# FRAMEWORK AGREEMENT FOR INTELLECTUAL SERVICES

**PROPARCO Groupe AFD**
151 Rue Saint-Honoré
75001 PARIS

**Subject: Insurance technical assistance for PROPARCO infrastructure finance activity**

## Deadline for submitting offers

Date: 28/10/2026
Time: 12:00 (Paris time)

**Regulation of the consultation**

# Summary

**1. Purpose of the framework agreement ..... 3**
1.1 Form of the framework agreement ..... 3
**2. Organization of the consultation ..... 3**
2.1 Procurement procedure ..... 3
2.2 Justification in case of non-allotment ..... 3
2.3 Provisions relating to groupings ..... 4
2.4 Free Variants ..... 4
2.5 Mandatory variants ..... 4
2.6 Editing the Consultation Folder ..... 4
2.7 Validity period of offers ..... 4
**3. Content of the consultation file ..... 4**
**4. Presentation of applications and offers ..... 5**
4.1 Elements necessary for the selection of applications: ..... 5
4.2 Elements required to choose the offer ..... 6
**5. Judgment of applications, bids and award of the framework agreement ..... 6**
5.1 Judging applications ..... 7
5.2 Bid Judgement ..... 7
5.3 Master Agreement Assignment ..... 8
**6. Conditions for sending and submitting applications and offers ..... 9**
**7. Additional information ..... 10**
**8. Annex: Imposed response framework ..... 13**
**9. Appendix: Signature certificate requirements ..... 14**

# 1. Purpose of the framework agreement

The consultation has for subject: **Insurance technical assistance for PROPARCO infrastructure finance activity.**

## 1.1 Form of the framework agreement

The consultation is not broken down into batches. The services will result in a single framework agreement.

The services will be covered by a mixed framework agreement pursuant to Articles R. 2162-1 to 2162-6 of the Public Procurement Code. The benefits will give rise to a single framework agreement.
This framework agreement is neither broken down into lots nor sliced.
The services will be covered by a split framework agreement:
- With a standard part
- With a purchase order section pursuant to Articles R. 2162-2 et seq., R. 2162-13, and R. 2162-14 of the Public Procurement Code.

The maximum amount is set in the single contract.
The framework agreement will be concluded with a single holder.

# 2. Organization of the consultation

## 2.1 Procurement procedure

This consultation has been held in compliance with the provisions of Articles R. 2123-1 and R. 2123-5 of the Public Procurement Code, under an appropriate open procedure with possible negotiation, freely defined by the contracting authority.

The contracting authority will analyse the candidates' offers on the basis of the selection criteria for the offers and select the two 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 technical and professional abilities of the applicants may be assessed at any stage of the procedure and at the latest before the framework agreement is awarded.

At the end of these negotiations, it will select the most economically advantageous offer on the basis of the criteria for selecting offers set out in the notice and/or in this consultation regulation.

## 2.2 Justification in case of non-allotment

The devolution in separate lots is likely to restrict competition or may make it technically difficult or financially more expensive to provide services.

## 2.3 Provisions relating to groupings

The framework agreement may be awarded to a single company or to a group of companies.

If the framework agreement is assigned to a joint consortium, the joint agent shall be solidarily linked with each of the consortium members. Possibility of submitting several offers for the framework agreement acting both as individual candidates and as members of one or more groups:

☐ Yes

☑ No

Or as members of several groups:

☐ Yes

☑ No

## 2.4 Free Variants

Free variants are not allowed.

## 2.5 Mandatory 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 no later than **6 days** before the deadline set for the submission of bids.

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 review of the file by the candidates the above deadline is postponed, the previous provision applies according to this new date.

## 2.7 Validity period of offers

The period of validity of offers is 180 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 Terms of Reference (ToR) and its possible annexes, if any.
- The schedule of unit prices
- The breakdown of flat rates.

# 4. Presentation of applications and offers

**<u>Candidates will have to produce</u> the documents defined below written in French**.

## 4.1 <u>Elements necessary for the selection of applications:</u>

Each candidate must submit the application form attached to this document, along with the following documents:

- Declaration on honor 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)
- Where applicable, the document(s) relating to the powers of the person authorized to bind the undertaking
- In the case of a group, the authorisation document for the authorised representative signed by the members of the group
- In the case of subcontracting, the declaration of subcontracting (model attached to the Deed of Commitment)

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 party (particularly subcontractors), he must produce the documents relating to that party referred to in this article above. He must also justify that he will have the capabilities of this stakeholder for the execution of the framework agreement by a written commitment from the stakeholder.

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 information system administered by an official body, provided that access to it is free of charge and, where applicable, that all the information necessary for consulting it appears 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, under 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 referred to in Article R. 2143-3.

Applicants may establish or reuse a ESPD in its electronic form 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 European single procurement document that they have the required aptitude and capacities without providing any specific information about them.

### 4.2 Elements required to choose the offer

For the choice of the offer, candidates must provide the following documents:

- A **Unique Contract (CU), in French only, (attached to be completed, dated and signed** electronically)

Information on the use of electronic signatures:

Bidders are requested 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 he intends to subcontract, as well as the list of subcontractors he proposes to present for approval and acceptance by the contracting authority.

- The **Schedule of Unit Prices** (BPU) and Flat Rates
- A **Global and Lump Sum Price Breakdown** (DPGF) presented in accordance with article *Constituent Documents* of the Single Contract, where applicable for the following lump sum prices: Activity 1: lump sum: annual stable activity.
- A **methodological note or technical brief** drafted on the basis of the template presented in the "Imposed Response Framework" annex below.

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.

Finally, it is recommended that bidders comply with the naming rules for the following parts:

ENI-2026-9023_PPPPP_SSS

Where:

PPPPP is the name of the Part (when the name is long, please use the initials (e.g. MT for Technical Memory, FC for Application Form).

SSS is the name of the bidder (or the agent in case of a group.) Reduce to initials if too long.
The tenderers are generally asked to limit the number of characters in part naming to a maximum of about 70 characters, while complying with the above instructions.

# 5. Judgment of applications, bids and award of the framework agreement

## 5.1 Judging applications

PROPARCO reserves the right to analyze bids 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 shall be declared inadmissible if they do not provide sufficient financial, technical and professional guarantees with regard to the purpose of the service.

## 5.2 Bid Judgement

The criteria used to judge bids are weighted as follows:

| **Price of the services** | **40 / 100** |
|---|---|
| Definition and assessment of the criterion: 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: N = NM x (OMD/OAN) where N is the candidate's score, OMD the amount of the lowest bid, OAN the amount of the bid to be scored. | |
| **Quality of the methodology** | **20/ 100** |
| Definition and assessment of the criterion: quality and relevance of the proposed methodology for implementing services. | |
| **Profile quality** | **35/ 100** |
| Definition and assessment of the criterion: Quality of profiles dedicated to the performance of services:<br>• Primary and additional qualifications judged on the CV (diplomas and other skills enabling the achievement of the mission);<br>• Significant experience in the areas of expertise described in the terms of reference (ToRs). | |
| **Sustainable development criterion** | **5 / 100** |
| Proposed measures to reduce the ecological footprint of<br>benefits (reduction/intelligent organization of the number of aircraft flights,<br>user guides, best practices, etc.) | |

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

The Contracting Authority will reject inappropriate bids and select, after an initial ranking based on the criteria set out above, two candidates who may be admitted to negotiate.

After possible negotiations with these candidates (except if there are insufficient candidates), the Contracting Authority will choose the most economically advantageous offer.

In the context of these negotiations, the selected candidates may be invited as many times as necessary by the contracting authority, and this under strict conditions of equality, to specify,

supplement or amend their offer without making any substantial changes to the specifications.

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

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

*Correction of bids:*

In the event of a discrepancy in the offer, the information given in writing on the list of lump-sum prices and/or the schedule of unit prices shall prevail over any other information contained in the offer, and the estimated amount shall be adjusted accordingly.

In the event of a contradiction between the unit prices shown in the (contractual) price schedule and the unit prices in the Estimated Quantitative Detail (DQE), the prices indicated in the contractual document shall prevail.

Errors of multiplication, addition or carryover which would be recorded in the DQE shall be rectified and, for the purpose of evaluating bids, the amount thus corrected from the estimated details shall be taken into consideration.

The flat-rate amount indicated in the Contract takes precedence over the financial annexes.

Will be declared as irregular, an offer which, while providing a response to the contracting authority's needs, is incomplete or does not comply with the requirements set out in the consultation documents.

## 5.3 Master Agreement Assignment

**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 tool for collecting supplier attestations installed by the Contracting Authority (**Provigis tool**) the requested documents below:

• A valid document attesting to the **effective registration of the structure** (extract K-bis or equivalent);

• A **certificate** valid issued by the competent authorities certifying that the candidate is up to date with his/her **social obligations** (URSSAF, RSI, AGESSA, MDA...) ;

• The **list of names of foreign workers outside the EC** or posted, employed by the structure or failing that a certificate on the honour of non-employment of foreign workers outside the EC (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 satisfy this 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 framework agreement is awarded to him.

# 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/)

Preparing 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 purchased an electronic certificate. Obtaining an electronic certificate takes several days or even weeks. If the bidder does not have a valid electronic certificate as part of the response to a paperless framework agreement, it is imperative that they apply for one in advance.

It is also strongly recommended that the bidder arrange for its electronic response to be filed within the allotted time. A workstation configuration test as well as test consultations are made available to him on the platform.

Accepted file formats:

In the event of an electronic response, the documents provided must be in one of the following formats, otherwise the offer will be deemed inadmissible:

- Microsoft's proprietary office format compatible with the 2003 version (.doc, .xls and .ppt),
- Universal text format (.rtf),
- PDF (.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 circumstances, candidates are advised to submit their documents for anti-virus testing before sending them.

Electronic signature of response files:

The bidder’s documents must be electronically signed, according to the details below.

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

- to the signatory’s signature certificate,
- to 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. Applicants are informed that the allocation of the framework agreement may result in the handwritten signature of the paper framework agreement.

- Each file to be signed must be signed individually, 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 limits set for the delivery of envelopes, 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 reference: "backup copy," the identification of the procedure concerned, and the company’s contact details:

Group Purchasing 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 March 22, 2019, establishing the procedures for making the consultation documents and the backup copy available.

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 additional information related to this consultation, applicants must submit their application:

- Electronically, exclusively on the digitization 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 digitization platform where it will enter, in particular, the name of the tendering organization, and an email address to keep her informed of possible changes occurring during a procedure (addition of an exhibit to the WFD, sending a list of answers to questions received...).

Only requests made 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 bids to the candidates who have uploaded the consultation file on the dematerialization platform after having previously identified themselves.

Regarding the information relating to the delivery of dematerialized offers, reference should be made to the article *Conditions for sending and delivering applications and/or offers* of this document.

# ANNEX: DECLARATION OF HONOR

I, the undersigned .....
Acting in the capacity of .....
Company name and address: .....
.....
.....

**) declares on his honour:**

☐ or be the legal representative of the company identified in the legal documents

☐ hold a clearance authorizing them to engage the company in connection with this consultation (delegated signing authority communicated)

**b) declares on its 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.: Where an economic operator is, during the procurement procedure, placed in one of the exclusions 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 without delay of this change in situation.*

**Evidentiary documents available** online:

Internet address at which supporting documents and evidence may be accessed directly and free of charge, as well as all the information required 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 undermining international peace and security, and I undertake to inform PROPARCO 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 25 pages (excluding CV and excluding CSR)

These responses must absolutely respect the following framework:

## A - Summary of your offer

**A.1** - Understanding of PROPARCO's expectations
**A.2** - Summary of the steps of your intervention
**A.3** - Overall mission schedule

## B - Strengths and added value of your offer to carry out this mission

## C - Detailed description of your offer

**C.1** - Detailed description of the content of the proposed steps (diagnosis, analyses, scenario, action plan, reporting...)
**C.2** - Means implemented
**C.3** - Bodies and practical arrangements for steering the mission
**C.4** - Detailed table of deliverables
**C.5** - Detailed planning

## D - Recommendations from the contractor for the proper completion of the assignment

## E - Presentation of the team that will work on this mission

**E.1** – Team composition and division of responsibilities among its members
**E.2** – Resumes of speakers (maximum 3 pages per speaker)

## F – CSR Considerations

In accordance with the CSR obligations described in the Contract
**F.1** – Environmental action implemented for the service according to the contract

# 9. Appendix: Signature certificate requirements

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 Framework) has been replaced by the "eIDAS" regulation since October 1, 2018.
However, candidates who already have an "RGS" certificate can use it 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 has no supporting document to provide 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 provide**

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 ensures by himself that the certificate he uses is at least compliant with the security level defined by the General Security Framework (RGS) or "eIDAS", and provides supporting documents in his electronic response.
The candidate shall also provide all technical elements enabling the contracting authority to satisfy itself as to the proper technical validity of the certificate used.

Thus, the signatory must submit with their electronic response the following information:

a) any element allowing 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 usable for the buyer, and may be accompanied by clear instructions for use.

Signature tool used to sign files:

Regulations allow the bidder to use any signature tool of their choice.

**- Case 1: The bidder uses the platform’s signature tool - No supporting document to provide**

The platform incorporates an electronic signature tool, which generates signature tokens in the regulatory format XAdES.

In this case, the bidder 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 provide**

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 usable for the buyer, and may be accompanied by clear instructions for use.

# Annex: Authorization of the representative by his joint contractors (to be completed for each joint contractor)

I, the undersigned .....
Acting in the capacity of .....
Company name and address: .....
.....
.....
Identification number (SIRET or equivalent).....

**Entitles the agent mentioned by name below to:**

- **The grouping formed and detailed in this document**
- **The only current consultation**

**Purpose of the consultation:**

**Group Overview**
The candidate is a group of companies

**Identification of the members of the Group**

| Trade name and company name, address of the establishment, email address, telephone and fax numbers, SIRET number of the members of the group | *Services performed by the members of the group* |
|---|---|
| | |
| | |
| | |

**Appointment of the Representative**
The members of the consortium shall appoint the following representative:
Trade name and legal name of the unit or establishment that will perform the service:

Mailing address and registered office (if different from mailing address):

Email address:

Phone and fax numbers:

SIRET number, in its absence, 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