

## TENDER RULES

**OBJECT OF THE PROPOSED CONTRACT:**

Institutional capacity building, development of operational tools, and implementation of pilot actions aimed at improving bioeconomy financing in the Colombian Amazon.

**LEGAL REPRESENTATIVE OF THE CONTRACTING AUTHORITY:**

Jérémie PELLET, Chief Executive Officer of EXPERTISE FRANCE

**DATE AND TIME OF OFFER SUBMISSION DEADLINE:**

**22/10/2026 AT 16:00 (PARIS TIME)**

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## **ARTICLE 1: OBJECT AND SCOPE OF THE TENDER**

### **Object of the tender**

The tender covers the award of a service contract covering “**institutional capacity building, development of operational tools, and implementation of pilot actions aimed at improving bioeconomy financing in the Colombian Amazon.**”.

The scope of the needs to be satisfied is set out in the Terms of Reference.

### **Scope of the tender**

This contract is subject to the French Public Procurement Code (CPP) in its applicable version under Ordinance no. 2018-1074 of 26 November 2018, establishing the legislative elements of Decree no. 2018-1075 of 3 December 2018, establishing the regulatory elements of the Public Procurement.

It is awarded by means of:

Open tender in application of Articles L. 2124-2, R. 2161-2, R. 2161-3, R. 2161-4 and R. 2161-5 of CCP.

### **Provisional schedule of the tender**

| <b>Estimated date</b> | <b>Stage</b>                                                  |
|-----------------------|---------------------------------------------------------------|
| 22/10/2026            | Bid submission deadline                                       |
| 15/11/2026            | Notification of rejected proposals to non-selected candidates |
| 27/11/2026            | Notification of the Contract award                            |

### **Tender language – currency**

All the tender documents must be written in English.

The Contracting Authority will conclude contracts in the following currency: euro (€).

### **Composition of the tender documents**

The tender documents are composed of the following:

- These tender rules (the “Rules”);
- The draft contract (general conditions and special conditions) and any annexes (including the financial annex);
- The Terms of Reference and any annexes;
- The third-party information sheet;
- The application form;
- DAJ\_GU006ENG\_v01 - PLACE user guide for companies.

### **Modification of the tender documents**

Modifications may be made to the tender documents up to 6 days prior to the bid submission deadline.

Any amendments will be made available through the PLACE platform and notified to registered economic operators that have accessed the tender documents and opted to receive notifications. To ensure tenders are current with the latest version of the tender documents, tenderers are strongly advised to opt in to receive notification when downloading the documents and to monitor the PLACE platform regularly, particularly during the 5 (five) business days preceding the submission deadline.

Where a tender has been submitted before an amendment is issued, the tenderer may submit a revised tender before the tender submission deadline. The latest tender validly submitted will supersede any earlier submission, subject to the operating rules of the PLACE platform.

Where an amendment is substantial, the Contracting Authority may extend the tender submission deadline to allow tenderers sufficient time to take the amendment into account.

## **ARTICLE 2: GENERAL CHARACTERISTICS OF THE PROPOSED CONTRACT**

### **Form of the contract**

The contract constitutes public procurement composed of a single item subject to fixed pricing.

### **Estimated amount of the need**

The amount of the contract depends on the prices offered by the selected candidate.

### **Term of the contract**

The provisional term of the contract is 18 months from its award date. For illustrative purposes only, the anticipated award date is 27/11/2026.

### **Options**

#### ***Similar services***

Under Article R.2122-7 of the French Public Procurement Code, in the context of a negotiated procedure without competitive bidding, the contractor may be awarded similar services to those of the initial contract. The period during which such contracts may be entered into may not exceed three years from the award date of the initial contract.

## **ARTICLE 3: CANDIDATE PARTICIPATION CONDITIONS**

### **Candidate presentation conditions**

A single entity may not represent more than one tenderer in any given procurement procedure, in accordance with Article R. 2142-4 of the French Public Procurement Code. This restriction concerns the representation of tenderers and does not prevent an economic operator from participating both as an individual tenderer and as a member of one or more consortia, or as a member of more than one consortium.

Where a tender is submitted by a consortium of economic operators, each consortium member must provide all the documents and information required to demonstrate its legal and professional status, as well as its technical and financial capacity. The consortium's capacities will be assessed on an overall basis.

### **Grounds and conditions of exclusion**

Notably under:

- The French Law no. 2016-1691 of 9 December 2016 on transparency, anti-corruption and modernisation of the economy, the so-called "Sapin 2" law;
- Chapter II of the French Monetary and Financial Code setting out provisions for the freezing of assets and the prohibition of making funds available (notably Article L. 562-4 and Article L. 562-5);
- Relevant requirements emanating from accreditation for managing delegated EU funds (Pillar 7 relating to exclusion from accessing financing);

Candidates or their representative in any of the situations set out in Articles L.2141-1 to L.2141-10 of the French Public Procurement Code, or which are on any official exclusion list, shall be excluded from the procedure, whether their situation is established by means of their own declarations or through the application of vigilance measures by the contracting authority.

However, where the exclusion decision is at the discretion of the contracting authority, it shall invite the candidate(s) liable to exclusion to present their observations in order to establish, via all means and within a

reasonable period not exceeding 10 days, that the measures required to rectify the failings laying behind exclusion have been taken and, as applicable, that their participation in the tender will not undermine equality of treatment among the bidders.

Where an operator finds itself to be in a position of exclusion during the procedure, it shall notify the contracting authority without delay, which shall apply exclusion on these grounds.

### **Minimum prerequisites in terms of economic, technical and professional capacity**

The contracting authority does not impose minimum capacity levels on candidates.

### **Specific requirements for consortia of economic operators**

Where a tender is submitted by a consortium of economic operators, the tender must:

- identify the lead member of the consortium;
- identify all other consortium members;
- describe the respective roles and responsibilities of each member;
- indicate which member will provide each required professional profile or technical competency; and
- describe how the consortium will coordinate the performance of the Framework Agreement and the Purchase Orders.

The members of the consortium may collectively demonstrate compliance with the minimum institutional and technical capacity requirements, unless a requirement expressly applies to a specific consortium member or proposed professional.

Each consortium member must individually satisfy the applicable legal-status and exclusion requirements.

### ***Grounds for the exclusion of consortia***

Where the grounds for exclusion from the tender procedure concern one of the consortium members, the contracting authority shall demand its replacement by an entity not subject to the grounds for exclusion, to take place within 10 days of the lead company receiving said demand. Failing this, the consortium shall be excluded from the procedure;

### ***Form of the consortium***

The consortium shall be jointly and severally liable.

### **Subcontracting**

#### ***Grounds for exclusion in the case of subcontracting***

Entities subject to grounds for exclusion cannot be accepted as subcontractors.

Where the subcontractor subject to grounds for exclusion is presented at the application phase, the contracting authority shall demand its replacement by an entity not subject to the grounds for exclusion, to take place within 10 days of the candidate receiving said demand. Failing this, the candidate shall be excluded from the procedure.

***Presentation of a subcontractor***

Subcontractors are to be presented using form DC 4 (Subcontracting Declaration)<sup>1</sup> duly completed by the subcontractor and the candidate, incorporating a statement of the subcontractor's professional, technical and financial capacity, in addition to a sworn declaration that the subcontractor is not subject to any prohibition on participating in public procurement.

**ARTICLE 4: PRESENTATION OF BIDS AND SUBMISSION PROCESS**

Bidders must submit a complete bid incorporating the documents specified below. The requested documents must be signed by the bidder, the lead company of the temporary consortium or each of the members of the consortium.

**Application documents**

Candidates must submit the following application documents:

- The attached application form, duly completed;
- Proof of registration in the trade and companies' registry ("k-bis" or equivalent document issued in the tenderer's country of establishment);
- Valid certificates or equivalent official documents demonstrating that the tenderer is up to date with its social security obligations;
- Valid certificates or equivalent official documents demonstrating that the tenderer is up to date with its tax obligations.
- Document evidencing the legal representative's authority to sign the proposal and the contract;
- Where applicable, a court ruling on receivership (*redressement judiciaire*) demonstrating that the tenderer is authorized to continue its activities during judicial restructuring or an equivalent insolvency procedure;
- Financial statements for the last three available financial years;
- Currently valid insurance certificates for civil and/or professional liability;
- Declaration of Absence of Conflict of Interest

**Bid documents**

Candidates must submit a complete bid file containing the following documents:

- **The draft contract**, duly completed signed and dated
- **Financial proposal** using the template provided by Expertise France in Annex – Financial template.
- **Technical Proposal**, comprising the following sections:
  - Institutional Portfolio, demonstrating compliance with the minimum institutional experience required under the ToR.
  - CVs of the Proposed Technical Team, containing the composition of the proposed technical team, with CVs limited to a maximum of three (2) pages per profile.
  - Technical Approach, with a maximum length of ten (10) pages (excluding schedule, annexes, CVs and administrative documentation), addressing the following elements:
    - Understanding of the context and objectives of the technical assistance, including the challenges associated with financing the bioeconomy, biodiversity, conservation and sustainable rural development in Colombia.
    - Proposed methodology for carrying out the components and activities set out in this ToR, including work stages, expected results, required inputs and validation mechanisms.

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<sup>1</sup> Form DC4 is available at: <https://www.economie.gouv.fr/daj/formulaires-mise-a-jour-formulaire-declaration-sous-traitance-dans-marches-publics>

- Indicative implementation schedule.
  - Technical, operational and methodological recommendations to ensure the quality and applicability of the deliverables.
  - Project governance structure, team mobilisation strategy, coordination mechanisms, quality management, monitoring and progress control.
- Environmental performance statement, describing the measures to limit and optimise travel (favouring remote working and lower-carbon transport where appropriate), organise meetings, workshops and field activities sustainably, reduce paper, energy and resource consumption, and monitor and report on these measures throughout contract implementation.

### **Bid validity period**

The validity of bids submitted shall be at least 120 days from the submission deadline.

### **Bid submission process**

#### ***Bids submitted in paper format***

Bids submitted in paper format will be rejected.

#### ***Electronic submission***

In order to access the tender consultation space or to submit their bid, bidders must connect to the French government procurement platform at:

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

Electronic submission is mandatory. Any submission via other means will be rejected.

The bid submission procedure is detailed on the website [www.marches-publics.gouv.fr](http://www.marches-publics.gouv.fr).

On this site, bidders will notably find a user guide available for download which specifies the platform's conditions of use, notably the technical prerequisites and electronic certificates.

Should they so wish, bidders may make contact by phone on 01 76 64 74 07 on all business days between 9am and 7pm in order to obtain technical assistance with how to complete all the necessary tasks.

In the event of allotment, all lots must be covered by an electronic submission. However, it is possible to make a single electronic submission for multiple lots provided that the lots covered by a bid can be identified without ambiguity.

The costs of accessing the network and of electronic signature shall be borne by the candidate.

Bidders are invited to test the configuration of their work device and to perform a test tender to ensure that their technical environment is functioning as required.

Bidders' attention is drawn to the fact that they must at least have internet browser software. It is not mandatory to have an electronic signature system.

In order to make an offer, bidders must forward files in the following computer formats: PDF, RTF, ZIP, suite Microsoft Office, LibreOffice or Open Office. Any computer file in a different format will be declared null and void.

### **NOTE:**

All bid files must be free of computer viruses and must have been previously treated to this end by the bidder, using the latest version of an antivirus software. The same applies to all other files exchanged during this public procurement procedure.

The contracting authority may place any file containing a virus in a security archive. It will therefore be deemed never to have been received.

NB: Bidders' attention is drawn to the time required to deliver large volume electronic files. The average downloading time may vary according to various parameters, such as the technical capacity of the device, the type of internet connection, traffic on the network, etc.

To the extent that the date and time of completed upload constitutes the legal reference for submission of electronic bids, bidders are invited to allow sufficient time for all electronic submissions.

Even though its bid for this public procurement procedure will have been submitted electronically, the bidder undertakes, notably if its bid has been accepted, to provide contractually valid paper documents. In this regard, it also undertakes that the natural person providing the electronic signature also provides their handwritten signature without making any modifications to the documents, to be forwarded to the contracting authority in this format. Lastly, the bidder undertakes to accept notification in paper format, in accordance with standard practices.

## **ARTICLE 5: ANALYSIS OF APPLICATIONS**

Applications are selected by the Evaluation Committee of Expertise France in accordance with the following procedure.

Under Article R.2161-4 of the French Public Procurement Code, the Evaluation Committee may decide to examine offers before applications.

In such cases, the supporting documentation for aptitude and capacity and the evidence relating to grounds for exclusion are only requested by the contracting authority from bidders preselected for award of the tender.

### **Application supplementary information requests**

Before examining applications, should the contracting authority note that requested documents or information are missing or incomplete, it may ask the bidders concerned to complete their application pack within a deadline applicable to all such bidders. The deadline will be specified in the request for supplementary information.

Applications that are incomplete or which remain incomplete following a request for additional information will be eliminated.

### **Rejection of late applications - Opening bids**

The Bid Opening Committee (meeting in non-public session) lists the bids received, the identity of applicants and the composition of the bids submitted.

Bids received after the deadline will be immediately rejected.

### **Admissibility of applications**

In accordance with Article 3 of this document covering the conditions for participation, the Evaluation Committee of Expertise France analyses the admissibility of applications based on the following criteria:

- Candidate's registration at the trade and companies registry (or equivalent)
- Candidate's compliance with its social security obligations
- Candidate's compliance with its tax obligations
- The applicant must not be in any of the situations set out in Articles L. 2141-1 to L. 2141-6 and L. 2141-7 to L. 2141-11 of the French Public Procurement Code, nor be on any official exclusion list, whether their situation is established by means of their own declarations or through the application of vigilance measures by the contracting authority
- The candidate or its representative must not be in a situation of conflict of interest vis-à-vis the contracting authority and/or any beneficiary of the procurement contract
- The candidate must be able to demonstrate adequate implementation of appropriate technical and organisational measures such that data processing conforms with relevant data protection laws and

regulations (GDPR and French data protection legislation), thereby guaranteeing the rights of data subjects

- Applications not demonstrating professional aptitude and/or which manifestly do not have the professional, technical or financial capacity required for this tender will be eliminated.

## **ARTICLE 6: BID EVALUATION, NEGOTIATIONS AND AWARD**

The bid selection procedure is conducted by the Evaluation Committee of Expertise France in accordance with the following procedure:

### **Rejection of late bids - Opening bids**

The Bid Opening Committee (meeting in non-public session) lists the bids received, the identity of applicants and the composition of the bids submitted.

Bids received after the deadline will be immediately rejected.

### **Bid analysis**

After having verified that the bids received are conforming, admissible and appropriate, the Evaluation Committee of Expertise France analyses the bids from selected bidders in accordance with the following criteria.

### **Rejection of non-conforming, inadmissible or inappropriate bids**

The Evaluation Committee examines all bids received and, in accordance with Article R.2152-1 of the French Public Procurement Code, rejects bids judged to be non-conforming, inadmissible or inappropriate, as applicable, after having implemented the regularisation procedure set out in Article R.2152-2 of said code.

### **Comparison of bids for selection of the most economically beneficial bid**

Bids will be assessed separately in accordance with the following criteria by awarding a score up to the maximum number of points per criterion as set out below:

#### ***Criterion 1: price of the services***

The **financial score (FS out of a maximum of 20 points)** will cover the comparison of the financial offers of all candidates having submitted a conforming bid.

#### ***Criterion 2: Technical offer***

| <b>Sub-criteria for assessing the technical quality</b>                                                                                                                                                                                                                                                                                                          | <b>Maximum number of points</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Sub-criterion 1: Institutional Portfolio</b><br>The evaluation will be based on the degree of compliance with, and the relevance of, the institutional experience described in the Required Profile section of the terms of reference, taking particular account of demonstrated experience in projects comparable to the subject matter of this consultancy. | <b>25</b>                       |
| <b>Sub-criterion 2: CVs of the Proposed Technical Team</b><br>Sub-criterion 2: CVs of the Proposed Technical Team. The evaluation will be based on the prior experience, technical and academic qualifications                                                                                                                                                   | <b>20</b>                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| of the proposed team, in accordance with the Required Profile section of the terms of reference.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |
| <b>Sub-criterion 3: Methodology</b><br>The evaluation will consider: the bidder's understanding of the context and objectives of the technical assistance, including the challenges associated with financing the bioeconomy, biodiversity, conservation and sustainable rural development in Colombia; the quality, clarity and viability of the proposed methodology for carrying out the components and activities set out in the terms of reference, including its work stages, expected results, required inputs and validation mechanisms; the credibility of the indicative implementation schedule; the relevance of the technical, operational and methodological recommendations proposed to ensure the quality and applicability of the deliverables; and the coherence of the proposed project governance structure, coordination mechanisms, and quality management, monitoring and progress control arrangements.                        | <b>25</b> |
| <b>Sub-criterion 4: Environmental Performance of the Proposal</b> , assessed with regard to the relevance, specificity and feasibility of the measures proposed to reduce the environmental footprint of the services throughout contract implementation. The assessment will consider, in particular: measures to limit and optimise international and domestic travel, including the use of remote working arrangements and lower-carbon transport options where appropriate; the sustainable organisation of meetings, workshops and field activities; the reduction of paper, energy and resource consumption; the environmentally responsible production and dissemination of deliverables; and the proposed arrangements for monitoring and reporting on the implementation and results of these measures. The proposed measures must be directly related and proportionate to the subject matter and conditions of performance of the contract. | <b>10</b> |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>80</b> |

Each technical offer, deemed to be technically conforming, will be attributed a **technical score (TS out of a maximum of 80 points)** by adding up the weighted scores obtained for each sub-criterion.

#### **Negotiations**

This tender does not have any provisions for negotiation.

#### **Award process**

An **overall score (OS out of a maximum of 100 points)** obtained by adding together the technical and financial scores (**OS=FS+TS**) will be attributed to each bid that has been assessed for its technical and financial content.

The bidder who obtains the highest overall score will be deemed to have made the most beneficial economic offer and will be awarded the contract.

The contracting authority may decide not to pursue the tender for reasons of public interest.

## **ARTICLE 7: PROCESSING OF PERSONAL DATA IN THE CONTEXT OF THIS TENDER AND FOR THE PURPOSES OF CONTRACT MONITORING**

Under Article 13 or Regulation (EU) no. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), the applicants/bidders are notified that personal data, notably name, first name and e-mail address collected when using under the French government procurement platform (<https://www.marches-publics.gouv.fr>) in the context of this tender procedure and execution of the associated contract, may be processed.

For processing performed with PLACE services, the *Ministère de l'action et des comptes publics* (Ministry of Public Accounts) – the procurement department of the State and of Expertise France, the contracting authority, are co-controllers of personal data.

For processing performed outside the scope of PLACE services, Expertise France, the contracting authority, is the controller of personal data.

### **Identity and contact details of the data controller and its representative**

#### **For the PLACE platform:**

*Ministère de l'action et des comptes publics* (Ministry of Public Accounts)

59, boulevard Vincent Auriol

75703 Paris Cedex 13

Represented by the Director of Public Procurement

Operational data controller:

The Department of Public Procurement, represented by its director.

#### **Contact details of the Data Protection Officer:**

[le-delegue-a-la-protection-des-donnees-personnelles@finances.gouv.fr](mailto:le-delegue-a-la-protection-des-donnees-personnelles@finances.gouv.fr)

#### **For the contracting authority:**

Expertise France

40, Boulevard de Port Royal

75005 Paris

Represented by the Managing Director,

Operational data controller:

The IT Department, represented by its director

#### **Contact details of the Data Protection Officer:**

[informatique.libertes@expertisefrance.fr](mailto:informatique.libertes@expertisefrance.fr)

The legal basis under which such processing is performed are set out in c) and e) of Article 6.1 of the GDPR, namely:

- The processing is necessary in order to comply with a legal obligation by which Expertise France is bound;
- The processing is necessary for performance of a public-interest assignment or which falls within the scope of the public authority entrusted to Expertise France.

The purposes of the processing are as follows:

- The management and monitoring of this tender procedure;
- The management and monitoring of the award of a public procurement contract.

The recipients or category of recipients of the personal data are exclusively authorised personnel of the Contracting Authority, ministries and state operators responsible for awarding and executing this contract, including any service providers assisting them with their activities.

Retention period: the data will be held throughout the award process and execution of the contract, including the DUA (duration of administrative usefulness) applicable to the contract.

Under Articles 15 to 21 of the GDPR, persons whose personal data is collected enjoy a right of access, rectification and deletion with regard to such data. They also enjoy the right to restrict and refuse processing on legitimate grounds. The information and other rights of data subjects may be exercised by contacting the Data Protection Officer of Expertise France.

Persons whose personal data is collected under this procedure may submit a complaint to CNIL.

## **ARTICLE 8: ADDITIONAL INFORMATION**

Any request for additional information about technical or administrative matters must be forwarded via the government procurement platform at least 5 business days prior to the bid submission deadline.

Expertise France undertakes to provide a response 2 business days at most before the bid submission deadline.

If a candidate asks any questions, all candidates will receive an e-mail asking them to consider one or more documents provided in response to the questions concerned.

## **ARTICLE 9: APPEAL CHANNELS AND DEADLINES**

The body responsible for the appeals process is:

Paris Judicial Court,  
Parvis du Tribunal de Paris 75 859 PARIS Cedex 17  
Email: [tj-paris@justice.fr](mailto:tj-paris@justice.fr).  
Tel: 0144325151.

Information about lodging an appeal may be obtained from: [tj-paris@justice.fr](mailto:tj-paris@justice.fr).