

<b>NOTICE OF A COMPETITIVE PUBLIC TENDER</b>
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Section I: Contracting authority

**I.1) NAME, ADDRESSES AND POINT(S) OF CONTACT:**

Acsé, 209 rue de Bercy, Contact: scpc, for the attention of Ms. Martine Bourcier, F-75585 Paris, France. Tel. (+33) 1 40 02 74 12. E-mail: [scpc@lacse.fr](mailto:scpc@lacse.fr). Fax (+33) 11 40 02 77 14.

Internet address(s):

General address for the contracting authority: <http://www.lacse.fr>.

Address for the buyer profile: <http://www.achatpublic.com>.

Address at which additional information may be obtained:

The technical correspondents for this contract are: Acsé, URBACT Secretariat, 194, avenue du Président Wilson, 93217 Saint-Denis La Plaine Cedex. Mr. Jean Loup Drubigny, Director - URBACT Secretariat, Tel: (+33) 1 49 17 46 02 / e-mail: [jl.drubigny@urbact.eu](mailto:jl.drubigny@urbact.eu).

Mr. Thierry Picquart, Administration-Coordination Manager - URBACT secretariat, Tel: (+33) 1 49 17 46 02 / e-mail: [t.picquart@urbact.eu](mailto:t.picquart@urbact.eu).

The administrative correspondents for this contract are: Acsé, SCPC, 209, rue de Bercy, 75585 Paris Cedex 12, France. Ms. Martine Bourcier, Manager of the procurement contracts and legal department (Scpc) Tel: (+33) 1. 40.02.74.12 / fax: (+33) 1. 40.02.77.14 / e-mail: [scpc@lacse.fr](mailto:scpc@lacse.fr) and [martine.bourcier@lacse.fr](mailto:martine.bourcier@lacse.fr).

Mr. Laurent Cousin, project officer at the SCPC Tel: (+33) 1.40.02.74.36 / e-mail: [laurent.cousin@lacse.fr](mailto:laurent.cousin@lacse.fr).

Ms. Delphine Moya: project officer at the SCPC Tel: (+33) 1.40.02.74.95 / e-mail: [delphine.moya@lacse.fr](mailto:delphine.moya@lacse.fr), F-75585 Paris Cedex 12.

Address from which the terms of reference and additional documents (including documents concerning a competitive dialogue and a dynamic purchasing system) may be obtained:

The aforementioned point(s) of contact.

Address at which bids or applications may be sent:

The aforementioned point(s) of contact.

**I.2) TYPE OF CONTRACTING AUTHORITY AND MAIN ACTIVITY(IES):**

National or federal agency /authority.

The contracting authority acts on behalf of other contracting authorities: no.

Section II: Subject of the contract

**II.1) DESCRIPTION**

II.1.1) Title given to the contract by the contracting authority:

Assistance mission with the URBACT 2 European programmes to select and classify experts for the programme.

**II.1.2) Type of contract and place where the contract will be carried out, for delivery of supplies or for provision of:**

**Services.**

Service category: No. 22.

Main place of service provision: 194 avenue du Président Wilson, 93217 Saint Denis-la-Plaine, France.

**II.1.3) The notice involves:**

A procurement contract.

**II.1.4) Short description of the contract or the purchase/purchases:**

The purpose of this contract is to provide assistance to the European Urbact 2 programme for the external selection and classification of experts for the programme.

The service is expected at three different levels:

- The examination of the new expert theme applications, which come in continuously, so that the pool of experts in the Urbact II programme is supplemented as well information entered into the data base;
- The existing data base of URBACT experts is updated, a data base made available to the towns, other partners and the URBACT secretariat;
- Recruitment of ad-hoc experts in charge of specific tasks in the programme, such as members of the group of external examiners (who select the Urbact networks) or the managers of the theme unit.

**II.1.5) CPV Classification (common procurement vocabulary):**

79635000.

**II.1.6) Procurement contract covered by the agreement on government procurement (GPA):**

No.

**II.1.7) Division into lots:**

No.

**II.1.8) Variations will be taken into consideration:**

No.

**II.2) QUANTITY OR SCOPE OF THE CONTRACT**

**II.2.1) Quantity or overall scope:**

This procurement contract is a service procurement contract placed by an appropriate procedure in accordance with Article 30 of the Procurement Contracts Code.

This is a mixed procurement contract comprising a fixed part and a part with purchase orders in accordance with Article 77 of the Procurement Contracts Code.

Negotiations may be held with the applicant or applicants who submitted the best bids particularly on the details for carrying out the services and on the prices.

The contract shall take effect on the date the entity is notified that it has been awarded the contract and shall terminate one year later after the anniversary date of the notification.

The contract may then be renewed twice by a formal decision by the contracting authority by one-year periods on the anniversary of the notification.

**II.2.2) Options:**

No.

**II.3) TERM OF THE PROCUREMENT CONTRACT OR THE TIME LIMIT FOR PERFORMANCE:**

Term in months: 12 (as from the date the contract is awarded).

Section III: Information of a legal, economic, financial and technical nature

**III.1) TERMS AND CONDITIONS CONCERNING THE CONTRACT**

**III.1.1) Basic details on the financing and payment and/or references to the enactments regulating them:**

European Urbact credits (ERDF and Member States). Payment by bank transfer of the sums due within a maximum of 30 days. Once this time limit has elapsed, interest for late payment shall be due. In accordance with Article 87 of the Procurement Contracts Code, the contract holder may be paid an advance.

**III.1.2) Mandatory legal form of the group of economic operators to which the contract is awarded:**

The companies may apply either as a group with joint and several liability or a combined group. In the latter case, the contractholder must be the joint and several agent of the combined group.

**III.1.3) Performance of the procurement contract is subject to other special terms and conditions:**

No.

**III.2) CONDITIONS FOR PARTICIPATION**

**III.2.1) Situation specific to economic operators, including the requirements concerning the entry in the commercial or professional register:**

Information and formalities required to evaluate if these requirements are met: information and formalities to evaluate if these requirements are met: see section VI: additional information (other information).

**III.2.2) Economic and financial capacity:**

Information and formalities required to evaluate if these requirements are met: information and formalities to evaluate if these requirements are met: see section VI: additional information (other information).

**III.2.3) Technical capacity:**

Information and formalities required to evaluate if these requirements are met: information and formalities to evaluate if these requirements are met: see section VI: additional information (other information).

**III.2.4) Reserved procurement contracts:**

No.

### **III.3) CONDITIONS SPECIFIC TO THE SERVICE PROCUREMENT CONTRACTS**

#### **III.3.1) The service is reserved to a particular profession:**

No.

#### **III.3.2) Corporate entities are obliged to give the names and professional qualifications of the members of the personnel charged with carrying out the service:**

Yes.

### Section IV: Procedure

#### **IV.1) TYPE OF PROCEDURE**

##### **IV.1.1) Type of procedure:**

Open.

#### **IV.2) CRITERIA FOR CONTRACT AWARD**

##### **IV.2.1) Criteria for contract award:**

Most economically advantageous bid assessed according the criteria listed below:

1. The applicant's skills and experience to fulfil the mission. Weighting: 50.
2. Financial bid. Weighting: 50.

##### **IV.2.2) An electronic auction will be carried out:**

No.

#### **IV.3) INFORMATION OF AN ADMINISTRATIVE NATURE**

##### **IV.3.1) Reference number given to the dossier by the contracting authority:**

2011 URB 01 30.

##### **IV.3.2) Previous publication(s) on the same procurement contract:**

No.

##### **IV.3.3) Conditions for obtaining the terms of reference and the additional documents or the description document:**

Latest date for receiving requests for documents or for access to documents: 22 February 2011 – 5.00 p.m.

Paid documents: no.

##### **IV.3.4) Latest date for receiving bids or applications to participate:**

22 February 2011 – 5.00 p.m.

##### **IV.3.5) Language(s) which may be used in the bid or the application to participate:**

English, French.

##### **IV.3.6) Minimum time during which the bidder is obliged to main his bid:**

Duration in months: 4 (as from the latest date for receiving bids).

Section VI: Additional information

**VI.1) IT CONCERNS A PERIODIC PROCUREMENT CONTRACT:**

No.

**VI.2) THE CONTRACT LIES WITHIN A PROJECT /PROGRAMME FINANCED BY COMMUNITY FUNDS:**

Yes.

Reference(s) of use to the project / programme: ERDF - European Regional Development Funds.

**VI.3) OTHER INFORMATION:**

The tender dossier (provided free of charge) may be sent to the applicants by e-mail when a request is made by e-mail ([scpc@lacse.fr](mailto:scpc@lacse.fr)) or by fax (No. (+33) 1.40.02.77.14) to the procurement contracts and legal department. Quote the tender reference: Bo. 2011 URB 01 30.

The tender dossier may also be downloaded to the purchaser profile's site from the following address: [www.achatpublic.com](http://www.achatpublic.com) then go to the company area (section: access the procurement contracts room) and then, in the main part, entitled search criteria, the tender reference: No. 2011 URB 01 30, click on search then on the part which appears showing the procurement contract's title.

Furthermore, the dossier may also be downloaded from the acsé Web site ([www.lacse.fr](http://www.lacse.fr) / section "procurement contracts" sub-section "current" under the reference "No. 2011 URB 01 30"), or from the URBACT site ([www.urbact.eu](http://www.urbact.eu)).

content and presentation of the bid dossiers.

It is essential that the bid documents are all signed by the same person, the legal representative of the applicant organisation. If there is another signatory, a formal delegation of signature must be attached.

Furthermore, the applicants are requested not to send bound documents, so that they may be easily scanned. They may be stapled or put into binders, files or covers without binding.

The envelope should contain the following documents:

A/ Application dossier

This application dossier must contain the following official documents in accordance with Articles 43 to 45 of the Procurement Contracts Code and the order of 28 August 2006:

- A letter of application signed by the organisation's legal representative (use the attached Cerfa Dc1 printed form);
- A copy of the latest judgement in the event of judicial administration;
- A statement by the applicant duly filled in and signed (use the attached Cerfa Dc2 printed form);
- A presentation enabling the applicant's capacities to be assessed and judged.

The application should provide information on its professional, technical and financial capabilities.

For this purpose, it should give its turnover for the preceding three years and attach to its Dc2 form any document proving its technical and professional competencies on the subject of the procurement contract (technical, human, equipment resources, etc.) as well as its experience and detailed references (year, ordering organisation, amount, subject).

N.B.: If the applicant does not have the references requested, he may submit any equivalent information enabling a professional level of competence to be proven that is sufficient to carry out the contract.

These documents enable the applicant's acceptability to be checked.

In the case of a request for acceptance of sub-contracting, the downloadable Cerfa DC4 form must be filled in.

#### B/ Bid dossier

This bid dossier shall include the following documents:

The Commitment Procedure form duly filled in, dated and signed (use the attached Cerfa Dc3 form), in particular giving the name and position of the signatory authorised to make a legal and financial commitment on the company's account;

The applicant shall give a fax number and/or e-mail address to be used for all correspondence (page 2 of the commitment procedure).

In the section "price of the procurement contract" (page 3 of the commitment procedure) the applicant shall give the unit and flat-rate amounts proposed (see article 9 of the PCC).

This is deemed to include all the services required by the PCC.

An applicant who is not subject to VAT must indicate the enactment by which it is exempt.

The bid submission dated and signed which must include the following elements:

With regard to the applicant's professional capabilities, its competence and experience:

The applicant must prove that it has the qualifications required to carry out the contract. It shall provide proof of its professional capabilities by any means and any document setting forth its competences, references, experience and interest in the mission.

It shall particularly indicate the person or persons who shall be charged with providing the services and shall enclose a CV for the persons concerned.

The applicant shall also attach a short note (about two pages) on the way in which it intends to fulfil the mission.

These various documents shall show:

A command of English (essential for the members of the team charged with the service), a practical knowledge of French and, if possible, another language spoken in the European Union;

Availability to respond within tight deadlines;

Experience in assessing / or selecting applicants;

An approach to the various themes on which the URBACT programme networks are looking for expert knowledge;

If need be, experience in working in a European or an international environment.

A financial bid with justification of the flat-rate and unit prices. This bid will give details of:

#### For the flat-rate part

-Updating the existing data base (approximately 250 experts) at the start of the contract

-Updating the data base at the start of the second renewal, in the event that it is renewed.

#### For the purchase order part

-The cost of selecting and classifying a theme expert

-The cost of selecting and classifying an ad hoc expert (including the cost of interviews with the applicants selected)

For both the flat-rate part (updating the data base) and for the purchase order part, the applicant may base its financial bid on an average annual base of 60 theme experts and 20 ad hoc experts.

The applicant is requested to provide a printed and an electronic copy (on CD-Rom or USB stick) in the case where bids are made on a physical medium.

Comments:

The applicant whose bid is selected shall provide the following documents:

- for commercial companies: an extract from the K bis record in the Trade and Companies Register;
  - for associations: a copy of the notice of their creation published in the Official Gazette;
  - for other corporate entities: any other document proving their legal existence;
  - statements and certificates issued by the authorities and relevant organisations proving that it has up-to-date with its tax and social obligations (possibility of using the Cerfa DC 7 form) or equivalent documents where the applicant is established in a country other than in France, under the conditions laid down in article 46 of the Procurement Contracts Code;
  - details of a bank or postal account in the applicant's legal name;
  - the statement concerning the combat against illegal employment (Cerfa form DC 6).
- conditions for despatching bid dossiers

Despatch of the physical medium

The dossiers shall be submitted in a single sealed envelope marked with the information:  
Procurement Contract No. 2011 URB 01 30

assistance missions under the European Urbact 2 programme for the selection and classification of the programme's experts

not to be opened by the mail department

This envelope shall be sent to the Procurement Contracts and Legal Department (Scpc)

By registered post or by Chronopost to:

L'Acisé Tour Paris-Lyon SCPC Secretariat

209 rue de Bercy - 75585 Paris Cedex 12, France.

(16<sup>th</sup> floor, Offices 1618 -1619)

Or

Deposited against a receipt at the same address and at the same offices

(Opening hours: 9 a.m. – 12.30 p.m. and 1.30 – 6 p.m.)

Despatch by electronic means: see article 15 of the Tender Regulations.

Date of despatch of this notice to the OJEU and the BOAMP: 21 January 2011.

#### **VI.4) PROCEDURES FOR APPEAL**

##### **VI.4.1) Court responsible for appeal procedures:**

Paris Administrative court, 7 rue de Jouy, F-75181 Paris, France. E-mail: greffe.ta-paris@juradm.fr. Tel. (+33) 1 44 59 44 00. URL: <http://www.ta-paris.juradm.fr>. Fax (+33) 1 44 59 46 46.

##### **VI.4.2) Service from which information may be obtained for lodging appeals:**

Office of the Clerk of the Paris Administrative Court, 7, rue de Jouy, F-75181 Paris, France. E-mail: greffe.ta-paris@juradm.fr. Tel. (+33) 1 44 59 44 00. URL: <http://www.ta-paris.juradm.fr>. Fax (+33) 1 44 59 46 46.

##### **VI.3) DATE OF DESPATCH OF THIS NOTICE:**

21 January 2011.