocol https.

A "User guide for the economic operators" is available on-line in the section "Aide" ("help"). For a better use of the platform, it is recommended to read and to follow this guide.



To answer a consultation, or download a DCE, actions which require an authentication, the tenderer has to go on the address <https://www.marches-publics.gouv.fr> and select the consultation for which he wishes to remove the DCE or whom he wishes to answer.

1. Access of companies on the e-platform

For access to <https://www.marches-publics.gouv.fr> and be able to make the operations of consultation of the tender notices of ISAE-SUPAERO or the files concerning open procedures of ISAE-SUPAERO (open call for tenders, simplified consultation, etc.), companies have to register them on the e-platform of dematerialization of ISAE-SUPAERO. At this step, no certificate is necessary.

2. Registration of companies on the e-platform

When a company has a regular use of the e-platform, the company can wish to automate some tasks of search for consultation or to answer under electronic form to markets.

For that purpose, the company has to create a Personal account on the platform, and a Company account if this last one is not already referenced itself.

To know if the company of an individual is already referenced on the platform of ISAE-SUPAERO, a test is realized on the SIREN of the company.

Depending on whether this number of identification (SIREN or other one) is already known or not by the e-platform, the supplier is invited to create directly a Personal account (cf. 2.2) or to create at first a Company account (cf. 2.1).

2.1 Creation of a Company Account

If the company is not known of the e-platform, the supplier is invited to create the account of his company before defining then his own Personal account.

The screenshot shows the PLACE (Plateforme des Achats de l'État) website. The header includes the French Republic logo, the PLACE logo, and a navigation bar with links: 'Annonces', 'Entités d'Achat', 'Outils de signature', 'Aide', 'Se préparer à répondre', and 'Se connecter'. Below the header, there are two main buttons: 'Connexion' and 'Inscription'. Under 'Inscription', there is a section for 'NOUVEL UTILISATEUR ? Inscrivez-vous !'. This section has two options: 'Entreprise (établissement) en France disposant d'un SIREN/SIRET' and 'Entreprise non établie en France ou ne disposant pas d'un SIREN/SIRET'. The first option has input fields for 'SIREN' and 'SIRET' and an 'OK' button. The second option has a 'Pays/Territoires' dropdown menu and an 'Identifiant' input field. At the bottom, there is a footer with links: 'Mentions légales', 'Conditions générales d'utilisation', 'Prérequis techniques', 'Homologation RDS', 'Accessibilité', 'Autorités de certification européennes', and 'Nos partenaires'.

The supplier informs the essential characteristics of the company which he represents. He will be possible for this supplier - so called "Administrator of the Company account" - to come back completing or modifying these elements secondly. Once the information completed, the supplier is informed that the Company account is created subject to the creation of a Personal account right after that, and is then invited to make this process.

2.2 Creation of a Personal account

Following the creation of a Company account, the supplier is invited to create immediately its Personal account. Also, in case its company is already known of the e-platform, it is invited to create directly its Personal account.

Please note: This information allows ISAE-SUPAERO to inform the people having downloaded the DCE of the possible modifications of this one. Accordingly, the people downloading the DCE will be particularly attentive to complete correctly the "e-mail" field.

2.3 Management of the favorite searches and the alerts

If the supplier wishes it, at the end of the creation of his personal Account, it's possible to define its preferences (favorite searches) in order to:

- Accelerate its common searches,
- Have an automated alert with information on the new consultations.

This function allows the supplier to avoid the periodic and manual search for the consultations concerning it, looked for by category, keywords, etc.

The supplier will be automatically notified by e-mail that consultations interesting for him have been published at the frequency that he will have parametrized alerts. The supplier will be able to change also these criteria of automated search afterward.

3. Deposit of an electronic proposal

The supplier can submit a proposal to a consultation by clicking on the link "Submit a proposal to the consultation" (« Répondre à la consultation »), consultation which he found beforehand with the forms of search.

Where necessary, the supplier is invited to complete the access code in a restricted procedure.

To submit a proposal to a consultation within the framework of a restricted procedure by making an Advanced "Search" in the frame restricted procedure by selecting the public entity "Operators of the State" (Opérateurs de l'Etat).



The procedure to submit a proposal to a consultation decomposes:

- Several active stages:

Establish your file of proposal (the envelopes which constitute it have to be in .ZIP format),

3.1 Constitution of the electronic envelope of application

The electronic envelope of application has to be one file (only) in the .zip format containing elements mentioned in the Notice of the Government Request for Proposals published in the Official Journal of the European Union (AAPC).

The name given to the electronic envelope of application will be Candidature.zip.

The electronic envelope must not contain any sub-files (.zip files or sub-directories). The number of characters in the name of each document must not exceed 20 characters.

These documents will be called according to the contents of the file.

3.2 Constitution of the electronic envelope of proposal

The electronic envelope of proposal has to be one file (only) in the .zip format containing elements mentioned in the rules of tenders or rules on requests for proposals.

The name given to the electronic envelope of proposal will be Offre.zip.

The electronic envelope must not contain any sub-files (.zip files or sub-directories). The number of characters in the name of each document must not exceed 20 characters.

These documents will be called according to the contents of the file.

3.3. Be registered on the e-platform (cf. paragraph 2 above),

3.4. Accept the conditions of use of the e-platform below to access to the response form,

3.5. Complete the response form and click on the button 'validate' ("valider") to send envelopes.

- one passive stage :

3.6. The confirmation of the acknowledgement of receipt

4. Transfer of the proposal by the tenderer or supplier

By validating his page of proposal (answer), the tenderer (supplier) commits the following action below:

☐ ☐ Transfer of the data,

- Sending of all the files (signed and calculated if necessary) to the serveur,
- Broadcast of an acknowledgement of receipt at the end of reception.

A bar of progress is presented during the transfer of the electronic answer (proposal), presenting the sequence of the events.

5. Questions relatives to the consultation

A tenderer (supplier) can ask question about a consultation by clicking the link «ask a question». (« Poser une question »)

Please note : It is necessary to complete correctly the "e-mail" field during the registration of the Personal Account because this address will be used by ISAE-SUPAERO to answer the question.

6. Transmission of a confidentiality agreement to obtain specifications in the event of an open procedure

The bidder must submit a question about a consultation (request for specifications, by clicking on the "Ask a question" link.

He attaches to his question the signed confidentiality agreement

Please note: it is essential to fill in the "e-mail" field when registering the Personnel account, as this address will be used by ISAE-SUPAERO to answer the question.

7. Secure mailbox

The platform integrates natively a function of secured mailbox with opposable acknowledgement of receipt, which allows ISAE-SUPAERO to exchange secured e-mails with the tenderers (suppliers) according to the same principle as the registered letters with acknowledgements of receipt.

Whether it is to ask for complements, for precisions or to notify CEA decisions, this function allows a continuity in the dematerialization of the exchanges between ISAE-SUPAERO and Companies.

In a similar way to a registered letter with acknowledgement of receipt, the e-mail is the object of an acknowledgement of receipt timestamped by the receiver.

8. Confidentiality

The e-platform of dematerialization of ISAE-SUPAERO don't have to manage classified information by defense. The paper process is the only canal authorized for contract with a classified or sensitive market by defense.

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