

## **SERVICE CONTRACT**

**Coordination of field operations, management of local teams, and overall  
logistical support for the Balkan News Truck initiative Project Shared  
Horizons no. M2HZP**

## **TENDER REGULATIONS (TR)**

**CLOSING DATE AND TIME FOR SUBMISSION OF BID DOCUMENTS: 4 JUIN 2025 at 18:00  
(GMT+01:00 Paris, Brussels, Copenhagen, Madrid)**

**Closing date for questions from the candidates: 23 MAY 2025  
(12 calendar days before the deadline for receipt of bids)**

**Closing date for CFI to answer questions: 30 MAY 2025  
(5 calendar days before the deadline for receipt of bids)**

**(GMT+01:00 Paris, Brussels, Copenhagen, Madrid)**

## SUMMARY

|  |           |
|--|-----------|
| <b>Article 1. PURCHASER .....</b>  | <b>3</b>  |
| <b>Article 2. SUBJECT OF THE TENDER.....</b>                             | <b>3</b>  |
| 2.1. Title of the Contract .....   | 3         |
| 2.2. Services entrusted to the Service Provider .....                    | 3         |
| 2.3. Allotment.....  | 3         |
| 2.4. Term of the Contract .....  | 3         |
| 2.5. Total estimated value .....   | 3         |
| 2.6. Advance payment.....  | 3         |
| 2.7. Type of process.....  | 4         |
| 2.8. Variations and options .....  | 4         |
| <b>Article 3. TENDER DOSSIER (TD) .....</b>                              | <b>4</b>  |
| 3.1. Contents of the Tender Dossier .....                                | 4         |
| 3.2. Procedure for obtaining the Tender Dossier for candidates.....      | 4         |
| 3.3. Modification of the Tender Dossier .....                            | 4         |
| <b>Article 4. APPLICATION AND BID DOSSIERS .....</b>                     | <b>4</b>  |
| 4.1. Content of the application and bid dossiers .....                   | 4         |
| 4.2. Terms and conditions for sending application and bid dossiers ..... | 7         |
| 4.3. Bids validity period .....  | 8         |
| <b>Article 5. BID SELECTION ANALYSIS .....</b>                           | <b>8</b>  |
| 5.1. Verification of bid conformity .....                                | 8         |
| 5.2. Bid selection criteria.....   | 9         |
| <b>Article 6. AWARD OF THE CONTRACT .....</b>                            | <b>10</b> |
| 6.1. Supporting documents necessary for awarding the Contract .....      | 10        |
| 6.2. Notification of unsuccessful applicant companies.....               | 11        |
| 6.3. Notice of cancellation of the process.....                          | 11        |
| 6.4. No compensation for unsuccessful candidate .....                    | 11        |
| <b>Article 7. ADDITIONAL INFORMATION.....</b>                            | <b>11</b> |
| <b>Article 8. APPEALS PROCESS.....</b>                                   | <b>11</b> |
| 8.1. Precisions concerning the time limits for lodging appeals.....      | 11        |
| 8.2. Body and department responsible for appeals processes .....         | 12        |
| <b>Article 9. APPENDICES .....</b>                                       | <b>12</b> |

## Article 1. PURCHASER

The French Media Development Agency - CFI

(Transtélé Canal France International)

62 rue Camille Desmoulins

92132 Issy-les-Moulineaux

## Article 2. SUBJECT OF THE TENDER

### **2.1. Title of the Contract**

This Contract is a service Contract relating to the coordination of field operations, management of local teams, and overall logistical support for the Balkan News Truck initiative.

### **2.2. Services entrusted to the Service Provider**

The expectations of the Services are detailed in the Terms of Regulations.

### **2.3. Allotment**

This Contract is divided into two (2) lots<sup>1</sup>:

- Lot 1: Operational coordination of the activities of the Balkan News Truck
- Lot 2: Logistical coordination of transport, equipment and mobility

The candidate can apply for one or both lots. The candidate may be awarded one or both lots. In the Pledge of Commitment Form (PCF), the candidate must specify the lot(s) for which it is bidding.

### **2.4. Term of the Contract**

The term of the Service Contract is seven (7) months from the date of notification.

This Contract is not subject to renewal.

### **2.5. Total estimated value**

The maximum amount of this contract is eighty-five thousand euros (85,000 €) excluding tax, divided as follows:

- Lot 1: fifty-five thousand euros (55,000 €) excluding tax;
- Lot 2: thirty thousand euros (30,000 €) excluding tax.

The Services of the Contract are paid for using an overall price set out in the Pledge of Commitment Form (PCF).

### **2.6. Advance payment**

An advance will be granted by CFI as described below: an advance payment of twenty percent (20%) of the total amount of each lot shall be made upon signature of the Contract.

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<sup>1</sup> Pursuant to articles L. 2113-10, L. 2113-11 et R. 2113-1 à R. 2113-3 of the French Public Procurement Code.

### **2.7. Type of process**

The Contract is entered into according to the **adapted procedure**<sup>2</sup>. Adapted procedure is the process whereby CFI freely determines the terms and conditions according to the nature and characteristics of the need to be met and the number or location of candidate likely to meet it.

### **2.8. Variations and options**

Variations and options are not allowed.

## **Article 3. TENDER DOSSIER (TD)**

### **3.1. Contents of the Tender Dossier**

The Tender Dossier contains the following documents:

- The Pledge of Commitment Form (PCF) and, if applicable, its financial appendix: BOFP
- The Terms of Reference (ToR) and its appendix the Anti-Corruption and Influence Peddling Declaration
- The Tender Regulations (TR) and its appendix:
  - o Appendix No. 1 - Application Form (AF)

### **3.2. Procedure for obtaining the Tender Dossier for candidates**

The Tender Dossier is available free of charge, by electronic means only, on the paperless platform at the following email address:

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

### **3.3. Modification of the Tender Dossier**

CFI reserves the right to make detailed changes to the Tender Dossier. These changes must be received by the candidates no later than six (6) calendar days before the deadline for receiving applications and bids. Candidates must then bid on the basis of the amended dossier with no right to object about this matter.

If the deadline for receipt is postponed while the candidates are examining the dossier, the previous provision shall apply based on this new date.

## **Article 4. APPLICATION AND BID DOSSIERS**

The candidates' attention is drawn to the fact that their bid must comply with the requirements of the Tender Dossier documents and in particular with the provisions of the Terms of Reference (ToR). The Tender Dossier documents must not be modified or subject to reservations, otherwise the bid shall be rejected.

Candidates' applications and bids are written entirely in English and denominated in euros.

The candidates may, if necessary, ask CFI for a French translation of the Tender Dossier (TD) documents.

### **4.1. Content of the application and bid dossiers**

In the application dossier and the bid dossier, each candidate must produce a complete dossier containing all the documents and information listed below:

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<sup>2</sup> Pursuant to articles L. 2123-1 and R.2123-1 to R2123-8 of the French Public Procurement Code

| APPLICATION DOSSIER   |  |   |
|---|--|---|
| Required documents  | Details regarding their content  | Where to find them?   |
| <b>Application Form</b> or equivalent   | <p><b>Applicant Form must be <u>dated and signed</u></b> by the candidate and includes:</p> <ul style="list-style-type: none"> <li>- A <u>presentation of the applicant company</u></li> <li>- A <u>sworn statement</u> certifying that the applicant company does not fall under one of the cases prohibiting it from submitting a bid<sup>3</sup>;</li> <li>- The applicant company's <u>total turnover</u>.</li> </ul>  | Use the document "Application Form (AF)" attached to this Tender Regulations (TR) or equivalent |
| BID DOSSIER   |  |   |
| Required documents  | Details regarding their content  | Where to find them?   |
| <b>Pledge of Commitment Form (PCF)</b> or equivalent, duly <b><u>completed, dated and signed</u></b>  | <p>The Pledge of Commitment Form (PCF) <b>must be <u>dated and signed</u></b> by the candidate and includes:</p> <ul style="list-style-type: none"> <li>- The amount of the applicant company's financial bid;</li> <li>- The lots the applicant company is bidding for, if applicable.</li> </ul>   | Use the "Pledge of Commitment Form (PCF)" attached to the Tender Dossier (TD) (word)            |
| <b>The applicant company's financial bid</b>  | The Financial Bid must be <b><u>dated and signed</u></b> and state the overall price.  | Use the framework BOFP provided in the Tender Dossier (TD) (Xls)                                |
| <b>The applicant company's technical bid containing information relating to the sub-criteria of Criterion 1 on the scoring grid (Article 5.2. Bid selection criteria)</b> | <p>This technical bid must present, in particular:</p> <p>For LOT n°1</p> <ul style="list-style-type: none"> <li>-An overview of the applicant company's understanding of the assignment, its context, and key operational challenges, based on the Terms of Reference and the specific nature of a mobile and cross-border activity;</li> <li>-A detailed methodology, including how the candidate intends to manage the daily implementation of the programme, team deployment, planning of workshops, public events, and other interactive formats targeting young audiences.</li> <li>-A strategy for local team recruitment and coordination: The bid should explain how journalists, facilitators and guest speakers will be identified and mobilised, with a preference for local profiles from each country or city visited. The plan should also includes the identification of civil society organisations, schools, municipalities or other relevant actors in each location.</li> <li>-A description of the internal coordination system and communication with CFI</li> </ul> | Maximum of 10 A4 one-sided pages excluding appendices (PDF)                                     |

<sup>3</sup> Pursuant to articles L. 2141-1 to L. 2141-10 of the French Public Procurement Code.

|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>-The composition of the team (names, roles and CV), with clear information on who will be responsible for what</li> <li>- Any additional documents the candidate considers relevant to assess the quality of the bid, such as samples of past work, letters of support from partners, visuals, etc.</li> </ul> <p>For LOT n°2 :</p> <p>This technical bid must present, in particular:</p> <ul style="list-style-type: none"> <li>-An understanding of the logistical and operational scope of the Balkan News Truck activity</li> <li>-A detailed methodology for the delivery of the logistical services and supervising the full operational chain (including the provision of a suitable vehicle from France, the coordination of drivers, the handling of border crossings, and the monitoring of all movements and related expenses.)</li> <li>- The proposal must describe how drivers will be recruited, briefed and rotated, including compliance with national labour and road safety regulations. The candidate should also detail how it will ensure ongoing communication between drivers, the field team and CFI.</li> <li>-A timeline of preparatory tasks, showing how key milestones will be reached prior to the tour, and how the candidate will ensure readiness by the set deadlines.</li> <li>-A system for logistical expenses (logbook, receipts, fuel/toll records)</li> <li>-A risk assessment and mitigation approach</li> <li>-The composition of the team and the profiles responsible for logistics coordination + CV</li> <li>-Any additional documents the candidate considers relevant to assess the quality of the bid, such as technical sheets, past work examples, supplier partnerships, or support tools.</li> </ul> |  |
|--|--|--|

Candidate may present for the award of the Contract as a single company or as a consortium of

operators with a single representative<sup>4</sup>.

In the event of subcontracting, the candidate shall produce the documents and information necessary for the acceptance of each subcontractor and for the approval of its payment terms<sup>5</sup>. In the event of subcontracting, each subcontractor must submit the [DC4](#) (or equivalent).

To justify its professional, technical and financial capacities, the candidate, even if it is a consortium, may request that the professional, technical and financial capacities of other companies be taken into account, regardless of the legal nature of the links between it and these companies. In this case, it shall justify the capacities of this company or these companies and provide proof that they shall be available to it for the performance of the Contract.

The information written in the Pledge of Commitment Form (PCF) take precedence over all of the other information in the bid and, if any discrepancies are noted in a bid, the amount shall be adjusted accordingly.

#### **4.2. Terms and conditions for sending application and bid dossiers**

Candidates must submit their documentation in electronic format.

Documentation is submitted exclusively by electronic means on the platform:

<https://www.marchespublics.gouv.fr>

Complete application and bid dossiers are to be sent and must reach their destination **before the closing date stated on the cover page of this Tender Regulations (TR)**.

Only documentation received before the closing date and time specified on the cover page of this Tender Regulations (TR) will be opened. Bid envelopes that are received or delivered after this date and time won't be opened. Bid envelopes received out of time shall be entered in the submissions register and will be rejected<sup>6</sup>.

In the case of large files, candidates must ensure that their entire documentation is uploaded before the closing date of receiving bids.

#### **Electronic signature of documents is not required.**

It is strongly recommended for each electronic submission on the paperless platform to comply with the following security principles:

- at least 48 hours before the response closing date, run a full test of the technical requirements to be met for electronic submission on the candidate's computer (accessible from the candidate's private space under the heading Help/prerequisites) and contact tech support in case of difficulty;
- optimise the files to limit the total size of the submission to a maximum of 500 MB.

A successful submission does not exempt the candidate from these precautionary principles for subsequent submissions.

Candidates are:

- encouraged to take into consideration the risks of electronic transmission. Therefore, they must take precautions to ensure that the electronic transmission of their bid is complete and successful before the closing date and time for the submission of documentation.

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<sup>4</sup> Pursuant to article R2142-19 of the French Public Procurement Code.

<sup>5</sup> Pursuant to articles R. 2193-1 to R. 2193-2 of the French Public Procurement Code.

<sup>6</sup> Pursuant to article R 2151-5 of the French Public Procurement Code.

- authorized to send a backup copy by post or against receipt either on a physical electronic medium (preferably a USB stick) or on paper. Backup copies must be sent to the following address in a sealed envelope clearly marked “Backup Copy” and reach CFI before the closing date and time for the receipt of bids:

**Transtélé Canal France International**

For the attention of Marie Nardoux  
62, rue Camille Desmoulins  
92130 Issy-les-Moulineaux

With the mention:

**“CONTRACT - [COORDINATION OF FIELD OPERATIONS, MANAGEMENT OF LOCAL TEAMS, AND OVERALL LOGISTICAL SUPPORT FOR THE BALKAN NEWS TRUCK INITIATIVE /PROJECT SHARED HORIZONS]”**

The backup copy is opened in the following cases:

- when a computer virus is detected in the applications or bids transmitted electronically. A trace of any such virus is kept;
- when an electronic application or bid is received incomplete or out of time, or could not be opened, provided that the transmission of the application or electronic bid started before the closing of the submission of bids.

#### **4.3. Bids validity period**

The bid validity period is one hundred and sixty (160) calendar days from the bid submission closing date.

By responding to the tender, the candidate is deemed to have unconditionally accepted the tender terms and conditions. Its application and offer shall undertake the entire period stipulated in this article. The candidate cannot withdraw before this period expires.

|  |
|--|
| <b>Article 5. BID SELECTION ANALYSIS</b> |
|--|

#### **5.1. Verification of bid conformity**

CFI checks that bids are appropriate, acceptable and irregular being specified that:

- Inappropriate, a bid unrelated to the Contract because it is obviously unable, without substantial modification, to meet CFI’s need and requirements formulated in the tender documents. Inappropriate bids are rejected.
- Unacceptable, a bid has a price which exceeds the budget resources allocated to the Contract as determined and established prior to the launch of the process. Unacceptable bids are rejected.
- Irregular, an incomplete bid or which does not comply with the requirements set out in the tender documents, or violates the applicable legislation, in particular regarding employment and environmental matters. Irregular bids may become regular after rectification provided that they are not abnormally low. The regularisation of irregular bids may not have the effect of changing the substantial features of the bids.



## 5.2. Bid selection criteria

Bids shall be selected in accordance with the fundamental public procurement principles, by applying the following criteria:

LOT1:

| Criteria           |   | Weighting  |
|--------------------|---|------------|
| <b>Criterion 1</b> | <b>Technical value of the bid</b>   | <b>70%</b> |
| Sub-criterion 1.1  | Proposed methodology for the organisation of activities, including the mobilisation of contributors, daily planning, local anchoring, and pedagogical approach              | 20         |
| Sub-criterion 1.2  | Relevant experience in the implementation of similar projects (events, media literacy, youth-targeted programmes)   | 10         |
| Sub-criterion 1.3  | Quality of territorial coverage: presence or partnerships identified in the six target countries, and ability to mobilise locally   | 20         |
| Sub-criterion 1.4  | Quality and diversity of the proposed team profiles, including journalists, facilitators and guest speakers, with attention to local anchoring and subject matter expertise | 10         |
| Sub-criterion 1.5  | Logistical and operational capacity: ability to manage accommodation, per diem, equipment, and field coordination   | 10         |
| <b>Criterion 2</b> | <b>Value of the bid price</b>   | <b>30%</b> |
|                    | Price   | 30         |

LOT 2:

| Criteria           |  | Weighting  |
|--------------------|--|------------|
| <b>Criterion 1</b> | <b>Technical value of the bid</b>  | <b>70%</b> |
| Sub-criterion 1.1  | Operational capacity and prior experience in managing mobile logistics across multiple countries             | 30         |
| Sub-criterion 1.2  | General organisational capacity to operate across territories with different legal and regulatory frameworks | 20         |
| Sub-criterion 1.3  | Ability to coordinate with other stakeholders involved in the activity                                       | 10         |
| Sub-criterion 1.4  | Quality of the team profiles proposed, especially those in charge of logistical coordination                 | 10         |
| <b>Criterion 2</b> | <b>Value of the bid price</b>  | <b>30%</b> |

|  |       |    |
|--|-------|----|
|  | Price | 30 |
|--|-------|----|

## Article 6. AWARD OF THE CONTRACT

### 6.1. Supporting documents necessary for awarding the Contract

To be awarded the Contract, the prospective successful candidate must provide the documents listed below:

|   |   | Documents justifying capacity for an applicant company based in <u>France</u>  | Documents justifying capacity for an applicant company established or domiciled <u>abroad</u>  |
|---|---|--|--|
| 1 | <b>Identification</b>   | No document required   | A document issued by the authorities maintaining the professional register or an equivalent document certifying this entry or a document mentioning its name, company name, full address and nature of the entry in the professional register <sup>7</sup> |
| 2 | <b>Regarding tax obligations</b>                                | <b>A tax clearance certificate</b> , less than six months old, certifying the issuance of declarations and the payments corresponding to income tax, corporation tax and value added tax.<br>This certificate is issued by the tax authorities with jurisdiction over the applicant <sup>8</sup> .   | Equivalent   |
| 3 | <b>Regarding social obligations</b>                             | <b>A certificate of provision of declarations and payment of social security contributions</b> , less than six months old, certifying that the applicant company is up-to-date with its social contribution declarations and the payment of social security payments and contributions.<br>In France, this certificate is issued online on the Urssaf website. | Equivalent   |
| 4 | <b>Regarding the obligations for employing disabled workers</b> | <b>When the applicant company employs at least 20 employees</b> : a certificate certifying the applicant company's compliance with regard to the obligation to employ disabled workers. This certificate is issued by the French social security contribution collection office (URSSAF).  | Equivalent   |
| 5 | <b>Regarding combating the employment of foreigners</b>         | <b>When the applicant company employs foreign salaried persons</b> : the list of the names of the foreign salaried persons employed by the applicant company and subject to a work permit, with the details required by the French Labour Code.  | Equivalent   |

<sup>7</sup> For companies in the process of being set up, a document less than six months old from the authority authorized to receive the registration in the professional register and certifying the application for registration in said register.

<sup>8</sup> Companies subject to corporation tax and subject to VAT can obtain a tax clearance certificate electronically from their professional tax account, accessible from <https://www.impots.gouv.fr/>.

|                              |  |  |
|------------------------------|--|--|
| without permits <sup>9</sup> |  |  |
|------------------------------|--|--|

If the prospective successful candidate is in a situation which disqualifies it from the contracting process or cannot produce the necessary evidence, additional information or explanations required by CFI within the time limit, its application will be rejected and the tenderer whose bid has been ranked immediately below must be asked to produce the necessary documents.

### **6.2. Notification of unsuccessful applicant companies**

CFI will inform all the other candidates that their bids have been rejected, stating the reasons why they have been rejected.

This notification informs the candidates of name of the successful tenderer and the reasons that led to its bid being chosen.

### **6.3. Notice of cancellation of the process**

CFI may, at any time and up to the notice of award of the Contract, decide not to continue with the process<sup>10</sup>.

In this case, the abandonment of the procedure, an unilateral decision taken by CFI, will not give rise to any indemnity or compensation of any kind. The reasons for this decision remain at the discretion of CFI, which is not required to communicate them to the candidate.

### **6.4. No compensation for unsuccessful candidate**

Unsuccessful candidates shall not be entitled to any compensation.

## **Article 7. ADDITIONAL INFORMATION**

To obtain any additional information about the tender process or documents, candidates must send a request in good time via the platform at <https://www.marchespublics.gouv.fr>

Candidates may ask their questions before the closing time indicated on the cover page.

CFI will answer these questions and send its answers via PLACE before the closing time indicated on the cover page.

Candidates are reminded that in the event of anonymous withdrawal of the tender file on the PLACE platform, the candidate will not have access to any correspondence and will not receive any notification relating to the publication of questions/answers or modification of the published tender file. Such correspondence is sent only to authenticated candidates.

## **Article 8. APPEALS PROCESS**

### **8.1. Precisions concerning the time limits for lodging appeals**

- Pre-contractual summary proceedings before the conclusion of the Contract (Article 2 et seq. of Order No. 2009-515 of 7 May 2009 on the appeals procedures applicable to public procurement contracts).

<sup>9</sup> Article D. 8254-2 of the French Labour Code (for economic operators based in France) and Art. D. 8254-3 of the French Labour Code (for economic operators established or domiciled abroad with employees in the country for the performance of this contract).

<sup>10</sup> Pursuant to Article R. 2185-1 of the French Public Procurement Code

- Contractual summary proceedings after the conclusion of the Contract (Article 11 et seq of Order No 2009-515 of 7 May 2009 on the appeals procedures applicable to public procurement contracts).

## **8.2. Body and department responsible for appeals processes**

| <b>Body responsible for appeals processes</b>  | <b>Department from which information can be obtained concerning the lodging of appeals</b>   |
|--|--|
| Official name: Nanterre Judicial Court<br>Postal address: 179-191 Avenue Joliot Curie<br>Location / City: Nanterre<br>Postcode: 92020<br>Country: France<br>Telephone: 01 40 97 10 10<br>Internet address: <a href="http://www.justice.gouv.fr/">http://www.justice.gouv.fr/</a> | Official name: Registry of the Nanterre Judicial Court<br>Postal address: 179-191 Avenue Joliot Curie<br>Location / City: Nanterre<br>Postcode: 92020<br>Country: France<br>Telephone: 01 40 97 10 10<br>Internet address: <a href="http://www.justice.gouv.fr/">http://www.justice.gouv.fr/</a> |

## **Article 9. APPENDICES**

- Appendix No. 1 - Application Form (AF)

**END OF TENDER REGULATIONS (TR)**