



ACSE/ URBACT II Operational Programme (2007-2013)

**EVALUATION OF THE PILOT NETWORKS
IN THE FRAME OF THE URBACT II EUROPEAN PROGRAMME:
FOR THE TRANSFER OF GOOD PRACTICE IN THE FIELD OF INTEGRATED AND
SUSTAINABLE URBAN DEVELOPMENT
AND FOR THE DELIVERY OF LOCAL ACTION PLANS**

CONSULTATION RULES

PUBLIC BUYER:

Agence Nationale pour la Cohésion Sociale et l'Égalité des Chances (Acsé)

A National Public Institution of an Administrative Nature

209 - 211, rue de Bercy - 75585 - Paris Cedex 12

REPRESENTED BY MRS LAURENCE GIRARD, MANAGING DIRECTOR OF ACSÉ

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ARTICLE 1 : PURPOSE OF THE CONTRACT

This contract is for the on-going evaluation of the 9 pilot networks testing networking for:

- A/ the transfer of good practice in the field of integrated and sustainable urban development
- B/ improved delivery of local

ARTICLE 2: MAIN CHARACTERISTICS OF THE TENDER

2.1 Procedure and form of the contract:

This is a service contract entered into according to an adapted procedure in conformance with article 28 of the Public Procurement Contracts Code.

It is a single contract at a set price.

2.2 Price:

The price is firm, flat and total throughout the length of the contract.

This price is fixed, final and comprehensive. It includes the completion of all the required services and all costs and expenses relating to the implementation of these, in particular travel and accommodation costs for meetings, interviews, etc., reprographic copying and postal charges etc.

NB: The maximum budget for this contract is limited to €50 000 inclusive of taxes, as foreseen for the dedicated tool “Studies” under Operation 2 – Capitalisation in the URBACT II Programme Manual.

2.3 Term of the contract and deadline for completion:

The contract shall begin on notification of the contract and shall end no later than 30 June 2015, with the delivery of the evaluation report.

2.4 Variants:

Candidates are not allowed to present variants.

2.5 Language(s) that may be used in the proposal or the participation application:

English, French

2.6 Negotiations:

Negotiations may take place with the candidate(s) having presented the best proposal, in particular, in respect of the provisions for the execution of the services and the prices.

ARTICLE 3: CONDITIONS RELATING TO THE CONSULTATION

Companies may bid as joint-and-several liability consortiums or as joint-liability-only consortiums. In the latter case, the successful tenderer must be a jointly-liable representative of the consortium.

ARTICLE 4: COMPETITIVE TENDERING – CONTENTS OF THE CONSULTATION FILE

The competitive tendering will take place after a public notice of competitive tendering published by BOAMP, by JOUE, an advertisement on Acsé's web site (www.lacse.fr), on the buyer profile (www.achatpublic.com), on the Urbact site (www.urbact.eu) and on other specialised sites if appropriate.

The consultation file is made up of the following documents:

- These tender rules (TC);
- The Special clauses (CCP)¹;
- The tender document (DC3) ;
- The reply forms CERFA (DC1, DC2, Delegation of signing authority). The

CERFA forms can be downloaded from various sites and in particular:

http://www.minefe.gouv.fr/themes/marches_publics/formulaires/index.htm

(Non-mandatory national forms for candidates of a public procurement contract)

ARTICLE 5 : CONDITIONS FOR OBTAINING THE CONSULTATION FILE

The consultation file may be downloaded from the URBACT web site (www.urbact.eu)

The consultation file can also be downloaded from the buyer profile site at the following address: www.achatpublic.com then go to the companies space (section: access the contracts' room) and then indicate in the main search window the consultation reference: **2014 URB 03 28**, finally click on search then click on the section which appears showing the name of the contract.

ARTICLE 6: CONTENT AND PRESENTATION OF TENDER DOCUMENTS

The candidate's documents and tender documents must be signed by the **legal representative** of the candidate's organisation. If there is another signatory, a formalised power of attorney must be attached.

In addition, candidates are requested not to send bound documents, in order to facilitate their numerisation. They can be stapled, placed in a file, folder or document holder without binding.

Candidates are required to provide a digital version of their application documents and tender documents.

¹ In case English and French versions of the tendering documents can be interpreted differently, the French wording will prevail.

The dossier should contain the following:

A/ Application file

This application file should contain the following administrative documents according to Articles 43 to 45 of the Public Procurement Contracts Code and the decree of August 28, 2006:

- An **application letter** signed by the legal representative of the organisation (please use the attached Cerfa **DC1** form);
- A **copy of the last ruling in case of receivership**;
- A **candidate's declaration** duly filled out and signed (please use the attached Cerfa **DC2** form);
- A **presentation to enable the evaluation and determination of the candidate's capacity**:

The candidate should indicate his *professional, technical and financial capacities*.

For this purpose, he should indicate his last 3 annual turnovers and attach any documentary proof of his technical and professional competences the purpose of the contract, to his DC2 form (technical, human, material, etc. means) as well as his experience and detailed references (year, sponsor, amount, subject).

NB: If the candidate does not have the required references, he may present any equal means of proof of an adequate level of professional competence to execute the contract.

These documents enable the verification of the admissibility of applications

B/ Tender documents

These include the following documents:

6.1 The commitment document duly filled out, dated and signed (please use the attached Cerfa **DC3** form), notably including the name and function of the signatory authorised to commit the company legally and financially;

The candidate indicates a **valid** fax number and/or e-mail address for all correspondence (page 2 of the commitment document).

Under the heading "contract amount" in the commitment document (page 3 of the commitment document) the candidate shall indicate the set amount of the contract.

These prices are considered to cover all the services required in the CCP, including travel and accommodation costs for meetings, interviews, field visits, etc.

Candidates who are not subject to VAT should indicate by virtue of which text they are exempt.

6.2 The presentation of the technical offer in English, dated and signed which should include the following elements below:

- The candidate should comply with the provisions described in the CCP.

- The candidate shall propose the methodology considered most adequate for evaluating the questions and subjects listed in Article 5 of the CCP "Services requested", in a memo. The proposal should include a clear description of methods and tools to be used.

Evaluation of Pilot Projects should be considered as an interactive process between the evaluator and the different parties involved (URBACT Secretariat, Thematic Pole Managers, Lead Partners, Lead Experts and Project Partners of the networks).

- A presentation of the project manager (and his/her team if any) (CV and references): competences, qualifications and experience of the persons invested in the project as well as the distribution of assignments among the different intervening parties.

According to the required qualifications the presented project manager (and team) should:

- Be independent from cities and bodies involved in the Pilot Projects;
 - Have a good knowledge of urban and/or European policies;
 - Have a good knowledge of transnational exchanges;
 - Have a solid experience in evaluation work;
- In addition, due to the specificity of the required services and the work schedule, the following capacities shall be assessed:
 - perfect written and conversational English and, if possible, practical knowledge of French;
 - great capacity to work with tight deadlines;
 - rigour, organisation, capacity to be responsive and in general availability for the services covered by the contract;
 - A detailed budget (exclusively in Euros) with a breakdown of the proposed set price according to the following elements:
 - Estimation of working time in days per intervening party;
 - Daily wages per intervening party;
 - Travelling costs indicating the number of trips, travellers and the destinations;
 - The total cost exclusive of tax and inclusive of tax;

NOTE:

⇒ **The candidate whose tender is accepted should provide the following documents:**

- For business firms: an "extrait K bis" (proof of registration with the French ROC);
For associations: a copy of the publication in the OJ created by them;
For other legal entities: any other document that might prove their legal existence;
- Certificates delivered by the competent administrations and organisations proving that he has met his fiscal and social obligations (Cerfa DC7 can be used) or any *similar documents from a candidate established in another State besides France, under the conditions provided in Article 46 of the Public Procurement Contracts Code*;
- details of a bank or postal account in the candidate's legal name;

NB: For accounts outside of France, the holder should provide the name and address of his bank, his bank account number and the corresponding IBAN and SWIFT/BIC codes,

- the declaration concerning the fight against concealed work (Cerfa DC6).

ARTICLE 7: CONDITIONS FOR SENDING TENDER DOCUMENTS

7.1 Sending physical media

Candidates are requested not to send bound documents, in order to facilitate their numerisation. They can be stapled, placed in a file, folder or document holder without binding.

Candidates who chose to send the documents on a physical media should, nonetheless attach a digital copy (USB flash drive, CDR, etc...).

Documents are to be presented in a single sealed envelope with the following mentions:

Contract n° 2014 URB 03 28
**ONGOING EVALUATION OF THE PILOT PROJECTS
URBACT III PROGRAMME**
Not to be opened by the mail service

**This envelope shall be sent to the Procurements, contracts and legal affairs division
(DAMC)**

by registered letter or Chronopost to:
L'Acisé, Tour Paris- Lyon, Secrétariat de la DAMC
209-211, rue de Bercy - 75585 Paris Cedex 12.
(16^e étage Bureaux 1618 -1619)

or

Delivered against receipt to the same address in the same offices
(Opening hours: 9 am - 12:30 pm and 1:30 pm - 6 pm)

7.2 Electronic transmission

Since documents can also be transmitted by a dematerialised medium, please see the conditions in Article 13 of these RC.

ARTICLE 8: VALIDITY DEADLINE FOR TENDERS

The deadline for validity is **3 months** as of the deadline for receipt of the dossier.

ARTICLE 9: DEADLINE FOR RECEIVING DOSSIERS

The deadline for receiving dossiers is set for:

4th April 2014 at 12 noon

ARTICLE 10: CRITERIA FOR SELECTING TENDERS

For the choice of the most advantageous economic offer, the following criteria shall be taken into account along with their weighting:

40 points: The technical quality of the proposal, the methodological approach proposed and its feasibility;

40 points: The capacity and competences of the project manager (and team) proposed;

20 points: The financial offer.

ARTICLE 11: DETAIL MODIFICATIONS AND ADDITIONAL INFORMATION

11.1 Detail modifications of the DCE

The public corporation reserves the right to make modifications of details in the tender enquiry document at the latest, six (6) days before the deadline set for receipt of proposals. Candidates should then respond on the basis of the modified document without the possibility of making any claims regarding this subject. This deadline of six (6) days starts as of the day when the modifications are sent.

If, during the examination of the document by the candidates, the deadline set for receipt of dossiers is postponed, the previous provision is applicable according to this new date.

11.2 Additional information

The technical contacts for this contract are:

Acsé, Secrétariat URBACT, 5, rue Pleyel, 93283 Saint-Denis Cedex.

- Mr Emmanuel Moulin, Director - URBACT Secretariat, tel.: 01 49 17 46 02 / e-mail: e.moulin@urbact.eu

- Mr Thierry Picquart, Administration-Coordination Manager - URBACT Secretariat, tel.: 01 49 17 46 02 / e-mail: t.picquart@urbact.eu.

The administrative contacts for this contract are:

Acsé, SCPC, 209, rue de Bercy, 75585 Paris Cedex 12.

- Mrs Martine Bourcier, Director of procurements, contracts and legal affairs (DAMC) Tel.: 01.40.02.74.12 / fax: 01.40.02.77.14 / e-mail: scpc@lacse.fr et martine.bourcier@lacse.fr.

- Mrs Lydie Quanbouli, Project Manager at DAMC, Tel.: 01.40.02.73.91 / e-mail: lydie.quanbouli@lacse.fr.

ARTICLE 12: PROCEDURES FOR APPEALS

Courts responsible for appeals:

Tribunal administratif de Paris, 7, rue de JOUY, 75181 Paris Cedex 04.

E-mail: greffe.ta-paris@juradm.fr

Tel.: 01 44 59 44 00. URL: <http://www.ta-paris.juradm.fr>. Fax: 01 44 59 46 46.

Service where information can be obtained concerning the submission of appeals:

Greffe du Tribunal administratif de Paris, 7, rue de JOUY, 75181 Paris Cedex 04.

E-mail: greffe.ta-paris@juradm.fr

Tel.: 01 44 59 44 00. URL: <http://www.ta-paris.juradm.fr>. Fax: 01 44 59 46 46.

ARTICLE 13 - ELECTRONIC TRANSMISSION OF DOCUMENTS

13.1 Applicable methods in case of dematerialised transmission of documents

- For candidates who wish to answer in a dematerialised format (electronic transmission by the procurer profile) and in order to best ensure smooth running of this dematerialised procedure, these instructions should be followed:

- First, the candidate connects to the procurer profile website at the following address: www.achatpublic.com, then go to the "companies" space (heading: go to the contracts site) and then indicate **the enquiry reference number: 2014 URB 03 28** in the main window entitled "search criteria", and finally, click on search and then click on the window that appears with the contract title. Next, the candidate sends his documents electronically by accessing the heading "answer" which is usually proposed in the left tab.

- Candidates should send the documents in Word, Excel or PDF format (Adobe Acrobat) which are all PC compatible. Acsé should be able to read and print the files received. Candidates are requested not to use "exe" and "macros" type formats.

- Applications and commitment documents (in general, all documents for which signing is required) transmitted electronically (or sent on physical electronic media) are signed by the economic operator through an electronic signature certificate, which notably guarantees the candidate's identification.

The categories of signature certificates used for electronic signing should be in conformance with the inter-sectorial security reference system and should appear on a reference list established by the State Reform Minister.

The inter-sectorial security reference system and the list of electronic signature certificate categories mentioned above are published electronically at the following address: <http://www.entreprises.minefi.gouv.fr/certificats/>.

- Dossiers transmitted electronically are stamped with the hour and date. This means that all the documents should be transmitted to the website before the deadline for receipt of dossiers. Please remember that the deadline for receiving dossiers is **April 4, 2014 at 12 noon**, regardless of the method of delivery.

13.2 Backup copy

. Along with the electronic transmission candidates may also send the following to Acsé (Acsé, Secrétariat de la DAMC, 209-211, rue de Bercy - 75585 Paris Cedex 12), a backup copy on a physical medium: paper or electronic (CD-ROM, USB flash drive, etc.), in which case the candidate should indicate on **his dossier, "backup copy"**.

- This backup copy shall only be opened in the following cases:

if a malicious programme is detected in the applications or the tenders transmitted electronically;

if an application or a tender was transmitted electronically and did not arrive within the deadline or was not opened, on condition that the backup copy arrived within the deadline.

- This backup copy shall only be taken into account if it arrives at Acsé, BEFORE the deadline for receipt of dossiers.

- In case a physical electronic medium is used, the documents that appear on it for which signing is required, should be covered by an electronic signature.