

REQUEST FOR PROPOSAL

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

II. PURPOSE AND MAIN FEATURES OF THE DRAFT CONTRACT

The subject of the proposed contract is the development of the official website for the EU4RECONSTRUCTION project as defined in the specifications attached to the consultation file.

MAIN FEATURES OF THE DRAFT CONTRACT

Nature of the prizes	lump sum
Implementation period	2 months
Maximum amount of the financial envelope	not specified
Place of performance of the contract	Ukraine
Currency of offer	UAH

III. PROCEDURE'S SCHEDULE

	DATE*	TIME
Deadline for bidders questions	March 19, 2026	16:00 (Kyiv Time)
Deadline for Expertise France answers	March 20, 2026	18:00 (Kyiv Time)
Deadline for submitting tenders	March 25, 2026	18:00 (Kyiv Time)
Completion date for evaluating technical offers	March 30, 2026	n/a

Notification of award	April 01, 2026	n/a
Contract signature	April 02, 2026	n/a
Start date	April 02, 2026	n/a

***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);
- Technical specifications / terms of reference;
- Template of the Annex 2 - Financial proposal;
- 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);
- Draft of the agreement;
- 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:

- A proof of a legal identity form;
- Bank statement about open bank account in English
- Certificate of absence of tax debt for company;
- Portfolio of similar websites developed (with live links or screenshots).
- **CV(s)** in line with Annex 1 (List of the involved personnel and CVs of each team member): a separate CV shall be submitted for each proposed team member involved in the assignment;
- 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 ;
- **Technical proposal**, including a methodology describing the proposed approach to the implementation of the assignment;

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- Filled and signed Annex 2 - Financial offer in PDF format;
- Filled and signed draft of the agreement;
- Budget breakdown;
- 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:

- Criterion 1: Price (20%)
- Criterion 2: Technical proposal, based on the methodology and approach offered (40%)
- Criterion 3: Relevant experience and qualifications of proposed personnel, demonstrated through CVs and portfolio of similar assignments (including website development on visual constructors, EU-funded projects, bilingual websites, etc.) (40%)

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.

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.