

## REQUEST FOR PROPOSALS

### 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

**RELEVE** (Recovery and Empowerment of Local Entities for Viable Environments) is a project implemented by Expertise France under the broader mAIDan initiative, funded by the French Ministry for Europe and Foreign Affairs. The project aims to support Ukrainian municipalities in their recovery and reconstruction efforts by strengthening local governance, improving the delivery of essential public services, and promoting sustainable development. RELEVE contributes to Ukraine's resilience and EU integration by enhancing the institutional and operational capacities of local authorities through targeted technical assistance, capacity-building, and decentralized cooperation.

### PURPOSE AND MAIN FEATURES OF THE DRAFT CONTRACT

The subject of the proposed contract is Repairment of windows and doors at the Redkivsky Lyceum of the Novobilousky Village Council as defined in the specifications attached to the consultation file.

#### **MAIN FEATURES OF THE DRAFT CONTRACT**

<b>Nature of the prices</b>	Lump sum
<b>Implementation period</b>	3 months
<b>Place of performance of the contract</b>	Ukraine
<b>Currency of offer</b>	UAH

**II. PROCEDURE'S SCHEDULE**

	<b>DATE*</b>	<b>TIME</b>
<b>Site visit (if any)</b>	Till April 20, 2026	n/a
<b>Deadline for submitting tenders</b>	April 27, 2026	18:00 (Kyiv Time)
<b>Completion date for evaluating offers</b>	April 30, 2026	n/a
<b>Notification of award</b>	May 01, 2026	n/a
<b>Contract signature</b>	May 04, 2026	n/a
<b>Start date</b>	May 05, 2026	n/a

\*Provisional date

**III. 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.

**IV. 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 and Annexes;
- Template of the financial offer;
- The draft contract (general conditions and special conditions)
- 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);
- 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.

**V. 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;
- Technical Offer including:
  - Detailed description of proposed works (methodology for dismantling, installation,

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- finishing, cleaning)
- Confirmation of compliance with TOR requirements
- Description of materials (windows, doors, profiles, glazing, fittings, etc.)
- Detailed work plan
- CVs of key personnel involved in the project.
- Staff certificates (if available);
- Company's track record / portfolio of similar works.
- Detailed Bill of Quantities (BOQ);

Filled and signed 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;

- Completed and signed financial proposal;
- The draft contract, duly completed signed and dated, and annexes.
- Bank statement confirming an active bank account (in English)"
- Certificate confirming absence of tax debt
- 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.

## **VI. 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](mailto:tender-ukraine@expertisefrance.fr)

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

## **VII. 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 (60%)**
- **Criterion 2: Compliance with technical requirements (responsiveness of the methodology) (40%), i.e.**
  - Criterion 2.1. Compliance of the vendor's proposal for service delivery with the requirements set out in the description of tasks in this ToR (15%)
  - Criterion 2.2. Confirmed capacity (15%). To be evaluated based on certifications and qualification of the staff;
  - Criterion 2.3. Offered timelines (10%). To be evaluated based on the provided details of the

timelines and their responsiveness to Expertise France's expectations. Completion of services earlier than stipulated in this ToR is preferred.

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.

#### **VIII. SITE VISIT**

All potential service providers are required to conduct a preliminary site visit to assess the current condition of the Redkivsky Lyceum and verify exact measurements.

Access to the site must be requested formally via following email: [tender-ukraine@expertisefrance.fr](mailto:tender-ukraine@expertisefrance.fr), at least 48 hours in advance.

The request must include the names of the technical personnel attending and the proposed date/time. Expertise France will coordinate with the Novobilouska hromada administration to ensure safe and authorized access to the educational facility.

The detailed and finalized Bill of Quantities (BOQ) and scope of works must be based on the findings of this site visit and confirmed by the service provider prior to the final contract signature.

#### **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](mailto: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](mailto: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 GDPR, 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](mailto: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](mailto:greffe.ta-paris@juradm.fr).