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**Adapted invitation to tender for Administrative/Finance Officer consultant in Amman**

**Invitation to tender launched in an adapted procedure in accordance with Article R.2123-4 and R.2123-4 of Public Procurement Code**

**BIDDING REGULATIONS**

**Document no. 2**

**ARTICLE 1: PURPOSE OF THE CONTRACT – GENERAL PROVISIONS**

* 1. **Nature of the contract**

This invitation to tender is an adapted, open invitation to tender that falls within the scope of the provisions of articles L.2123-4and R.2123-1 of the Public Procurement Code.

**This contract shall thus be awarded on the basis of terms that CFI shall be free to define.**

The parties explicitly agree that this contract shall be governed by private law and that the provisions of the General Conditions of Contract for supplies and services and the General Conditions of Contract for professional services shall not apply to this contract.

**1.2 Purpose of the contract**

These Bidding Regulations concern the position of Administration and Finance Officer Consultant in Amman. The Technical Specifications (document no. 1) set out what is expected from the service.

**1.3 General provisions**

1.3.1 Subcontracting

**Subcontracting is not permitted without the prior agreement of CFI.** In the event that CFI grants permission for subcontracting, the candidates must state the identity of the subcontractor they have chosen and the portion of the contract that they intend to subcontract.

Any service provider that deliberately provides inaccurate information in support of a request for acceptance of a subcontractor shall have its contract terminated at its own expense and risk.

In the same way, any secret subcontracting may be sanctioned with termination of the contract at the expense and risk of the company that holds the contract.

1.3.2 Applications

Pursuant articles L.2141-1 et seq. and R.2143-3 of the Public Procurement Code, the persons listed below (*a)- to d)*-) **may not bid for the contract as defined under article 1 of these regulations**, and shall therefore not be able to put forward a tender and act as a candidate and especially not as the service provider for the said contract:

**a)- Anyone who has received a final conviction within the last five years for one of the following offences,** stipulated by articles 222-38, 222-40, 313-1 to 313-3, 314-1 to 314-3, 324-1 to 324-6, 421-2-1, by the second paragraph of article 421-5, article 433-1, the second paragraph of article 433-2, the eighth paragraph of article 434-9, the second paragraph of article 434-9-1, articles 435-3, 435-4, 435-9, 435-10, 441-1 to 441-7, the first and second paragraphs of article 441-8, article 441-9, articles 445-1 and 450-1 of the criminal code and article 1741 of the general tax code;

**b)- Anyone who has received a conviction within the last five years, listed in bulletin no. 2 of the police record for the offences** mentioned in articles L. 8221-1, L. 8221-3, L. 8221-5, L. 8231-1, L. 8241-1 and L. 8251-1 of the labor code;

**c)- Anyone who is subject to the compulsory liquidation procedure** provided for under article L. 640-1 of the commercial code, **natural persons who have been declared bankrupt** in accordance with articles L. 653-1 to L. 653-8 of the same code and persons who are subject to an equivalent procedure governed by the laws of another country. Persons who have entered the process of receivership established by article L. 631-1 of the commercial code or an equivalent procedure governed by the laws of another country must provide proof that they have been authorized to continue their activities during the foreseeable period of performance of the contract;

**d)- Persons who**, as at 31 December of the year preceding that in which the call for tenders is launched, **have not submitted the declarations that they are required to submit under tax and company law or have not paid the taxes and contributions** that are payable by this date. However, persons who, as at 31 December of the year preceding that in which the call for tenders was launched, had not made the various payments due by that date or made any guarantees, but who, before the date on which the call for tenders was launched, and in the absence of any enforcement measures by the accountant or the body in charge of recovery, have either made the said payments or provided guarantees considered sufficient by the accountant or the body in charge of recovery, shall be regarded as being in order. Natural persons who are directors, either de facto or de jure, of a legal entity that does not comply with the conditions set out in this paragraph cannot tender personally for a contract. The list of taxes and contributions concerned is drawn up under conditions stipulated in the regulations.

*N.B.*: The provisions of paragraphs a)- to d)- above apply both to persons who put themselves forward as candidates and to those who are members of a group of persons that is a candidate.

Notifications relating to the contract shall be deemed to be valid if made to the address shown under article A of the Letter of Commitment.

It is essential that the tenders made by candidates comply with the Bidding Regulations and the Technical Specifications.

**The candidates must submit their tenders:**

**electronically to the email address** **qarib@cfi.fr** **(permitted software programs: WORD, EXCEL and PDF).**

**1.4 Term/deadlines for performance**

The period for performance of this contract shall run from the date on which notification is given to the service provider until the latest 31/12/2024.

**1.5 Amendment of the details of the tender documents by CFI**

CFI reserves the right to amend the details of the tender documents up to 6 days before the deadline set for submission of tenders. These amendments shall not alter the key points of the contract. It shall inform all candidates of the changes, ensuring that the principle of equality is respected.

Candidates must respond on the basis of the amended documents and may not lodge any complaint in this regard or deviate from the main guidelines in the amended documents.

**1.6 Sections and batches**

The contract comprises a single batch entitled " **Administrative/Finance Officer Consultant in Amman”.**

**1.7 Contact details of the person responsible for the contract**

The person responsible for the contract is CEO, Mr Marc Fonbaustier, 62, rue Camille Desmoulins, 92130 Issy-les-Moulineaux, **qarib@cfi.fr****.**

**1.8 Location where the services will be provided**

In CFI’s office in Amman, as set out in the technical specifications, and possibly at CFI's head office at 62, rue Camille Desmoulins, 92130 Issy-les-Moulineaux.

**1.9 Deadlines**

1.9.1 Deadline for receipt of tenders

The emails containing the tenders must be received no later than:

**Friday 27th February 2020 at 6.00 pm UT**

**at the address below: qarib@cfi.fr**

This deadline must not be exceeded. No tenders submitted after the date and time shown above will be taken into account.

Documents that are submitted after the date and time shown, or for which acknowledgement of receipt is delivered after the date and time shown, will not be examined. They will be returned to the sender.

1.9.2 Period of validity of the tender

The period of validity of the tender is set at 120 days from the deadline for receipt of tenders.

**1.10 Contractual documents**

The documents that constitute the contract include, in declining order of priority:

No. 1: The Technical Specifications

No. 2: These Bidding Regulations

No. 3: The Letter of Commitment

No. 4: The tender from the chosen candidate

No.5: The consulting agreement that CFI will establish for the chosen candidate.

In the event of any contradiction between the various provisions of these documents or of any difficulty in interpreting these provisions, the parties explicitly agree that the provisions of the Bidding Regulations and of the Technical Specifications shall prevail in that order.

**ARTICLE 2: PRICE AND SETTLEMENT OF ACCOUNTS**

**2.1 The price, expressed in euros, shall be regarded as the total fixed price** and in particular shall include the following:

- any tax and parafiscal charges that must be levied on the service;

- all fees and travel costs and all ancillary expenses necessitated by meetings that must be scheduled with the various departments of CFI and the service provider, including an initial brief meeting in Paris to meet with CFI’s headquarters;

- all fees and travel costs and all ancillary expenses that are necessary in order to gain the knowledge in the field that is required for the assessment (particularly national and international transport costs, visas, insurance, accommodation and meals in the areas being assessed, although this is not an exhaustive list);

- the services involved in conducting the studies, up to approval of the various files and notices by CFI;

- costs for secretarial work, particularly for photocopying.

If VAT applies under territorial regulations, VAT shall be added to the amount of the invoices at the applicable rate when the invoices are drawn up. If this rate changes during the period of the contract, the new rate shall apply ipso jure.

**2.2** The price shall be fixed for the full period of performance of the contract.

The price shall be paid in accordance with the following schedule:

Monthly invoicing mentioning the number of days invoiced and accompanied by a timesheet.

The services that are the subject of the contract shall be paid for in arrears, within 30 days of the end of the month in which the invoice is received.

**ARTICLE 3: SUBMISSION of applications and TENDERS**

This shall take place in a single phase, in which the applications and tenders shall be analyzed.

**3.1. Information concerning the application**

The tender received from the candidate shall contain the following documents:

* A letter of application,
* References for similar missions to the project that is the object of the contract during the last three years;
* The bidding regulations, initialed, dated and signed, with a note stating "read and approved";
* The Technical Specifications, initialed, dated and signed, with a handwritten note stating "read and approved" and bearing the company's stamp;
* Various types of documentation the candidate may consider useful (optional);
* A quotation with the daily amount billed.

**3.2. Information concerning the content of the tender**

Consulting firms interested in carrying out this work must submit an expression of interest, including the following:

- Consultant’s CV or outline of relevant skills and experience possessed by the consultant who will be carrying out the tasks and any key personnel who will work on the assignment;

The response must be written in **French or English**. Any application that is incomplete shall be rejected.

**ARTICLE 4: EVALUATION OF TENDERS**

**4.1** Only applications that are complete, do not show any irregularities, contain all the documents requested and are received by the deadline shall be examined.

**Any other applications shall be rejected.**

The Letter of Commitment, Bidding Regulations and Technical Specifications must be dated, signed and initialed and must bear the company's stamp; the signatory must not forget to state his/her name and position and provide his/her authorization to enter into commitments on behalf of the company.

**4.2** Tenders that are in order shall be analyzed one by one and then comparatively.

Based on this analysis, CFI may invite candidates to pass a test and give an oral presentation if applicable and may ask them to give further details or additional information that it considers necessary with regard to the content of their tender.

CFI may introduce a phase of negotiations relating to the price, quality or deadlines of the contract or components of the performance of the contract, which shall be formalized in written exchanges, the duration of which may not exceed 15 days.

Tenders shall be evaluated and classified in accordance with the following weighted criteria:

**Experiences 50**

**Qualifications 20**

**Motivations 10**

**Costs of the service excluding tax 10**

**Result to the written test 10**

The evaluation will be based on a total score of 100.

The contract shall be awarded to the candidate that submits the tender with the highest overall score.

We would like to point out that the contract will not necessarily be awarded to the candidate who asks for the lowest price.

We would like to remind candidates that, in accordance with the provisions of article R.2144-7 of Public Procurement Code:

*"* *If a candidate or tenderer is in a case of exclusion, does not meet the conditions for participation set by the buyer, produces, in support of his application, false information or documents, or cannot produce in the deadline the supporting documents, the means of proof, the complements or explanations required by the buyer, his application is declared inadmissible and the candidate is eliminated.*

*In this case, when the verification of the applications comes after the selection of the candidates or the classification of the tenders, the candidate or the tenderer whose candidacy or the offer was classified immediately after his / hers is solicited to produce the necessary documents. If necessary, this procedure may be reproduced as long as there are still admissible applications or offers which have not been rejected on the ground that they are inappropriate, irregular or unacceptable.* "

In accordance with the provisions of articles R.2152-3 et seq. of Public Procurement Code, if a tender appears abnormally low, CFI may reject it on reasonable grounds after requesting any further details it considers useful in writing and after checking the justification provided.

**ARTICLE 5: INFORMATION**

Any technical and/or administrative information may be requested by email only, for attention of Coralie Blanpied, **qarib@cfi.fr** no later than 10 days before the deadline for submission of tenders.

CFI shall communicate its responses to questions no later than 6 days before the deadline set for receipt of tenders.

**ARTICLE 6: OWNERSHIP AND CONFIDENTIALITY**

**6.1 Ownership of the results**

CFI shall have complete control of the study results from the point at which full payment is made for each phase of the service. CFI may use them as it sees fit within the context of its mandate and its activities. The candidate shall not report the study results or use them in any way without obtaining the advance written permission of CFI.

**6.2 Confidentiality**

CFI is the owner of all technical, administrative, financial and legal documents that it supplies during the bidding process, with the exception of information that was distributed to the public before these documents were supplied and/or that has officially fallen into the public domain.

Any reproduction, exploitation, use or representation in any form or using any medium is strictly prohibited (Intellectual Property Code). Nevertheless, in order to comply with requirements in terms of the number of copies of documents to be supplied, the candidate may reproduce these documents as many times as necessary, on the explicit condition that these are strictly for internal use.

Information that is liable to be brought to the attention of candidates during the process of this invitation to tender shall be provided solely in order to enable them to submit a tender.

The candidates agree not to disclose this information by any means, nor to use it to their advantage.

The candidate therefore undertakes, with regard to all information communicated by CFI, with the exception of information that was distributed to the public before this communication and/or that has officially fallen into the public domain:

* not to communicate, disclose or reveal to third parties any information communicated by CFI, whatever the content of this information;
* not to use, either directly or indirectly, any information communicated by CFI, whatever the content of this information;
* not to communicate, disclose, reveal, use, exploit or market, either directly or indirectly, the documents, methods, tools, know-how, manufacturing secrets or processes communicated by CFI;
* to return all documents that have been supplied to it by CFI upon conclusion of this bidding process;
* to ensure that its staff comply with this confidentiality clause;
* to ensure that its advisers comply with this confidentiality clause if they have access to the information and/or documents supplied.

In the same way, CFI may use documents supplied by the candidates only within the context of its mandate and its activities.

This confidentiality obligation shall apply indefinitely.

**6.3 Guarantees**

The service provider declares that it has the rights to operate the services that are the object of this contract, with no restrictions or reservations.

The service provider shall guarantee CFI against any appeal or action that any person or company that has been involved directly or indirectly in the provision of the services could take on any grounds in connection with CFI's exercising of its rights.

The service provider shall guarantee CFI against any appeal or action that may be taken by natural persons or legal entities that have not been involved in production or implementation but that believe they have rights of any kind that they can assert over all or part of the services or their operation by CFI.

Approved by the company Approved by the representative of CFI

CEO

Mr Marc FONBAUSTIER

Issy-les-Moulineau

Stamp and signature Stamp and signature