

RULES OF THE CONSULTATION (CR)

**Framework agreement for purchase orders concerning assistance
with the preparation and development of the programme URBACT V
(2 lots)**

*Service contract awarded following an open tender procedure in accordance with Articles L.2124-1,
R.2124-1 and R.2124-2-1 of the Public Procurement Code.*

Contracting Authority

National Agency for Territorial Cohesion (ANCT)
20, avenue de Ségur,
TSA 10717 – 75334 PARIS CEDEX 07

Represented by
Henri PREVOST,
Director General of the National Agency for Territorial Cohesion

<https://agence-cohesion-territoires.gouv.fr/>

DEADLINE FOR SUBMISSION OF TENDERS: 01 JUIN 2026 at 12:00 CET

In accordance with Law No. 94-665 of 4 August 1994, all documents relating to this contract shall be in French. Any documents drafted in another language must be accompanied by a faithful translation into French.

ARTICLE 1 – PURPOSE OF THE CONSULTATION

The URBACT IV Managing Authority is launching this call for tenders to select a service provider/expert (consultant) responsible for providing support and assistance to the URBACT Managing Authority and the URBACT Joint Secretariat to facilitate the preparation and implementation of the URBACT V programming process; responsible for developing, in collaboration with the URBACT V Programming Committee and in consultation with stakeholders, the URBACT V programme, key documents and the future URBACT chapter of the INTERREG plan; and who will amend them, if necessary, in consultation with the Programming Committee, in accordance with the requirements and guidelines of the European Commission, in order to finalise the URBACT V programme documents.

ARTICLE 2 – TERMS OF THE CONSULTATION

2.1 Procedure and form of the consultation

This service framework agreement is awarded following an open tender procedure in accordance with Articles L. 2124-1 to L. 2124-2 and R. 2124-1 to R. 2124-2 of the Public Procurement Code.

2.2 Scope of the tender

CPV Code: 79411000-8 — Management consultancy services.

Form of the tender

This is a framework agreement for purchase orders, broken down into 2 lots.

Lot 1 : Strategic support

Lot 2 : Technical support

Each of the two lots is issued by purchase orders. The performance of the purchase order may take place up to 3 months after the end of this contract.

Lot 1	Nature of services	Duration	Maximum value of the purchase orders in € (excluding VAT)
Fixed period	Fixed component	18 months	90 000 €
1st period of renewal	Optional component A	12 months	18 000 €
2nd period of renewal	Optional component B	6 months	18 000 €
Maximum amount (all renewal periods included)			126 000 € maximum

Lot 2	Nature of services	Duration	Maximum value of the purchase orders in € (excluding VAT)
Fixed period	Fixed component	18 months	70 000 €
1st period of renewal	Optional component A	12 months	14 000 €
2nd period of renewal	Optional component B	6 months	14 000 €
Maximum amount (all renewal periods included)			98 000 € maximum

Rules for the submission of lots

This contract is divided into 2 lots.

In the context of this tender split into lots, it is specified that each lot must be carried out by a dedicated and separate team.

An economic operator, whether acting alone or as part of a group of economic operators, is permitted to submit a tender for one or both lots. However, should the same economic operator or the same group apply for several lots, it must ensure that the group comprises different experts.

Failure to comply with this requirement may result in applications being rejected.

The URBACT IV programme is funded for the period 2021–2027. Expenditure is eligible until 31 December 2029.

Form and composition of prices

The unit prices excluding VAT and including VAT are those set out in the Standard Price List (BPU) annexed to the contract (ATTR11).

They include the provision of all the services required under Article 5 of the CCP, as well as the costs associated with the performance of the required services.

The contractor acknowledges that they have been sufficiently informed of the direct or indirect consequences of the circumstances regarding time, place and schedule in which the requested services are to be performed and has drawn up their prices in full knowledge of the facts.

A contractor who is not liable for VAT must indicate under which article of the General Tax Code they are exempt .

Duration of the contract

The contract comes into effect upon notification to the contract holder for an **initial term of 18 months**. It may then be renewed twice, as follows:

- once for an **optional component (A)** for a maximum period of 12 months,
- once for an **optional component (B)** for a maximum period of 6 months.

This renewal is tacit and cannot be refused by the contractor. However, the contract may not be renewed by the Public Purchaser by explicit decision.

The duration of the contract is determined in accordance with Article L. 2125-1 of the French Public Procurement Code. It takes into account:

- the specific features of the URBACT IV programme regarding the contract duration, the eligibility of the period and the obligation to provide information to the European Commission.

Validity period of tenders

The period of validity of tenders is 160 days from the deadline set for the submission of tenders.

Social clause

No social inclusion clause is provided for under the contract.

Prevention of conflicts of interest

Pursuant to Article L. 2141-8 of the Public Procurement Code, the contracting authority may exclude from the procurement procedure any persons who:

1° Either have attempted to unduly influence the purchaser's decision-making process or to obtain confidential information likely to give them an unfair advantage during the procurement procedure, or have provided misleading information likely to have a decisive influence on decisions regarding exclusion, selection or award;

2° Or, through their prior direct or indirect involvement in the preparation of the procurement procedure, have had access to information likely to distort competition in relation to other candidates, where this situation cannot be remedied by other means.

ARTICLE 3 – CONSORTIUM – VARIANT

3.1 Consortium

Tenderers may submit tenders individually or as a joint or joint and several consortium. In the case of a joint consortium, the lead partner is jointly and severally liable with each member of the consortium and must be clearly identified. In the latter case, the successful tenderer must be the lead partner of the joint consortium.

The tenderer, whether acting as representative or co-contractor of the consortium, may not submit multiple tenders by acting simultaneously:

- as an individual candidate and as a member of one or more consortia,
- as a member of several consortia.

3.2 Variants

Variations are not permitted.

ARTICLE 4 – TENDER PROCEDURE

The tendering process will be conducted on the basis of a public tender notice published in the

BOAMP-JOUE, on the ANCT website (<https://agence-cohesion-territoires.gouv.fr/>) and on the buyer profile (<http://www.marches-publics.gouv.fr>).

ARTICLE 5 – PROCEDURE FOR OBTAINING AND CONTENTS OF THE TENDER DOCUMENTATION

5.1 How to obtain the tender documents

The tender documents can be downloaded from: www.marches-publics.gouv.fr, then click on the 'access the tender' button.

The company may:

- download the contract notice by clicking on the link in the 'contract notice' section;
- download the tender regulations by clicking on the link in the 'Tender Documents' section;
- download the tender documents by clicking on the 'Tender documents' link in the 'Tender documents' section.

The consultation rules and the notice of advertisement can be downloaded without authentication.

In the event of difficulties with downloading, companies may contact the ANCT directly by email at the following address: anct-marches@anct.gouv.fr.

The ANCT draws the tenderer's attention to the fact that it is their responsibility to provide valid contact details. The email address provided for the download will be the only address used to inform the tenderer of any changes to the consultation documents and to send additional information during the consultation.

Tenderers who download the tender documents without authentication, or if the email address provided is incorrect, are responsible for regularly checking the documents available on the website www.marches-publics.gouv.fr to verify whether any changes have been made to the documents or whether questions and answers have been published.

5.2 Contents of the tender documentation

The consultation dossier comprises the following documents:

- These consultation rules (RC);
- The Special Conditions (SC) and its annexes;
Appendix 1: GDPR form appendix;
Appendix 2: Potential conflict of interest declaration form;
Appendix 30: Service provider evaluation form.
- The commitment form (ATTRI1) per lot (1 and 2);
- The unit price schedule (BPU); per lot (1 and 2)
- Forms DC1, DC2 (in the case of a standard electronic application) and DC4;
- The response form serving as the technical tender.

ARTICLE 6 – ENVIRONMENTAL CLAUSE

The ANCT, committed to sustainable development, pays particular attention to measures taken to protect the environment. All deliverables must preferably be provided in electronic format (PDF or equivalent) and/or on recycled or eco-labelled paper guaranteeing the use of

wood from sustainably managed forests (e.g. FSC, PEFC or equivalent certification). The contractor must endeavour, as far as possible, to limit greenhouse gas emissions (transport, supplies, service providers, energy consumption).

ARTICLE 7 – SUBMISSION OF APPLICATIONS AND TENDERS

7.1 Application using a European Single Procurement Document (ESPD)

- Details regarding applications under the European Single Procurement Document (ESPD)

In accordance with Article R.2143-4 of the Public Procurement Code, tenderers may submit their applications in the form of a DUME by accessing either the Chorus-pro portal: <https://chorus-pro.gouv.fr> or by completing the DUME pre-filled by the ANCT via the PLACE platform

This simplified response method allows the tenderer to submit a bid using only their SIRET number



Foreign companies and French companies without a SIRET number must use the standard application method.

The sections of these tender regulations relating to the DUME are identified by the pictogram

The ESPD is a declaration on honour enabling companies to certify their competence, financial standing and capabilities when responding to a public contract within a Member State of the European Union.

The ESPD form retrieves the tenderer's details based on their SIRET number; only the criteria required by the ANCT need to be completed.

As such, the pre-filled DUME allows:

- o the automatic transfer of the company's legal details (company name, address, directors);
- o the automatic retrieval of data regarding the company's size and total turnover;
- o to certify compliance with social security and tax obligations through an automated request to the relevant authorities (DGFIP, ACOSS);
- o to certify that the company has taken out the appropriate insurance and is registered in the commercial register of the state in which it is established.

Authenticating the applicant on the PLACE platform helps to secure the data provided by the applicant.

The applicant is also invited to consult the user guide for businesses, available in the 'Help' section of the PLACE homepage.

7.2 Standard electronic application e

Tenderers must complete the following documents:

- o forms DC1, DC2 and DC4 (in the case of subcontracting);
- o a copy of the judgment(s) handed down, if the candidate is in administration;

PLEASE NOTE: *should an applicant be placed in administration after submitting their bid, they must inform the ANCT without delay*

- a statement regarding the total turnover achieved over the last three financial years for which figures are available;
- a statement indicating the candidate's average annual workforce and the number of managerial staff for each of the last three years;
- a detailed list of references for the last three years relating to the subject matter of the contract.

In accordance with Articles R.2142-1 to R.2142-4 of the Public Procurement Code, the candidate may rely on the capacities of other economic operators, regardless of the nature of the legal links invoked. In this case, they must include this information in their application.

PLEASE NOTE: the tenderer must submit the documents listed above, or any equivalent means of proof; the documents provided by the tenderer must enable an assessment of their ability to provide the services required.

Pursuant to Article R.2143-13 of the Public Procurement Code, if the tenderer does not wish to provide the above documents, they must provide all the information necessary for free access to an electronic information system administered by an official body or to a digital storage space. The absence of access details, or the fact that the system is not free of charge, will be treated as a failure to provide the required documents.

The application documents are used to verify the admissibility of applications.

7.3 Selection of tenders

The tenderer's bid must contain:

- The ATTR form, duly completed by the tendering company; **the ATTR must be signed at the time of the contract award phase;**
- ✓ The unit price schedule – DQE **Excel format required.**

The application must include the following documents:

- 1) a CV in Europass format¹ for each consultant concerned, in English
- 2) a methodological note in English describing:
 - a) the lot(s) for which the consultant (or the team/consultancy firm) is applying,
 - b) the reasons why the consultant is suitable for the assignment (description of professional qualifications, relevant skills and experience, brief description of similar services provided in recent years, including the date and name of the contracting authority),
 - c) an understanding of the tasks and a clear description of the proposed methodology (the manner in which the service provider intends to carry out each of the tasks mentioned in Article 5 of the technical clauses of the Tender Documents and how they will ensure compliance with the work plan and timetable detailed in the Tender Documents). The methodology must specify the estimated number of days per expert dedicated to the tasks listed in the Tender Documents,
 - d) the consultant's motivation for the assignment,

¹ The Europass CV template is available here: [Create your Europass CV | Europass](#)

- 3) the financial offer (total price of services for the fixed part and optional components A and B).

NB: In the case of a consortium or subcontracting, a justification of the relevance of such an arrangement for the performance of the tasks is required.

Contents of the financial offer

Prices for the services must include all costs necessary for the performance of the tasks (i.e. staff costs, overheads)

Travel expenses for attending meetings, at the request of the AG/SC, will be reimbursed in accordance with the programme rules, which will be communicated to the selected tenderer.

7.4 Communication with tenderers

All communications with tenderers shall be conducted via Place. The ANCT will respond to all queries via the Place platform using the contact details provided by tenderers on that platform. Tenderers are therefore requested to provide a valid email address in the letter of commitment.

ARTICLE 8 – EXAMINATION OF TENDERS

In accordance with Article L.2152-1, tenders that are irregular or unacceptable may become regular or acceptable during negotiations or dialogue, provided they are not abnormally low. Once negotiations or dialogue have concluded, tenders that remain irregular or unacceptable shall be rejected.

In the event of discrepancies found in a tender, the commitment document shall take precedence over the other documents.

If the tenderer concerned is selected, their tender may be subject to clarification.

In the event of rectification or a request for clarification of the tender, these may only serve to clarify the content of the tenderer's tender. This does not constitute a new tender.

The ANCT reserves the right to request clarifications from the tenderer to understand and clarify their tender. Where applicable, the responses provided by the tenderer shall be incorporated into the original tender.

ARTICLE 9 – SELECTION OF APPLICATIONS AND EVALUATION OF TENDERS

9.1 Selection of applications

Applications are assessed in accordance with the provisions of Articles R.2143-1 et seq. of the Public Procurement Code, based solely on the information provided by the tenderers. The ANCT may verify the quality of the references submitted.

- Financial and technical capacity

The analysis of financial and technical capacity is based on the following elements:

- total turnover for the last three financial years for which figures are available, and/or annual turnover in the fields of activity covered by this consultation for the last three financial years for which figures are available;
- references enabling an assessment of the candidate's experience over the last three years in relation to the services covered by this tender, indicating the amount, date, and recipient (public or private), as well as the contact details of the relevant persons;
- a presentation of the company's structure: volume of business, workforce composition, organisation.

The following profile is requested for the consultants:

- at least 5 years of professional experience in EU Cohesion policy,
- excellent and proven knowledge of European Territorial Cooperation programmes and their operation (e.g. drafting, negotiating, monitoring or evaluating ETC programmes),
- excellent knowledge of the proposed legislative package for the [Multiannual financial framework \(MFF\)](#) 2028-2034 and the future Cohesion policy,
- good knowledge of European urban policies, programmes and initiatives; good knowledge of URBACT is a plus,
- general knowledge of national urban policies and the future challenges of cities in Europe
- strong analytical and drafting skills,
- availability for the two upcoming Programming Committee meetings on the dates specified, general flexibility and availability to specify dates for the other meetings required,
- strong animation skills and technical skills for online meetings,
- proven proficiency in written and spoken English.

9.2 Evaluation of tenders

The tenderer's bid must comply with the requirements of the Tender Specifications and the Public Procurement Code. The quality of the proposed bid will be assessed on the basis of the response framework.

The quality of the proposed team will be assessed on the basis of the CVs or profiles of the proposed team members, which must correspond to the profiles described in the RFP.

ARTICLE 10 – SELECTION CRITERIA

The most economically advantageous tender shall be assessed on the basis of the weighted criteria set out below:

❖ 10.1 Selection criteria:

The most economically advantageous tender is assessed on the basis of the weighted criteria set out below:

Technical criteria:

Technical and methodological merit (65%):

- Knowledge and understanding of the services required and relevant to the performance of the Framework Agreement. (30%)
- Suitability of the human resources allocated to the various tasks (35%)

Price criterion:

Price (35%)

All prices in the price schedule must be completed.

The financial evaluation will be based on the Quantitative Estimate (QE). Tenderers must complete the official price list and apply it to the QE. The prices proposed in the QE must be consistent with those indicated in the official price list.

❖ 10.2 Scoring of selection criteria:

Technical criteria are scored by applying the following rules:

SCORING SCALE				
Not provided	Inadequate	Correct	Satisfactory	Very satisfactory
0 points	¼ of the points	Half the points	Three-quarters of the points	Full marks

The scoring of the price criterion according to this formula:

The price criterion will be scored on the basis of the following documents:

- **DQE*** (*a document which is not binding and whose sole purpose is to enable the analysis of the price criterion of the tenders).

The following formula is applied:

N = Score of the tender analysed

PM = Price of the lowest bid

P = Price of the bid under review

xx = weighting of the price criterion

$N = LP / B \times XX$

NB: Should purely clerical errors (in multiplication, addition or carry-over) be found in the candidate's tender, the company is invited to confirm the corrected tender. In the event of refusal, its tender shall be declared invalid and cannot be taken into account.

- Information for the successful tenderer

In accordance with Articles D.8222-5 or D.8222-7 of the Labour Code, the successful tenderer undertakes to provide, every six months from the date of notification of the contract and until the end of its performance, the required documents and sworn statements.

The documents and declarations referred to above must be uploaded by the successful tenderer to the online platform made available free of charge by the ANCT via this link: <https://www.eattestations.fr>

The contractor is required to upload the documents to the e-attestation platform.

ARTICLE 11 – CONDITIONS FOR SUBMITTING TENDERS

Bids in electronic form

- Recommendations -

From the consultation page on the PLACE platform at www.marches-publics.gouv.fr, the company clicks on the 'Submission' tab to apply and submit its tender

A. Application using a ESPD (European Single Procurement Document)

The company clicks on "Application with a DUME" to access the DUME prepared by the contracting authority, "Fill in my DUME online" and then "Submit with a DUME"

If the company has completed its ESPD on the national ESPD service website (<https://dume.chorus-pro.gouv.fr/>), it can attach it as a separate file in its response: "Submit my ESPD as a separate file (in XML format)".

- Points to note and recommendations

For responses submitted by a consortium and/or with subcontractors:

- only the representative submitting the tender may complete their ESPD online via PLACE;
- Other members of the consortium / subcontractors may complete a DUME on the National DUME Service website (<https://dume.chorus-pro.gouv.fr/>), then download it so that the lead contractor can attach it as a separate document to the response in PLACE.

B. Standard application

This application method allows you to submit a standard application: the application documents (e.g. DC1, DC2, DC4 if necessary) must be submitted as separate attachments in the next stage of the consultation response.

If you encounter difficulties downloading, companies can contact the platform's technical support directly:

- By telephone: 01.76.64.74.07
- By email: place.support@atexo.com

The technical requirements (necessary hardware and software, accepted file formats, electronic certificate enabling the mandatory and secure electronic signature of the tender by the tenderer) for submitting a tender electronically are set out at: www.marches-publics.gouv.fr

ARTICLE 12 – ADDITIONAL INFORMATION

During the consultation phase, tenderers may submit their questions and requests for further information via the State Procurement Platform (PLACE) www.marches-publics.gouv.fr.

Questions will be accepted up to the 6th day before the deadline for submission of tenders.
Responses will be issued up to the 4th day before the deadline for submission of tenders.

Outside the procurement platform, no questions will be dealt with directly by telephone, email or post.

The ANCT may make minor amendments to the tender documents no later than 6 days before the deadline for submission of tenders. Tenderers must then respond on the basis of the amended documents, without being entitled to raise any objections in this regard.

If, whilst the tenderers are reviewing the tender documents, the deadline for receipt of tenders is postponed, the above provision shall apply in accordance with the new deadline.

Amendments may only be communicated to tenderers duly identified on the government procurement platform.

In the event that a tenderer has submitted a tender prior to the amendments, they may submit a new tender based on the latest amended tender documentation, before the deadline for the submission of tenders.

These amendments are published on the PLACE website.

[Administrative contact:](#)

ANCT-Marches@anct.gouv.fr

ARTICLE 13 – APPEAL PROCEDURE

Body responsible for appeal procedures:

Paris Administrative Court

7, rue de Jouy

75181 Paris Cedex

Telephone: 01 44 59 44 00

Fax: 01 44 59 46 46

The department from which information regarding the lodging of appeals can be obtained is the registry of the Paris Administrative Court:

Email: greffe.ta-paris@juradm.fr

ARTICLE 14 – INFORMATION ON ELECTRONIC SIGNATURES

Tenders must be submitted before the date and time stated on the first page of these consultation rules.

Applications received after this deadline will be rejected without being read, and the applicant will be informed accordingly.

In order to be able to unzip and read the documents provided, the contracting authority invites tenderers to use the formats listed below.

This list is intended to facilitate the downloading and reading of documents. For any other format used by the tenderer, the tenderer must provide the address of a website from which the contracting authority can download a tool free of charge to enable the document to be read. Failing this, the contracting authority reserves the right to reject the tenderer's application or tender.

- standard .zip
- Adobe® Acrobat®.pdf
- Rich Text Format.rtf
- .docx or .xlsx or .pptx
- .odt, .ods, .odp, .odg
- where applicable, DWF format
- or, for bitmap images, .bmp, .jpg, .gif, .png

The tenderer is invited to:

- do not use certain file formats, particularly ".exe" files;
 - do not use certain tools, in particular "macros";
 - scan the files comprising your application and/or tender in advance using antivirus software.
- Backup copy (for electronic submission only)

Tenderers may send the contracting authority a backup copy on paper or on a physical electronic medium (CD-ROM or DVD-ROM, etc.) and must ensure this copy is received before the deadline for submission of tenders (as indicated on the cover page).

This backup copy must be placed in a sealed envelope bearing the legible words: "backup copy" and the following details:

Subject of the tender

The relevant lot

DO NOT OPEN

This backup copy may be:

- Sent by registered post to the following address:
National Agency for Territorial Cohesion
Contracts and Public Procurement Department
TSA 10717 - 75334 Paris Cedex 07
- Or delivered in person against receipt to the following physical address:
National Agency for Territorial Cohesion
Reception - Ground Floor, 20 avenue de Ségur, Paris 07

The backup copy may only be opened by the contracting authority in the cases provided for in Article 7 of the Order of 14 December 2009.