



PUBLIC MARKET FOR INTELLECTUAL SERVICES

French Development Agency

5 Rue Roland BARTHES

75012 PARIS

Subject: Project management assistance service for OKACOM and the CORB Fund

Deadline for submitting offers

Date: 13/07/2026

Time: 12:00 (Paris time)

Regulation of the consultation

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1. Subject of the contract

The consultation concerns: Project management assistance service for OKACOM and the CORB Fund.

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

This consultation is launched following the open tendering procedure pursuant to Articles R. 2124-1, R. 2124-2 1° and R. 2161-2 to R. 2161-5 of the Public Procurement Code.

2.2 Non-allotment justification

Devolution in separate lots is likely to restrict competition or may make it technically difficult or financially more expensive to provide services.

2.3 Provisions relating to groupings

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

If the contract is awarded to a joint consortium, the joint mandatary shall be solidary of 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 Mandated variants

There are no plans for a PSE.

2.6 Consultation Case Modification

The Contracting Authority reserves the right to bring at the latest **5 days** before the deadline set for

submission of offers, detailed modifications to the Consultation File.

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 shall apply according to this new date.

2.7 Tender Validity Period

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

3. Content of the consultation file

The consultation file includes the following documents:

- **This consultation regulation.**
- **The application form**
- **The Single Contract (CU) and any annexes thereto**
- **The specific technical specifications (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 produce the documents defined below written in English.

4.1 Elements necessary for the selection of applications:

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)
- Where applicable, the document(s) relating to the powers of the person authorized to bind the undertaking
- In the case of a grouping, the authorised representative's document signed by the members of the grouping
- In the case of subcontracting, the declaration of subcontracting (template attached to the Single Contract)

The candidate may prove his capacity by any other document considered equivalent by the contracting authority if it is objectively impossible for him to produce one of the requested information relating to his financial capacity.

If, in order to prove his abilities, the candidate wishes to give precedence to the professional, technical and financial capabilities of any other stakeholder (particularly subcontractors), 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 and, where appropriate, that all the information necessary for consultation is included in the application file;
- A digital storage space, provided that the application file contains all the information necessary for 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 market document, instead of the sworn statement and the information mentioned in Article R. 2143-3.

Applicants may constitute or reuse a 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 single European procurement document that they have the required aptitude and capacities without providing any specific information on them.

4.2 Elements necessary for the choice of offer

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

- **A Unique Contract (CU) written in French (attached to be completed, dated and signed electronically)**

Information on the use of electronic signatures:

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

The candidate shall also specify the nature and amount of the services which he intends to subcontract, as well as the list of subcontractors that he proposes to submit for approval and acceptance by the contracting authority.

- **The breakdown of the overall fixed price.**
- **A methodological note or technical brief written in English based on the template presented in the "Response Framework Imposed" annex to this Consultation Regulation.**

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 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, bids and award of the contract

5.1 Judging Applications

The AFD reserves the right to analyze offers before applications. In this case, it may limit the examination of the 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

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 Judgement

The criteria used for judging bids are weighted as follows:

1- Price of services Definition and assessment of the criterion: The maximum score (NM) will be assigned to the candidate who submitted the lowest financial offer. The other candidates will have a score calculated based on the following formula applied: $N = NM \times (WCO/NAO)$ where N is the candidate's score, OMD the amount of the lowest bid, OAN the amount of the offer to be noted.	20 / 100
2- Technical value	75/100
2.1 Quality of the methodology: Definition and assessment of the criterion: - Understanding of market issues, reflection on the main activities related to achieving the objectives of the contract and in context - Relevance of the methodology and approach proposed for implementation of the contract - Description of the quality control system for deliverables and supports - Timeline and duration of market activities	35 Points
2.2 Profile quality: Definition and assessment of the criterion: Definition of the criterion: Demonstration of skills, experiences and knowledge of the teams assigned to the performance of services, in light of the requirements listed in the CCTP (Presentation CVs) -Organization and distribution of work within the team	40 Points

3- Environmental and social approaches	5/100
Definition and assessment of the criterion: Environmental and social approaches	
Actions implemented to limit the carbon footprint in the context of service delivery	
- equality for men and women in the company	
<i>Correction of tenders:</i>	

The flat-rate amount indicated in the deed of commitment shall prevail over the financial annexes.

Elimination note:

During the analysis of bids, those that did not obtain a minimum score of 40/75 on the technical criteria « Quality of profiles' and "Quality of the methodology" will be eliminated: they will not be classified and will not be taken into account as part of the financial analysis.

5.3 Contract award

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 contracting group, including any subcontractors**) must submit on the supplier certificate collection tool provided to the Contracting Authority (**Provigis tool**) the documents requested below:

- 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 **nominative list of non-EC foreign workers** or posted, employed by the structure or failing that a sworn statement of non-employment of non-EC foreign workers (dated less than 6 months);
- A **valid tax certificate** issued by the competent authorities certifying that the applicant is up to date with their **tax obligations**;
- A **valid civil liability** and/ or professional insurance .

In order to comply with the latter obligation, the applicant established in a country 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 or a qualified professional body of the country.

À Failure to submit these documents within the specified period, the tenderer's offer will be rejected and it 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

Documents may be sent electronically only to 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 certain date of receipt and an electronic acknowledgment of receipt.

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

In case of difficulties, please contact the PLACE hotline.

Backup:

Candidates may also send, within the time allowed for the submission of tenders, 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 include 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 chosen 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 shall be destroyed by the contracting authority at the end of the procedure.

7. Additional information

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

- Electronically, exclusively on the dematerialization 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 dematerialization platform where it will enter in particular the name of the tendering body, and an email address in order to keep her informed of any changes occurring during a procedure (addition of a document to the DCE, sending a list of answers to questions received...).

Only requests sent at least 08 days before the deadline for receipt of tenders will be answered by the contracting authority.

A response will be sent no later than 06 days before the date set for the receipt of offers to candidates who have uploaded the consultation file on the dematerialization platform after having previously

identified

Regarding the information relating to the submission of dematerialised tenders, reference should be made to Article *Conditions for sending and submitting applications and/or tenders* of this document.

ANNEX: DECLARATION OF HONOUR

I, the undersigned

Acting in the capacity of

Company name and address:

.....

) hereby declares on his honour:

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

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

b) declares on his honor that he does not 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 cases of exclusion 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 of this change of situation without delay.

Evidentiary documents available online:

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

- Internet address:

- Information needed to access it:

.....

c) declare on my honour that I am not, and that 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 under the heading of combating the financing of terrorism and against breaches of international peace and security, and I undertake inform the Agency without delay of any change in the situation

Done at

The

Signature

.....

8. Annex: Imposed response framework

Provider responses shall not exceed 20 pages.

These responses must absolutely respect the following framework:

A - Summary of your offer

- A.1 - Understanding of AFD's expectations
- 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, scenarii, action plan, reporting...)
- C.2 - Implemented
- C.3 - Bodies and practical arrangements for steering the mission
- C.4 - Detailed Deliverables Table
- 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 – Team building and division of responsibilities among team members
- E.2 – Speakers' CVs (maximum 3 pages per speaker)

F – CSR Considerations

- F.1 – Environmental action set up for the performance according to the contract

F.2 – Social action implemented for the benefit

9. Annex: Requirements for the certificate of signature

Signature Certificate:

The signatory's signature certificate must comply with the "eIDAS" regulation or equivalent and meet the required level of safety. 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 signature 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.europa.eu/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 Référentiel général de sécurité (RGS) and "eIDAS".

The candidate shall ensure themselves that the certificate they use is at least compliant with the security level defined by the General Safety Framework (RGS) or "eIDAS", and provide supporting documents in their electronic response.

The candidate shall also provide all the technical elements enabling the contracting authority to ensure that the certificate used is technically valid.

Thus, the signatory must submit with their electronic response the following:

a) any element enabling the quality and security level of the signature certificate to be verified (proof of the qualification of the Certification Authority, certification policy, address of the referencing website of the Certification Authority) ,

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

It is specified that all these elements must be freely accessible and used by the buyer, and should be accompanied by clear user manuals if necessary.

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

In this case, the tenderer 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, they 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 used by the buyer, and should be accompanied by clear user manuals if necessary.

Annex: Authorisation of the representative by his 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)

Entitles the representative mentioned by name below to:

- **The grouping 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, e-mail 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 and registered office addresses (if different from mailing):

Email address:

Telephone 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 [ICDs](#) :

To assert what is legal

Done at

The

Signature