



PUBLIC MARKET FOR INTELLECTUAL SERVICES

Agence Française de Développement

5 Rue Roland BARTHES

75012 PARIS

Subject: 2025 data collection of the EU-Guyana VPA impact monitoring framework

Deadline for submitting offers

Date: 05/21/2026

Time: 12:00 (Paris time)

Regulation of the consultation

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1. Subject of the contract

The consultation aims to: **Collect 2025 data from the EU-Guyana VPA impact monitoring framework.**

1.1 Market form

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

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

2. Organization of the consultation

2.1 Procurement procedure

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

The contracting authority will analyse the candidates' tenders on the basis of the tender selection criteria and select the two candidates with whom it will negotiate, subject to a sufficient number.

In accordance with Article R. 2144-3 of the Public Procurement Code, the verification of fitness to pursue the professional activity, the economic and financial capacity and the technical and professional abilities of the candidates may be assessed at any time during the procedure and at the latest before the contract is awarded.

At the end of these negotiations, it will select the most economically advantageous offer on the basis of the criteria for selecting offers defined in the notice and/or in this consultation regulation.

2.2 Justification in case of non-allotment

The devolution in separate lots is likely to restrict competition or may make it technically difficult or financially more costly to provide services.

2.3 Provisions relating to groupings

The contract may be awarded to a single enterprise or to a group of enterprises.

If the contract is awarded to a joint consortium, the joint mandatary shall be solidary with each of the consortium members.

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

☐ Yes

☒ No

Or as members of several groups:

☐ Yes

☒ No

2.4 Free Variants

Free variants are not allowed.

2.5 Imposed variants

There are no plans for a PES.

2.6 Edit View Folder

The Contracting Authority reserves the right to make changes in detail to the consultation file at the latest **7 days** before the deadline set for submitting bids.

Bidders will then have to respond on the basis of the amended file without being able to raise any claims in this regard.

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

2.7 Validity period of offers

The period of validity of offers is 180 days from the deadline for submission of the final offer.

2.8 Technical brief

The AFD will organize a briefing that will allow potential candidates to understand the subject of the contract.

This brief will be organized by videoconference **on May 06, 2026 from 4:00 p.m. to 5:30 p.m** (Paris time). Also, interested candidates must confirm their participation (name of the organization, last name, first name, and email address of its representative, and any questions) no later than **on Thursday, 04/30/2026 at 6:00 PM** (Paris time). via the question and answer section on the PLACE platform for this consultation.

The absence of a candidate from this technical brief is not likely to taint his application or his offer with any irregularity.

The presence of a maximum of two representatives per candidate is required.

A summary of the questions asked and the answers provided will be distributed at the end of this technical brief, on the buyer's purchasing platform.

2.9 Maximum budget allocated to the service

The maximum amount allocated to the service is 110,000 euros including tax/net of VAT (for the entire service). Any offer exceeding this amount will be declared as irregular and will not be taken into account during the analysis of offers.

3. Content of the consultation file

The consultation file includes the following documents:

- **The present rules of consultation.**
- **The application form**
- **The Single Contract (CU) and any annexes thereto**
- **The specific technical specifications (C.C.T.P) and any annexes, if applicable.**
- **The breakdown of the overall and lump-sum price.**

4. Presentation of applications and offers

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

4.1 Elements necessary for the selection of candidates:

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

- Sworn statement proving that the candidate does not fall into any of the cases mentioned in Articles L. 2141-1 to L. 2141-5 or Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document attached)
- If applicable, the document(s) relating to the powers of the person authorized to engage the undertaking
- In the case of a group, the authorisation document for the representative signed by the members of the group
- In the case of subcontracting, the subcontracting declaration (template attached to the Single Contract)

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

If, in order to demonstrate his abilities, the candidate wishes to give precedence to the professional, technical and financial capabilities of any other stakeholder (notably a subcontractor), he must produce the documents relating to this stakeholder referred to in this article above. He must also justify that he will have the capabilities of this participant for the performance of the contract by a written commitment from the participant.

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

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

- An electronic system for the provision of information administered by an official body, provided that access to it is free of charge and, where applicable, that all necessary information for 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 of charge.

Furthermore, in accordance with the provisions of Article R. 2143-14 of the Public Procurement Code, candidates are not required to provide the contracting authority with any supporting documents and evidence that have already been submitted during a previous consultation and 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 applications in the form of a single European 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, instead of the sworn statement and the information mentioned in Article R. 2143-3.

Candidates may constitute or reuse an electronic ESPD via one of the following URLs: <https://ec.int/tools/espd/> OR <https://dume.chorus-pro.gouv.fr/>

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

4.2 Elements required to choose the offer

For the selection of the offer, candidates must provide the following documents:

- **A Single Contract (CU) in the French version** to be completed, dated, and signed electronically

Information on the use of electronic signatures:

Bidders are requested 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 intends to subcontract, as well as the list of subcontractors he proposes to present for approval and acceptance by the contracting authority.

- **The breakdown of the overall fixed price.**
- **A methodological note or a technical report in English, drafted** on the basis of the template presented in the "Framework for mandatory response" annex to these Consultation Regulations.

Documents submitted by the contracting authority with the exception of:

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

Are not to be put back in the offer.

Only the documents held by the Contracting Authority are authentic. Including the Contract if any changes – other than those required for its filling – 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, bids and contract award

5.1 Judging the applications

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

The criteria for the admissibility of applications are:

- Technical and financial guarantees and capacities
- Professional capacities

Under the following conditions:

The service provider must have at least two permanent employees

Applications are declared inadmissible if they do not provide sufficient financial, technical and professional guarantees with regard to the purpose of the service.

5.2 Bid Judgment

The criteria used to evaluate bids are weighted as follows:

Price of the services: Definition and assessment of the criterion: The maximum score (NM) will be awarded to the candidate who submitted the lowest financial offer. The other candidates will be assigned a score calculated on the basis of the following formula: $N = NM \times (WCO/NAO)$ where N is the candidate's score, OMD is the amount of the lowest-priced offer, OAN is the amount of the offer to be rated.	30/100
Quality and relevance of the proposed methodology and organization of the mission: Definition and assessment of the criterion: - Understanding of market issues, reflection on the main activities related to achieving market objectives and context - Appropriateness of the proposed methodology and approach for contract implementation - Description of the quality control system for deliverables and supports - Timeline and duration of market activities	35/100
Profile quality: Definition and assessment of the criterion: Demonstration of the skills, experience, and knowledge of the teams assigned to perform the services, in accordance with the requirements listed in the CCTP (Presentation of CVs) - Organization and distribution of work within the team	35/100

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

The Contracting Authority reserves the right to use negotiations. It will reject inappropriate offers and proceed to a selection, after an initial ranking based on the criteria defined above, of 02 candidates who may be admitted to negotiations.

After possible negotiations with these candidates (except for insufficient candidates), the Contracting Authority will choose the most economically advantageous offer.

In the context of these negotiations, the selected candidates may be invited as many times as necessary by the contracting authority, and this under strictly equal conditions, to specify, supplement or modify their offer without making any substantial changes to the specifications.

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

The AFD also reserves the right to award the contract on the basis of the initial offer, without negotiation.

Correction of tenders:

The lump sum indicated in the commitment document shall take precedence over the financial annexes.

5.3 Contract award

The regulations no longer require economic operators bidding alone or in a consortium to sign their offer. However, **the signing of the tender by the tenderer must take place at the latest when the contract is awarded.**

Prior to the signing of the contract by the Contracting Authority, and in accordance with Article R2144-7 of the Public Procurement Code, the **contractor (or all members of the contractor group, including any subcontractors)** will have to submit the requested documents on the supplier certificate collection tool provided by the Awarding Authority (**Provigis tool**):

- A valid document certifying **the effective registration of the structure** (extract K-bis or equivalent);
- A valid **certificate** issued by the competent authorities certifying that the candidate is up to date with their **social obligations** (URSSAF, RSI, AGESEA, MDA...);
- The **list of names of foreign workers outside the EC** or posted, employed by the structure or, failing that, a sworn statement of non-employment of foreign workers outside the EC (dated within 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**.

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

administrative authority, a notary public or a qualified professional body of the country.

If these documents are not submitted within the set deadline, the tenderer's offer will be rejected and he or she will be eliminated.

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

6. Conditions for sending and submitting applications and offers

The electronic submission of documents can only be made at 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 definite date of receipt and an electronic acknowledgment of receipt.

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

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

Supported file formats:

In the event of an electronic response, the documents provided must be in one of the following formats, otherwise the offer will be inadmissible:

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

Please proceed with the very short nomination of the files.

Any document containing a computer virus will be archived for security purposes and will be deemed never to have been received. The candidate concerned will be informed. Under these conditions, candidates are advised to submit their documents for anti-virus testing before sending them.

Backup:

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

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

The documents in the backup must be signed (for those whose signature is mandatory). 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 Order of 22 March 2019 setting the procedures for making available the consultation documents and the backup copy.

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

7. Additional information

To obtain all additional information related to this consultation, applicants must send their application:

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

When uploading the consultation file, it is recommended that the company create an account on the digitization platform where it will include the name of the tendering body, and an email address in order to keep her informed of any possible changes occurring during a procedure (addition of a document to the DCE, sending a list of answers to questions received...).

Only requests made at least 10 days before the deadline for receipt of tenders will be answered by the contracting authority.

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

For information on the submission of dematerialized offers, please refer to the article *Conditions for sending and submitting applications and/or offers* in this document.

ANNEX: DECLARATION OF HONOUR

I, the undersigned.....

Acting in their capacity as.....

Company name and address:

.....

) hereby declares on their honour:

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

☐ or hold a clearance authorizing them to engage the company in the context of this consultation (delegation of signature communicated)

b) declares on their honour not to fall into any of the exclusion cases provided for in Articles L. 2141-1 to L. 2141-5 or Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code.

N.B.: When an economic operator is, during the procurement procedure, placed in one of the exclusions 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, he shall inform the buyer without delay of this change in situation.

Evidentiary documents available online:

Internet address where supporting documents and evidence are directly accessible free of charge, as well as all the information required to access them:

- Internet address:

- Information required to access it:

.....

c) hereby declares that I am not, and none of the members of my group, nor of my suppliers, contractors, consultants and subcontractors are included in the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular with regard to combating the financing of terrorism and breaches of international peace and security, and I undertake to inform the Agency without delay of any change in the situation

Done at

The

Signature.....

.....

8. Annex: Imposed response framework

The Service Provider's responses shall not exceed 30 pages.

These responses must absolutely respect the following framework:

A - Summary of your offer

A.1 - Understanding the expectations of the AFD

A.2 - Summary of the steps of your intervention

A.3 - Overall mission schedule

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

C - Detailed description of your offer

C.1 - Detailed description of the content of the proposed steps (diagnosis, analyses, scenarios, action plan, reporting...)

C.2 - Resources implemented

C.3 - Bodies and practical arrangements for steering the mission

C.4 - Detailed table of deliverables

C.5 - Detailed schedule

D - Recommendations from the contractor for the successful completion of the assignment

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

E.1 – Constitution of the team and distribution of responsibilities among its members

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

9. Appendix: Signature Certificate Requirements

Signature Certificate:

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

However, since candidates 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 document to provide

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 complete list of providers on the trusted list maintained by the European Commission:

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

In this case, the bidder does not have to provide any supporting document on the signature certificate used to sign their response.

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

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

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

The candidate shall also provide all technical elements enabling the contracting authority to satisfy itself as to the proper technical validity of the certificate used.

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

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

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

It is specified that all these elements must be freely accessible and usable for the buyer, and may be

accompanied 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 document to provide

The platform includes an electronic signature tool, which generates signature tokens in the XAdES regulatory 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 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 that of the platform, he must comply with the following two obligations:

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

It is specified that all these elements must be freely accessible and usable for the buyer, and may be accompanied by clear instructions for use.

Appendix: Authorisation of the representative by his joint contractors (to be completed for each joint contractor)

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

 Identification No. (SIRET or equivalent)

Entitles the representative mentioned by name below to:

- The group formed and detailed in this document
- The only current consultation

Purpose of the consultation:

Cluster Overview

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 the members of the group</i>

Appointment of the Representative

The members of the grouping shall appoint the following representative:

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

Mailing address and registered office (if different from mailing address):

Email address:

Phone and fax numbers:

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

To assert what is legal

Done at

The

Signature