

TENDER INSTRUCTIONS

FRAMEWORK AGREEMENT FOR INTELLECTUAL SERVICES

**Scientific editing services for research proposals
submitted by applicants to the European Research
Council (ERC) calls for projects**

Deadline date and time for receipt of bids:

Monday 21 September 2026 at 5:00 PM

**Deputy Directorate for Research, Innovation and
Technology Transfer (DGD RIV)**

Fostering Science Programme

**150 Place du Torrent, IMAG building
38400 Saint Martin d'Hères**

OVERVIEW OF PROCEDURE

	Purpose	Scientific editing services for research proposals submitted by applicants to the European Research Council (ERC) calls for projects
	Method of award	Restricted invitation to tender
	Type of contract	Framework agreement
	Validity period for bids	120 days
	Consortium structure	No specific consortium structure is imposed on the contractor
	Variants	None
	Employment protection plan (PSE)	None
	Social clauses	Yes
	Environmental clauses	Yes

CONTENTS

1 - Purpose and scope of tender	4
1.1 - Purpose.....	4
1.2 - Award procedure	4
1.3 - Type and form of contract.....	4
1.4 - Division of tender into lots	4
1.5 - Nomenclature.....	4
2 - Conditions of tender call	4
2.1 - Tender procedure.....	4
2.2 - Validity period for bids.....	5
2.3 - Legal structure of consortium.....	5
2.4 Variant bids	5
3 - Conditions relating to the contract	5
3.1 - Term of contract or performance period.....	5
3.2 - Essential financing and payment terms.....	5
3.3 - Confidentiality and security measures	5
4 - Content of tender documents package.....	5
5 - Submission of applications and bids	6
5.1 - Documents to be submitted	6
6 - Conditions for sending or delivering tender submissions.....	8
6.1 - Electronic transmission	8
6.2 - Transmission in paper form	10
7 - Examination of applications and bids.....	10
7.1 - Selection of applications (current phase).....	10
7.2 - Award of framework agreements (tender phases to follow).....	11
7.3 - Tender procedure follow-up.....	11
8 - Additional information	11
8.1 - Additional addresses and contact persons.....	11
8.2 - Appeal procedures.....	12

1 - Purpose and scope of tender

1.1 - Purpose

This tender relates to scientific editing services for research proposals submitted by applicants to the European Research Council (ERC) calls for projects

Place(s) of performance: remote only

1.2 - Award procedure

The award procedure used is: restricted invitation to tender. It shall be subject to the provisions of Articles L. 2124-2, R. 2124-2(2), R. 2161-6 to R. 2161-9 and R. 2161-11 of the Public Procurement Code.

This procedure consists of two stages.

Stage 1: Selection of applicants invited to submit a bid (white background)

The purpose of the first stage is to draw up a list of applicants eligible to submit a bid. This selection shall be made based on the applications, the required content of which is set out in Article 5.1 of these tender instructions, and on the criteria set out in Article 7.1.

Stage 2: Bid selection (grey background)

The purpose of the second stage is to select a bid from among those submitted by the applicants shortlisted at the end of the first stage. The bid shall be selected based on the criteria set out in Article 7.2.

1.3 - Type and form of contract

The framework agreement with a maximum value shall be signed pursuant to Articles L. 2125-1(1), R. 2162-1 to R. 2162-6, R. 2162-13 and R. 2162-14 of the Public Procurement Code. It shall give rise to the issue of purchase orders.

It shall be awarded to a maximum of two economic operators (provided there are a sufficient number of valid and economically acceptable bids).

1.4 - Division of tender into lots

There shall be no division into lots.

The contracting authority has decided not to launch the tender call in separate lots for the following reasons: The subject of the contract does not permit the identification of separate services.

1.5 - Nomenclature

In accordance with the European Common Procurement Vocabulary (CPV) the applicable classification is as follows:

Main code	Description
73210000-7	Research consultancy services

2 - Conditions of tender call

2.1 - Tender procedure

The procedure is divided into two distinct phases:

- An application phase, at the end of which the applicant invited to submit a bid will be selected (maximum of five);
- A tender phase, at the end of which the successful bidder(s) will be selected (grey background).

2.2 - Validity period for bids

The validity period for bids is set at 150 days from the deadline for their receipt.

2.3 - Legal structure of consortium

The contracting authority does not wish to impose any specific consortium structure on the contractor awarded the framework agreement.

However, in the case of a consortium, the structure preferred by the contracting authority is a joint liability consortium with a jointly and severally liable agent.

Applicants are prohibited from submitting multiple bids acting both as individual applicants and as members of one or more consortia.

2.4 Variant bids

No variant bids are permitted.

3 - Conditions relating to the contract

3.1 - Term of contract or performance period

The term of the contract is set out in the CCAP.

3.2 - Essential financing and payment terms

Amounts due to the contractor(s) and any first-tier subcontractors under the framework agreement shall be paid within a total period of 30 days from the date of receipt of the invoices or equivalent payment requests.

Applicants' attention is drawn to the fact that if they wish to waive the benefits of advance payment provided for under the CCAP, they must specify this in the deed of undertaking to be formalised with the prospective successful bidder.

3.3 - Confidentiality and security measures

Applicants must comply with the confidentiality obligation required for the performance of the services.

The applicants' attention is particularly drawn to the provisions of the Special Administrative Specifications (CCAP), which specify the formalities to be completed and instructions to be followed for compliance with these confidentiality and security obligations.

Applicants' attention is also drawn to the provisions of the Special Technical Specifications (CCTP), in particular article 4, which states that: *"Prior to the contract being awarded, the contractor shall sign an NDA (Non-Disclosure Agreement), which binds them to maintain the confidentiality and non-disclosure of all information and documents provided concerning the researchers and their projects. The contractor undertakes to maintain the confidentiality of all documents provided to it in connection with all the services covered by the contract, and further undertakes not to disclose them to any artificial intelligence software"*.

Furthermore, the use of artificial intelligence for the performance of the services covered by the contract is prohibited. Article 5 of the CCTP states, in particular, that: *"The expert must be able to carry out their assessments, comments and revisions without disclosing the content of the project proposals, either in whole or in part, to third parties or to programs. Experts must not delegate scientific editing assignments - such as reviewing proposals or even parts of proposals - to artificial intelligence as part of their work in supervising and supporting researchers"*.

4 - Content of tender documents package

The tender documents package (DCE) contains the following documents:

- The Tender Instructions (RC)

- The Special Administrative Specifications (CCAP)
- The Special Technical Specifications (CCTP)
- The application response template
- *The tender response template (for information only, for the tender phase to follow)*
- *The price schedule (for information only, for the tender phase to follow)*
- DC1 - Application letter
- DC2 - Declaration by the individual applicant or consortium member
- Appendix 1 to the RC - Non-debarment affidavit
- Appendix 2 to the RC - Information on digitisation for businesses
- For information: English translations of the consultation documents

Applicants are advised that the tender documents are written in French.

An English translation is provided to applicants for information purposes only. These translations do not constitute contractual documents and may not be relied upon in the event of any discrepancy in interpretation. Only the French version of the tender documents is authoritative.

The tender documents package is available to download free of charge from the following web address: <https://www.marches-publics.gouv.fr>. Once on this page, you will need to follow these steps:

- 1/ On the home screen, select the tab labelled “recherche avancée” [advanced search]
- 2/ Then select the tab labelled “recherche d’une procédure restreinte” [search for a restricted procedure]
- 3/ Next, in the drop-down tab labelled “--- Sélectionnez une entité publique ---” [Select a public entity], select “Établissements et organismes de l’enseignement supérieur, de la recherche et de l’innovation (75005 Paris)” [Establishments and organisations of higher education, research and innovation (75005 Paris)]
- 4/ Then, in the drop-down tab that appears, select EOESRI / UGA - Université Grenoble Alpes
- 5/ Next, enter the reference number given in the letter inviting you to tender and on the cover page of the tender documents
- 6/ Finally, enter the access code provided to you

No requests to provide the tender documents package on physical electronic media will be authorised.

The contracting authority reserves the right to change details of the tender documents no less than six days before the deadline for submission of bids. This period is counted from the date when the contracting authority sends the modifications to applicants who have obtained the initial document package. Applicants must in such case submit their responses based on the modified documents, and may raise no objection in this regard.

If the deadline for receipt of bids is postponed during the applicants’ review of the documents, the previous provision shall apply based on this new date.

5 - Submission of applications and bids

The services covered by the contract shall be provided exclusively in English, which is why applicants are required to submit their bids written entirely in English (in particular, the response templates) and priced in euros.

5.1 - Documents to be submitted

5.1.1 - Application phase (current phase)

For the application phase, each applicant must submit a complete application pack comprising the following documents, as provided for in Articles L. 2142-1, R. 2142-3, R. 2142-4, R. 2143-3 and R. 2143-4 of the Public Procurement Code:

Information regarding the company’s legal status:

Description	Signature
Affidavit stating that the applicant does not fall under any of the cases resulting in debarment from tendering	No

Information concerning the company's economic and financial capacity:

Description	Signature
Statement of total turnover and turnover relating to the services covered by the contract, achieved over the last three financial years for which figures are available	No

Information regarding the company's professional references and technical capacity:

Description and minimum requirements	Documents to be provided	Signature
<i>(see the application response template).</i> These references must include <u>at least two references from institutions based in France and two references from institutions based outside France within the European Union or in countries associated with the European research programme.</u>	Completed application form, with a maximum of 5 references relevant to the contracting authority's requirements Application form	No

To submit their application, applicants may use forms DC1 (application letter) and DC2 (applicant's declaration). These documents are available free of charge on the website www.economie.gouv.fr.

They may also use the European Single Procurement Document (ESPD).

To provide evidence of the professional, technical and financial capacities of other economic operators on which it relies in submitting its application, the applicant shall produce the same documents for that economic operator as those required of it by the contracting authority. Furthermore, to demonstrate that it can rely upon the capabilities of this economic operator to perform the services, the applicant shall submit a written undertaking from the economic operator.

5.1.2 - Tender phase (to follow)

For information purposes, for applicants who will be invited to submit a bid at the end of the application phase (maximum of five):

For the tender phase, each applicant shortlisted at the end of the application phase must submit a complete document package including the following documents:

Description	Signature
The completed response template, addressing in particular: - administrative matters - financial matters - technical matters constituting the applicant's bid, relating to: • The relevance of the proposed methodology ○ Background note to help assess understanding of the challenges and complexity of the ERC programme ○ Proposed methodology for the provision of scientific editing services for ERC proposals (including an anonymised example of scientific editing work) ○ Description of the process put in place for revising and proofreading	No

proposals with researchers • The experience and qualifications of the individual(s) assigned to deliver the services ○ Detailed CVs of the expert(s), setting out their training, qualifications and experience (the applicant should ensure that they highlight experience, training and qualifications relevant to the scope of the contract). ○ The Contract Manager's detailed CV, including training, qualifications and work experience (the applicant should ensure that they highlight experience, training and qualifications relevant to the scope of the contract). • The measures put in place with regard to CSR	
Completed price schedule	No

Where possible, applicants are asked to submit their financial documents and completed response templates in Excel and/or Word format.

The deed of undertaking will not be submitted at the time of bid submission but will be completed and signed by the prospective successful bidder.

In the event of any contradiction between one or more of the clause(s) provided in any general terms of sale submitted by the applicant in its bid and the clauses provided by UGA, the latter shall prevail.

The bid, whether submitted by a single company or a consortium, must list all known subcontractors at the time of submission. It must also specify which services are intended to be subcontracted, as well as the names and capacities of the subcontractors.

6 - Conditions for sending or delivering tender submissions

Tender submissions must be received before the deadline for receipt of bids indicated on the cover page of this document.

6.1 - Electronic transmission

Documents may be transmitted electronically via the contracting authority's buyer profile at the address mentioned above in the article "content of tender documents".

The choice of transmission method is global and irreversible. Applicants must use the same transmission method for all documents transmitted to the contracting authority.

For each stage of the procedure, the submission must contain the documents specified in these tender instructions.

Each transmission will have a confirmed date of receipt and an electronic acknowledgment of receipt. In this regard, the reference time zone will be (GMT+01:00) Paris, Brussels, Copenhagen, Madrid. The tender submission will be considered "after deadline" if the download finishes after the deadline for receipt of bids.

For each phase, if several bids are submitted in succession by the same applicant, **only the last bid submitted within the specified deadline will be considered by the contracting authority.** It must therefore contain all the documents required for the relevant stage.

The tender submission may be accompanied by a backup copy on physical electronic media (CD-ROM, DVD-ROM, USB key) or on paper media, sent within the allotted time. This copy must be placed in an envelope marked with the words “Copie de sauvegarde” [Backup Copy], the name of the applicant, and the identification code of the tender procedure concerned. It will be opened in the following cases:

- when a malicious computer program is detected in the electronically transmitted tender submission;
- when the electronic tender submission is received incomplete, after the deadline, or cannot be opened, as long as its transmission began before the tender submission deadline.

The backup copy may be sent or hand delivered to the following address:

Postal address:

Université Grenoble Alpes
Direction des Achats
Service de la Commande Publique
CS 40700
38058 GRENOBLE Cedex 9

Physical address:

Université Grenoble Alpes
Direction des Achats
Service de la Commande Publique
Bâtiment A Stendhal bureau A004B
1180 rue des Universités
38400 Saint-Martin-d'Hères

Backup copies will be accepted Monday to Friday, 8:30 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.

No particular electronic format is recommended for the transmission of documents. However, files will need to be transmitted using formats that are widely available.

All documents for which a signature is required must be signed electronically in the XAdES, CAdES or PAdES format. The electronic signature of the tender submission does not constitute a signature of the documents contained therein.

In accordance with the decree of 22 March 2019 on the electronic signature of public procurement contracts, the signature must be an advanced signature based on a qualified certificate as defined by European Regulation 910/2014 of 23 July 2014 on Electronic Identification and Trust Services for Electronic Transactions (eIDAS). However, RGS type signature certificates shall remain valid until their expiration.

A qualified signature certificate may be issued by a qualified trust service provider meeting the requirements of the eIDAS regulation. A list of service providers is available on the ANSSI website (<https://www.ssi.gouv.fr/>). A certificate may also be issued by a French or foreign certification authority. It is then incumbent upon the applicant to demonstrate its equivalence to the eIDAS regulation.

Applicants wishing to use a signature tool other than that of the buyer profile or a certificate issued by another certification authority must transmit free of charge the instructions allowing verification of the validity of the signature.

The electronic signature of the contract by the successful bidder is not a required part of this tender procedure.

To sign electronically, the applicant may use one of the three signature formats authorised by the regulations (XAdES, CAdES or PAdES). However, the contracting authority recommends the use of an electronic signature in pAdES format. After the contract is awarded, applicants are informed that a successful electronic bid may be transformed into a paper bid, to facilitate the handwritten signature of the framework agreement by the parties.

After the contract is awarded, applicants are informed that a successful electronic bid may be transformed into a paper bid, to facilitate the handwritten signature of the framework agreement by the parties.

Applicants shall be responsible for the costs of network access and electronic signature use.



Please remember to submit your files several hours in advance of the deadline.

6.2 - Transmission in paper form

The electronic transmission of submission packages is required for this tender procedure. Therefore, transmission in paper form is not permitted.

7 - Examination of applications and bids

7.1 - Selection of applications (current phase)

Compliant and admissible applications will be examined based only on the information and documents required as part of this tender procedure, in order to assess their legal situation and the professional, technical and financial capacities offered.

The criteria used to select applications are weighted as follows:

Criterion 1	Weighting
Relevance of the company's five professional references (recipient institution, date the services were provided, amount, assignments carried out, number of applicants supported and resources deployed) <u>Please note:</u> if more references are submitted than the maximum number permitted (stated above), <u>only the first five references will be taken into account when assessing the application.</u>	100%

On the basis of this criterion, the contracting authority will carry out an analysis which will result in the applications being ranked against one another.

With regard to the relevance of the company's professional references, this criterion will be assessed based on the number of references provided by the applicant (maximum of five) relating to projects carried out for institutions that have a significant number of ERC grants funded (at least 25 grants funded since 2014) in applications submitted in response to ERC calls for projects. The technical and economic suitability of the references submitted will also be assessed in relation to the University's requirements in this area.

These references must include at least two from institutions based in France and two from institutions based outside France within the European Union (or countries associated with the European research programme

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf)

Following the review of applications, only those applicants invited to tender shall be asked to take part in the next stage of the tender procedure and to submit a tender. The other applicants shall be informed that their applications have been rejected. The contracting authority intends to limit the number of applicants who will be invited to take part in the tender phase. It plans to invite five applicants (subject to a sufficient number of valid applications being received). However, should several applicants be tied for fifth place, the contracting authority shall invite both those applicants to submit tenders.

If the number of applicants meeting the selection criteria is fewer than the number stated above, the contracting authority reserves the right to continue the procedure with only those applicants who have the required capacity.

In accordance with Article R. 2144-5 of the Public Procurement Code, shortlisted applicants must

submit, prior to the invitation to tender being issued, the certificates and attestations referred to in Articles R. 2143-6 to R. 2143-12 of the Public Procurement Code.

To this end, the contracting authority shall send a letter to each shortlisted applicant requesting that they provide these documents within the specified time limit, which may not exceed 10 days.

7.2 - Award of framework agreements (tender phases to follow)

Bids will be judged under the conditions set forth in Articles L. 2152-1 to L. 2152-4, R. 2152-1 and R. 2152-2 of the Public Procurement Code, resulting in a ranking of bids.

Applicants should be aware that irregular bids may be subject to adjustment requests, provided that they are not abnormally low. However, any unacceptable or inappropriate bid will be eliminated.

The criteria used for judging bids are weighted as follows:

Criteria	Weighting
1 - Price of services	30%
2 - Relevance of the proposed methodology	40%
2.1 - Background note to help assess understanding of the challenges and complexity of the ERC programme	10%
2.2 - Proposed methodology for the provision of scientific editing services for ERC proposals	20%
2.3 - Description of the process put in place for revising and proofreading proposals with researchers	10%
3 - Relevance of the experience and qualifications of the individuals assigned to deliver the services	25%
3.1 - Relevance of the experts' experience and qualifications	20%
3.2 - Relevance of the Contract Manager's experience and qualifications	5%
4 - Relevance of the CSR measures put in place	5%

Where purely clerical errors (relating to multiplication, addition or carry-over) are found between the figures shown on the unit price schedule and the estimated quantity breakdown, the unit price schedule shall prevail and the figures in the estimated quantity breakdown shall be corrected accordingly. The company will be asked to confirm the bid as amended; should it refuse, its bid will be rejected as inconsistent.

7.3 - Tender procedure follow-up

The contracting authority will send the deed of undertaking to the applicant whose bid was ranked highest, for electronic signature (preferably in PAdES format) or, failing that, for handwritten signature.

8 - Additional information

8.1 - Additional addresses and contact persons

For any additional information concerning this tender procedure, applicants are required to submit their requests via the contracting authority's buyer profile, located at the following URL: <https://marches-publics.gouv.fr>

This request must be made no later than 10 days before the deadline for receipt of applications or bids.

During the award procedure, all exchanges and communications between the applicants and the contracting authority shall take place via this buyer profile.

- Until the deadline for the submission of applications or bids: exchanges must be conducted using the email address provided when obtaining the tender documents and/or when submitting questions addressed to the contracting authority.

- After the deadline for the submission of applications or bids: exchanges must be conducted using the email address provided when submitting bids and/or specified on the response template.

Applicants are therefore advised to provide an email address that they check regularly.

A response will then be sent to all companies that provided identification to obtain or download the tender documents package at the latest six days before the deadline for tender submissions.

8.2 - Appeal procedures

The court with local jurisdiction is:

Administrative Court of Grenoble

2 place de Verdun

BP 1135

38022 GRENOBLE CEDEX 1

Tel: +33 (0)4 76 42 90 00

Fax: +33 (0)4 76 51 89 44

Email: greffe.ta-grenoble@juradm.fr

The appeal procedures available to applicants are as follows: Pre-contractual summary proceedings, as provided for under Articles L. 551-1 to L. 551-12 of the Code of Administrative Justice (CJA), which may be instituted prior to the signature of the contract. Contractual summary proceedings, provided for in Articles L. 551-13 to L. 551-23 of the CJA, which may be instituted within the time limits provided for in Article R. 551-7 of the CJA. Full remedy actions, which are available to third parties able to show prejudice to their interests, and may be instituted within two months of the date on which signature of the contract is made public.

For information regarding filing appeals, applicants should contact:

Administrative Court of Grenoble

2 place de Verdun

BP 1135

38022 GRENOBLE CEDEX 1

Tel: +33 (0)4 76 42 90 00

Fax: +33 (0)4 76 51 89 44

Email: greffe.ta-grenoble@juradm.fr

In the event of any difficulty arising during the award procedure, the body responsible for mediation is:

Regional Advisory Committee for Amicable Dispute Resolution

DIRECCTE-CCIRA

3 rue de la Charité

69268 Lyon CEDEX 02

