

REQUEST FOR PROPOSAL

FRAMEWORK AGREEMENT FOR THE SUPPLY OF OFFICE FURNITURE

I. CONTEXT

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action. Expertise France's mission is to meet the demand of partner countries seeking to enhance the quality of their public policies in order to address the environmental, social, economic and security challenges they are facing.

The agency achieves this goal by implementing projects in the main areas of public action:

- Democratic, economic and financial governance;
- Stability, international security and peace
- Sustainable development, climate and agriculture
- Health and human development

As part of the operational setup and ongoing functioning of Expertise France's country office in Angola, it is essential that project support teams and project teams are provided with adequate, functional, and high-quality office furniture to ensure an efficient and professional working environment. Accordingly, Expertise France in Angola intends to establish a framework contract with one or several qualified suppliers for the supply of office furniture intended for the equipment of its current facilities and future projects.

The framework contract will enable the placement of successive purchase orders, according to operational needs, throughout its duration. This approach aims to ensure the provision of modern office furniture solutions combining functionality, contemporary design, durability, and environmental responsibility, in line with Expertise France's commitments to sustainable development.

II. PURPOSE AND MAIN FEATURES OF THE DRAFT CONTRACT

The subject of the proposed contract is the supply of office furniture specify as defined in the Terms of reference and technical specifications, attached to the consultation file.

MAIN FEATURES OF THE DRAFT CONTRACT

Nature of the prizes	Unit price
Runtime	24 months
Maximum amount of the financial envelope	150.000,00 EUR
Place of performance of the contract	Expertise France headquarters in Luanda (Angola) - exact address indicated on the purchase orders
Currency of payment	Angolan Kwanza (AOA)

i. Form of the Contract

The contract is a framework agreement with purchase orders concluded with a single contractor (single-award framework agreement).

ii. Maximum Amount of the Contract

The maximum amount of the framework agreement is set at EUR 150,000.00 (one hundred and fifty thousand euros) excluding taxes (VAT excluded) for its entire duration.

The contract is concluded without a minimum amount.

Payments under the contract will be made in Angolan Kwanzas (AOA).

iii. Duration of the Contract

The estimated duration of the framework agreement is 24 fixed months, renewable for an additional period of 12 months, with a maximum total duration of four (4) years.

The framework agreement shall automatically terminate once the maximum contractual amount has been reached, even if the maximum duration has not yet expired.

III. PROCEDURE'S SCHEDULE

	DATE*	TIME
Deadline for submitting tenders	17/06/2026	23h59 (Luanda Time)
Completion date for evaluating technical offers	19/06/2026	-
Notification of award	22/06/2026	-
Contract signature	25/06/2026	-

Start date	25/06/2026	-
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***Provisional date**

IV. PROCUREMENT PROCEDURE

The present procurement procedure is subject to the French Code of public procurement in its latest version in force as enacted by Order No. 2018-1074 issued on 26 November 2018 and its Implementation Decree No. 2018-1075 issued on 3 December 2018.

Expertise France proceeds with the “adapted procedure” by virtue of applying articles L. 2123-1 and R. 2123-1 au R. 2123-7 of the above mentioned Code.

V. CONTENT OF THE TENDER DOSSIER

The tender dossier is composed by the following documents:

- i. The current request for proposal (DAJ_M001ENG);
- ii. Terms of reference and technical specifications (DAJ_M003ENG);
- iii. Expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template (DAJ_F043ENG) and the identification sheet of a third party (DAF_F013ENG);
- iv. Unit Price List;
- v. Technical proposal template;
- vi. Draft of contract

VI. PRESENTATION OF TENDERS

The application and tender documents as well as all correspondence and documents relating to this consultation must be written in English or Portuguese.

In support of their offer, candidates must submit a file consisting of the following documents:

- Expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template (DAJ_F043ENG) and the identification sheet of a third party (DAF_F013ENG), completed and signed;

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- Technical proposal template completed;
- Unit Price List completed;
- A proof of a legal identity form (example: Certidão Comercial);
- Bank account details (RIB/IBR).

The documents requested above are mandatory. **If they are missing, the tender submitted will not be compliant and will therefore be rejected.**

The period of validity of the tenders submitted is fixed at **90 calendar days** from the deadline for submission of tenders.

VII. TRANSMISSION MODALITY OF TENDERS

All the required documents must be sent before the deadlines indicated in Article III. PROCEDURE'S SCHEDULE.

To access the market consultation area or to submit their tenders, tenderers must log on to the State Purchasing Platform at the following address: <https://www.marches-publics.gouv.fr>

In the " Recherche d'une procédure restreinte " section at the bottom of the page, they will have to fill in the requested fields with the following information:

- **Public entity: State operators**
- **Purchasing entity: OPERATORS / EF - EXPERTISE FRANCE**
- **Reference : 26-MAPA-F021**

Submission by electronic means is mandatory. Any other form of submission will be rejected.

The procedure for submitting bids is detailed on the website www.marches-publics.gouv.fr.

Tenderers will find a downloadable "user's guide" which specifies the conditions of use of the State purchasing platform, in particular the technical requirements and electronic certificates.

If they so wish, applicants may contact +33 9 72 37 01 30 every working day from 9.00 am to 7.00 pm to receive technical assistance in carrying out these operations.

The costs of accessing the network and using the electronic signature are to be borne by each candidate. Tenderers are invited to test their workstation configuration and respond to a test consultation, to ensure that the IT environment is working properly.

Tenderers' attention is drawn to the fact that they must at least have Internet browsing software. The provision of an electronic signature tool is not mandatory.

In order to make up the offer, the tenderer must send files in the following computer formats: PDF, RTF, ZIP, Microsoft Office suite, LibreOffice or Open Office.

Any computer file in a different format will be declared null and void.

ATTENTION!

Any file constituting the tender must be free of any computer virus and must be treated beforehand by the tenderer with a regularly updated anti-virus software. The same applies to any other file exchanged in the context of this public procurement procedure.

The contracting authority may securely archive any file containing a computer virus. It will then be deemed never to have been received.

NB: Tenderers' attention is drawn to the time required for the delivery of bulky electronic documents. The average download time may vary depending on various parameters such as the technical capacity of the equipment, the type of Internet connection, the traffic on the network, etc.

As the date and time of the end of delivery is decisive for the submission of a paperless response, bidders are advised to build in some flexibility into their paperless response process.

Even if its tender in this public procurement procedure has been transmitted electronically, the tenderer undertakes, in particular if its tender is accepted, to accept the conforming re-materialisation in paper form of all the constituent documents of contractual value. In this connection, they also undertake to ensure that the natural person who signs them electronically signs them by hand without making any changes to them and returns them to the contracting authorities in that form. Finally, he undertakes to accept notification of them, in accordance with the usual procedures in force, in paper form.

VIII. SELECTION PROCEDURE

i. Selection criteria

Expertise France will first check the eligibility of the applications and their ability to provide the service. Finally, it will evaluate the offers according to the following criteria:

- Technical value of the offer – 60 points
- Price of the offer – 40 points

➤ Criterion 1: Technical Value of the Proposal - 60 points

1.1 Bidder's Experience and References – 20 pts

Assessment of the bidder's proven experience in the supply, delivery, and installation of professional and/or institutional furniture.

The following elements will notably be considered:

- the number and relevance of similar contracts carried out over the last five (5) years;
- experience with international organizations, embassies, public institutions, or companies of comparable size;
- the quality of certificates of satisfactory performance or other supporting documents provided.

1.2 Technical Compliance and Quality of the Proposed Furniture – 12 pts

Assessment of the compliance of the proposed products with the minimum technical specifications set out in the terms of reference, including:

- overall completeness and consistency of the proposal;
- robustness and durability of materials;
- quality of finishes;
- ergonomics and functionality;
- suitability for intensive professional use;
- compliance with the required dimensions and minimum specifications.

The assessment will be carried out on the basis of the technical datasheets, catalogues, illustrations, and detailed descriptions provided by the bidder.

1.3 Aesthetic Consistency and Homogeneity of the Proposed Range – 12 pts

Assessment of the overall visual and aesthetic consistency of the proposed furniture, including:

- harmony between the different furniture categories;
- consistency of materials, textures, and colours;
- homogeneity of the aesthetic language of the proposed range;
- suitability for a contemporary institutional professional environment;
- quality of the visual presentation of the proposal.

The assessment will be based on the catalogues, images, product datasheets, and other visual materials submitted by the bidder.

Note: The assessment of aesthetic consistency shall not be based on subjective preferences, but rather on the overall harmony, consistency of the proposed range, and quality of the visual integration of the whole.

1.4 Environmental Quality and Sustainability – 8 pts

Assessment of the environmental commitment of the proposed products and compliance with the sustainability principles defined by Expertise France, including:

- use of recyclable, recycled, or certified materials (e.g. FSC, PEFC, or equivalent);
- preference for wood sourced from sustainably managed forests;
- use of materials, varnishes, or finishes with low emissions of harmful substances (e.g. VOCs);
- durability, reparability, and reusability of the products;
- reduction of the environmental impact of packaging;
- transparency regarding the origin of materials and responsible production practices, where available.

The assessment will be carried out on the basis of the documentation submitted by the bidder, including technical datasheets, certifications, environmental declarations, or other relevant supporting documents. The absence of formal certifications shall not constitute grounds for exclusion but may influence the score awarded.

1.5 Warranty, After-Sales Service, and Delivery Time – 8 pts

Assessment of:

- duration and scope of the warranty;
- availability of after-sales service;
- maintenance capacity and/or local availability of spare parts;
- supply, delivery, and installation lead times.

Minimum technical score: Only bids obtaining a minimum technical score of 30 points out of 60 will be considered for the financial evaluation. Bids failing to reach this threshold shall be considered technically non-compliant and excluded from the financial evaluation stage.

➤ **Criterion 2: Price - 40 points**

The financial evaluation will be carried out on the basis of the total comparative amount of the Unit Price Schedule (BPU) corresponding to the requested items.

The financial score will be calculated using the following formula:

$$\text{Financial score} = (\text{Price of the lowest bid} / \text{Price of the evaluated bid}) \times 40$$

ii. Negotiations

Expertise France may, if it deems necessary, open negotiations with all or some of the tenderers, in accordance with the principle of equal treatment, and will conclude the contract with the entity that submitted the best-rated tender in the light of these criteria.

However, Expertise France reserves the right to award the contract without negotiations.

iii. Award

An overall score (out of a maximum of 100 points), obtained by adding the financial and technical scores, will be assigned to each bid evaluated both technically and financially.

The bidder(s) with the highest overall score will be considered as having submitted the most economically advantageous offer and will be awarded the contract.

IX. SELECTION PROCEDURE

If a candidate wishes to have additional information on technical or administrative points of the file, he may submit his questions on the Plateforme des Achats de l'Etat (PLACE) before the deadline for submission of tenders.

X. PROCESSING OF PERSONAL DATA

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable from 25 May 2018.

Identity and contact details of the controller and its representative:

Expertise France
40, Boulevard de Port Royal - 75005 Paris
Represented by its Managing Director

Operational controller: The Information Systems Department represented by its Director.

Contact details of the Data Protection Officer: informatique.libertes@expertisefrance.fr

The legal grounds for the processing operation(s) correspond to Article 6.1 (c) and (e) of the GDPR, namely that:

- The processing is necessary to comply with a legal obligation to which Expertise France is subject;
- The processing is necessary for the performance of a task in the public interest or in the exercise of official authority vested in Expertise France;

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The purposes of the processing operation(s) are:

- The management and monitoring of this procurement procedure;
- Management and monitoring of the concluded public contract.

The recipients or categories of recipients of personal data are exclusively the authorised personnel of the contracting authority, ministries and State operators in charge of awarding and executing the contract, as well as their service providers.

Retention period: this data is kept for the duration of the contract and its execution, as well as for the duration of the contract.

In accordance with the provisions of Articles 15 to 21 of the RGPD, the persons whose personal data are collected have a right of access, rectification and deletion of this information concerning them. They also have the right to limit processing and to object to such processing on legitimate grounds. The exercise of the rights of information and any other exercise of rights of the persons concerned by the processing operations carried out may be made to the Expertise France data protection officer.

The person whose personal data is collected in the context of this procedure has a right of complaint to the CNIL.

Expertise France undertakes to guarantee the confidentiality of proposals sent to it and to ensure the security and storage of these proposals.

XI. REMEDIES AND TIME LIMITS

The body responsible for appeal procedures is the Paris administrative court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.

Candidates may obtain information on the introduction of appeals from the Registry of the Paris Administrative Court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.