

## **TENDER RULES**

**OBJECT OF THE PROPOSED CONTRACT:**

**CONSULTING SERVICES FOR SUPPORT AND TRAINING OF PRODUCERS IN THE  
DEVELOPMENT OF THEIR BUSINESS PLANS AND COMMERCIAL STRATEGIES.**

**LEGAL REPRESENTATIVE OF THE CONTRACTING AUTHORITY:**

Jérémie PELLET, Chief Executive Officer of EXPERTISE FRANCE

**DATE AND TIME OF OFFER SUBMISSION DEADLINE:**

**24/07/2026 at 17:00 (PARIS TIME)**

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## **ARTICLE 1: OBJECT AND SCOPE OF THE TENDER**

### **Object of the tender**

The tender covers the award of a service contract covering “*Consulting services for Support and training of producers in the development of their business plans and commercial strategies*”.

The scope of the needs to be satisfied is set out in the Specifications.

### **Scope of the tender**

This contract is subject to the French Public Procurement Code (CPP) in its applicable version under Ordinance no. 2018-1074 of 26 November 2018, establishing the legislative elements of Decree no. 2018-1075 of 3 December 2018, establishing the regulatory elements of the Public Procurement.

It is awarded by means of: adapted procedure in application of Articles L. 2123-1 and R. 2123-1 to R. 2123-7 of CCP

### **Provisional schedule of the tender**

| Estimated date                     | Stage                                                                                                                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14/07/26<br>(11:30 - Ecuador Time) | Public information Meeting:<br><a href="https://collab-ef.wimi.pro/airtime/#/?room=131eec791dbecc2995deedf5734f5072">https://collab-ef.wimi.pro/airtime/#/?room=131eec791dbecc2995deedf5734f5072</a> |
| 24/07/2026                         | Bid submission deadline                                                                                                                                                                              |
| 31/07/2026*                        | Interviews/Negotiations and requests for optimised bids                                                                                                                                              |
| 7/08/2026*                         | Optimised bid submission deadline                                                                                                                                                                    |
| 14/08/2026*                        | Rejection letters sent to non-selected candidates                                                                                                                                                    |
| 21/08/2026*                        | Contract award                                                                                                                                                                                       |
| *Estimated dates                   |                                                                                                                                                                                                      |

### **Tender language – currency**

All the tender documents must be written in English, except for the documents accompanying the methodological and financial proposals described in the article 4 of this tender, that must be written in Spanish.

The contracting authority shall conclude contracts in the following currency unit: Dollar (USD).

### **Composition of the tender documents**

The tender documents are composed of the following:

- This Consultation Regulation (R.C.)
- The specifications and any annexes;
- The draft contract (special terms and general conditions) and any annexes;
- The application form including the sworn statement regarding the exclusion criteria, the absence of conflict of interest, and the third-party identity card;
- The candidate’s GDPR compliance verification form;
- Appendix to the contract regarding the processing of personal data in case of GDPR subcontracting (collection of personal data on behalf of Expertise France
- DAJ\_GU006\_v01 - PLACE usage guide for companies (Spanish).

### **Modification of the tender documents**

Modifications may be made to the tender documents up to 4 days prior to the bid submission deadline.

Modifications are only forwarded to the economic operators duly identified during the tender document consultation phase.

Candidates/bidders must respond on the basis of the latest modified documents. Should any candidate/bidder have submitted any bid or offer prior to modification, they may resubmit based on the latest modified documents prior to the bid reception deadline.

## **ARTICLE 2: GENERAL CHARACTERISTICS OF THE PROPOSED CONTRACT**

### **Form of the contract**

The contract constitutes public procurement composed of a single item subject to fixed pricing.

### **Estimated amount of the need**

The provisional amount of the contract is fixed at a maximum of **USD109.780 (Exc. VAT)**.

### **Term of the contract**

The provisional term of the contract is 21 months from its award date. For illustrative purposes only, the anticipated award date is August 2026.

### **Renewal**

The contract is entered into for an initial term of 21 months from its award date. It may be renewed on 1 occasion via tacit renewal at the discretion of the contracting authority without exceeding a total duration of 23 months.

### **Allotment**

This tender is not divided into lots.

### **Similar services**

Under Article R.2122-7 of the French Public Procurement Code, in the context of a negotiated procedure without competitive bidding, the contractor may be awarded similar services to those of the initial contract. The period during which such contracts may be entered into may not exceed three years from the award date of the initial contract.

## **ARTICLE 3: CANDIDATE PARTICIPATION CONDITIONS**

### **Candidate presentation conditions**

A single entity may not represent more than one candidate for any given tender (Article R. 2142-4 of the French Public Procurement Code). In the context of this tender, however, the contracting authority authorizes the candidate to present multiple offers when acting at the same time as:

- an individual candidate and member of one or more consortia of economic operators;
- a member of multiple consortia of economic operators.

In the event of an application being made by a consortium of economic operators, each member of the consortium must provide all the documents and information certifying their legal, professional, technical and financial capacity. The consortium's capacities will be assessed on an overall basis.

### **Grounds and conditions of exclusion**

Notably under:

- The French Law no. 2016-1691 of 9 December 2016 on transparency, anti-corruption and modernization of the economy, the so-called "Sapin 2" law;
- Chapter II of the French Monetary and Financial Code setting out provisions for the freezing of assets and the prohibition of making funds available (notably Article L. 562-4 and Article L. 562-5);

- Relevant requirements emanating from accreditation for managing delegated EU funds (Pillar 7 relating to exclusion from accessing financing);

Candidates or their representative in any of the situations set out in Articles L.2141-1 to L.2141-10 of the French Public Procurement Code, or which are on any official exclusion list, shall be excluded from the procedure, whether their situation is established by means of their own declarations or through the application of vigilance measures by the contracting authority.

However, where the exclusion decision is at the discretion of the contracting authority, it shall invite the candidate(s) liable to exclusion to present their observations in order to establish, via all means and within a reasonable period not exceeding 10 days, that the measures required to rectify the failings laying behind exclusion have been taken and, as applicable, that their participation in the tender will not undermine equality of treatment among the bidders.

Where an operator finds itself to be in a position of exclusion during the procedure, it shall notify the contracting authority without delay, which shall apply exclusion on these grounds.

#### **Minimum prerequisites in terms of economic, technical and professional capacity**

The contracting authority imposes the following minimum capacity levels on candidates:

##### ***ECONOMIC AND FINANCIAL CAPACITY***

- The tenderer must submit a revenue declaration for the last fiscal year demonstrating annual revenues equal to or greater than USD100.000.

##### ***TECHNICAL AND PROFESSIONAL CAPACITY***

- The tenderer shall provide:
  - o A statement indicating the current workforce of the company and the size of management staff.
  - o A list of references related to projects of similar size, including the name and telephone number of a contact person.
  - o A declaration indicating the tools, materials and technical equipment available to carry out the services provided for in the contract.
- In addition, the tenderer shall demonstrate its capacity to issue certificates either through accreditation as a higher education institution recognized by the competent authority in its country of origin, or through a formal agreement with an accredited academic institution that supports the certification.

In the case of international tenderers, certifications issued by foreign institutions shall be accepted provided they have official recognition in their country of origin and can demonstrate the institutional validity of the certificates.

Alternatively, the status of a training organization authorized by the competent authority in its jurisdiction shall be accepted.
- In all cases, the tenderer shall submit verifiable documentation supporting the validity, recognition, and traceability of the certification process. The contracting authority (Expertise France) reserves the right to verify the authenticity and sufficiency of the accreditations presented, in accordance with the applicable provisions of French and European Union public procurement law.

Each consortium member must provide all the documents required under these Rules. In order to demonstrate its professional, technical and financial capacity, the candidate may ask for due consideration to

be given to the professional, technical and financial capacity of one or more economic operators. In such cases, it must demonstrate the capacities of the other economic operator(s) from which it benefits for contract implementation.

In the case of a temporary consortium, the aforementioned participation conditions will be assessed on an overall basis; the application file must include authorization of the lead company from its co-contractors, which may be issued via form DC1.

### **Specific requirements for consortia of economic operators**

#### ***Grounds for the exclusion of consortia***

Where the grounds for exclusion from the tender procedure concern one of the consortium members, the contracting authority shall demand its replacement by an entity not subject to the grounds for exclusion, to take place within 10 days of the lead company receiving said demand. Failing this, the consortium shall be excluded from the procedure;

#### ***Form of the consortium***

The consortium shall be jointly liable. The lead company is liable for execution of the contract by each of the consortium members with regard to their contractual obligations vis-à-vis Expertise France.

### **Subcontracting**

#### ***Grounds for exclusion in the case of subcontracting***

Entities subject to grounds for exclusion cannot be accepted as subcontractors.

Where the subcontractor subject to grounds for exclusion is presented at the application phase, the contracting authority shall demand its replacement by an entity not subject to the grounds for exclusion, to take place within 10 days of the candidate receiving said demand. Failing this, the candidate shall be excluded from the procedure.

#### ***Presentation of a subcontractor***

Subcontractors are to be presented using form DC 4 (Subcontracting Declaration)<sup>1</sup> duly completed by the subcontractor and the candidate, incorporating a statement of the subcontractor's professional, technical and financial capacity, in addition to a sworn declaration that the subcontractor is not subject to any prohibition on participating in public procurement.

## **ARTICLE 4: PRESENTATION OF BIDS AND SUBMISSION PROCESS**

Bidders must submit a complete bid incorporating the documents specified below. The requested documents must be signed by the bidder, the lead company of the temporary consortium or each of the members of the consortium.

### **Application documents**

Candidates must submit the following application documents:

- Proof of registration at the trade and companies registry ("k-bis" or equivalent);
- Valid civil and/or professional liability insurance certificates;

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<sup>1</sup> Form DC4 is available at: <https://www.economie.gouv.fr/daj/formulaires-mise-a-jour-formulaire-declaration-sous-traitance-dans-marches-publics>

- The application form including the sworn statement regarding the exclusion criteria, the absence of conflict of interest, and the third-party identity card;
- In case the tenderer does not have an IBAN, a bank certificate issued by the banking institution confirming the existence and validity of the account must be provided. This certificate must be official, signed and stamped by the bank, and clearly identify the account holder and the account number.
- The attached GDPR compliance verification form, allowing to verify the implementation by the bidder of appropriate technical and organizational measures, so that the processing complies with regulatory and legal obligations regarding data protection (GDPR and Data Protection Act) and ensures the protection of the rights of the data subject in this regard;
- If applicable, judgment(s) pronouncing the judicial reorganization (in case of judicial reorganization);
- A description of the human resources that meet the participation conditions set out below:
  - o Statement indicating the current workforce of the company and the size of management staff;
- A description of the technical resources that meet the participation conditions set out below:
  - o List of references related to the subject of the contract on projects of similar size indicating the name and telephone number of a contact person,
  - o Declaration indicating the tools, materials and technical equipment available to the candidate for carrying out the services provided for in the contract,
  - o Professional qualification certificates related to the capacity to issue academic or professional training certificates, through official accreditation or legal authorization as a higher education institution, training entity, or equivalent authorized organization in its country of origin. In cases where the candidate is not directly accredited to issue certificates, such capacity may be demonstrated through a formal agreement or academic partnership with a duly accredited institution authorized to issue such certifications. Supporting documentation evidencing such capacity shall be provided.
- A description of the economic and financial capacities meeting the conditions for participation described below:
  - o Turnover declaration for the last available accounting period, demonstrating annual revenues equal to or greater than USD 100,000.

### **Bid documents**

Candidates must submit a complete bid file containing the following documents:

- The draft contract duly completed, dated and signed and attached:
  - o duly completed financial annexes;
  - o the annex defining and laying down the conditions for carrying out personal data processing operations on behalf of the contracting authority, duly completed;
- A technical brief including the following information:
  - o A technical proposal for the development of the consultancy, clearly describing the methodology to be used in order to deliver the described products, a proposal for specific activities, and the time required for their development. The CVs of the leader and team of experts required for the development of the consultancy, including the required and verifiable experience.
  - o Preparation of the work plan, methodology and detailed schedule for the development of the consultancy, which must be presented and validated by the Biocommerce Project team in Ecuador (Project Manager and Sustainable Finance Expert).
  - o A financial proposal including all prices by deliverable and clearly breaking down the time spent and the daily price of each team member (Bidders must refer to the attached financial annex, which sets out the format for presenting this information.). **For administrative and contractual purposes, the consultancy effort is capped at a maximum of 210 person-days.**

**Bid validity period**

The validity of bids submitted shall be at least 120 days from the submission deadline.

**Bid submission process**

***Bids submitted in paper format***

Bids submitted in paper format will be rejected.

***Electronic submission***

In order to access the tender consultation space or to submit their bid, bidders must connect to the French government procurement platform at:

<https://www.marches-publics.gouv.fr>

Electronic submission is mandatory. Any submission via other means will be rejected.

The bid submission procedure is detailed on the website [www.marches-publics.gouv.fr](http://www.marches-publics.gouv.fr).

On this site, bidders will notably find a user guide available for download which specifies the platform's conditions of use, notably the technical prerequisites and electronic certificates.

Should they so wish, bidders may make contact by phone on 01 76 64 74 07 on all business days between 9am and 7pm in order to obtain technical assistance with how to complete all the necessary tasks.

In the event of allotment, all lots must be covered by an electronic submission. However, it is possible to make a single electronic submission for multiple lots provided that the lots covered by a bid can be identified without ambiguity.

The costs of accessing the network and of electronic signature shall be borne by the candidate.

Bidders are invited to test the configuration of their work device and to perform a test tender to ensure that their technical environment is functioning as required.

Bidders' attention is drawn to the fact that they must at least have internet browser software. It is not mandatory to have an electronic signature system.

In order to make an offer, bidders must forward files in the following computer formats: PDF, RTF, ZIP, suite Microsoft Office, LibreOffice or Open Office. Any computer file in a different format will be declared null and void.

**NOTE:**

All bid files must be free of computer viruses and must have been previously treated to this end by the bidder, using the latest version of an antivirus software. The same applies to all other files exchanged during this public procurement procedure.

The contracting authority may place any file containing a virus in a security archive. It will therefore be deemed never to have been received.

NB: Bidders' attention is drawn to the time required to deliver large volume electronic files. The average downloading time may vary according to various parameters, such as the technical capacity of the device, the type of internet connection, traffic on the network, etc.

To the extent that the date and time of completed upload constitutes the legal reference for submission of electronic bids, bidders are invited to allow sufficient time for all electronic submissions.

Even though its bid for this public procurement procedure will have been submitted electronically, the bidder undertakes, notably if its bid has been accepted, to provide contractually valid paper documents. In this regard, it also undertakes that the natural person providing the electronic signature also provides their handwritten signature without making any modifications to the documents, to be forwarded to the

contracting authority in this format. Lastly, the bidder undertakes to accept notification in paper format, in accordance with standard practices.

## **ARTICLE 5: ANALYSIS OF APPLICATIONS**

Applications are selected by the Evaluation Committee of Expertise France in accordance with the following procedure.

Under Article R.2161-4 of the French Public Procurement Code, the Evaluation Committee may decide to examine offers before applications.

In such cases, the supporting documentation for aptitude and capacity and the evidence relating to grounds for exclusion are only requested by the contracting authority from bidders preselected for award of the tender.

### **Application supplementary information requests**

Before examining applications, should the contracting authority note that requested documents or information are missing or incomplete, it may ask the bidders concerned to complete their application pack within a deadline applicable to all such bidders. The deadline will be specified in the request for supplementary information.

Applications that are incomplete or which remain incomplete following a request for additional information will be eliminated.

### **Rejection of late applications - Opening bids**

The Bid Opening Committee (meeting in non-public session) lists the bids received, the identity of applicants and the composition of the bids submitted.

Bids received after the deadline will be immediately rejected.

### **Admissibility of applications**

In accordance with Article 3 of this document covering the conditions for participation, the Evaluation Committee of Expertise France analyses the admissibility of applications based on the following criteria:

- Candidate's registration at the trade and companies registry (or equivalent)
- Candidate's compliance with its social security obligations
- Candidate's compliance with its tax obligations
- The applicant must not be in any of the situations set out in Articles L. 2141-1 to L. 2141-6 and L. 2141-7 to L. 2141-11 of the French Public Procurement Code, nor be on any official exclusion list, whether their situation is established by means of their own declarations or through the application of vigilance measures by the contracting authority
- The candidate or its representative must not be in a situation of conflict of interest vis-à-vis the contracting authority and/or any beneficiary of the procurement contract
- The candidate must be able to demonstrate adequate implementation of appropriate technical and organizational measures such that data processing conforms with relevant data protection laws and regulations (GDPR and French data protection legislation), thereby guaranteeing the rights of data subjects
- Applications not demonstrating professional capacity and/or which do not meet the minimum capacity levels will be eliminated.

## **ARTICLE 6: BID EVALUATION, NEGOTIATIONS AND AWARD**

The bid selection procedure is conducted by the Evaluation Committee of Expertise France in accordance with the following procedure:

**Rejection of late bids - Opening bids**

The Bid Opening Committee (meeting in non-public session) lists the bids received, the identity of applicants and the composition of the bids submitted.

Bids received after the deadline will be immediately rejected.

**Bid analysis**

After having verified that the bids received are conforming, admissible and appropriate, the Evaluation Committee of Expertise France analyses the bids from selected bidders in accordance with the following criteria.

**Rejection of non-conforming, inadmissible or inappropriate bids**

The Evaluation Committee examines all bids received and, in accordance with Article R.2152-1 of the French Public Procurement Code, rejects bids judged to be non-conforming, inadmissible or inappropriate, as applicable, after having implemented the regularization procedure set out in Article R.2152-2 of said code.

**Comparison of bids for selection of the most economically beneficial bid**

Bids will be assessed separately in accordance with the following criteria by awarding a score up to the maximum number of points per criterion as set out below:

***Criterion 1: price of the services***

The **financial score (FS out of a maximum of 30 points)** will cover the comparison of the financial offers of all candidates having submitted a conforming bid.

***Criterion 2: Technical offer***

| <b>Sub-criteria for assessing the technical quality</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Maximum number of points</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Sub-criterion 1: Methodological and Pedagogical Proposal Aligned with the Terms of Reference (ToR)</b><br><br>The proposal's capacity to translate a robust methodological design into an applied training process, executable in the field and oriented toward concrete results for beneficiaries, will be assessed. <ol style="list-style-type: none"> <li>1. Comprehensive understanding of the ToR and intervention logic <b>(3 points)</b></li> <li>2. Strength of the methodological and andragogical approach <b>(3 points)</b></li> <li>3. Instructional design oriented toward practical application (real business plans) <b>(3 points)</b></li> <li>4. Effective integration: training + individual work + technical support <b>(3 points)</b></li> <li>5. Added value (tools, digitalization, methodological innovation) <b>(3 points)</b></li> </ol> | <b>15</b>                       |
| <b>Sub-criterion 2: Quality, Experience, and Coherence of the Consulting Team</b><br><br>The capacity of the consulting team to execute the process in a coordinated manner in the field will be assessed, combining specialized technical expertise with effective operational coordination to ensure results. <p>a) Individual Profile Evaluation <b>(12 points)</b></p> <ul style="list-style-type: none"> <li>- Coordinator (business plans + management of training processes)</li> <li>- Commercial expert</li> <li>- Financial expert</li> </ul>                                                                                                                                                                                                                                                                                                              | <b>14</b>                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>b) Team Coherence and Complementarity <b>(2 points)</b></p> <p>- Proven joint experience and real capacity for field implementation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |
| <p><b>Sub-criterion 3: Beneficiary outreach, group formation and retention</b></p> <p>The provider's capacity to ensure effective outreach, viable group formation, and sustained retention of beneficiaries will be assessed, guaranteeing the completion of full cohorts in line with project targets</p> <ol style="list-style-type: none"> <li>1. Outreach and recruitment strategy <b>(5 points)</b><br/>Defined channels and a clear territorial strategy to identify and mobilize beneficiaries, with evidence of a viable pool of potential participants.</li> <li>2. Selection and group formation methodology <b>(4 points)</b><br/>Technical criteria to select beneficiaries and form homogeneous and viable groups (minimum of 13 MSMEs per group).</li> <li>3. Engagement and retention strategy <b>(5 points)</b><br/>Effective mechanisms to ensure participant retention throughout the entire training process.</li> <li>4. Control and traceability mechanisms <b>(3 points)</b><br/>Monitoring systems to track attendance, individual progress, and manage dropout risks.</li> <li>5. Experience in similar projects <b>(3 points)</b><br/>Demonstrable evidence of forming complete cohorts and achieving completion rates.</li> </ol> | <p><b>20</b></p> |
| <p><b>Sub-criterion 4: Territorial implementation strategy and operational management</b></p> <p>The provider's capacity to efficiently execute the territorial deployment and operational management of the project will be assessed, ensuring coverage, coordination, and effective delivery in the field.</p> <ol style="list-style-type: none"> <li>1. Territorial deployment plan <b>(4 points)</b><br/>Effective coverage in prioritized regions and coordination with local stakeholders for implementation.</li> <li>2. Management of cycles and groups <b>(3 points)</b><br/>Capacity to organize and implement multiple groups in a flexible manner, in line with project dynamics.</li> <li>3. Quality management and monitoring <b>(2 points)</b><br/>Mechanisms to ensure execution control and continuous improvement of the process.</li> <li>4. Operational risk management <b>(1 point)</b><br/>Identification and management</li> </ol>                                                                                                                                                                                                                                                                                                    | <p><b>10</b></p> |
| <p><b>Sub-criterion 5: Training process management and results</b></p> <p>The provider's capacity to ensure the effective completion of the training process will be assessed, through technical support and a monitoring system that guarantees measurable results for beneficiaries.</p> <ol style="list-style-type: none"> <li>1. Strategy to ensure process completion <b>(3 points)</b><br/>Effective technical support mechanisms to ensure module completion and finalization of business plans.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>6</b></p>  |

|                                                                                                                                                                       |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 2. Monitoring system and indicators <b>(3 points)</b><br>Tracking through key indicators such as attendance, completion rate, participant progress, and satisfaction. |           |
| <b>Sub-criterion 6: Environmental or social performance</b>                                                                                                           |           |
| Consideration of sustainable development issues in the delivery of services, assessed in light of the environmental and/or social measures proposed by the candidate  | <b>5</b>  |
| <b>TOTAL</b>                                                                                                                                                          | <b>70</b> |

Each technical offer, deemed to be technically conforming, will be attributed a **technical score (TS out of a maximum of 70 points)** by adding up the weighted scores obtained for each sub-criterion.

Bids having obtained a technical score of less than 42/70 (Equivalent to 12/20) will be deemed to be inappropriate.

### **Negotiations**

Expertise France reserves the right to enter into negotiations under the conditions set out in this consultation regulation.

If the negotiation is implemented, it may be conducted either with all the bidders who have submitted a bid, or with a limited number of bidders who have submitted a regular bid or a bid that has been able to be regularized under the conditions laid down in this Regulation, selected on the basis of the award criteria defined in the consultation documents, within the limit of the 4 highest-ranking offers.

The negotiation may concern the technical, administrative, calendar and financial elements of the offer, in particular the arrangements for performing the services, the proposed organization and methodology, the resources allocated to contract execution, deadlines and phasing, quality or performance commitments, as well as the financial aspects of the offer, in particular the price and its components.

However, either the negotiation may not concern the subject matter of the contract or the minimum requirements defined in the consultation documents, nor the award criteria or their implementation procedures.

Bidders admitted to negotiate shall be convened in writing. The negotiation session will be held via videoconference, on 31 July 2026, subject to written confirmation sent to the bidders no later than 3 calendar days before the selected date. The bidders will be received individually, according to the organizational procedures determined by Expertise France, in compliance with the principle of equal treatment.

Each bidder shall be allowed a maximum of 20 minutes of presentation time on any point of his or her choice related to the submitted bid. The rest of the meeting will be devoted to questions and exchanges relating only to the negotiable elements of the offer.

The buyer reserves the right to organize one or more rounds of negotiation. Confidential information provided by a bidder in the course of negotiations shall not be disclosed to other bidders without its prior agreement.

Negotiation exchanges shall be subject to appropriate traceability. As such, a summary or minutes may be drawn up for each session.

At the end of the negotiation phase(s), bidders still in contention may be invited, under the same conditions and within the same period for all, to submit a revised offer taking account of exchanges. In the absence of a submission of a revised offer within the specified period, the previously submitted offer shall be deemed to stand unless otherwise indicated in the invitation to submit a revised offer.

Expertise France also reserves the right to award the contract without negotiation.

**Award process**

An **overall score (OS out of a maximum of 100 points)** obtained by adding together the technical and financial scores (**OS=FS+TS**) will be attributed to each bid that has been assessed for its technical and financial content.

The bidder who obtains the highest overall score will be deemed to have made the most beneficial economic offer and will be awarded the contract.

The contracting authority may decide not to pursue the tender for reasons of public interest.

**ARTICLE 7: PROCESSING OF PERSONAL DATA IN THE CONTEXT OF THIS TENDER AND FOR THE PURPOSES OF CONTRACT MONITORING**

Under Article 13 or Regulation (EU) no. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), the applicants/bidders are notified that personal data, notably name, first name and e-mail address collected when using under the French government procurement platform (<https://www.marches-publics.gouv.fr>) in the context of this tender procedure and execution of the associated contract, may be processed.

For processing performed with PLACE services, the *Ministère de l'action et des comptes publics* (Ministry of Public Accounts) – the procurement department of the State and of Expertise France, the contracting authority, are co-controllers of personal data.

For processing performed outside the scope of PLACE services, Expertise France, the contracting authority, is the controller of personal data.

**Identity and contact details of the data controller and its representative**

**For the PLACE platform:**

*Ministère de l'action et des comptes publics* (Ministry of Public Accounts)

59, boulevard Vincent Auriol

75703 Paris Cedex 13

Represented by the Director of Public Procurement

Operational data controller:

The Department of Public Procurement, represented by its director.

**Contact details of the Data Protection Officer:**

[le-delegate-a-la-protection-des-donnees-personnelles@finances.gouv.fr](mailto:le-delegate-a-la-protection-des-donnees-personnelles@finances.gouv.fr)

**For the contracting authority:**

Expertise France

40, Boulevard de Port Royal

75005 Paris

Represented by the Managing Director,

Operational data controller:

The IT Department, represented by its director

**Contact details of the Data Protection Officer:**

[informatique.libertes@expertisefrance.fr](mailto:informatique.libertes@expertisefrance.fr)

The legal basis under which such processing is performed are set out in c) and e) of Article 6.1 of the GDPR, namely:

- The processing is necessary in order to comply with a legal obligation by which Expertise France is bound;
- The processing is necessary for performance of a public-interest assignment or which falls within the scope of the public authority entrusted to Expertise France.

The purposes of the processing are as follows:

- The management and monitoring of this tender procedure;
- The management and monitoring of the award of a public procurement contract.

The recipients or category of recipients of the personal data are exclusively authorised personnel of the Contracting Authority, ministries and state operators responsible for awarding and executing this contract, including any service providers assisting them with their activities.

Retention period: the data will be held throughout the award process and execution of the contract, including the DUA (duration of administrative usefulness) applicable to the contract.

Under Articles 15 to 21 of the GDPR, persons whose personal data is collected enjoy a right of access, rectification and deletion with regard to such data. They also enjoy the right to restrict and refuse processing on legitimate grounds. The information and other rights of data subjects may be exercised by contacting the Data Protection Officer of Expertise France.

Persons whose personal data is collected under this procedure may submit a complaint to CNIL.

## **ARTICLE 8: ADDITIONAL INFORMATION**

Any request for additional information about technical or administrative matters must be forwarded via the government procurement platform at least 5 business days prior to the bid submission deadline.

Expertise France undertakes to provide a response 2 business days at most before the bid submission deadline.

If a candidate asks any questions, all candidates will receive an e-mail asking them to consider one or more documents provided in response to the questions concerned.

## **ARTICLE 9: APPEAL CHANNELS AND DEADLINES**

The body responsible for the appeals process is:

Paris Judicial Court,  
Parvis du Tribunal de Paris 75 859 PARIS Cedex 17  
Email: [tj-paris@justice.fr](mailto:tj-paris@justice.fr).  
Tel: 0144325151.

Information about lodging an appeal may be obtained from: [tj-paris@justice.fr](mailto:tj-paris@justice.fr).