

Since 1 October 2018, all buyers must be equipped with a buyer profile. Tender documents must be published on the PLACE platform for public procurement contracts (excluding defence or security) where the value of the requirement is equal to or greater than €40,000 (excl. VAT) (threshold raised from €25,000 to €40,000 (excl. VAT) since 1 January 2020).

This guide is intended for users from companies, non-profit organisations or NGOs who wish to use the PLACE e-platform for various functionalities:

- finding calls for tenders or calls for proposals;
- downloading company tender documents (dossier de consultation des entreprises, or DCE);
- filing questions relating to a call for tender;
- submitting an electronic response to a call for tenders;
- etc.

Applications and bids will only be taken into account if they are submitted on this platform. Email submissions will not be eligible.



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HOW TO REGISTER WITH PLACE



To register, go to:

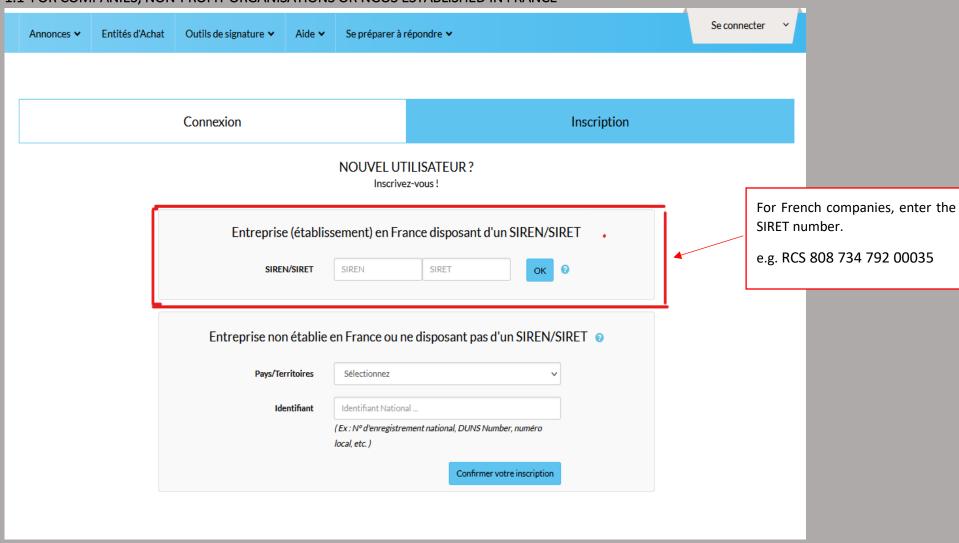
https://www.marchespublics.gouv.fr/?page=entr eprise.AccueilEntreprise

Click on "Se connecter" (Log in) then "M'inscrire" (Register)

NB: if you cannot log in, use a different browser

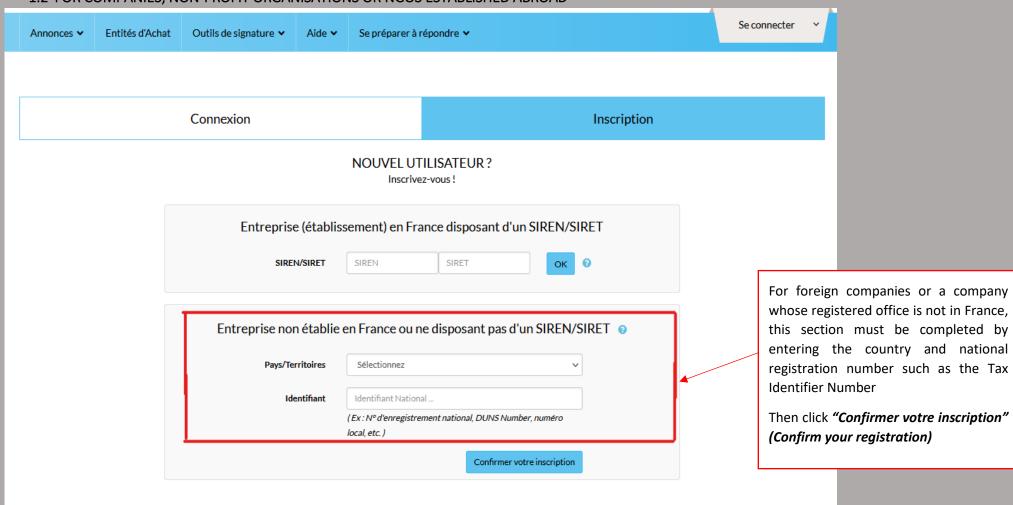


1.1 FOR COMPANIES, NON-PROFIT ORGANISATIONS OR NGOS ESTABLISHED IN FRANCE





1.2 FOR COMPANIES, NON-PROFIT ORGANISATIONS OR NGOS ESTABLISHED ABROAD





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Des enquêtes de satisfaction			
Des communications émanant du sy	stème d'information achat de la fonction publique dans le cadre du sourcing en amont des consultations	▶	
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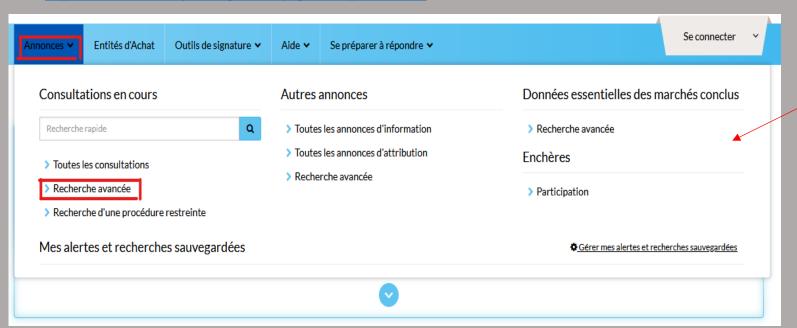


II. HOW TO SEARCH FOR A CALL FOR TENDERS IN PLACE

2.1 FOR OPEN CALLS FOR TENDER

How to find an EXPERTISE FRANCE procedure in PLACE.

Go to https://www.marches-publics.gouv.fr/?page=entreprise.Accueil



Step 1:

1st case:

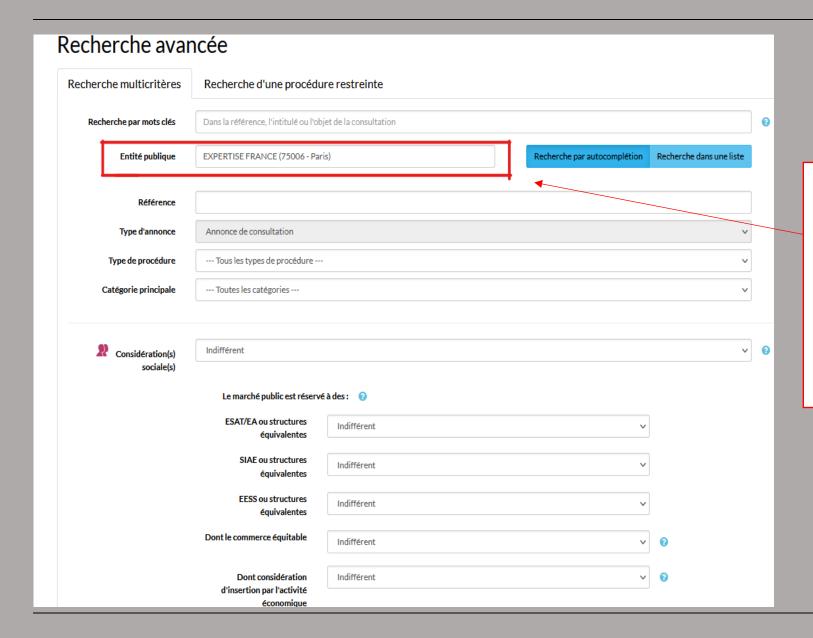
Either, you have the direct link to the call for tenders.

2nd case:

Or, you go directly to the homepage of <a href="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/?page="https://www.marches-publics.gouv.fr/"https://www.marches-publics.gouv.

Click on Annonces (Advertisements) then Recherche avancée (Advanced search)

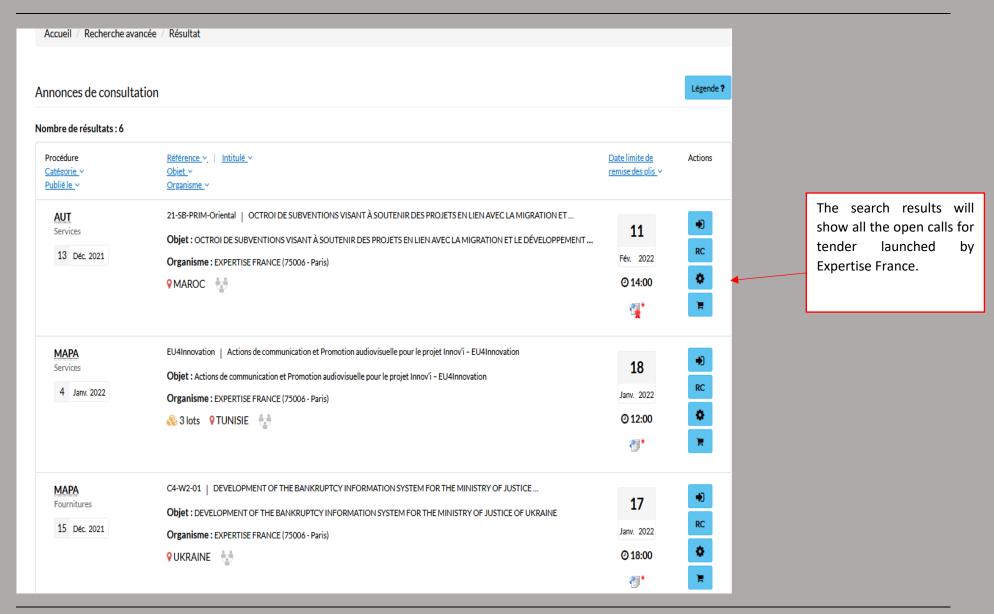




In <u>Recherche avancée</u> (Advanced <u>search</u>) under <u>Entité publique</u> (<u>Public entity</u>) you must enter: <u>Expertise France</u>.

<u>NB:</u> you can also search by <u>date</u>, <u>tender reference</u> or <u>purpose</u>, <u>place of performance</u> or <u>CPV code</u> etc.



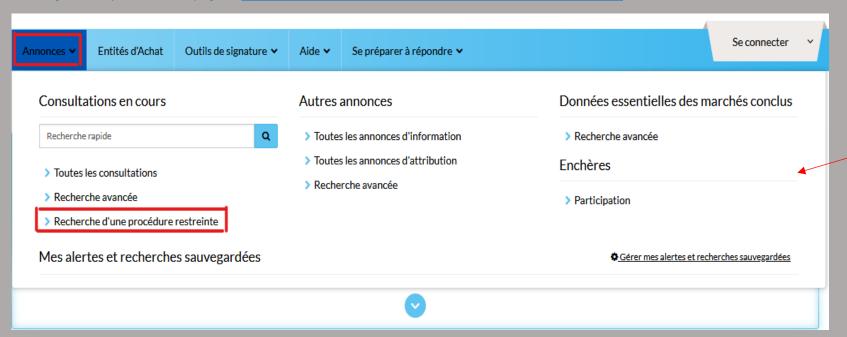




2.2 FOR RESTRICTED CALLS FOR TENDER

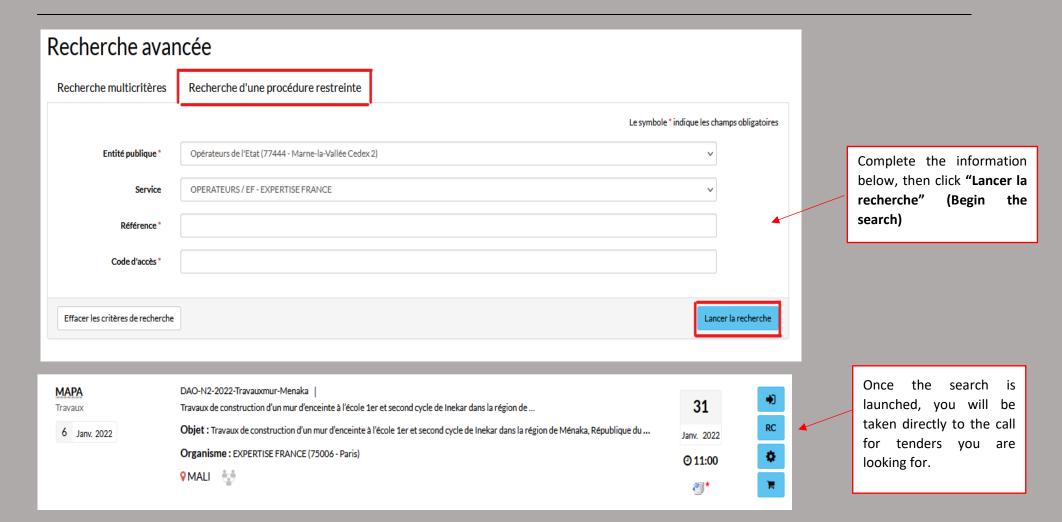
There are two possibilities:

Either, go directly to the homepage of https://www.marches-publics.gouv.fr/?page=entreprise.Accueil



Click Annonces
(Advertisements) and
then Recherche d'une
procédure restreinte
(Search for a
restricted call for
tender)



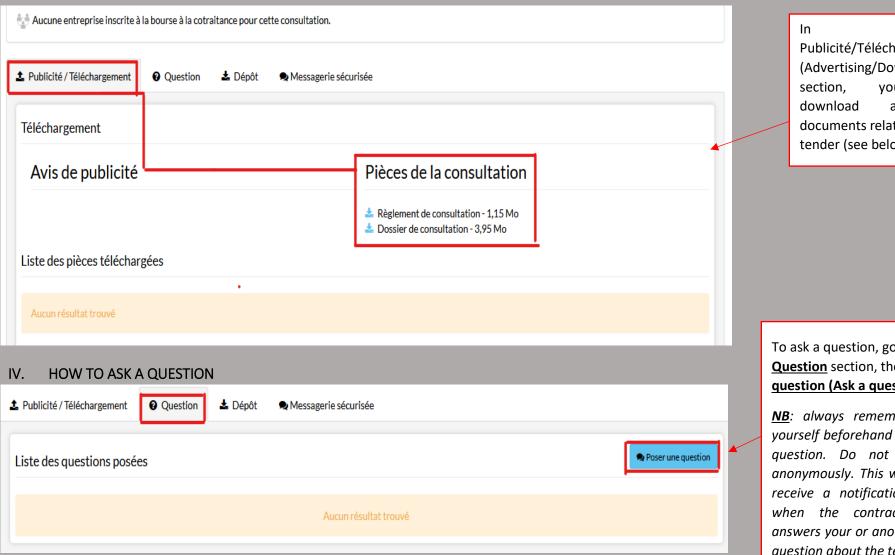




III. HOW TO DOWNLOAD THE TENDER DOCUMENT







Publicité/Téléchargement (Advertising/Download) you can all the documents relating to the tender (see below).

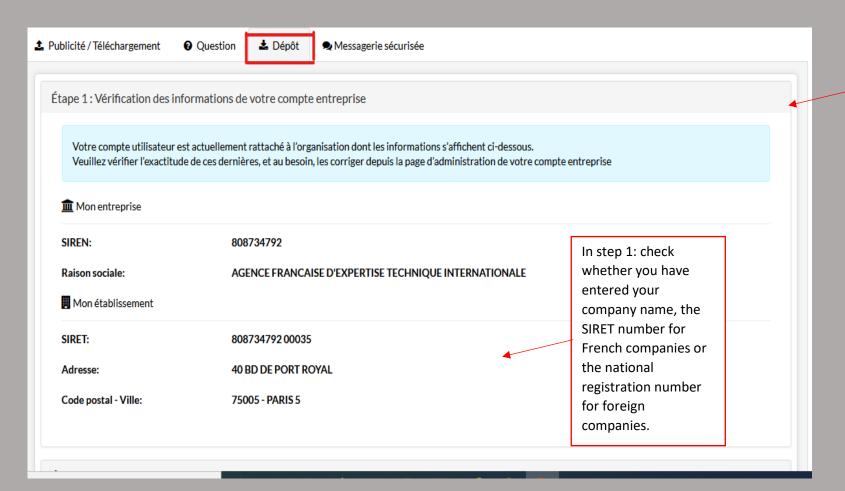
the

To ask a question, go to the Question section, then Poser une question (Ask a question)

NB: always remember to identify yourself beforehand when you ask a question. Do not ask questions anonymously. This will allow you to receive a notification from PLACE when the contracting authority answers your or another candidate's question about the tender.



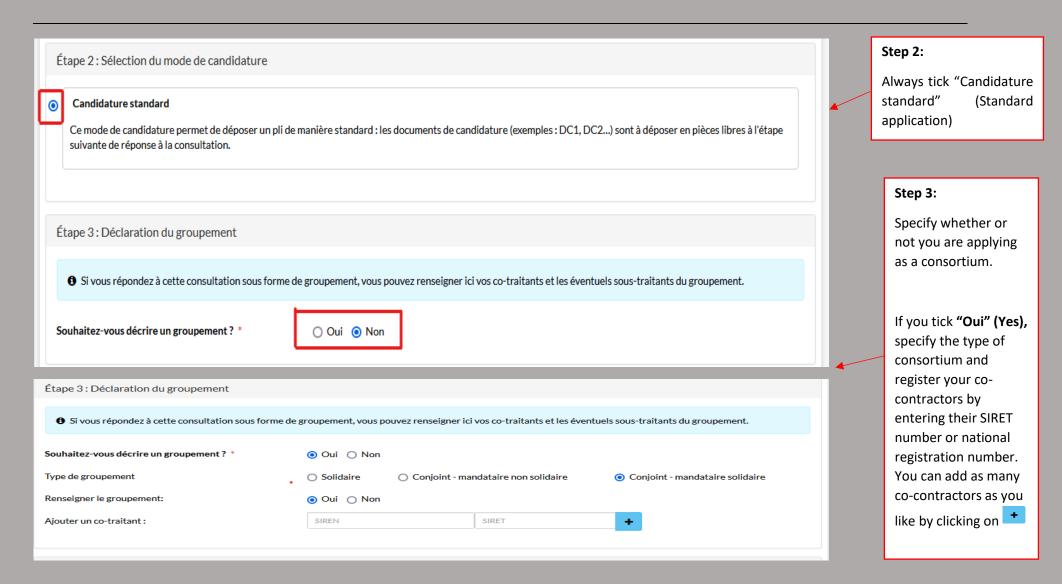
V. HOW TO SUBMIT YOUR BID



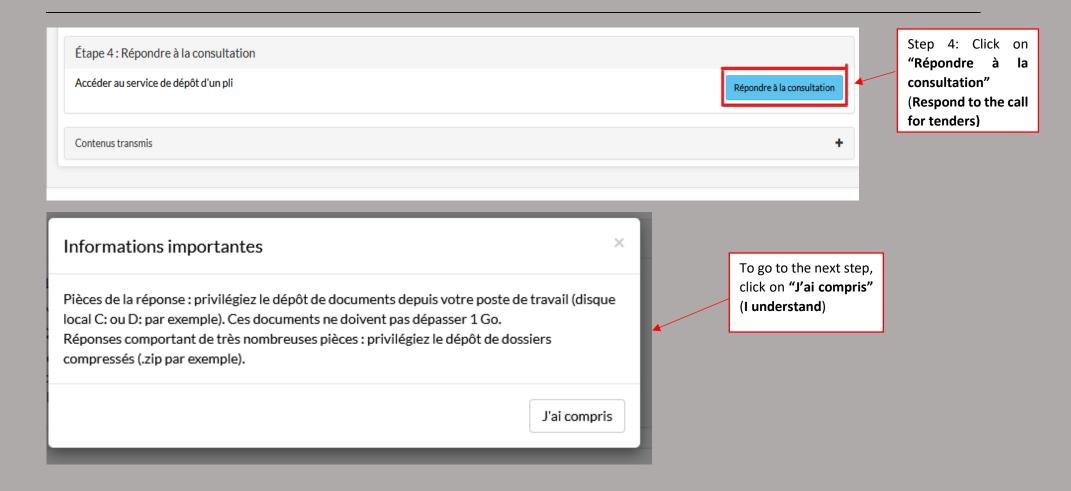
After accessing the call for tender, you will be redirected to the next page.

Don't forget to log in and click on "Dépôt" (Submission)

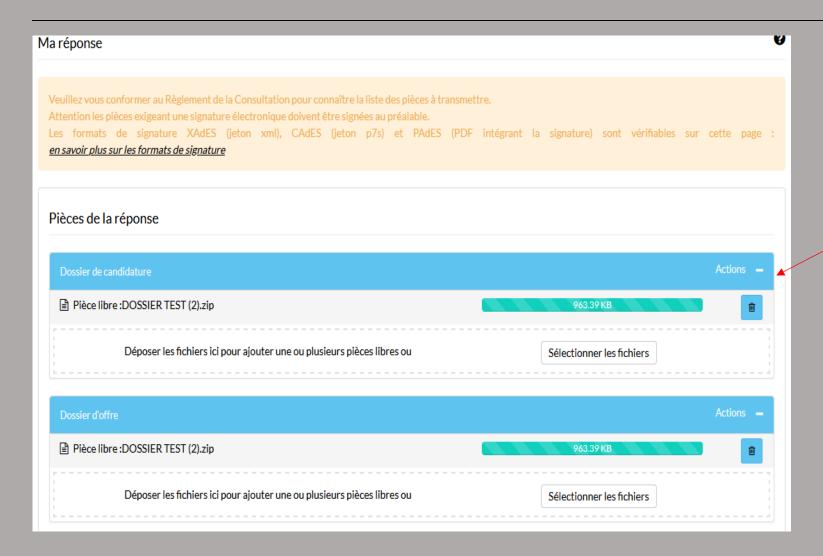










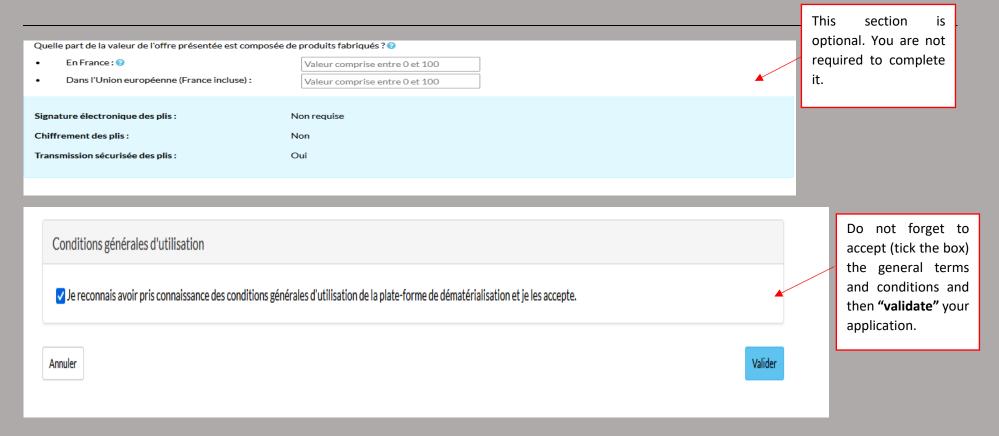


The <u>application documents</u> and the <u>bid documents</u> are listed in the Tender Rules in Article 4.

The <u>application documents</u> must be grouped together in the same file as those of the bid.

NB: Do not forget to compress or zip the files before attaching your application and bid documents.





Once your application or bid has been validated, you will receive an acknowledgement of receipt from PLACE by email, with details of the documents you have attached to your bid.