PLACE USER GUIDE FOR COMPANIES

Since 1 October 2018, all buyers must be equipped with a buyer profile. Tender documents must be published on the PLACE platform for public procurement contracts (excluding defence or security) where the value of the requirement is equal to or greater than €40,000 (excl. VAT) (threshold raised from €25,000 to €40,000 (excl. VAT) since 1 January 2020).

This guide is intended for users from companies, non-profit organisations or NGOs who wish to use the PLACE e-platform for various functionalities:

- finding calls for tenders or calls for proposals;
- downloading company tender documents *(dossier de consultation des entreprises*, or DCE);
- filing questions relating to a call for tender;
- submitting an electronic response to a call for tenders;
- etc.

Applications and bids will only be taken into account if they are submitted on this platform. Email submissions will not be eligible.

Expertise France
SIRET: 808 734 792 00027
40, Boulevard de Port-Royal, 75005 Paris, France

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I. HOW TO REGISTER WITH PLACE



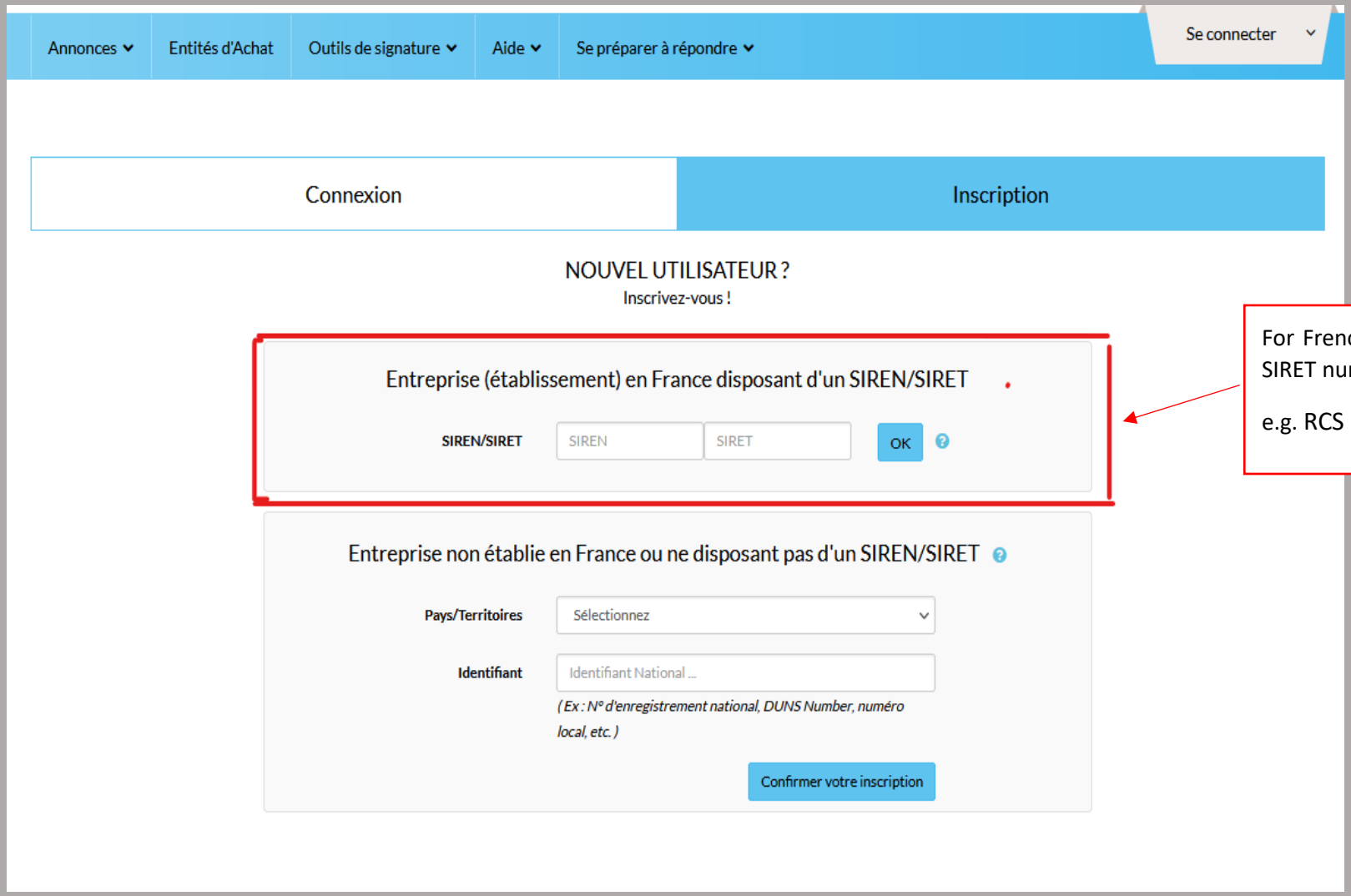
To register, go to:

https://www.marches-publics.gouv.fr/?page=entreprise.AccueilEntreprise

Click on ***"Se connecter" (Log in)*** then ***"M'inscrire" (Register)***

NB: if you cannot log in, use a different browser

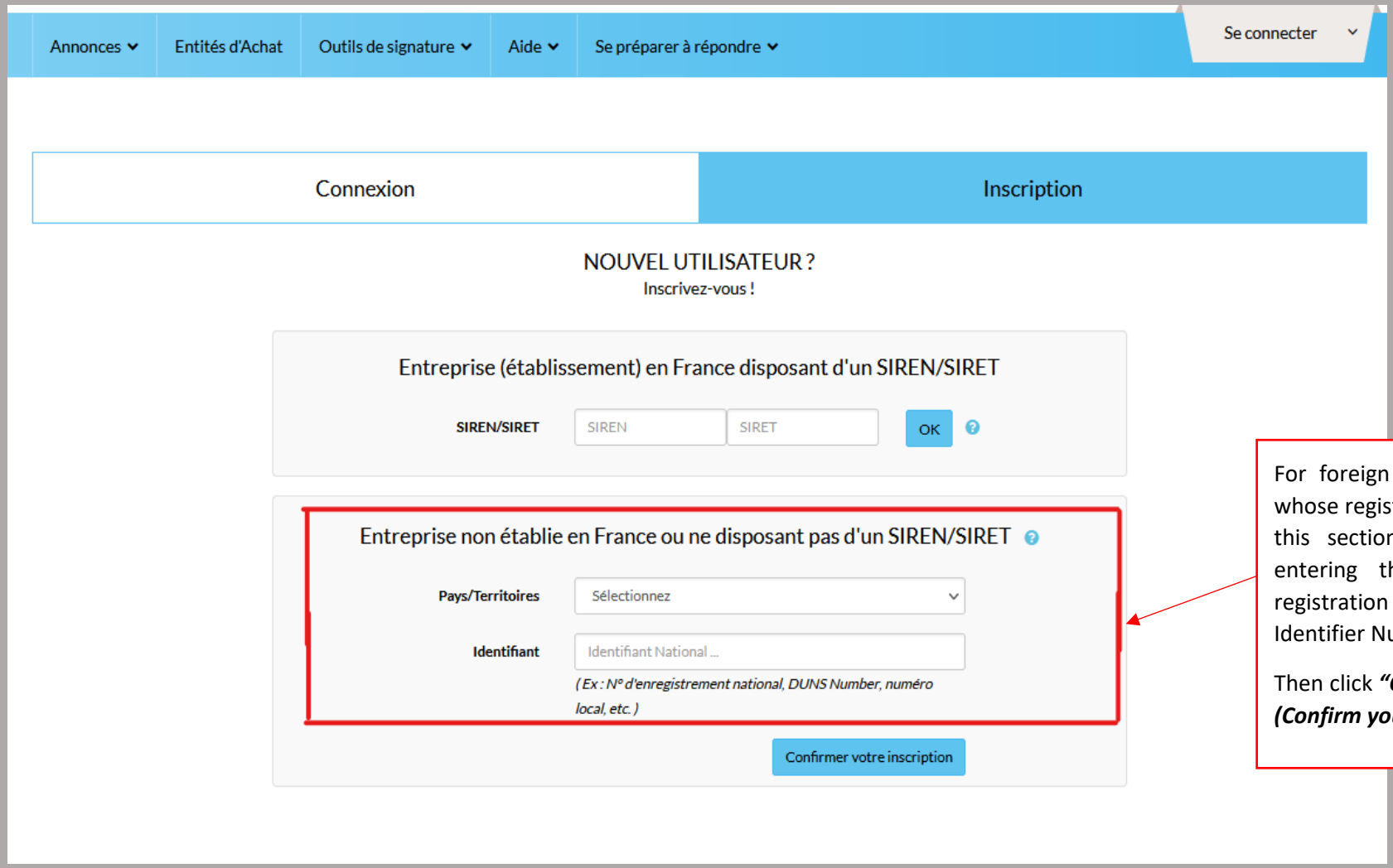
1.1 FOR COMPANIES, NON-PROFIT ORGANISATIONS OR NGOS ESTABLISHED IN FRANCE



For French companies, enter the SIRET number.

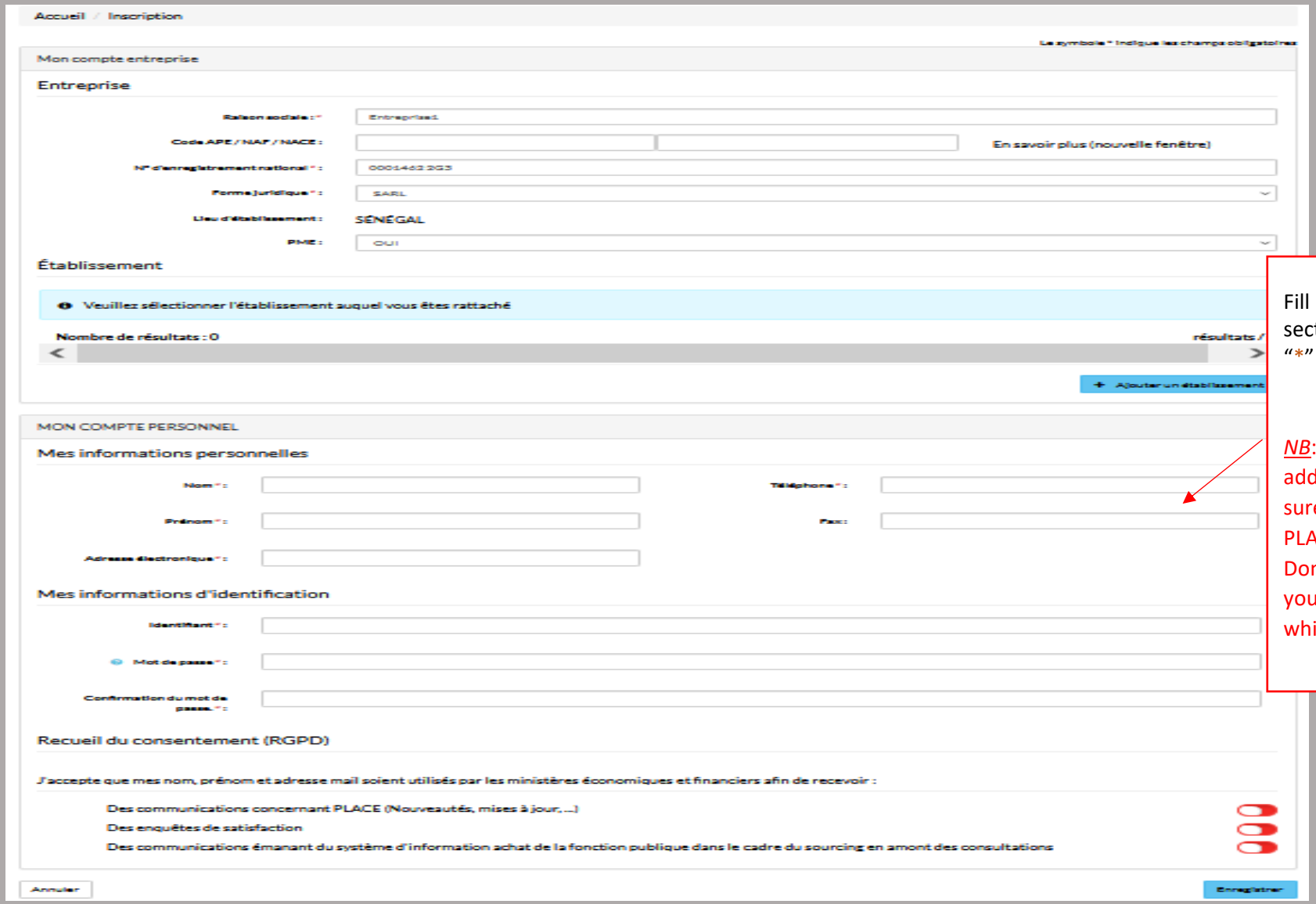
e.g. RCS 808 734 792 00035

1.2 FOR COMPANIES, NON-PROFIT ORGANISATIONS OR NGOS ESTABLISHED ABROAD



For foreign companies or a company whose registered office is not in France, this section must be completed by entering the country and national registration number such as the Tax Identifier Number

Then click ***"Confirmer votre inscription" (Confirm your registration)***



Fill in the mandatory sections marked with a "*"

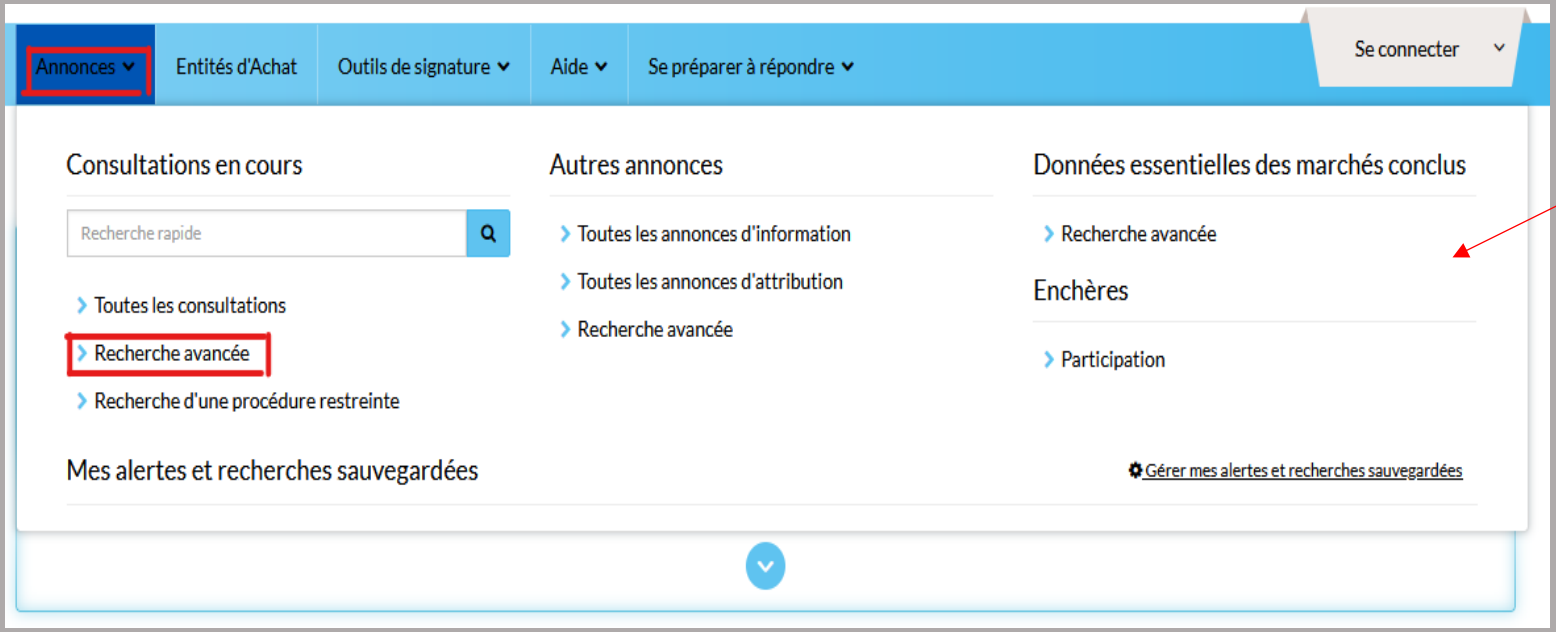
NB: enter an email address where you are sure you can receive PLACE notifications. Don't forget to check your spam once in a while.

II. HOW TO SEARCH FOR A CALL FOR TENDERS IN PLACE

2.1 FOR OPEN CALLS FOR TENDER

How to find an EXPERTISE FRANCE procedure in PLACE.

Go to https://www.marches-publics.gouv.fr/?page=entreprise.Accueil



Step 1:

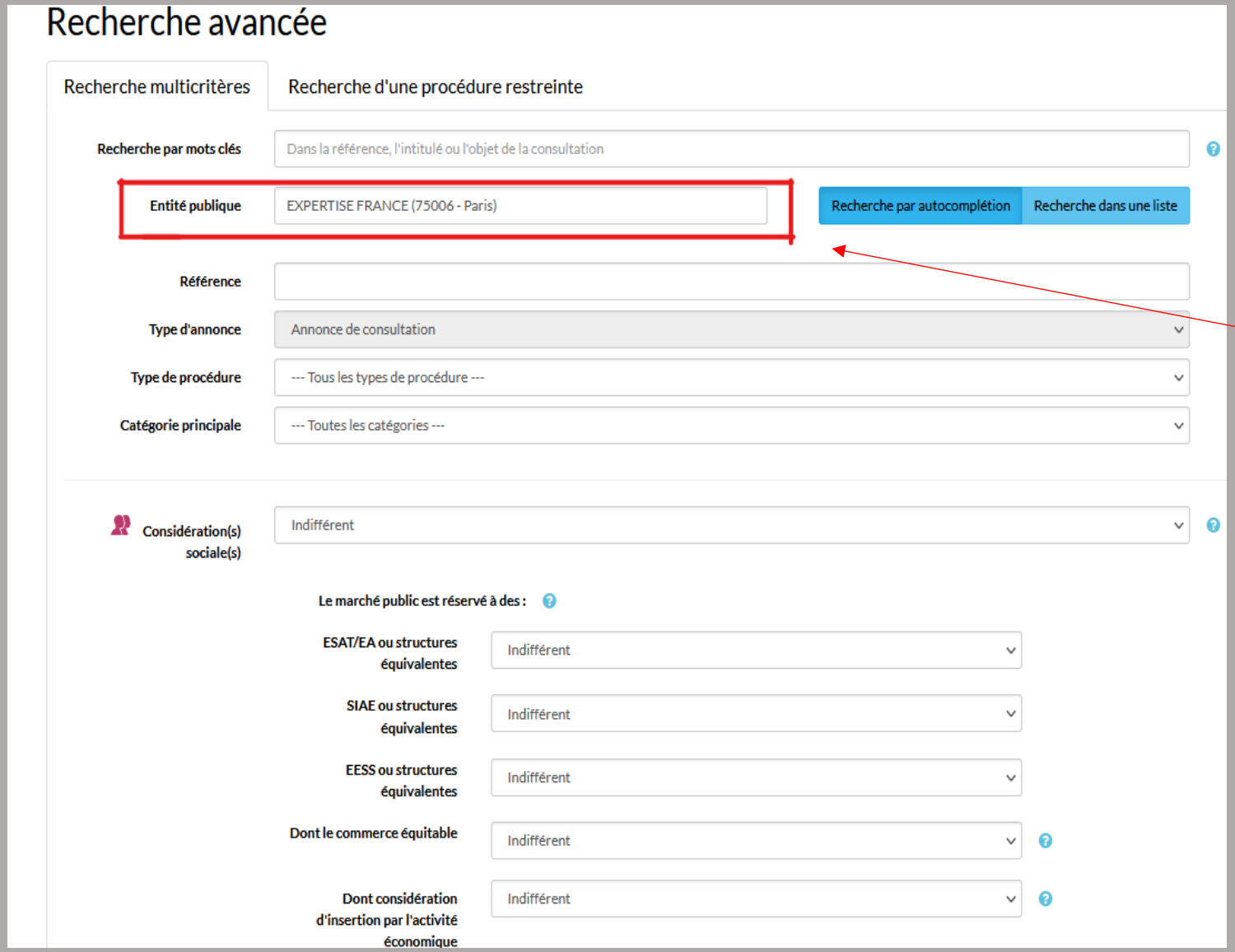
1st case:

Either, you have the direct link to the call for tenders.

2nd case:

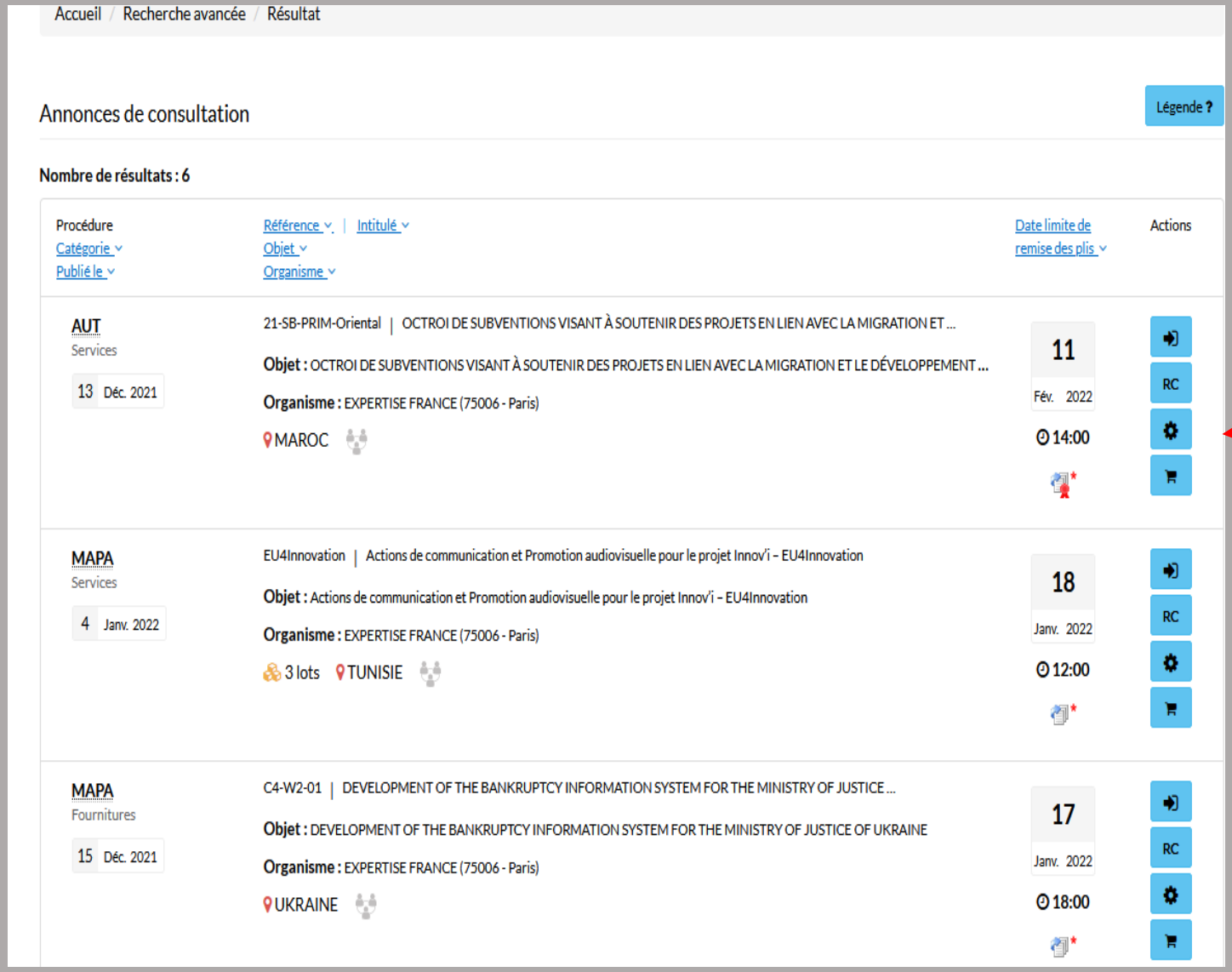
Or, you go directly to the homepage of https://www.marches-publics.gouv.fr/?page=entreprise.Accueil

Click on Annonces (Advertisements) then Recherche avancée (Advanced search)



In Recherche avancée (Advanced search) under Entité publique (Public entity) you must enter: Expertise France.

NB: you can also search by date, tender reference or purpose, place of performance or CPV code etc.

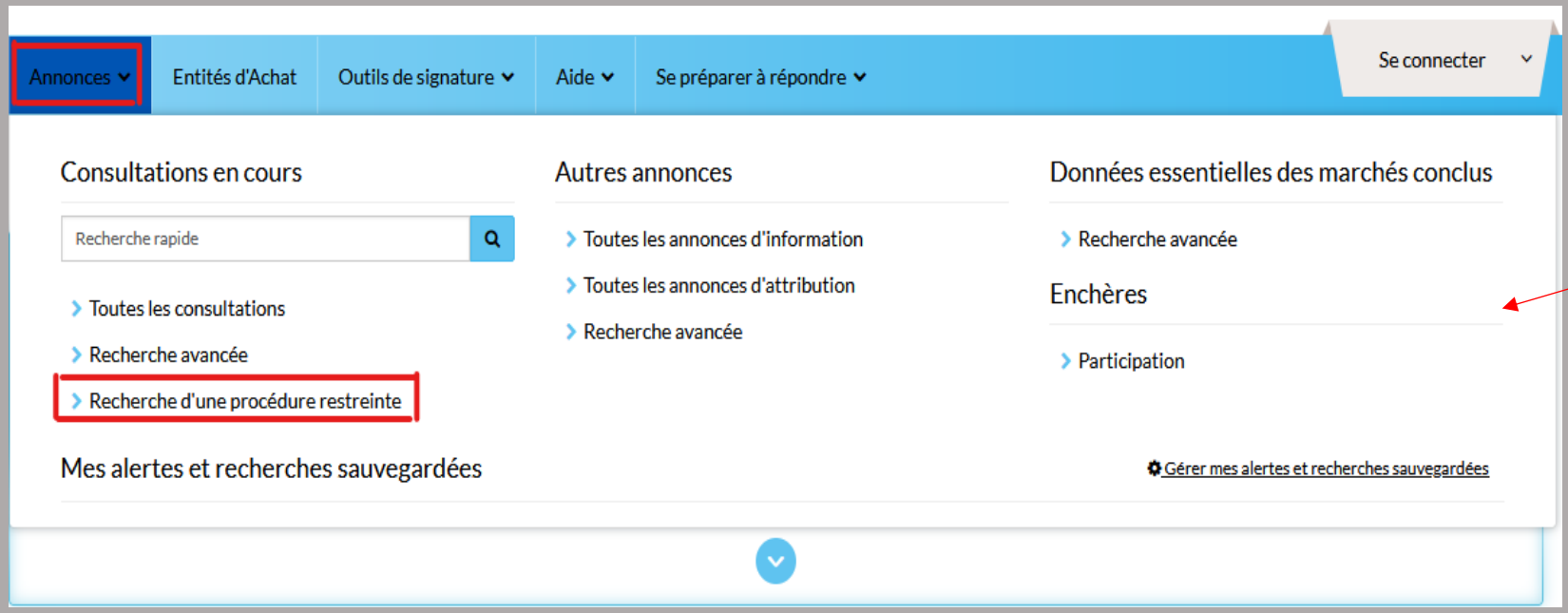


The search results will show all the open calls for tender launched by Expertise France.

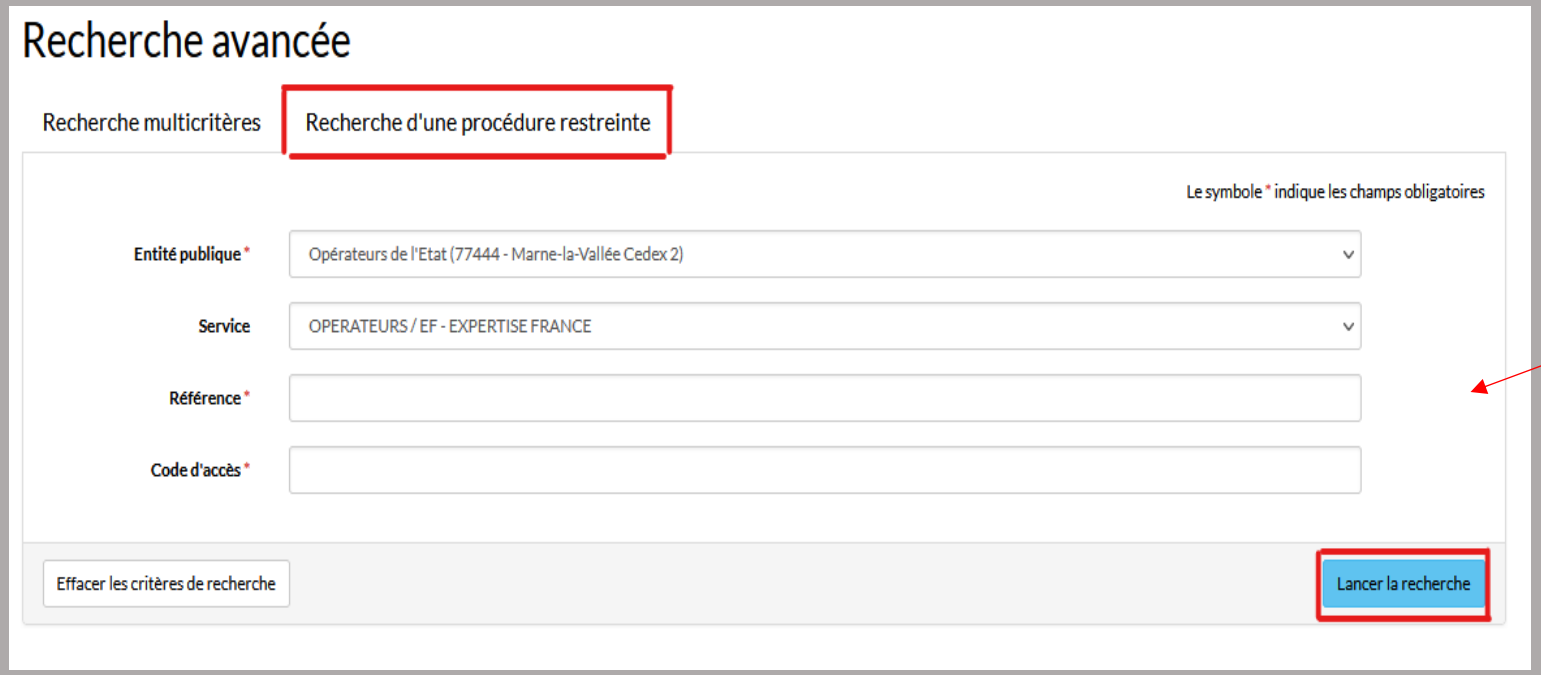
2.2 FOR RESTRICTED CALLS FOR TENDER

There are two possibilities:

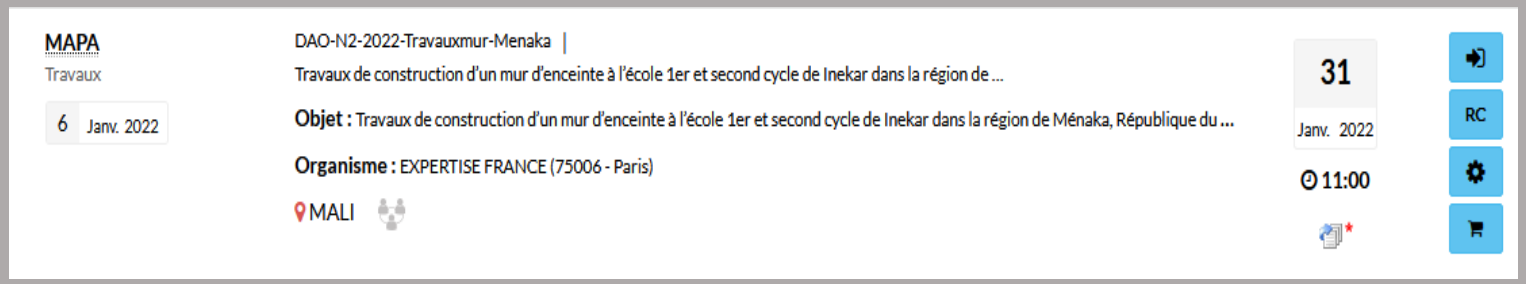
Either, go directly to the homepage of https://www.marches-publics.gouv.fr/?page=entreprise.Accueil



Click **Annonces (Advertisements)** and then **Recherche d'une procédure restreinte (Search for a restricted call for tender)**

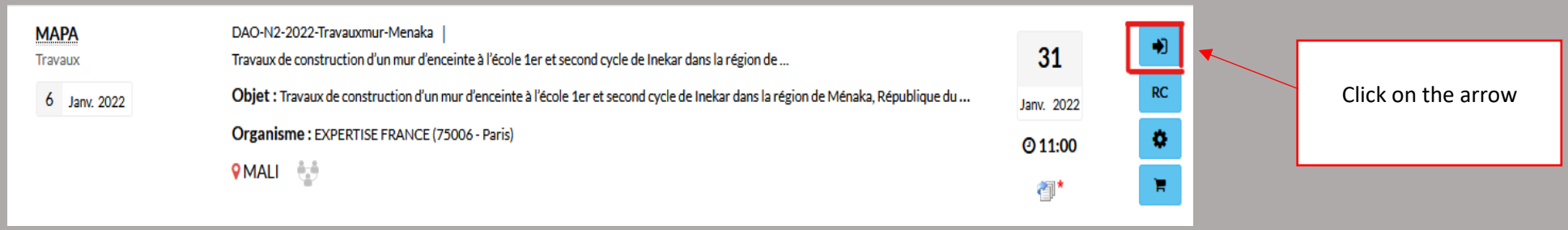


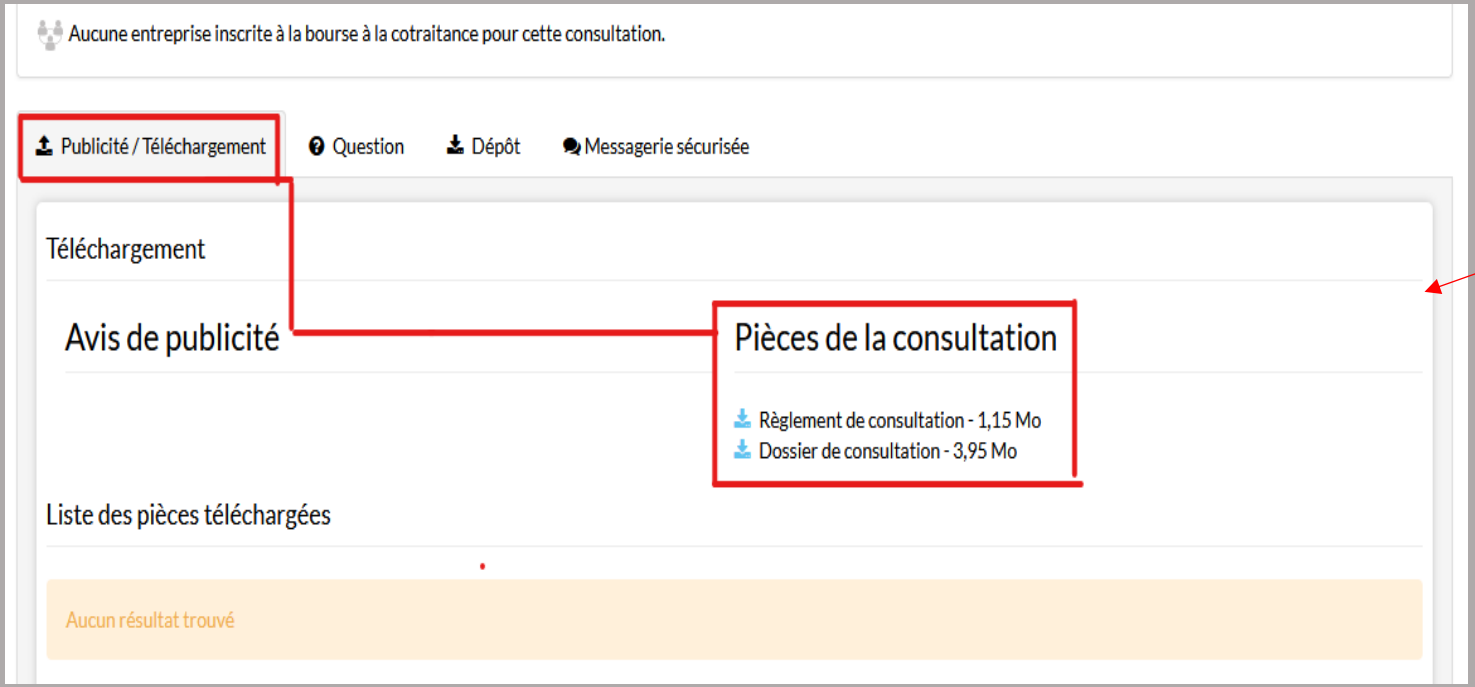
Complete the information below, then click **"Lancer la recherche" (Begin the search)**



Once the search is launched, you will be taken directly to the call for tenders you are looking for.

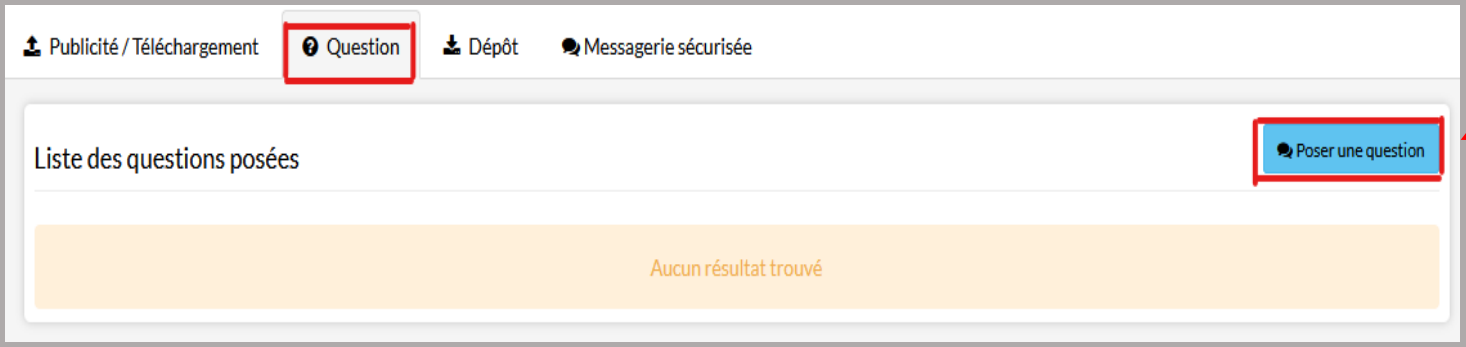
III. HOW TO DOWNLOAD THE TENDER DOCUMENT





In the Publicité/Téléchargement (Advertising/Download) section, you can download all the documents relating to the tender (see below).

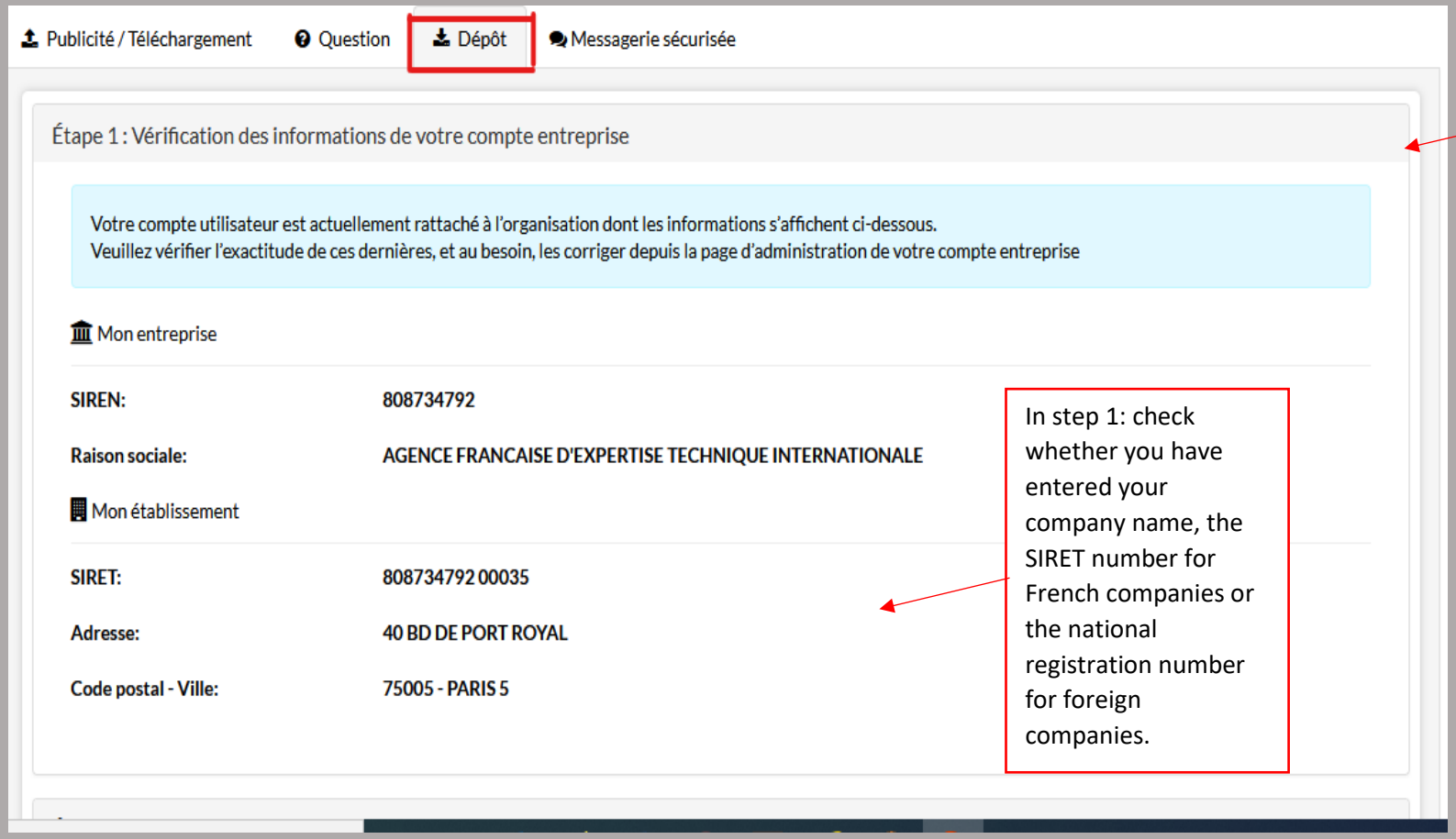
IV. HOW TO ASK A QUESTION



To ask a question, go to the **Question** section, then **Poser une question (Ask a question)**

***NB**: always remember to identify yourself beforehand when you ask a question. Do not ask questions anonymously. This will allow you to receive a notification from PLACE when the contracting authority answers your or another candidate's question about the tender.*

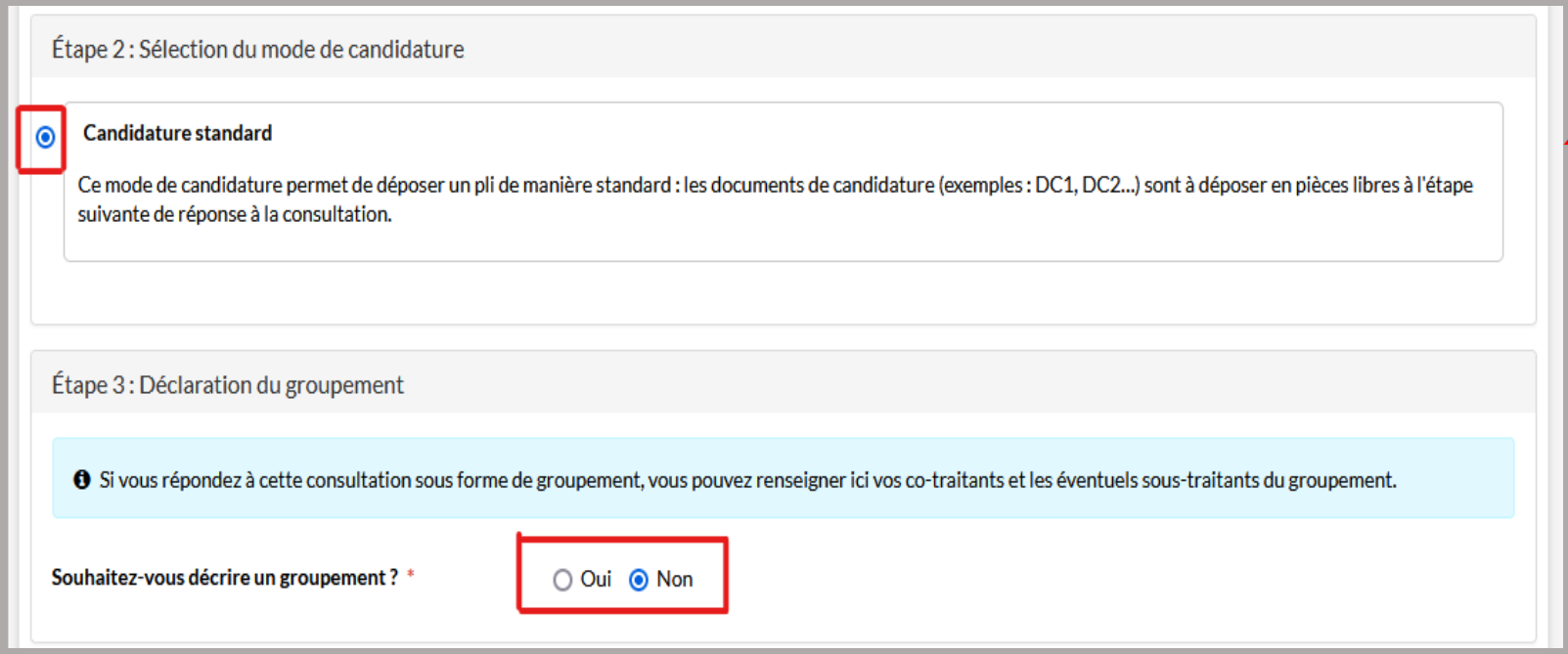
V. HOW TO SUBMIT YOUR BID



After accessing the call for tender, you will be redirected to the next page.

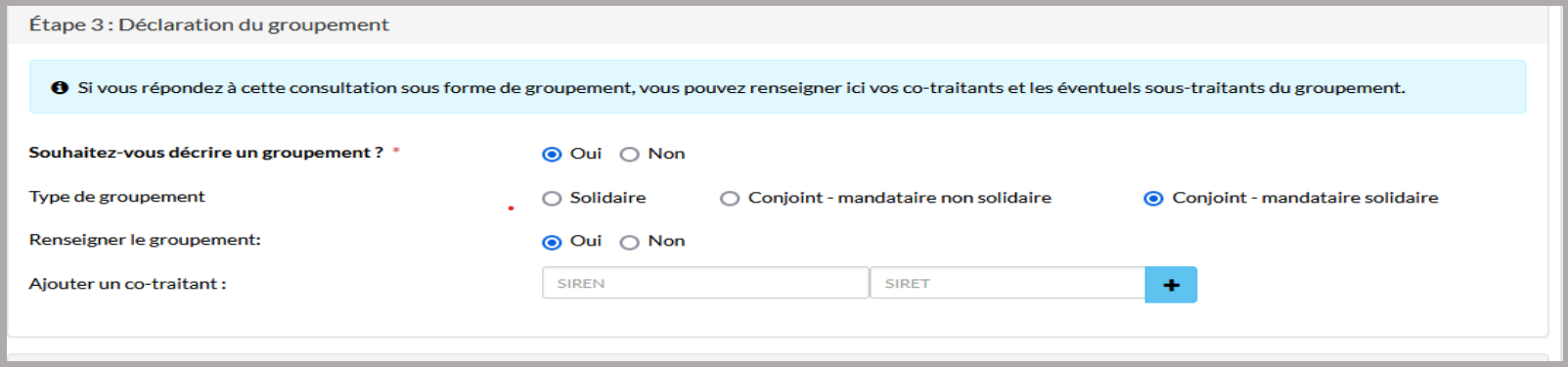
Don't forget to log in and click on **"Dépôt"** (**Submission)**

In step 1: check whether you have entered your company name, the SIRET number for French companies or the national registration number for foreign companies.



Step 2:

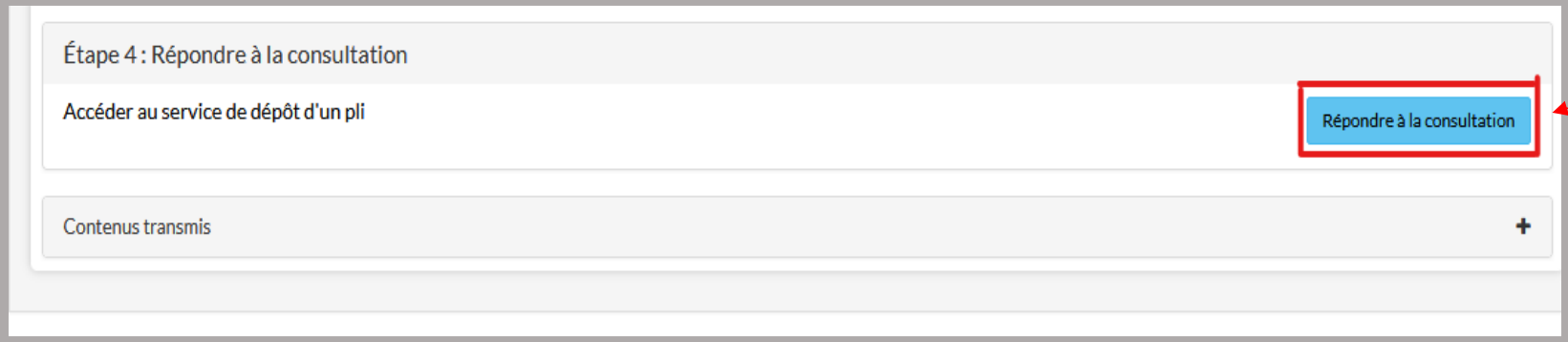
Always tick "Candidature standard" (Standard application)



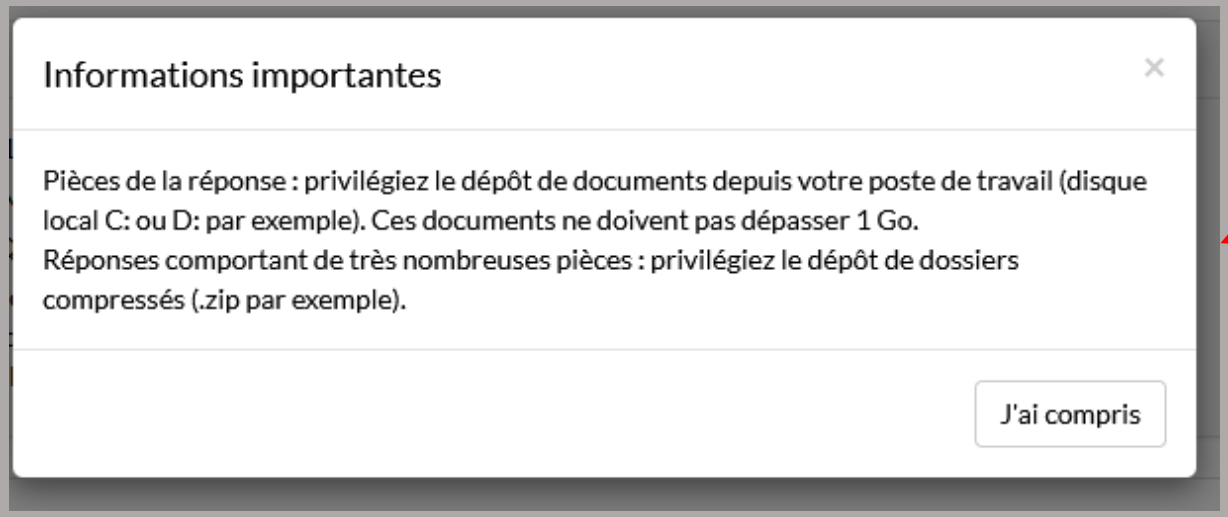
Step 3:

Specify whether or not you are applying as a consortium.

If you tick **"Oui" (Yes),** specify the type of consortium and register your co-contractors by entering their SIRET number or national registration number. You can add as many co-contractors as you like by clicking on +



Step 4: Click on **"Répondre à la consultation"** (**Respond to the call for tenders)**



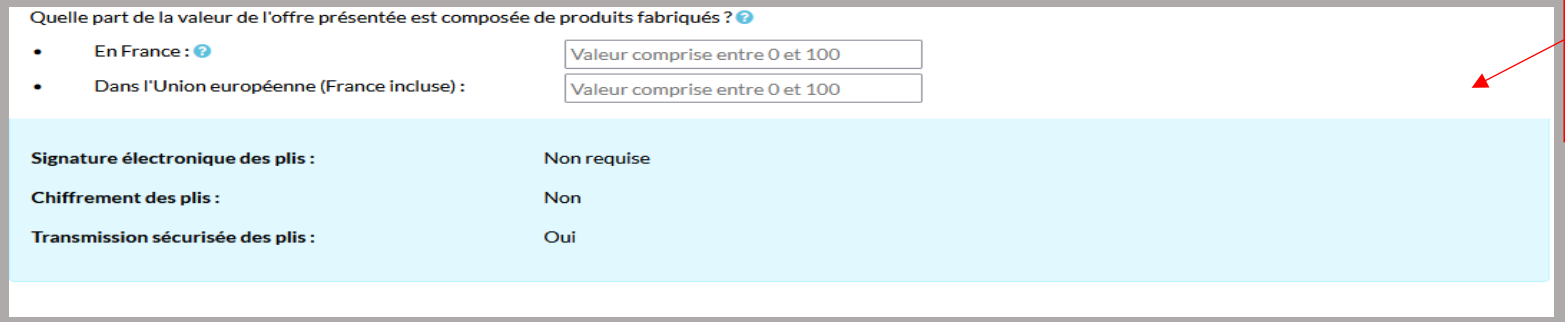
To go to the next step, click on **"J'ai compris"** (**I understand**)



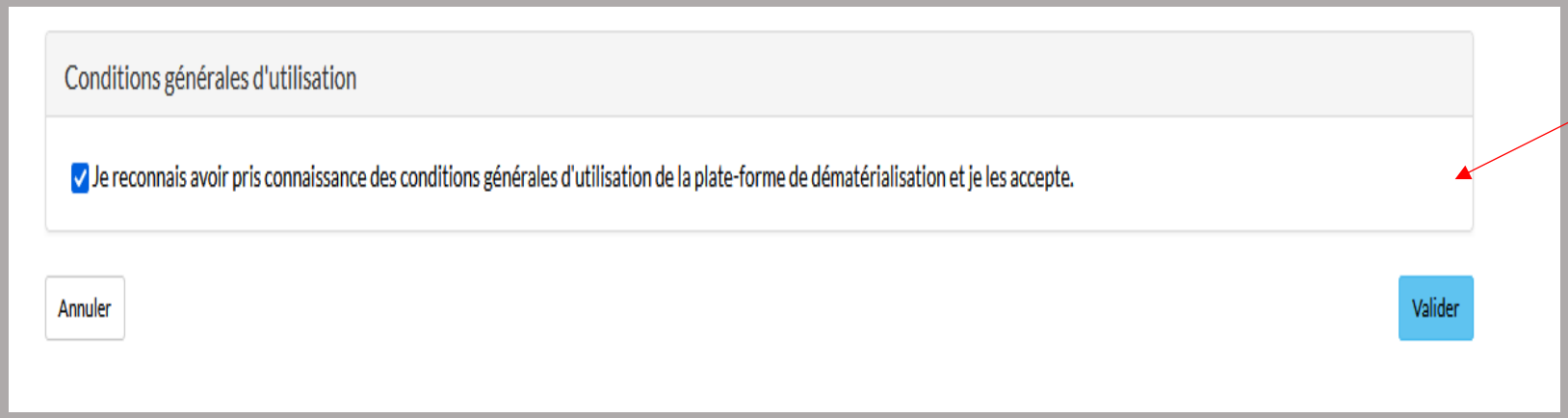
The **application documents** and the **bid documents** are listed in the Tender Rules in Article 4.

The **application documents** must be grouped together in the same file as those of the bid.

NB: Do not forget to compress or zip the files before attaching your application and bid documents.



This section is optional. You are not required to complete it.



Do not forget to accept (tick the box) the general terms and conditions and then **"validate"** your application.

Once your application or bid has been validated, you will receive an acknowledgement of receipt from PLACE by email, with details of the documents you have attached to your bid.