



*ACSE/ URBACT II (2007-2013) Operational Programme*

**CONTRACT NO. 2014 URB 05 30**

**PRODUCTION OF VIDEOS ILLUSTRATING  
URBACT WORKSTREAMS FINDINGS AND RESULTS  
IN THE FRAME OF THE 2014-2015  
CAPITALISATION PROCESS**

**TENDER RULES (T.R)**

**PUBLIC PURCHASER:**

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

A National Public Establishment of an Administrative Nature

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

REPRESENTED BY MR VILLAC, DIRECTOR-GENERAL OF ACSE

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## **ARTICLE 1: PURPOSE OF THE CONTRACT**

The purpose of the contract is the production of 5 videos illustrating URBACT workstream findings and results for 2014-2015.

Target audiences of the videos include European urban practitioners and policy-makers (local, regional, national and EU levels) in order to support the design and delivery of integrated and sustainable policies and strategies in European cities.

These tender rules (TC) describe the main provisions of the contract and the conditions under which candidates' proposals must be made to Acsé.

## **ARTICLE 2: MAIN CHARACTERISTICS OF THE CONTRACT**

### **2.1 Procedure and form of the contract:**

The present contract is a service provision contract signed in the frame of an open call in compliance with the articles 30 of the government procurement code.

This is a flat-fee contract.

### **2.2 Price:**

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

It includes the completion of the entire services requested in the article 5 of the Schedule of Special Clauses as well as the costs linked to the delivery of these services, in particular visit to cities, coordination meetings (accommodation, travel), secretariat, reprography, etc.

**The estimated budget for the 5 videos is € 50 000 all taxes and costs included.**

### **2.3 Term of the contract and deadline for completion:**

The contract will last a total of 12 months from the date of the successful bidder's notification. The deadline for completion is 30 June 2015.

However, the successful bidder may request a deadline extension by sending the awarding authority (ACSÉ) a request in writing, including the reason for the extension request and the new requested deadline, which must fall by the end of the contract's term. If the extension request is accepted the successful bidder will be notified in writing or by e-mail.

### **2.4 Variants:**

Candidates are allowed to present variants.

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

English, French

### **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 Acse's web site ([www.lacse.fr](http://www.lacse.fr)), on the buyer profile ([www.achatpublic.com](http://www.achatpublic.com)), on the Urbact site ([www.urbact.eu](http://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)<sup>1</sup>;
- 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](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](http://www.urbact.eu))

The consultation file can also be downloaded from the buyer profile site at the following address: [www.achatpublic.com](http://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 05 30**, finally click on search then click on the section which appears showing the name of the contract.

### **ARTICLE 6: CONTENTS AND PRESENTATION OF THE TENDER FILES**

The candidate is requested to remit one paper copy and one electronic copy (on CD-ROM or USB stick) for proposals made on a physical medium.

The envelope must contain the following documents:

#### **A/ Application file**

This application file must contain the following administrative documents in accordance with articles 43 to 45 of the public procurement code and the decree of 28 August 2006:

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

- An **application letter** signed by the organisation's legal representative (use the enclosed **DC1** form);
- A **declaration by the candidate** duly filled in and signed (use the enclosed **DC2** cerfa form);
- A **presentation enabling the candidate's abilities to be evaluated and appraised:**

The candidate must give information about its *professional, technical and financial abilities*. To do so it shall indicate its annual turnover for the last 3 years and enclosed with its DC2 any document proving its technical and professional competencies about the purpose of the contract (technical, human, material resources etc) as well as its experience and detailed references (years, ordering organisation, price, purpose) and **provide samples of similar works either in the purpose or in the format.**

NB: If the candidate does not have the requested references, it may present any kind of equivalent evidence proving a sufficient level of professional competence to execute the contract.

- A **copy of the latest ruling in the event of receivership;**

These documents enable the admissibility of the applications to be checked.

## **B/ Tender file**

This tender file will include the following documents:

**B.1 The tender document per lot duly filled in, dated and signed** (use the **DC3** cerfa form enclosed), including in particular the name and the role of the signatory authorised to commit the company legally and financially;

The candidate indicates a valid fax and/or email address for all correspondence (page 2 of the tender document).

The candidate shall indicate in the "contract price" of the tender document (page 3 of the tender document), the total price of the contract exclusive and inclusive of VAT.

These prices are deemed to include all of the services requested in the article 5 of the special clauses (CCP). Any candidate that is not liable to VAT must indicate in view of which piece of legislation it is exempted.

**B.2 A presentation of the technical proposal, written in English, dated and signed.** The candidate must conform with the services described in the Article 5 of the Special Clauses (CCP).

The proposal must include:

- a short conceptual note that presents the proposed concept, plan, a format proposal for the videos (mix of filming, interviews, photographs, graphic animation, etc), information on way of

working (travelling, interviews<sup>2</sup> and liaison with workstream coordinators), timeline for process and delivery;

- a presentation of the project leader and the team proposed if applicable (provide detailed CVs) and sample of works realised on similar purposes and/or format;
- a detailed financial proposal (exclusively in Euros) justifying the proposed set price and indicating the different types of cost (days/man by staff category and their unit costs, coordination meetings, visit to cities, equipment, etc).

#### **NOTES:**

**==> The candidate whose proposal is chosen shall provide the following documents:**

- for commercial companies: an extract of its enrolment (K bis) in the commercial register;
- for non-profit associations: a copy of the publication in the Official Gazette of its creation;
- for other corporate entities: any other document proving its legal existence;
- certificates issued by government offices and competent organisations proving that it has met its fiscal and social obligations (the NOTI2cerfa form can be used) or all *equivalent documents in the event of a candidate based in a State other than France, in accordance with the conditions set out in article 46 of the public procurement code*;
- the bank or postal details using the candidate's legal name;

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

-the declaration relating to the fight against undeclared work.

## **ARTICLE 7: CONDITIONS FOR SENDING THE TENDER FILES**

### **7.1 Sending on a physical medium**

The files will be presented in a single sealed envelope with the following words:

Marché No. 2014 URB 05 30  
(Contract No. 2014 URB 05 30)  
**PRODUCTION OF VIDEOS ILLUSTRATING  
URBACT WORKSTREAMS FINDINGS AND RESULTS**  
A ne pas ouvrir par le service courrier  
(Not to be opened by the postal service)

**This envelope will be sent to the Public Procurement Department (BPC)  
by recorded delivery with acknowledgement of receipt to:**

L'Acisé, Tour Paris- Lyon, Service BPC  
209-211, rue de Bercy - 75585 Paris Cedex 12  
(16<sup>e</sup> étage Bureaux 1618 -1619)

or

**Remitted in return for a receipt at the same address and the same offices**

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<sup>2</sup> In case of interviews, the contract holder should make sure that interviewees allow URBACT to use their image for communications reasons by signing a release form.

(opening hours: 9.00 - 12.30 and 13.30 - 18.00)

## **7.2 Sending electronically**

See conditions under article 13 of these TR.

## **ARTICLE 8: VALIDITY PERIOD OF THE PROPOSALS**

The validity period is 4 months from the deadline for the receipt of the envelopes

## **ARTICLE 9: DEADLINE FOR RECEIPT OF THE ENVELOPES**

The deadline for receipt of the envelopes is:

<b>FRIDAY 26<sup>th</sup> SEPTEMBER 2014 AT NOON (GMT + 1)</b>
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## **ARTICLE 10: PROPOSALS SELECTION CRITERIA**

The economically most advantageous proposal is judged according to the criteria set out below with their weighting:

**CRITERION 1 (40 points):** quality of the technical proposal;

**CRITERION 2 (40 points):** Experiences and competences of the project leader and his/her team, if applicable); English language skills will be taken into consideration in this criterion

**CRITERION 3 (20 points):** Financial proposal.

## **ARTICLE 11: MINOR CHANGES AND ADDITIONAL INFORMATION**

### **11.1 Minor changes to the RFT**

The public entity reserves the right, at the latest six (6) days before the set deadline for receipt of the proposals, to make minor changes to the consultation file. Candidates must, in this event, reply on the basis of the modified file without being able to make any complaint on this subject. This six (6) day period starts on the date the changes are sent.

If, during the study of the file by the candidates, the deadline fixed for receipt of the envelopes is postponed, this said provision applies according to this new date.

### **11.2 Additional information**

The technical correspondents for this contract are:

Acsé, URBACT Secretariat, 5, rue Pleyel, 93283 Saint-Denis Cedex. Ms Melody Houk, Projects and Capitalisation Manager - URBACT Secretariat tel: 01 49 17 46 02 / email:

[m.houk@urbact.eu](mailto:m.houk@urbact.eu). Mr. Thierry Picquart, Head of Administration-Coordination- URBACT Secretariat tel: 01 49 17 46 02 / email: [t.picquart@urbact.eu](mailto:t.picquart@urbact.eu).

The administrative correspondents for this contract are:

Acsé, BPC, 209, rue de Bercy ,75585 Paris Cedex 12. Mrs Martine Bourcier, Chief of the public Procurement Department (BPC) Tel: 01.40.02.74.12 / fax: 01.40.02.77.14 / email: [scpc@lacse.fr](mailto:scpc@lacse.fr) and [martine.bourcier@cget.gouv.fr](mailto:martine.bourcier@cget.gouv.fr). Mr Laurent Cousin, Officer at BPC Tel: 01.40.02.74.36 / email: [Laurent.cousin@cget.gouv.fr](mailto:Laurent.cousin@cget.gouv.fr)

## ARTICLE 12: APPEAL PROCEDURES

Body responsible for appeal procedures:

Administrative Court of Paris, 7, rue de JOUY, 75181 Paris Cedex 04.E-mail: [greffe.ta-paris@juradm.fr](mailto:greffe.ta-paris@juradm.fr)  
Tel. 01 44 59 44 00. URL: <http://www.ta-paris.juradm.fr>. Fax 01 44 59 46 46.

Department to whom information may be obtained regarding making appeals:

Clerk of the Administrative Court of Paris, 7, rue de JOUY, 75181 Paris Cedex 04.E-mail: [greffe.ta-paris@juradm.fr](mailto: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 - SENDING OF FILES ELECTRONICALLY

### 13.1 Provisions applicable in the case of sending of files electronically

- For a candidate wishing to respond in an electronic form (sending of the file electronically through the buyer profile) and in order to guarantee this electronic procedure is carried out in the best way, it must take into account the following instructions:
  - Firstly, the candidate goes to the buyer profile site at the following address: [www.achatpublic.com](http://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 05 30**, finally click on search then click on the section which appears showing the name of the contract. Secondly, the candidate sends its file electronically by accessing the "response" section generally available in the left-hand side tabs.
  - Candidates must send the documents in Word, Excel or PDF (Adobe Acrobat) format, all PC compatible. Acsé must be able to read and print received files. Candidates are asked not to use "exe" type formats and "macros".
  - The applications and tender documents (and more generally all the documents which must be signed), transmitted electronically (or sent on a physical electronic medium), are signed by the economic operator using an electronic signature certificate which guarantees the identification of the candidate.



The categories of signature certificates used to sign electronically must, firstly, comply with the intersectoral security reference system and secondly, be included in a list drawn up by the Minister for State Reform.

The intersectoral security reference system and the list of categories of electronic signature certificates mentioned in the previous sentence are published in an electronic form at the following address: <http://www.entreprises.minefi.gouv.fr/certificats/>.

- Envelopes sent electronically are time and date stamped. It is understood that all of the documents must have been sent via the site by 26/09/2014 noon whatever the remittance method.

### 13.2 Back-up copy

➤ At the same time as sending the file electronically, candidates may also send Acsé (Acsé, 209-211, rue de Bercy - 75585 Paris Cedex 12), a back-up copy on a physical medium: paper or electronic (CD-ROM, USB stick etc), the candidate must, in this case, indicate on **its envelope the words "copie de sauvegarde" (back-up copy)** and the candidate's name.

- This back-up copy will only be opened in the following cases:

When a computer virus is detected in the applications or the proposals sent electronically.

When an application or a proposal has been sent electronically and has not arrived within the deadline or was unable to be opened, subject to the back-up copy having arrived within the deadline.

-This back-up copy shall only be taken into account if it has arrived at Acsé BEFORE the deadline for receipt of the envelopes.

- In the event of the use of a physical electronic medium, the enclosed documents requiring signature must have an electronic signature (see above).