



## **PUBLIC MARKET FOR INTELLECTUAL SERVICES**

**French Development Agency**

5 Rue Roland BARTHES

75012 PARIS

**Subject: Short-term expertise to support the implementation of the AdaptAction Program in the North Africa and Middle East region**

### **Deadline for submitting offers**

Date: 06/07/2026

Time: 10:00 (Paris time)

**Regulation of the consultation**

# Summary

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## 1. Subject of the contract

The consultation aims to: As part of the implementation of research and knowledge sharing activities component of the AdaptAction program implemented around the Mediterranean (AdaptAction ACA-MED), the AFD is seeking a. e expert. and adaptation to climate change, with skills in scientific production and capitalization, to support the implementation of activities.

### 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 is conducted in compliance with the provisions of Articles R. 2123-1 and R. 2123-5 of the Public Procurement Code, according to an adapted 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 four 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 the ability to exercise 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.

Any negotiations will take place at the end of July 2026.

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 subject of the contract does not allow for the identification of separate 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 mandatory 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 Imposed variants**

There are no plans for a PSE.

## **2.6 Editing the Consultation Folder**

The Contracting Authority reserves the right to make detailed changes to the Consultation File at the latest **6 days** before the deadline set for submission of tenders.

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 Validity period of offers**

The period of validity of offers is 120 days from the deadline for submission of the final 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 schedule of unit prices.
- The estimated detail.

# **4. Presentation of applications and offers**

**Candidates will have to produce the documents defined below written in French.**

## **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)
- If applicable, the document(s) relating to the powers of the person authorized to contract the undertaking
- In the case of a group, the authorisation document for the authorised representative signed by the members of the group

- In case of subcontracting, the declaration of subcontracting (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 of charge 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 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 single European procurement document that they have the required aptitude and capacities without providing any specific information on them.

## 4.2 Elements necessary for choosing the offer

For the choice of the offer, candidates must produce the following documents in **French** language:

- A Single Contract (CU), (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 schedule of unit prices,
- The estimated detail,
- A methodological note or a technical brief drafted on the basis of the template presented in the "Response framework" 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 of 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 Judgment of bids

The criteria used for judging bids are weighted as follows:

|   |               |
|---|---------------|
| <p><b>Price of services:</b></p> <p><u>Definition and assessment of the criterion:</u></p> <p>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:</p> $N = NM \times (WCO/NAO)$ <p>where N is the candidate's score, OMD is the amount of the lowest offer, OAN is the amount of the offer to be noted.</p> | <p>25/100</p> |
|---|---------------|

|  |        |
|--|--------|
| <b>Quality of the methodology:</b><br><u>Definition and assessment of the criterion:</u><br>Quality and relevance of the proposed methodology for implementing services.   | 10/100 |
| <b>Profile quality:</b><br><u>Definition and assessment of the criterion:</u><br>Quality of the profiles dedicated to the execution of services.   | 60/100 |
| <b>Environmental Criterion:</b><br><u>Assessment of the implementation of the article "Environmental technical specification and contract execution":</u><br>The latter will be considered in light of the action(s) to reduce carbon emissions and/or energy consumption applicable to the subject of the Contract. | 5/100  |

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

The Contracting Authority will discard inappropriate tenders and proceed with the analysis of initial tenders, on the basis of the criteria defined above.

Bids from bidders who do not achieve a minimum score of 30/50 for criterion 2 "Quality of profiles" will be eliminated. As such, they will not be classified, will not be taken into account as part of the financial analysis, and will not be invited to any negotiations.

At the end of this analysis, the Contracting Authority will proceed with the selection of 4 candidates who will be admitted to negotiate.

After negotiations with the selected candidates for the holding of these meetings (unless there are insufficient candidates), the Contracting Authority will choose the most economically advantageous offer.

In the context of these negotiations, the successful candidates may be invited as many times as necessary by the contracting authority, and this under strict conditions of equality, to specify, supplement or modify their offer without substantially altering the specifications.

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

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

#### *Correction of tenders:*

In the event of a contradiction between the unit prices in the (contractual) unit price schedule and the unit prices in the estimated quantitative detail (DQE), the prices indicated in the contractual document shall prevail.

Any errors of multiplication, addition or carryover found in the DQE shall be rectified and, for the evaluation of tenders, the amount thus corrected from the estimated details shall be taken into consideration.

Will be declared as irregular, an offer which, while providing a response to the needs of the contracting

authority, is incomplete or does not comply with the requirements set out in the consultation documents.

### 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 awardee (or all members of the awarding consortium, 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 **certificate of valid 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.

Failure to submit these documents within the set time limit will result in the rejection of the tenderer's offer and his/her elimination.

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 transmission of documents can only be made 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 problems, please contact the PLACE platform support (<https://www.marches-publics.gouv.fr/>)

#### Prepare in advance:

Need for digital certificate - Set up the workstation in advance - recommendation to prepare with the test consultation.

In the event of an electronic response, the electronic signature of certain documents is required.



The bidder must have previously acquired an electronic certificate. Obtaining an electronic certificate takes several days or even weeks. If the bidder does not have a valid electronic certificate in the context of the response to a dematerialized contract, it is imperative that they apply for it in advance.

It is also strongly recommended that the bidder make arrangements so that their electronic response is filed within the allotted timeframe. A configuration test of the workstation as well as test consultations are made available on the platform.

#### Accepted file formats:

In the event of a response being sent electronically, the documents provided must be in one of the following formats, otherwise the offer will be inadmissible:

- Microsoft proprietary office format compatible with 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).

Any document containing a computer virus will be subject to security archiving 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 to an anti-virus before sending.

#### Electronic signature of response files:

The bidder's documents must be electronically signed, according to the procedures detailed below.

Pursuant to the order of March 22, 2019 regarding the electronic signature of public procurement contracts, the candidate must comply with the conditions relating:

- to the signatory's signature certificate,
- the signature tool used (software, online service, initialing if applicable), which must produce electronic signatures in accordance with regulatory formats. (see annex)

#### General reminders: ZIP folder and scanned signature:

Documents submitted electronically will be re-materialized after the envelopes have been opened. Candidates are informed that the award of the contract may result in the handwritten signature of the paper contract.

- Each file to be signed must be individually signed, so that each signature can be verified independently of the others,
- A signed zip file is not accepted as equivalent to the signature of each document that constitutes the zip file,
- A scanned handwritten signature has no value other than that of a copy and cannot replace the electronic signature.

**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 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 6 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 consultation file on the dematerialization platform after having previously identified themselves.

Regarding the information relating to the submission of dematerialised tenders, reference should be made to the 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

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

**b) declares on his honor 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 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 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 under the heading of combating the financing of terrorism and threats to 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 must not exceed 5 pages (excluding CV)

These responses must absolutely respect the following framework:

### **A – Conformity of the provider's experience with the activities of the service**

Including, if applicable, examples of publications or reports relevant to this assignment, if possible with a consultation link.

### **B - Presentation by the consultant who will be speaking on this assignment**

B.1 – Résumé of the speaker (maximum 3 pages)

### **C – CSR considerations**

C.1 – Environmental action implemented for the service according to the contract

## 9. Appendix: 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 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 (complete certification chain up to the root Certification Authority, download address of the latest update of the certificate revocation list).

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, 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 [IDCs](#):

To assert what is legal

Done at

The

Signature