RÉPUBLIQUE FRANÇAISE
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Business France

FRENCH PAVILION ON COSMOPROF BOLOGNA-ITALY 2027-2028

TENDER REGULATIONS

Reference CS26_13 - Publication OJEU n°672404-2026

ARTICLE 1 – TENDER OBJECT

The object of the following tender is to request a quotation for the production and construction of the French Pavilion organized by Business France and designed by the Exhibition Design and Services of Business France on Cosmoprof - Bologna, Italy in 2027-2028 and possibly in 2029 and 2030.
The bidder should propose the most adequate technical solutions and materials to that effect.

The quotation must include:

- Production
- Transportation
- Construction (build-up and dismantling)
- Maintenance during the trade show
- Cleaning at the end of build-up and dismantling
- Maintenance & Storage between trade shows of the custom made and standard elements specially built for Business France
- The relevant insurance

This tender concerns the following trade shows mentioned in Appendix 1 – list of trade shows.

ARTICLE 2 – CONDITIONS RELATING TO THE CONTRACT

The following documents, enclosed in the tender offer, and the candidate offer, should be **initialed, dated, signed and stamped or electronically signed:**

- The Contract Model (which would be further completed and signed by Business France and the selected candidate);
- The Tender Specifications and its appendices;
- The General Conditions of Purchase and Payment;
- The present Tender Regulations.

The estimated calendar is as follows:

- Date of dispatch of the tender: 30th of September 2026
- Deadline for receipt of questions: 14th of October 2026 before 2:00 p.m (Paris Time)
- Deadline for receipt of offers: **21st of October 2026 before 2:00 p.m (Paris Time)**
- Estimated deadline for requests of clarifications from Business France: from to the 26th of October to the 31st of October 2026
- Estimated deadline for possible negotiations: week 46/47 of 2026. Given the nature of this procurement procedure, Business France reserves itself the right

to negotiate with all tenderers. Negotiations may, where applicable, concern the design, pricing, quantities, quality, technical solutions and delivery schedule of the tender. Business France reserves the right to negotiate with tenderers; however, the contract may be awarded on the basis of the initial tenders without negotiation. These negotiations will take the form of a 90-minute meeting in Visio conference. An invitation will be sent to candidates no later than one week before the negotiation to confirm the date and time of the meeting, as well as the list of participants attending it.

- Estimated deadline for Tender Committee decision: Week 49 or 50, 2026
- Beginning of the contract: December 14th, 2026

ARTICLE 3 – HOW TO ANSWER

All proposals must be submitted to the State Procurement Tenders Platform (Plateforme des Appels d'Offres des Achats de l'Etat – PLACE) at the following address: https://www.marches-publics.gouv.fr/index.php?page=entreprise.EntrepriseHome&lang=fr

Applicants must submit a tender containing all the parts listed below in **one zipped file**:

- The tender files
- The application files

NB: **All documents shall be initialed, dated, signed and stamped or electronically signed.**

3.1 CONTENT OF THE OFFER

The tender file:

- The contract model
- The Tender Specifications
- The Tender Regulations
- The General Conditions of Purchase and Payment
- The offer detailed including:
  - **Anonymous** 2D and 3D views (no logo, no elements allowing to identify the candidate);
  - A detailed technical description of the construction (information / explanation about the construction, material used, colors, measurements…) ;
  - The financial appendices (appendix 4), the qualitative & quantitative form (Appendix 2).
  - Description of the environment-friendly processes and solutions for this specific offer;
  - A brochure (PDF file) of furniture (with pictures, items measurements, prices…) ;
  - As well as pictures of proposed furniture and pictures and/or videos of proposed materials; the candidates can also choose to send samples by postal mail or by hand before the **21st of October 2026 at 2:00 pm** (Paris Time) to

Secrétariat de la Commission des Appels d'Offres
Business France
71-77 Boulevard St Jacques
75998 PARIS Cedex 14 - FRANCE
"FRENCH PAVILION ON COSMOPROF BOLOGNA 2027-2028"
NAME OF YOUR COMPANY
CS_26_13
NE PAS OUVRIR

The application file:

NB: All administrative documents must be written in French or in English. If another language is in vigor in your country, you must give to Business France a free translation of the following documents in English.

- The DC1 "application letter" duly attached in English or in French obtainable
- The DC2 "declaration of individual candidate" duly attached in English or in French or documents relating to the person authorized to bind the applicant
- The DC4 (subcontracting) duly attached in English or in French or documents relating to the person authorized to bind the applicant. There must be as many DC4 as numbers of subcontractors
  All these forms are available via https://www.economie.gouv.fr/daj/formulaires-declaration-du-candidat.
- A valid and dated company registration certification
- Documents relating to the powers of the persons authorized to commit the applicant(s)
- Social regularity certificate: document delivered by organization managing the obligatory social system in your country and mentioning that you are up to date with social declarations and payment of dues OR equivalent document OR copy of the declaration and payment of social dues
- Intra-Community VAT identification number OR document indicating your identity and address OR details of your tax representative in France
- Statement of accounts and annual accounts for the last 3 financial years
- Affidavit duly attached
- The global risk assessment planned during all the duration of the contract (see risk assessment and method of statement samples duly attached). The selected company will have to provide each show organizer with these documents
- A copy of quality certificate if available
- An insurance certificate
- A summary presentation brochure of the applicant company
- Specific resources (human and technical resources), Conditions of transportation, Conditions of storage of the custom made and standard elements specially built for Business France. Location of warehouses, carriers, maintenance of furniture stored, etc. are welcome and will also be taken into consideration, Information about the team in charge of the program (including temporary and subcontracted staff)
- Research department, internal production resources (stock of available equipment, production workshops, etc.), subcontracted production resources, local operations in countries in question (office, subsidiary, representative, subcontractor, etc.)
- Communicate examples of projects (photos, film, etc.) involving the production and assembly of a joint pavilion and capacity to provide advice and meet the specific requirements (needs and challenges) of collective sections and any international experience
- Supply a list of clients (give minimum 2 references for similar services with trade shows names, town, country, number of sqm, clients name with details (phone number, email)) ; specify experience, if any, of working with Business France in this field.

3.2 PROCEDURE CONCERNING THE SENDING

All the offers must be submitted before: **the 21st of October 2026 at 2:00 p.m. (Paris time)**

Any offer received after the date and time mentioned above will not be accepted.
All proposals must be submitted to the State Procurement Tenders Platform (Plateforme des Appels d'Offres des Achats de l'Etat – PLACE) at the following address: https://www.marches-publics.gouv.fr/entreprise

Applicants are to ensure that their tender has actually been sent (the platform issues an acknowledgement of receipt) by the deadline for submissions.

A message is issued stating that the tender submission procedure has been completed, after which an acknowledgement of receipt is sent by email, providing a specific time of submission (time-stamped).

Important: The applicant is responsible for ensuring that their tender arrives by the stated deadline. Tenders arriving after the date and time stated above will not be considered.
If you require technical assistance or have a question or problem, you may contact the website's technical advisers via the online support from the following link E-Procurement
Once they have made their selection, the tenders committee will ask the successful applicant to return one original copy of the documents – duly initialed, signed, dated and stamped or electronically signed – via the platform.

For those who do not already have one, the www.marches-publics.gouv.fr website provides all necessary information for obtaining an electronic signature certificate.

Applicants are required to fill all the required documents electronically and sign individually and electronically any of them requiring a signature under these tender regulations.

Zipping all the documents and providing an electronic signature for the zip file is not considered a valid way of providing a signature for documents for which this is required. If the documents contained in the zip file do not have their own individual electronic signature, the tender submission will be rejected.

Applicants must only submit their offer on the electronic platform: www.marches-publics.gouv.fr

3.3 DEMATERIALIZATION

This is an online procedure.

Applicants may download the tender documents and submit their tender electronically via www.marches-publics.gouv.fr

Specific recommendations for tenders submitted online:

1/ File format
Applicants are asked to observe the following recommendations:
- Do not use unsafe formats such as ".exe" and ".bat".
- Do not use certain unsafe tools, including "macros".
- Ensure that the application document and tender are not too lengthy.

The formats and tools referred to above are likely to contain viruses, and their consequences for the tender are detailed in point 2 below. Furthermore, lengthy files increase the sending time, with the risk that they will arrive after the deadline.

2/ Anti-virus

The applicant must treat any file forming part of the application and the tender with anti-virus software.

When not accompanied by a back-up copy, applications and tenders submitted electronically and in which the contracting authority detects a virus may have to be repaired. Any electronic document relating to an application that has not been repaired or where repair has failed is deemed not to have been received at all and the applicant in question is informed thereof.

In the case of applications and tenders submitted electronically in which the contracting authority detects a virus and for which there is a back-up copy, the latter copy will be opened.

3/ Legibility

Should applicants choose to include in the electronic envelope containing the application or tender any documents other than those requested in these tender regulations, they are required to scan them at a definition high enough to ensure legibility.

4/ Electronic signature

Applications and letters of undertaking sent electronically or sent in an electronic format (hard copies) are to be signed electronically in accordance with the following procedure:

4.1. The signatory's signature certificate

The signatory uses a signature certificate:

* Issued by a Certification Authority included in any of the following trusted lists:

In this instance, the applicant is not required to provide any proof for the signature certificate used to sign their response.

Or

* Showing security conditions equivalent to those contained in the Référentiel Général de Sécurité (RGS) [French general security standards].

The applicant ensures that the certificate that they are using at least meets the security standards recommended on the purchaser's profile and provides all the elements required by the purchaser for checking such compliance.

In this instance, the applicant provides:

- The technical tools for verifying the certificate.
- The web address of the service provider's listing by country of establishment or, failing that, the public data relating to the signatory's signature, containing at least the revocation list and the certificate of the issuing electronic certification provider.

4.2. Signature tool used by the signatory

* If the applicant uses the signature tool of the State Procurement Tenders Platform (Plateforme des Appels d'Offres des Achats de l'Etat – PLACE), they are not required to provide any usage instructions or information.

* If the applicant uses a signature tool other than the one provided on the PLACE, they are required to:
- Produce XAdES, CAdES or PAdES signature formats.
- Enable verification by sending the elements required for verifying the validity of the signature and the integrity of the document at the same time, and this must be free of charge.

In this instance, the signatory describes the procedure enabling verification of the validity of the signature, providing:
- The link to where the verification tool can be obtained, with explanatory notes and installation requirements (type of executable and supported operating systems, etc.). The provision of notes in French is desirable.
- An alternative verification method should the purchaser find installation impossible (contact person to speak to, remote support and on-site support, etc.).

ARTICLE 4 - TENDER EVALUATION

After the opening, offers will be eliminated:
- Unsuitable: any offer that responds unrelated by to Business France needs;
- Irregular: any offer which, while providing an offer to the Business France needs is incomplete or does not meet the requirements set out in the Contract notice of OJEU or tender documents;
- Unacceptable: any offer whose services implies conditions disregarding the law, or whose funding cannot be achieved by the budget allocated to the market after evaluation of the need to satisfy.

Clarifications may be requested to candidates if the offer is not sufficiently clear and must be completed or if it appears abnormally low.

Business France reserves the right to declare the procedure unsuccessful if it has not received any offers that seem appropriate.

ARTICLE 5 - SELECTION CRITERIA

Business France will award the contract to the bidder that submitted the most advantageous economical offer based on the following criteria and their weighting:

	Mark on 20	Weight coefficient	Weighted mark
Price*		**45%**	
Quality of the offer **		**30%**	
Human and technical resources for ensuring quality service***		**20%**	

Environment-friendly solutions ****		**5%**	
TOTAL		**100%**	

Price scoring method (45%)
(Amount of the best acceptable quote ÷ Amount of the offer of the candidate) x 20
The scoring procedure is as follows: Weighted average prices/sqm (100%).

The prices for the extra orders should remain reasonable in comparison with Business France additional orders.

***** Quality of the offer (30%):** presentation of all quantitative forms properly and entirely full up, 2D and 3D-colored views, catalog of furniture for extra orders, ability to advise Business France and respond to its specific needs and challenges.*

****** Human and technical resources (20%)**: materials used, further information on the technical solutions, skills and experience of the staffs, the staff dedicated to the contract, description of the organization of the dedicated team with an unique interlocutor, number of trade shows that can be managed simultaneously, engineering consulting firm, means of internal production, subcontracting, presence abroad (subsidiary, office, subcontractors, etc.), solutions / process for the graphic files transmission, pictures or videos or samples of the proposed material.*

******* Environment-friendly solutions (5%)**: description of your friendly processes and solutions for this specific offer, Appendix 8 - CSR questionnaire*

The tenders will be evaluated **on the prices, all taxes included**.
Taxes applicable must be specified with percentage rate and amount.

The candidate with the highest global score will be chosen.

In case of equal scores, the contract is awarded to the bidder that submits the tender with the best price.
Business France reserves the right not to pursue the tender at any time.

ARTICLE 7 – ADDITIONAL INFORMATION

Any additional information of an administrative and/or technical nature needed to prepare the tenders may be obtained by submitting your questions directly to the following address at the latest by **14th of October 2026 before 2:00 p.m** (Paris Time).

https://www.marches-publics.gouv.fr/entreprise under reference: **CS_26_13**
You can find more detailed information about Business France on http://www.businessfrance.fr.