

## **TENDER RULES**

**OBJECT OF THE PROPOSED CONTRACT:**

Call for Proposals for the recruitment of an Agency/Institution for the provision of services for Comprehensive Management of Air Tickets, Transfers, Accommodation, Food and Logistics of Rooms for Regional Seminars in Central America, under the Framework Contract Modality

**LEGAL REPRESENTATIVE OF THE CONTRACTING AUTHORITY:**

Jérémie PELLET, Chief Executive Officer of EXPERTISE FRANCE

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

**06/08/2026 at 23:00 (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 “Services provision for the Comprehensive Management of Air Tickets, Transfers, Accommodation, Food and Logistics of Rooms for Regional Seminars in Central America, under the Framework Contract Modality.”

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

**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:

Adapted procedure in application of Articles L. 2123-1 and R. 2123-1 to R. 2123-7 of CCP

Purchase orders under a framework contract are defined within the meaning of Articles R. 2162-1 and R.2162-14 of CCP.

**Provisional schedule of the tender**

Estimated date	Stage
06/08/2026	Bid submission deadline
10/08/2026	Interviews/Negotiations and requests for optimised bids
14/08/2026	Optimised bid submission deadline
21/08/2026	Rejection letters sent to non-selected candidates
25/08/2026	Contract award

**Tender language – currency**

All the tender documents must be written in Spanish or English

The Contracting Authority will conclude contracts in the following currency: Dollars (\$USD).

**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;
- The annex covering the definition and conditions for processing personal data on behalf of the contracting authority.
- The Specifications and any annexes;
- The third-party sheet;
- The application form;
- The candidate GDPR compliance verification form;
- DAJ\_GU006ENG\_v01 - PLACE user guide for companies.

Supplementary tender documents:

- Beneficial Declaration Form

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

Modifications may be made to the tender documents up to 4 days prior to the bid submission deadline.

Modifications are only forwarded to the economic operators duly identified during the tender document consultation phase.

Candidates/bidders must respond on the basis of the latest modified documents. Should any candidate/bidder have submitted any bid or offer prior to modification, they may resubmit based on the latest modified documents prior to the bid reception deadline.

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

### **Form of the contract**

The contract is a framework contract via Purchase Order entered into with a single operator

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

The provisional amount of the contract is fixed at a maximum of **€199,999.00**

### **Term of the contract**

The provisional term of the contract is 12 months from its award date. For illustrative purposes only, the anticipated award date is 25/08/2026

### ***Renewal***

The contract is entered into for an initial term of 12 months from its award date. It may be renewed on 3 occasions via tacit renewal at the discretion of the contracting authority without exceeding the total duration of 36 months.

### **Allotment**

This tender is not divided into lots

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

### **Candidate presentation conditions**

A single entity may not represent more than one candidate for any given tender (Article R. 2142-4 of the French Public Procurement Code). In the context of this tender, however, the contracting authority authorises the candidate to present multiple offers when acting at the same time as:

- an individual candidate and member of one or more consortia of economic operators;
- a member of multiple consortia of economic operators.

In the event of an application being made by a consortium of economic operators, each member of the consortium must provide all the documents and information certifying their legal, professional, 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.

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

#### ***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

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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>

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:

- Proof of registration at the trade and companies registry (“k-bis” or equivalent);
- The attached application form.
  1. DAJ\_F043 - Expression of interest form.
  2. DAJ\_F030ENG Sworn statement on exclusion criteria, The absence of conflict of interest.
  3. DAJ-F013 Identification Sheet of a third party.
- The attached GDPR compliance verification form, used to verify that the bidder has implemented appropriate technical and organizational measures such that data processing complies with relevant data protection laws and regulations (GDPR and French data protection legislation), thereby guaranteeing the rights of data subjects;
- A description of the human resources that meet the participation conditions set out below:
  - o A declaration stating personnel assigned to perform contract activities: This refers specifically to the personnel who will be directly assigned to carry out the contract tasks (Contract-assigned team)
- A description of the technical resources that meet the participation conditions set out below:
  - o At least [3] references from clients (international organizations, NGOs, public entities or private companies) for whom you have provided similar services.
- A description of the economic and financial resources that meet the participation conditions set out below:
  - o Submit financial statements or bank references that demonstrate sufficient economic solvency to operate under a payment against settlement scheme.
  - o Currently valid insurance certificates for civil and/or professional liability.

### **Bid documents**

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

- The draft contract, duly completed signed and dated, and in annex:
  - o the duly completed financial annexes;
  - o the annex covering the definition and conditions for processing personal data on behalf of the contracting authority, duly completed;
- A technical containing the following information:
  - o A technical proposal that includes the institutional profile, experience related to the requested services, main clients, and the proposed mechanism for service delivery. This should cover airline ticket management, travel insurance, baggage, taxes and fees, management of changes, cancellations and emergencies, ground transportation, accommodation and meals, per diem disbursement management, tools, etc.
  - o The Contractor must present, as part of its proposal, reference options for meeting rooms/hotels in each of the countries that make up the Central American region (Guatemala, El Salvador, Honduras, Nicaragua, Costa Rica, Panama, Belize, and the Dominican Republic).
  - o Additionally, the proposal must include the proposed team (personnel) for service delivery along with their CVs.

- In its financial proposal, the Contractor must present the percentage of management fees for each of the required services, as outlined in section 7.1, as well as a proposal for a simulated case detailed in Annex 1 of the Terms of Reference.

### **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 30 points)** will cover the comparison of the financial offers of all candidates having submitted a conforming bid.

#### **Total Financial Offer – 30 points**

**(Administrative fee for issuance of airline tickets – 20% ),**

**(Administrative fee for provision of ground transportation services – 20%),**

**(Administrative fee for accommodation and meals services – 20%),**

**(Administrative fee for rental of meeting rooms, audiovisual equipment, and event catering – 20%),**

**(Administrative fee for management of per diem disbursement or other expenses – 20%).**

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

<b>Sub-criteria for assessing the technical quality</b>	<b>Maximum number of points</b>
A legally established company authorized to operate as a travel agency and/or tour operator in its country of origin, preferably accredited or affiliated with IATA (International Air Transport Association), or able to demonstrate direct access to global distribution systems (GDS) such as Amadeus, Sabre, Travelport, or an equivalent. The company must have demonstrated experience in organizing travel and logistics for regional or international events, supported by at least three client references (international organizations, NGOs, public sector, or private sector). Capacity to operate directly or through a network of	<b>10</b>

correspondents/partner providers in at least the following countries will be considered an asset: Guatemala, El Salvador, Honduras, Nicaragua, Costa Rica, and Panama.	
Proposal of Venue Options (Hotels/Meeting Rooms): The proposer will be evaluated based on whether it includes in its offer at least three reference options of meeting rooms and/or hotels per country, demonstrating its management capacity and regional coverage. The options presented must be relevant, of appropriate quality, and suitable for regional or international events. Diversity, strategic location, and the standard of the proposed venues will be valued. The presentation of these options will be for reference purposes only, with the understanding that final availability and specific quotations will be confirmed for each event, in accordance with the pricing structure established in the Framework Contract. (At least three options per country)	<b>15</b>
Human Resources: Profile of the Proposed Team The agency must have qualified personnel with demonstrated experience in corporate travel, as well as in reservation systems (GDS), with training and experience in the use of global distribution platforms for the search, booking, and issuance of travel services. The team must also have experience in handling groups and events and be capable of coordinating logistical and operational activities for corporate events and group transfers.	<b>15</b>
Proposed Operational, Administrative, and Financial Mechanism The proposal should describe the operational, administrative, and financial mechanism through which the contracting institution will manage the disbursement of per diems to participants (when applicable). Additionally, the methodology to be applied for the settlement of such per diems at the end of the event will be evaluated.	<b>15</b>
Evaluation of the Methodology and Feasibility of the Proposed Hypothetical Cases	15
<b>TOTAL</b>	<b>70</b>

Each technical offer, deemed to be technically conforming, will be attributed a **technical score (TS out of a maximum of 70 points)** by adding up the weighted scores obtained for each sub-criterion.

Bids having obtained a technical score of less than 49/70 will be deemed to be inappropriate.

### **Negotiations**

Expertise France reserves the right to enter into negotiations under the conditions set out in this consultation regulation.

If the negotiation is implemented, it may be conducted either with all the bidders who have submitted a bid, or with a limited number of bidders who have submitted a regular bid or a bid that has been able to be regularized under the conditions laid down in this Regulation, selected on the basis of the award criteria defined in the consultation documents, within the limit of the 3 highest-ranking offers.

The negotiation may concern the technical, administrative, calendar and financial elements of the offer, in particular the arrangements for performing the services, the proposed organization and methodology, the resources allocated to contract execution, deadlines and phasing, quality or performance commitments, as well as the financial aspects of the offer, in particular the price and its components.

However, either the negotiation may not concern the subject matter of the contract or the minimum requirements defined in the consultation documents, nor the award criteria or their implementation procedures.

Expertise France also reserves the right to award the contract without 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

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).