



**CONTRACT NO. 2015 URB 02 30
ASSESSMENT OF EXPERT APPLICATIONS
FOR THE URBACT EUROPEAN PROGRAMME**

**TENDER RULES
R.C.**

PUBLIC PURCHASER:

L'Agence nationale pour la cohésion sociale et l'égalité des chances (Acsé)
[National agency for social cohesion and equal opportunities].
Etablissement public national à caractère administratif
5, rue Pleyel
93283 Saint-Denis Cedex
Represented by Mr Michel VILLAC, Director-General

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ARTICLE 1: PURPOSE OF THE CONTRACT

The purpose of this contract is for the assessment of expert applications for the URBACT European territorial cooperation programme.

ARTICLE 2: PROCEDURE AND FORM OF THE CONTRACT

This contract is a service contract awarded under a special procedure in accordance with Article 30 of the French Public Procurement Code.

This is a purchase order contract with a maximum of 200.000 € (VAT excluded) for the entire period of the contract. The completion of the contract shall be through purchase orders in accordance with article 77 of the Public Procurement Code. The contract is fulfilled as and when the purchase orders are issued. The issuance takes place during the contract period.

ARTICLE 3: DURATION OF THE CONTRACT

The contract is concluded from its notification to the contract holder for a one-year period. It can then be renewed for another one-year period three times. This renewal is tacit and cannot be refused by the contract holder. Nevertheless the contract may be not renewed by the Public Purchaser under express decision.

ARTICLE 4: PRICES – PRICE VARIATIONS

The contract's prices are unitary.

The prices quoted in the tender document (DC3) are fixed for the first year of contract. They then may be revised on each anniversary date of the contract notification.

ARTICLE 5: CONSORTIUM

Applicants may bid as a joint-and-several liability consortium or as a joint-liability-only consortium. In the latter case, the contractor must be a joint-and-severally-liable representative of the consortium.

ARTICLE 6: CONDITIONS RELATING TO THE CONSULTATION

6.1 Variants

Variants are not permitted.

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

English, French

6.3 Negotiations

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

ARTICLE 7: SCOPE OF THE CONSULTATION

6.1 Competitive tendering

The competitive tendering will take place after a public notice of competitive tendering published in the BOAMP on paper and in the JOUE, an advertisement on Acsé's web site (www.lacse.fr) and on the buyer profile (www.achatpublic.com) and on marchésonline (www.marchesonline.com).

6.2 Contents of the consultation file

The consultation file is made up of the following documents:

- These tender rules (RC);
- these special clauses (CCP);
- The tender agreement (DC3);
- The reply forms (DC1, DC2, DC4, Delegation of signing authority).

6.3 Conditions for obtaining the consultation file

The consultation file can be downloaded from the buyer profile site at the following address: www.achatpublic.com then go to the companies' space (section: access the contract room) and then indicate in the main pane, called research criteria, the consultation reference: **2015 URB 02 30**, then click on search and then on the pane that is displayed which includes the name of the contract.

The file can also be downloaded from the URBACT website: www.urbact.eu

In the event of downloading problems, applicants may contact the BPC by email (cget-marches@cget.gouv.fr)

In addition, the Public notice of competitive tendering can be downloaded from the Acsé website: www.lacse.fr / section "**contract**" sub-section "**current**" under the reference: **2015 URB 02 30**

ARTICLE 8: CONTENT AND PRESENTATION OF APPLICATIONS AND PROPOSALS

It is imperative that the application documents and proposals are signed by the applicant organisation's legal representative. If there is another signatory, a formal delegation of signature must be enclosed.

Moreover, applicants are asked **not to send bound documents** in order to make digitisation easier. They may staple them or insert them in files, jackets or sleeves without binding.

The envelope must contain the following documents:

A - Application file

This application file must contain the following administrative documents:

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

The applicant 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 in respect of the

purpose of the contract as well as its experience and detailed references in respect of the purpose of the contract (year, ordering organisation, duration, amount, purpose)

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

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

B - Tender file

The tender file will include the following documents:

A tender agreement duly filled in, dated and signed (use the DC3 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 DC3), the unitary prices of the contract.

Signing the tender agreement by the applicant commits it for all the elements included in its proposal.

- A detailed **proposal of methodology** for the assessment of the applications for URBACT experts taking into account the fields of expertise, the experiences required and the process described in the Schedule of Specific Clauses. This methodological note shall include a proposal template for the assessment result to be presented for each candidate to the Secretariat. The final methodology to be used will be further discussed and agreed in a meeting with the Secretariat and the selected service provider
- A **project leader and list of individuals identified** to perform the requested tasks, including a description of their professional capacities, skills and relevant experiences (CVs Europass format). More especially, candidates shall demonstrate that the identified individuals have:
 - Proficiency in English and, if possible, other EU languages
 - Experience in assessing applications for consultants and experts working on complex assignments
 - Understanding of integrated and sustainable urban development
 - Understanding of EU policy frameworks and Cohesion Policy
 - Understanding of exchange and learning processes at transnational level
 - Understanding of professional, academic qualification and competence frameworks across all member states of the European Union
- A **statement of capacity** between April and July 2015 including an estimate of the time needed to process one application, and the human resources required to assess up to 350 applications in a one-month window.
- A detailed **financial offer** indicating:
 - the unitary cost for the assessment of an URBACT expert at network level
 - the unitary cost for the assessment of an URBACT expert at Programme level
 - the unitary cost for an interview of an URBACT expert at Programme level

The attention of applicants is drawn to the fact that if they are exempt from VAT or if they benefit from VAT at reduced rates, they must indicate the article of the text allowing the exemption or reduction.

- **Optionally, any request for acceptance of sub-contracting.**

In this case it is necessary to fill in the DC4 enclosed with the consultation file ("Sub-contracting declaration").

C - The applicant which is awarded the contract shall present the documents below:

- For commercial companies: a registration extract from the commercial register or equivalent;
- For associations: a copy of the publication proving their legal existence;
- For other corporate entities: any other document proving their legal existence;
- Certificates issued by government offices and competent organisations proving that it has met its fiscal and social obligations (the NOTI 2 cerfa form can be used) or all equivalent documents in the event of an applicant based in a State other than France Where no such certificate is issued in the country concerned, it may be replaced by a sworn statement, or in States where such a sworn statement does not exist, by a solemn declaration made by interested parties before the judicial or administrative authority, a notary or a qualified professional body of that country.
The contract may only be awarded to the applicant whose proposal has been accepted if it presents within the allotted time the said certificates.
- Bank or postal account details in the candidate's legal name;
- The declaration relating to the fight against undeclared work (NOTI 1 cerfa form).

ARTICLE 9: CONDITIONS FOR SENDING APPLICATIONS

9.1 Presentation on physical medium

Applicants which have opted to send the file on a physical media must nevertheless enclose a digital copy (USB drive, CDR etc.).

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

2015 URB 02 30
Evaluation des candidatures d'experts pour le programme européen URBACT
A ne pas ouvrir par le service courrier

**This envelope will be sent to the Public procurement department (CGET)
using a recorded delivery service with return receipt:**

CGET – Bureau de la Commande Publique
5, rue Pleyel – 93283 St Denis cedex

or

Remitted in return for a receipt at the same address and the same offices
(Opening hours: 9.00 am - 12.30 pm and 1.30 pm - 6.00 pm)

8.2 Sending electronically (see article 14 of these RC)

ARTICLE 10: VALIDITY PERIOD OF THE PROPOSALS

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

ARTICLE 10: DEADLINE FOR RECEIPT OF THE ENVELOPES

The deadline for receipt of the envelopes is on:

3rd March 2015 at mid-day (CET)

ARTICLE 12: PROPOSALS SELECTION CRITERIA

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

- 35 points : Relevance and quality of the proposed methodology for assessment
- 35 points: Competences and experience of the candidate/proposed team
- 30 points: Financial offer

ARTICLE 12: ADDITIONAL INFORMATION

The technical correspondents for this contract are:

-Mr Raffaele Barbato, Networking & Capacity Building Senior Officer - Urbact Secretariat;

Tel: 01.85 58 61 97 / email: r.barbato@urbact.eu

-Mr Thierry Picquart, Administration-Coordination Manager – Urbact Secretariat;

Tel: 01.85 58 61 91 / email: t.picquart@urbact.eu

The administrative correspondents for this contract are:

-Madame Martine BOURCIER : Cheffe du bureau de la commande publique (BCP) ; Tel : 01.85 58 63 38 / courriel : cget-marches@cget.gouv.fr et martuine.bourcier@cget.gouv.fr

-Monsieur Laurent COUSIN : chargé de mission au SCPC ; Tel : 01.85 58 63 42 / courriel : laurent.cousin@cget.gouv.fr

ARTICLE 13 - APPEAL PROCEDURES

Body responsible for appeal procedures:

Tribunal administratif de Montreuil, 7, rue Catherine Puig (niveau 206 rue de Paris) 93558 Montreuil cedex

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

Tél. 01 49 20 20 00. Fax 01 49 20 20 99

Department from which information may be obtained regarding the making of appeals:

Greffe du Tribunal administratif de Montreuil, 7, rue Catherine Puig (niveau 206 rue de Paris) 93558 Montreuil cedex

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

Tél. 01 49 20 20 00. Fax 01 49 20 20 99

ARTICLE 15: ELECTRONIC TRANSMISSION OF FILES:

For an applicant 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 applicant goes to the buyer profile site at the following address: www.achatpublic.com then go to the companies' space (section: access the contract room) and then indicate in the main pane, called research criteria, the consultation reference: **2015 URB 02 30**, then click on search and then on the pane that is displayed which includes the name of the contract. Secondly, the applicant sends its file electronically by accessing the "response" section available in the tabs on the left.

- Applicants must send the documents in Word 2003, Excel or PDF (Adobe Acrobat) format, all PC compatible. Acsé-URBACT Secretariat must be able to read and print received files. Applicants are asked not to use "exe" type formats and "macros".

- The applications (DC1) and tender documents, 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 applicant.**

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/>.

Applicants must check that the electronic certificate available to them is a certificate that allows them access to the uploading platform for submitting proposals electronically.

Failing this, applicants are invited to send in their proposals by postal mail, ensuring that they will arrive at the service before the deadline for the submission of proposals.

- Envelopes sent electronically are time and date stamped. Any envelope received after the remittance deadline (date and time) shall be deemed to be after the deadline. It is understood that all of the documents must have been sent to the site before the expiry of the envelope remittance deadline. For information, the envelope remittance deadline is set at **3rd March 2015 at 12.00 (CET), whatever the remittance method.**

At the same time as sending the file electronically, applicants may also send the Acsé, SCPC service, a back-up copy on a physical medium (paper or electronic): the applicant must, in this case, indicate on its envelope the words "copie de sauvegarde" (back-up copy) as well as the identity of the organisation.

- 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).