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Tender Rules (TR)

Contract for the security of the premises of the French Embassy in Hungary

2027/2

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1 TENDER CONDITIONS

1.1 SUBJECT

The purpose of this contract is the security services of the premises of the French Embassy in Hungary.

1.2 CPV CODES FOR THE TENDER

79713000-5	Security services

1.3 PROCUREMENT PROCEDURE

This procedure is being conducted in accordance with the provisions of the French Public Procurement Code.
This procedure is an open call for tenders in accordance with Article R2124-2 of the French Public Procurement Code.

1.4 DIVISION INTO LOTS

This contract is not subject to division into lots, in accordance with Articles L2113-10 and L2113-11 of the Code.

1.5 POSSIBLE ADDITIONAL SERVICES

The candidate may include the following additional services in their tender:

Additional service no. 1: ad hoc security services at premises of the French Embassy other than those covered by the initial contract (Résidence de France / Institut Français)

The inclusion of these services is mandatory for the candidate.

2 PROCUREMENT PROCEDURE SCHEDULE

The schedule for the procedure is as follows:

Tender documentation made available	22th of September 2026
Tender submission deadline	22th of October 2026 , 12:00
Estimated date of contract notification	**1st of December 2026**
Estimated start date for the provision of services	**1st of January 2027**

3 INFORMATION FOR CANDIDATES

3.1 CONTENTS OF THE TENDER DOCUMENTATION

The tender documentation for companies comprises:

- these tender rules (TR);
- the contractual undertaking (CU);
- the financial documents;
- the specifications.

3.2 GENERAL PRINCIPLES ON ELECTRONIC TRANSACTIONS

Procedures for retrieving and consulting documents

The tender documentation is available exclusively online via the government procurement platform (PLACE) (www.marches-publics.gouv.fr).

Conditions for the submission of tenders

Tenders must be submitted electronically, exclusively via the "PLACE" platform: https://www.marches-publics.gouv.fr.

Any tender received via another transmission channel or in a different format will automatically be declared inadmissible.

Pursuant to Article R2151-6 of the French Public Procurement Code, the tenderer must submit their tender in a single submission. In the event of successive submissions, only the last submission received at before the tender submission deadline shall be accepted.

Each submission is considered to be a tender. Consequently, if the tenderer needs to supplement their tender before the tender submission deadline, they must submit a new, complete tender comprising all the documents required by the response form. Any previous submissions will be rejected without being considered.

The costs of accessing the network and using the electronic signature are to be borne by each candidate

Candidates will find various documents and information in the 'Help' section of PLACE:

- a downloadable user guide setting out the terms and conditions of use for the government procurement platform, including technical requirements and electronic certificates;
- DUME operating procedures for operators;
- phone support;
- self-study module for operators;
- frequently asked questions;
- link to reference documents;
- IT tools.

Timestamp

Tenders submitted electronically are time-stamped.

Antivirus

The candidate or tenderer must ensure that the files submitted are free from viruses.

Receipt of any file containing a virus will result in the tender being deemed inadmissible. If a virus is detected, the submission will be treated as never having been received, and candidates will be notified using the details provided during registration.

3.3 COMMUNICATION

Date and time of receipt of tenders

Tenders must be submitted by: **22 October 2026 at 12:00.**
Tenders received or submitted after this date and time will not be opened.

Requests for further information and enquiries

During the procurement phase, candidates may submit their questions and requests for further information via PLACE no later than **8 (eight)** calendar days before the submission deadline: https://www.marches- publics.gouv.fr.

Responses to requests for further information received in good time shall be sent to economic operators no later than **6 (six)** calendar **days** before the tender submission deadline.

No requests for clarification made by telephone will be considered.

Amendments to the tender documents

Amendments may be made to the contract documents no later than **6 (six)** days before the tender submission deadline.
Amendments are communicated only to those candidates who have requested the contract documents.
Candidates must submit their tenders based on the latest amended tender documentation. Should a candidate have submitted a tender prior to the amendments, they may submit a new tender based on the latest amended tender documentation, before the tender submission deadline.

Extension of the deadline for receipt of tenders

Where a response required for the preparation of the tender is not provided **four (4) days** before the tender submission deadline, or in the event of significant amendments to the tender documents, the tender submission deadline shall be extended in proportion to the extent of the amendments made.
The public body shall provide this information to all candidates who have downloaded the contract documents.

4 GROUNDS FOR EXCLUSION

Any candidate who fails to comply with tax, social security and criminal law regulations, in accordance with Articles L2141-1 to L2141-14 of the French Public Procurement Code, will be excluded from the procedure.

5 APPLICATION

The candidate must complete the '*application*' section of the technical response form.

Candidate profiles

Contractors invited to express their interest in providing the aforementioned services are legally established businesses specialised in the field of security, guarding and surveillance, and holding the relevant authorisations valid in the country.

The candidate's professional, technical and financial capacity must be commensurate with the scale of the contract and ensure its proper performance; otherwise, their application may be rejected.

Candidates who, based on the information provided in their tender, clearly lack the capacity to meet the requirements will be excluded.

The candidate's professional, technical and financial capacity must be commensurate with the scale of the contract and ensure its proper performance; otherwise, their application may be rejected.

Candidates who, based on the information provided in their tender, clearly lack the capacity to meet the requirements will be excluded.

Site visits

Applicants may request a site visit to assess the resources required. Appointments must be booked via the following email address: scg.budapest-amba@diplomatie.gouv.fr

The terms and conditions of this visit will be sent to you by return email; please note that this visit may be combined with others, and no subsequent objections or complaints will be accepted.

6 TENDER

6.1 TENDER OVERVIEW

The candidate's tender comprises the following documents:

- the contractual undertaking, completed and signed by an authorised person (accompanied by the necessary powers of attorney where applicable);
- the completed financial documents;
- the completed response form;

The public body may exclude a candidate whose tender does not include all of these elements.

6.2 REVIEW OF TENDERS

The following tenders are inadmissible and will not be considered:

- Received after the deadline for receipt;
- Not containing all the required documents;
- Not meeting the conditions set out in these tender rules;
- Not relevant to the subject of the contract.

The public body may authorise all relevant tenderers to rectify non-compliant tenders within an appropriate timeframe, provided that such rectification does not alter the substantive characteristics of the tenders.
The purchaser may ask tenderers to clarify the content of their tender.

6.3 SCORING METHOD

The total score is 100.
The final score is calculated using the following formula:

Final score = Technical score + Financial score

Scoring method for the technical criterion: the technical criterion is assessed using a scoring scale described in the table below.

Scoring method for the price criterion:

Score = (lowest price / price of the tender under consideration) * weighting assigned to the price criterion.

6.4 TENDER SELECTION CRITERIA

The selection criteria are as follows:

1- Price criterion	**50**
2- Technical criterion	**40**
2-1: **Staff allocated to the provision of the services**	20
2-2: **Procedures for monitoring and controlling the services by management and response times**	20
3- Environmental criterion: raising staff awareness to eco-friendly practices	**10**

6.5 VALIDITY PERIOD OF TENDERS

Tenders are valid for 120 days from the tender submission deadline.

Where necessary, the public body may request candidates to extend the validity period of their tenders.

To do so, it shall send its request to all candidates via the contact email address. The request specifies the period by which the validity of the tenders is to be extended.

If the candidate does not agree to maintain their tender, the public body shall continue the procedure with only those candidates who have agreed to the extension of the validity period of their tender.

7 CONTRACT AWARD

The contract shall be awarded to the tenderer whose tender is the most economically advantageous, having regard to the award criteria set out in these tender specifications.

Unsuccessful tenderers shall be informed of the rejection of their tender in accordance with the conditions laid down in Article R.2181-1 et seq. of the French Public Procurement Code.

7.1. VERIFICATION OF GROUNDS FOR EXCLUSION

Following the evaluation of tenders, the successful candidate is required to submit, within **10 days** of receiving the request, the following documents to demonstrate compliance with tax and social security regulations:

- Proof of registration
- Up-to-date insurance certificates;
- Certificate of tax compliance;
- Certificate confirming the submission of social security declarations and payment of social security contributions, or an equivalent document.

Tenderers established abroad must provide certificates issued by the authorities and bodies of their country of origin.

Should the candidate be unable to provide these documents within the specified time limit, the public body shall inform the candidate of their disqualification and shall make the same request to the next candidate in the ranking of tenders.

7.2. NOTIFICATION OF UNSUCCESSFUL CANDIDATES

The public body informs unsuccessful candidates of the rejection of their tender by means of a rejection letter, **sent via PLACE.**

8. WITHDRAWAL FROM THE PROCEDURE

In accordance with Article R. 2185-1 of the French Public Procurement Code, the representative of the contracting authority may, at any time, declare the procedure terminated.

It shall inform each candidate of this **via PLACE.**

9. LANGUAGE

Tenders must be submitted in: **French and/or English.**

10. APPLICABLE LAW

These terms and conditions are governed by French law.

11. DISPUTES

In the event of a dispute, the competent court shall be a French court.

For information regarding the bringing legal proceedings, candidates should contact the **Tribunal Administratif de Paris** (Administrative Court of Paris) – 7 Rue de Jouy – 75181 PARIS CEDEX 04 – Tel: +33 1 44 59 44 00 – Email: greffe.ta-paris@juradm.fr

In case of difficulties arising during the procurement procedure, the body responsible for acting as mediator is the **Comité consultatif de règlement amiable des litiges relatifs aux marchés publics** (Advisory Committee for the Amicable Settlement of Disputes relating to Public Procurement)– 5 Rue Leblanc – 75911 PARIS CEDEX 1.