



# FRAMEWORK AGREEMENT FOR INTELLECTUAL SERVICES

**French Development Agency**  
5 Rue Roland BARTHES  
75012 PARIS

**Subject: Technical support to BRDE (Regional Development Bank of Brazil's Southern region)**

**SYF-2025-0287**

## Deadline for submission of offers

Date: 03/09/2025

Time: 12:00 (Paris time)

**Regulation of the consultation**

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# 1. Purpose of the framework agreement

The consultation aims: Technical support to BRDE (Regional Development Bank of Brazil's Southern region)

Place of performance: **Brazil**.

## 1.1 Batch decomposition

The different batches of the consultation are as follows:

- Lot n°1 : Support to BERD's sustainable finance practices
- Lot n°2 : Support to BERD's Asset and Liability Management
- Lot n°3 : Support to BERD's gender approach

## 1.2 Form of the framework agreement

The services of lots 1 and 3 will be subject to a split framework agreement on purchase orders with maximum without minimum in application of articles R. 2162-2 et seq., R. 2162-13 and R. 2162-14 of the Public Procurement Code.

The maximum amount is set in the Contract.

The services of the framework agreement are executed by issuing successive purchase orders as required. Each purchase order specifies the services described in the framework agreement whose execution is requested and determines the quantity.

The framework agreement will be concluded with a single economic operator.

The services of batch 2 will be subject to a flat-rate contract.

## 1.3 Duration of the framework agreement – Renewal – Execution times

The duration of the framework agreement, the renewal terms and the execution deadlines are set out in the Contract.

## 1.4 Contracts for similar services

The services, which are the subject of this consultation, may give rise to a new contract for the provision of similar services, entered into application of the negotiated procedure without prior publicity and without a call for competition and which will be carried out by the person awarded this contract.

## 2. Organization of the consultation

### 2.1 Procurement procedure

This consultation is launched following the open tender procedure pursuant to Articles R. 2124-1, R. 2124-2 1° and R. 2161-2 to R. 2161-5 of the Public Procurement Code.

### 2.2 Allotment

The consultation is divided into 3 separate batches:

Batch number	Title of the batches
1	Support à BERD's sustainable finance practices
2	Support à BERD's Asset and Liability Management
3	Support à l'approche de genre de BERD

Each batch is the subject of a separate framework agreement entrusted to a single company or a group of companies.

Bidders can position themselves to:

- ☒ A batch
- ☒ One or more lots
- ☒ All the batches

### 2.3 Provisions relating to groupings

The framework agreement may be awarded to a single company or to a group of companies.

If the framework agreement is assigned to a joint group, the joint agent shall be jointly responsible with each of the members of the group.

Possibility to submit several offers for the framework agreement, acting both as individual candidates and as members of one or more groupings:

- ☐ Yes
- ☒ No

Or as members of several groups:

- ☐ Yes
- ☒ No

### 2.4 Free variants

Free variants are not allowed.

### 2.5 Imposed variants

There is no PSE planned.

## 2.6 Modification of the DCE

AFD reserves the right to make detailed changes to the DCE no later than **6 days** before the deadline set for the submission of offers.

The bidders will then have to respond on the basis of the amended file without being able to raise any claim in this regard.

If during the review of the file by the candidates, the above deadline is postponed, the previous provision applies according to this new date.

## 2.7 Validity period of the offers

The validity period of offers is 120 days from the deadline for submission of the offer.

## 3. Content of the consultation file

The consultation file includes the following documents:

- The present rules of the consultation.
- The application form (Excel)
- The Contract and any annexes thereto
- The Terms of Reference (TDR) and its possible annexes
- For lot 2 at global and all-inclusive price:
  - The breakdown of the overall and lump-sum price.
- For lots 1 and 3 at unit price:
  - The list of unit prices (BPU)
  - The comparative document (estimated quantitative detail – DQE).

## 4. Withdrawal of the consultation file

The contracting authority informs the candidates that the consultation file is dematerialized.

The Business Consultation File (DCE) can be consulted and downloaded free of charge at the following address:

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

In order to be able to decompress and read the documents made available by the contracting authority, economic operators must have software enabling them to read the following formats:

- Files compressed to standard \*.zip (readable by Winzip, Quickzip);
- Adobe® Acrobat® \*.pdf (readable by the Adobe Reader software);
- \*.doc or \*.xls version 2000-2003 (readable by Microsoft Office or OpenOffice);
- Rich Text Format \*.rtf;
- If applicable, the DWF format (readable by Autocad software, or viewers such as Autodesk DWF viewer...).

When downloading the consultation file, it is recommended that the company create an account on the dematerialization platform where it will include the name of the tenderer's organization, and an

email address in order to keep it informed of any changes occurring during a procedure (addition of a document to the DCE, sending a list of responses to the received requests...). qu

The candidate is informed that only the copy of the consultation file held by the contracting authority is authentic.

## 5. Presentation of applications and offers

**The candidates will have to produce the documents defined below written in French.**

### 5.1 Elements necessary for the selection of applications:

Each candidate must produce the application form in Excel format (attached as an annex to this document), to which will be attached the following documents:

- Declaration on honor justifying that the candidate does not fall into any of the cases mentioned in articles L. 2141-1 to L. 2141-5 or articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document attached)
- Where applicable, the document(s) relating to the powers of the person authorized to commit the company
- In the case of a grouping, the authorisation document for the representative signed by the members of the grouping
- In case of subcontracting, the subcontracting declaration (attached to the Single Contract)

The candidate may prove his capacity by any other document considered equivalent by the contracting authority if it is objectively impossible for him to produce one of the requested information relating to his financial capacity.

If, in order to prove his capabilities, the candidate wishes to rely on the professional, technical and financial capabilities of any other participant (particularly a subcontractor), he must produce the documents relating to this participant referred to in this article above. He must also justify that he will have the capabilities of this participant for the execution of the framework agreement by a written commitment from the participant.

Pursuant to Article R. 2143-16 of the Public Procurement Code, as part of their application, candidates are required to attach a translation into French to elements written in another language.

It is brought to the attention of candidates that, in accordance with the provisions of Article R. 2143-13 of the Public Procurement Code, they are not required to provide supporting documents and means of proof that the buyer can obtain directly through:

- An electronic system for the provision of information administered by an official body provided that access to it is free and, where appropriate, that all the information necessary for consultation is included in the application file;
- Of a digital storage space, provided that all the information necessary for consultation is included in the application file and that access to it is free.

Furthermore, in accordance with the provisions of Article R. 2143-14 of the Public Procurement Code, candidates are not required to provide the contracting authority with supporting documents and means of proof that have already been submitted during a previous consultation and which remain valid.

Finally, according to the provisions of Article R. 2143-4 of the Public Procurement Code, the contracting authority accepts that candidates submit their application in the form of a single European market document (DUME) established in accordance with the model laid down by the European Commission regulation establishing the standard form for the European single market document, instead of the sworn declaration and the information mentioned in Article R. 2143-3.

Applicants may constitute or reuse a DUME in its electronic version via one of the following urls: <https://ec.europa.eu/tools/esp/> OR <https://dume.chorus-pro.gouv.fr/>

It is specified that the contracting authority does not allow candidates to limit themselves to indicating in the single European procurement document that they have the required skills and abilities without providing specific information on them.

## 5.2 Elements necessary for choosing the offer

For the choice of the offer, candidates must produce the following documents:

- **A batch** contract (attached to be completed in **French**, dated and signed electronically). The candidate will also specify the nature and amount of the services he intends to subcontract, as well as the list of subcontractors he proposes to submit for approval and acceptance by the contracting authority. The contract in the English language is provided to facilitate the understanding of the clauses.

*Information on the use of electronic signatures:*

*Bidders are asked not to use an electronic signature blocking the addition of another electronic signature.*

- For lot n°1: The list of unit prices, the estimated detail\*;
- For lot n°2: The breakdown of the overall and lump-sum price;
- For lot n°3: The list of unit prices, the estimated detail\*;

*\*The estimated quantitative detail (or comparative document) intended for the evaluation of offers, attached frame **to be completed without modification.***

- A methodological note or a technical brief drafted on the basis of the outline presented in the appendix "Response framework imposed" to this Consultation Regulation. **The methodological note is expected in English or Portuguese language.**

The documents submitted by the contracting authority with the exception of:

- Those listed above as well as their annexes
- The Contract duly completed by the tenderer

Are not to be included in the offer.

Only the documents held by the Contracting Authority are authentic. Including the Contract if any changes – other than those required for its filling - were made by the bidder.

Candidates are reminded that the signing of the Contract constitutes acceptance of all contractual documents.

## 6. Judgment of applications, offers and award of the framework agreement

### 6.1 Selection of applications

The criteria relating to the application and speaker for selection are **technical, financial and professional capabilities**.

### 6.2 Judgment of the applications

AFD reserves the right to analyze offers before applications. In this case, it may limit the examination of application documents to the only candidate to whom it plans to award the contract.

The criteria for the admissibility of applications are:

- Technical and financial guarantees and capabilities
- Professional capabilities

Applications are declared inadmissible if they do not provide sufficient financial, technical and professional guarantees in relation to the purpose of the service.

### 6.3 Judgment of the offers

The criteria used to evaluate tenders are weighted as follows:

<p>Price of the services</p> <p>Definition and assessment of the criterion: The maximum score (NM) will be awarded to the candidate who submitted the lowest financial offer. The other candidates will be assigned a score calculated on the basis of the following formula:</p> $N = NM \times (WCO/NAO)$ <p>where N is the candidate's grade,          OMD the amount of the least expensive offer,          OAN the amount of the offer to be noted.</p>	30 / 100
<p>Environmental Criterion:</p> <p>Measures proposed for the reduction of the ecological footprint of benefits (reduction/intelligent organization of the number of aircraft flights, user guides, best practices, etc.)</p>	5 / 100
<p>Demonstration of the skills, experience and knowledge of the teams assigned to perform the services.</p>	35 / 100
<p>Quality and relevance of the methodology and work program proposed for the implementation of services; capacity to implement a local and collaborative structuring; clarity of the distribution of tasks &amp; methods for mobilizing experts in response to needs.</p>	30 / 100

#### *Correction of offers:*

In the case of a unit price, errors of multiplication, addition or carry-over which would be noted in this



estimate shall be corrected and, for the evaluation of tenders, it is the amount thus corrected from the estimate that shall be taken into consideration.

In the case of a unit price and if the subdetail of a unit price is requested, if errors of multiplication, addition or carry-over are found in this subdetail, in the offer of a competitor, the amount of this price will not be adjusted for the judgment of the consultation.

However, if the service provider concerned is about to be selected, it will be asked to correct this sub-detail to bring it into line with the corresponding unit price.

In the case of a flat price, if errors of multiplication, addition or carry-over are found in the breakdown of the overall flat price in a competitor's offer, the amount of this price will not be adjusted for the judgment of the consultation.

However, if the service provider concerned is about to be selected, it will be asked to correct this breakdown in order to bring it into line with the package price.

Will be declared as irregular, an offer which, while providing a response to the contracting authority's needs, is incomplete or does not meet the requirements formulated in the consultation documents.

**Elimination technical note:**

Any offer with a technical rating of less than 45/65 will automatically be rejected.

**Hearing:**

The contracting authority may hold a hearing of tenders.

The Contracting Authority reserves the right to hold hearings. In this case, he will invite all the candidates who have submitted an offer for an oral presentation of their offer.

This is in no way a negotiation that cannot modify the offer.

If the Contracting Authority decides to hold hearings, they will be held shortly after the deadline for receipt of tenders.

## **6.4      Award of the framework agreement**

Prior to the signing of the contract by the Contracting Authority, and in accordance with article R2144-7 of the Public Procurement Code, the awardee (or all members of the awarding group, including any subcontractors) must transmit on the tool for collecting supplier certificates that the Contracting Authority has equipped itself with (Provisis tool) the documents below requested:

- A valid document attesting to the effective registration of the structure (K-bis extract or equivalent);
- A valid certificate issued by the competent authorities certifying that the candidate is up to date with their social obligations (URSSAF, RSI, AGESEA, MDA...);
- The nominative list of foreign workers outside the EC or posted, employed by the structure or failing that a sworn statement of non-employment of foreign workers outside the EC (dated at least 6 months);mo
- A valid tax certificate issued by the competent authorities certifying that the applicant is up to date with his/her tax obligations;
- A valid civil and/ or professional liability insurance certificate.

In order to satisfy this latter obligation, the applicant established in a State other than France must produce a certificate drawn up by the administrations and bodies of the country of origin. Where such a certificate is not issued by the country concerned, it may be replaced by an affidavit, or in those States where no such oath exists, by a solemn declaration made by the person concerned before the competent judicial or administrative authority, a notary or a qualified professional organization of the country.

Failure to submit these documents within the set time limit will result in rejection of the successful candidate's offer and elimination.

The next candidate will then be asked to produce the necessary certificates and attestations before the framework agreement is assigned to him.

## 7. Conditions for sending and submitting applications and offers

The transmission of documents by electronic means can only be made to the following address: <https://www.marches-publics.gouv.fr/>.

The reference time zone will be (GMT+01:00) Paris, Brussels, Copenhagen, Madrid.

Each transmission will be subject to a certain date of receipt and an electronic acknowledgment of receipt.

**It is strongly recommended to initiate the tender submission at least 2 hours before the DLRO.**

In case of difficulties, please contact the PLACE platform support (<https://www.marches-publics.gouv.fr/>)

### Preparing in advance:

Need for digital certificate - Configuration in advance of the workstation - recommendation to prepare with the Test consultation.

In the case of an electronic response, the electronic signature of certain documents is required.

The tenderer must have previously acquired an electronic certificate. Obtaining an electronic certificate takes several days or even weeks. If the bidder does not have a valid electronic certificate as part of the response to a dematerialised framework agreement, it is imperative that he request one in advance.

It is also strongly recommended that the bidder make arrangements so that its electronic response is filed within the allotted time. A workstation configuration test as well as test consultations are made available on the platform.

### Accepted file formats:

In the event of a response being sent electronically, the documents provided must be in one of the

following formats, otherwise the offer will be inadmissible:

- Microsoft proprietary office format compatible with 2003 version (.doc, .xls and .ppt),
- Universal text format (.rtf),
- PDF Format (.pdf),
- Image formats (.gif, .jpg and .png),
- Format for plans (.dxf and .dwg).

Any document containing a computer virus will be the subject of a security archive and will be deemed never to have been received. The concerned candidate will be informed. Under these conditions, candidates are advised to submit their documents to an anti-virus before sending.

Electronic signature of the response files:

Bidder's documents must be signed electronically, as detailed below.

By application of the decree of March 22, 2019 relating to the electronic signature of public order contracts, the candidate must comply with the conditions related to:

- to the signatory's signature certificate,
- to the signature tool used (software, online service, initiator if applicable), which must produce electronic signatures in accordance with regulatory formats. (see appendix)

General reminders: ZIP folder and scanned signature:

Documents submitted electronically will be re-materialized after the opening of the envelopes. Candidates are informed that the award of the framework agreement may give rise to the handwritten signature of the paper framework agreement.

- Each file to be signed must be individually signed, so that each signature can be verified independently of the others,
- A signed zip folder is not accepted as equivalent to the signature of each document that constitutes the zip folder,
- A scanned handwritten signature has no value other than that of a copy and cannot replace the electronic signature.

Backup copy:

Candidates may also send, within the allotted time for the submission of tenders, a backup copy on a physical electronic medium (CD-Rom, DVD-Rom, USB key) or on paper. This copy is sent to the address below, in a sealed envelope and must include the mention: 'backup copy', the identification of the procedure concerned and the contact details of the company:

Group Purchasing Department (DAG)  
Procedure No.: SYF-2025-0287  
5 Rue Roland Barthes  
75012 Paris  
FRANCE

The documents of the backup copy must be signed (for documents whose signature is mandatory). If the physical medium chosen is paper, the signature is handwritten. If the chosen physical medium is electronic, the signature is electronic.

This backup copy may be opened in the cases described in Article 2 II of the decree of March 22, 2019 setting the terms for making available the consultation documents and the backup copy.

The unopened envelopes containing the backup copy will be destroyed by the contracting authority at the end of the procedure.

## 8. Additional information

In order to obtain any additional information related to this consultation, applicants must submit their application in good time:

- Electronically, exclusively on the dematerialization platform, at the following URL: <https://www.marches-publics.gouv.fr/>

Only requests sent at least 6 days before the deadline for receipt of tenders will be answered by the contracting authority.

A response will be sent no later than 6 days before the date set for the receipt of offers to candidates who have uploaded the consultation file on the dematerialization platform after having previously identified themselves.

Regarding the information relating to the *delivery* of dematerialised offers, please refer to the article Conditions for sending and delivering applications and/or offers in this document.

# ANNEX: DECLARATION OF HONOUR

I, the undersigned .....

Acting in the capacity of .....

Company name and address: .....

.....

.....

**a) declares on his honor:**

☐ either be the legal representative of the company identified in the legal documents

☐ hold an authorization authorizing him to engage the company in the context of this consultation (delegation of signature communicated)

**b) declares on his honor not to fall into one of the exclusion cases provided for in Articles L. 2141-1 to L. 2141-5 or Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code.**

*N.B.: When an economic operator is, during the procedure for awarding a contract, placed in one of the exclusion cases mentioned in Articles L. 2141-1 to L. 2141-5, Articles L. 2141-7 to L. 2141-10 or Articles L. 2341-1 to L. 2341-3 of the French Public Procurement Code, he informs the buyer without delay of this change of situation.*

**Evidence documents available online:**

Internet address at which supporting documents and means of proof are accessible directly and free of charge, as well as all the information necessary to access them:

- Internet address: .....

- Information required to access it: .....

.....

.....

**c) declares on my honor that I am not, and that none of the members of my group, nor of my suppliers, contractors, consultants and subcontractors are included in the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular under the heading of the fight against the financing of terrorism and against breaches of international peace and security, and I undertake to inform the Agency without delay of any change in the situation**

Done at .....

The .....

Signature .....

.....

## 9. Annex: Imposed response framework

The Provider's answers must not exceed:

- Lot 1: 60 front pages (including CV);
- Lot 2: 40 front pages (CV included);
- Lot 3: 40 front pages (CV included).

Any additional pages will not be analyzed.

These responses must imperatively respect the following framework:

### **A - Summary of your offer**

- A.1** - Understanding the expectations of AFD
- A.2** - Summary of the steps of your intervention
- A.3** - Overall Mission Schedule

### **B - Strengths and added value of your offer to carry out this mission**

### **C - Detailed description of your offer**

- C.1** - Detailed description of the content of the proposed steps (diagnosis, analyses, scenarii, action plan, reporting...)
- C.2** - Means implemented
- C.3** - Instances and practical methods of steering the mission
- C.4** - Detailed table of deliverables
- C.5** - Detailed planning

### **D - Recommendations from the provider for the successful completion of the mission**

### **E - Presentation of the team that will intervene on this mission**

- E.1** – Constitution of the team and distribution of responsibilities among its members
- E.2** – Speakers' CVs (maximum 3 **front** pages per speaker)

### **F – CSR Consideration**

- F.1** – Environmental action implemented for the service in accordance with the contract

## 10. Appendix: Signature Certificate Requirements

### Certificate of signature:

The signatory's signature certificate must comply with the eIDAS regulation or equivalent and meet the required level of security. The RGS (general safety reference) has been replaced by the eIDAS regulation since October 1, 2018.

Nevertheless, for candidates who already have an "RGS" certificate, it remains usable until the end of its validity period.

### **- Case 1: Certificate issued by a "recognized" Certification Authority - No supporting documents to provide**

The certificate of signature is issued by a Certification Authority mentioned in the following trusted list:

<https://www.ssi.gouv.fr/administration/visa-de-securite/>

European applicants will also find the complete list of providers on the trusted list maintained by the European Commission:

<https://webgate.ec.europa.eu/tl-browser/#/tl/FR>

In this case, the bidder has no supporting document to provide on the signature certificate used to sign its response.

### **- Case 2: The electronic signature certificate is not referenced on a trusted list - Different supporting documents to be provided**

The dematerialization platform accepts all electronic signature certificates with security conditions equivalent to those of the General Security Framework (RGS) and "eIDAS".

The candidate ensures by himself that the certificate he uses is at least compliant with the security level defined by the General Security Framework (RGS) or "eIDAS", and provides the supporting documents in his electronic response.

The candidate shall also provide all technical elements enabling the contracting authority to ensure that the certificate used is technically valid.

Thus, the signatory must transmit with their electronic response the following elements:

- a) any element allowing the verification of the quality and level of security of the signature certificate (proof of the qualification of the Certification Authority, certification policy, address of the website referencing the Certification Authority),
- b) the technical tools for certificate verification (full certificate chain up to Root CA, download address of latest certificate revocation list update).

It is specified that all these elements must be free of access and use for the buyer, and be accompanied where applicable by clear instructions for use.

Signature tool used to sign files:

The regulation allows the bidder to use the signature tool of their choice.

**- Case 1: The bidder uses the platform's signature tool - No supporting documents to provide**

The platform integrates an electronic signature tool, which produces signature tokens in the XAdES regulatory format.

In this case, the bidder has no documentation to provide on the transmitted electronic signatures and the signature tool used.

**- Case 2: The bidder uses a different signature tool than the one integrated into the platform  
- Different supporting documents to be provided**

When the candidate uses a signature tool other than that of the platform, he must comply with the following two obligations:

a) Produce XAdES, CAdES or PAdES signature formats.

) Allow verification by transmitting in parallel the elements necessary to proceed with the verification of the validity of the signature and the integrity of the document, free of charge.

**ATTENTION:** It is brought to the attention of candidates that the use of an electronic signature must not conflict with the article "Conditions for sending and submitting applications and offers", paragraphs "Accepted file formats". As such, it is recommended to use a 'detached' signature when the signature tool allows it; in order to deliver a document in an accepted format.

It is specified that all these elements must be free of access and use for the buyer, and be accompanied where applicable by clear instructions for use.