

REQUEST FOR PROPOSAL

FOR

**SUPPORT TO THE UKRAINIAN NATIONAL INSOLVENCY TRUSTEES ASSOCIATION
IN THE DEVELOPMENT OF THE INFORMATION PLATFORM**

I. CONTEXT

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action. Expertise France's mission is to meet the demand of partner countries seeking to enhance the quality of their public policies in order to address the environmental, social, economic and security challenges they are facing. The agency achieves this goal by implementing projects in the main areas of public action:

- Democratic, economic and financial governance;
- Stability, international security and peace
- Sustainable development, climate and agriculture
- Health and human development

The Project "Support to Justice Sector Reforms and Digitization in Ukraine" (EU Project Pravo-Justice) is implemented by Expertise France with the financial support of the European Union.

For many years, the EU Project Pravo-Justice has been promoting the development of the rule of law in Ukraine.

Pravo-Justice strives to help bringing Ukrainian judiciary in line with European standards on the way to Ukraine's membership in the EU.

II. PURPOSE AND MAIN FEATURES OF THE DRAFT CONTRACT

The subject of the proposed contract is the SUPPORT to the Ukrainian National Insolvency Trustees Association in the development of the Information platform as defined in the specifications attached to the consultation file.

MAIN FEATURES OF THE DRAFT CONTRACT

Nature of the prizes	lump sum
Delivery time	120 days
Maximum amount of the financial envelope	not specified
Place of performance of the contract	Ukraine
Currency of offer	UAH/EUR (if the offer is in EUR, the payment will

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	be done in UAH based on the exchange rate set by the National Bank of Ukraine on the date of the invoice)
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III. PROCEDURE'S SCHEDULE

	DATE*	TIME
Deadline for bidders questions	October 13, 2025	18:00 (Kyiv Time)
Deadline for Expertise France answers	October 14, 2025	18:00 (Kyiv Time)
Deadline for submitting tenders	October 17, 2025	18:00 (Kyiv Time)
Completion date for evaluating technical offers	October 22, 2025	18:00 (Kyiv Time)
Notification of award	October 27, 2025	18:00 (Kyiv Time)
Contract signature	October 30, 2025	18:00 (Kyiv Time)
Start date	November 1, 2025	18:00 (Kyiv Time)

*Provisional date

IV. PROCUREMENT PROCEDURE

The present procurement procedure is subject to the French Code of public procurement in its latest version in force as enacted by Order No. 2018-1074 issued on 26 November 2018 and its Implementation Decree No. 2018-1075 issued on 3 December 2018.

Expertise France proceeds with the “adapted procedure” by virtue of applying articles L. 2123-1 and R. 2123-1 au R. 2123-7 of the above mentioned Code.

V. CONTENT OF THE TENDER DOSSIER

The tender dossier is composed by the following documents :

- The current request for proposal (DAJ_M001ENG) ;
- Terms of reference and Annexes;
- Template of the financial offer;
- Expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template (DAJ_F043ENG) and the identification sheet of a third party (DAF_F013ENG);
- CI_F010ENG_v01 Beneficial owners declaration form
- For any contract whose execution implies the movement of its personnel (or its subcontractor) in an orange or red zone (in accordance with the regional vigilance maps made available by the Ministry of Europe and Foreign Affairs (<https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/>), the safety evaluation questionnaire.

VI. PRESENTATION OF TENDERS

The application and tender documents as well as all correspondence and documents relating to this consultation must be written in English.

In support of their offer, candidates must submit a file consisting of the following documents:

- The expression of interest form and his appendices, the declaration of honour on exclusion criteria and absence of conflict of interest template and the identification sheet of a third party ;
- A proof of a legal identity form;
- Brief description of the company, including:
 - full legal name and address of the company;
 - documents on legal and tax registration;
 - the year of the start or foundation of the business;
 - Full name of the legal representative (president or managing director) of the company;
 - names of individuals or legal entities that own more than 50% of the company's shares.
- Information on previously completed projects of a similar size and complexity, links to the developed products, and a brief description of the used technologies.
- References: Contact information for no less than two references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). The Project reserves the right to request and check additional references.
- CV of key staff/specialists that will be involved in the proposed project, including their previous relevant experience and the works completed.
- Bidders must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the Scope of Work.
- A certificate, signed by an official or an authorized representative, that the Participant has sufficient financial, technical and managerial resources and capabilities to perform the entire scope of work.
- Technical proposal for Website development, including:
 - a detailed description of the proposed architecture of the technical solution;
 - a breakdown of costs according to the stages indicated in the table "Delivery schedule" (Sections IV (B.)).
- A financial offer;
- Bank statement in English;
- Certificate about absence of tax debt;
- Completed form CI_F010ENG_v01 Beneficial owners declaration form;
- For any contract whose execution implies the movement of its personnel (or its subcontractor) in an orange or red zone (in accordance with the regional vigilance maps made available by the Ministry of Europe and Foreign Affairs (<https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/>) the safety evaluation questionnaire completed.

The documents requested above are mandatory. If they are missing, the tender submitted will not be compliant and will therefore be rejected.

The period of validity of the tenders submitted is fixed at 90 calendar days from the deadline for

submission of tenders.

VII. TRANSMISSION MODALITY OF TENDERS

All the required documents must be submitted before the deadline indicated in article III. PROCEDURE'S SCHEDULE, by electronic means only, to the e-mail address tender-ukraine@expertisefrance.fr

Submission by electronic means is mandatory. Any other form of submission will be rejected.

VIII. SELECTION PROCEDURE

Expertise France will first check the eligibility of the applications and their ability to provide the service. Finally, it will evaluate the offers according to the following criteria:

Evaluation criteria:

PRICE

40 points

The total cost should be reasonable and show efficient use of resources, and additional costs, if any, should be clearly defined. Proposals from relevant participants that meet the technical requirements will be compared.

Technical quality assessment sub-criteria	Maximum number of points
Sub-criteria 1: TECHNICAL PROPOSAL. The evaluation will be based on the proposed schedule, technical resources and comprehensive explanation of processes to ensure high quality of services.	30
Sub-criteria 1.1.: Delivery schedule (see Section IV (B) of the Terms of reference)	6
Sub-criteria 1.2.: Compliance with functional requirements for the software (see Section 4 of Annex 1 "Technical requirements" and Section 2 of Appendix 3 of Annex 1 "Technical requirements")	6
Sub-criteria 1.3.: Compliance with other non-functional requirements (see Section 5 of Annex 1. Technical requirements and Section 3 of Appendix 3 of Annex 1 "Technical requirements")	6
Sub-criteria 1.4.: Correspondence of ownership of materials (see Section 14 of Annex 1. "Technical requirements")	6
Sub-criteria 1.5.: Compliance with the requirements for warranty services (see Appendix 4 of Annex 1 "Technical requirements")	6
Sub-criteria 2: EXPERIENCE OF THE PROPOSED TEAM. The evaluation will be based on information about participation and role in completed successful projects implemented projects in the last 5 years, and general experience of the specialist. The CVs/portfolio of the designated personnel must reflect the experience in the following projects: <ul style="list-style-type: none"> development, supply, implementation, provision of warranty/post-warranty service and/or technical support for the operation of similar information systems (automated information systems that have similar functional and technical characteristics to the Website being created); development and implementation, or provision of technical support for the operation of automated data exchange between state registers and information databases. 	30
Sub-criteria 2.1.: Project manager	6
Sub-criteria 2.2.: Software architect	6

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Sub-criteria 2.3.: Programmer	6
Sub-criteria 2.4.: DBMS administrator	6
Sub-criteria 2.5.: Designer	6
TOTAL	60

Expertise France may, if it deems necessary, open negotiations with all or some of the tenderers and will conclude the contract with the entity that submitted the best-rated tender in the light of these criteria.

IX. ADDITIONAL INFORMATION

If a candidate wishes to have additional information on technical or administrative points of the file, he may submit his questions before the deadline indicated in article III. PROCEDURE'S SCHEDULE, to the e-mail address tender-ukraine@expertisefrance.fr.

X. PROCESSING OF PERSONAL DATA

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable from 25 May 2018.

Identity and contact details of the controller and its representative :

Expertise France

40, Boulevard de Port Royal

75005 Paris

Represented by its Managing Director,

Operational controller :

The Information Systems Department represented by its Director

Contact details of the Data Protection Officer:

informatique.libertes@expertisefrance.fr

The legal grounds for the processing operation(s) correspond to Article 6.1 (c) and (e) of the GDPR, namely that:

- The processing is necessary to comply with a legal obligation to which Expertise France is subject;
- The processing is necessary for the performance of a task in the public interest or in the exercise of official authority vested in Expertise France;

The purposes of the processing operation(s) are :

- The management and monitoring of this procurement procedure;
- Management and monitoring of the concluded public contract.

The recipients or categories of recipients of personal data are exclusively the authorised personnel of the contracting authority, ministries and State operators in charge of awarding and executing the contract, as well as their service providers.

Retention period: this data is kept for the duration of the contract and its execution, as well as for the duration of the contract.

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In accordance with the provisions of Articles 15 to 21 of the RGPD, the persons whose personal data are collected have a right of access, rectification and deletion of this information concerning them. They also have the right to limit processing and to object to such processing on legitimate grounds. The exercise of the rights of information and any other exercise of rights of the persons concerned by the processing operations carried out may be made to the Expertise France data protection officer.

The person whose personal data is collected in the context of this procedure has a right of complaint to the CNIL.

Expertise France undertakes to guarantee the confidentiality of proposals sent to it and to ensure the security and storage of these proposals.

XI. REMEDIES AND TIME LIMITS

The body responsible for appeal procedures is the Paris administrative court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.

Candidates may obtain information on the introduction of appeals from the Registry of the Paris Administrative Court, 7 rue de Jouy, F-75004 Paris; e-mail: greffe.ta-paris@juradm.fr.