

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.

DAJ\_GU006\_v01
March 2022

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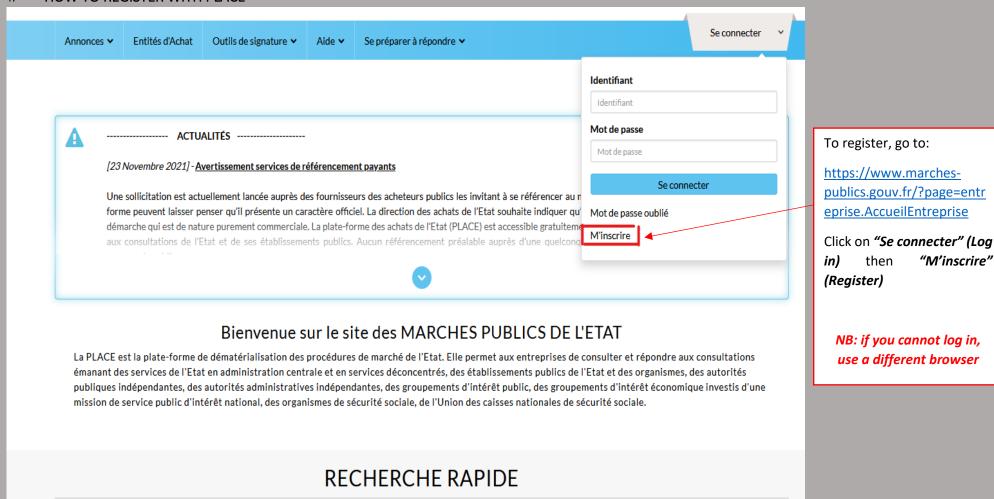


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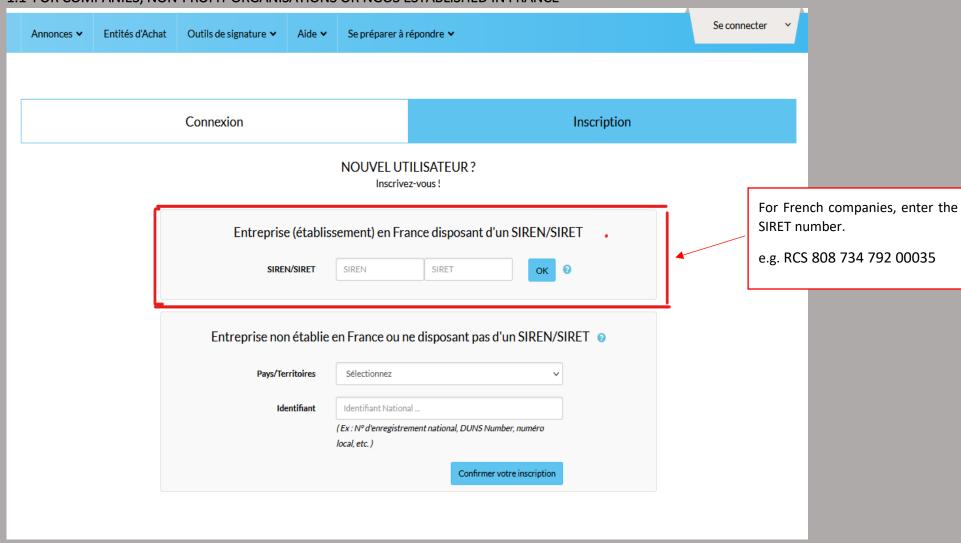


### . HOW TO REGISTER WITH PLACE



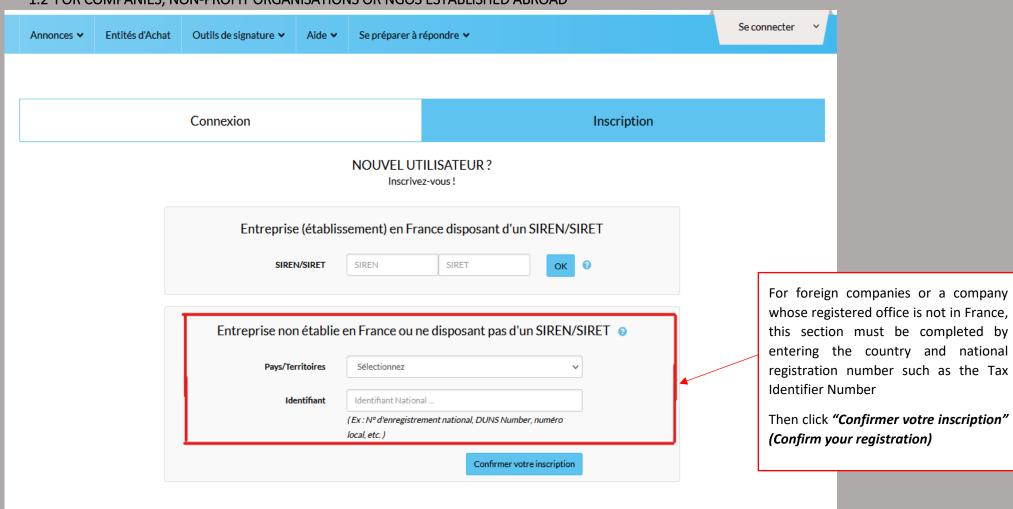


# 1.1 FOR COMPANIES, NON-PROFIT ORGANISATIONS OR NGOS ESTABLISHED IN FRANCE





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





ccueil / Inscription			
			Le symbole * Indique les champs obligat
Mon compte entreprise			
Entreprise			
Raison socials :**	Entreprises.		
Code APE/NAF/NACE:			En savoir plus (nouvelle fenêtre)
N° d'enregistrement national " :	00014622G3		
Formejuridique":	SARL		
Lieu d'établissement :	SÉNÉGAL		
PME:	oui		,
tablissement			
Veuillez sélectionner l'établissement	auguel yous êtes rattaché		
- Commander recommender			
Nombre de résultats : 0			résultats
<			>
			+ Ajouter un établissement
ION COMPTE PERSONNEL			
Mes informations personnelles			
Nom ":		Téléphone*:	
Prénom*:		Pacc:	
Adresse disctronique*:			
Mes informations d'identification			
Identifiant*:			
Mot de passe*:			
Confirmation du mot de			
Recueil du consentement (RGPD)			
	-7		
accepte que mes nom, prénom et adresse	nail soient utilisés par les ministères éconor	niques et financiers afin de recevoir :	
	PLACE (Nouveautés, mises à jour,)		
Des enquêtes de satisfaction			
Des communications émanant du	système d'information achat de la fonction	oublique dans le cadre du sourcine et	n amont des consultations

Fill in the mandatory sections marked with a "\*"

<u>NB</u>: enter an email address where you are sure you can receive PLACE notifications. Don't forget to check your spam once in a while.

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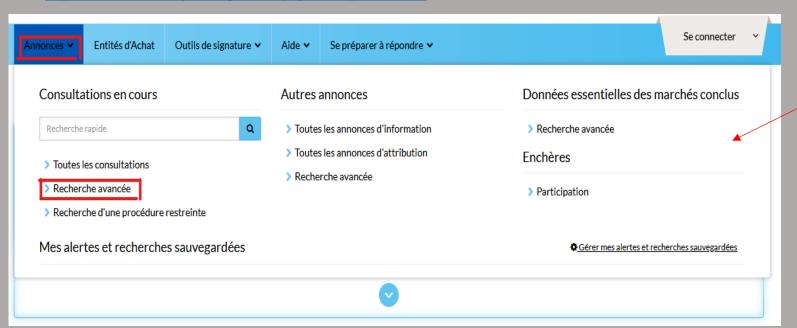


### II. HOW TO SEARCH FOR A CALL FOR TENDERS IN PLACE

### 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:

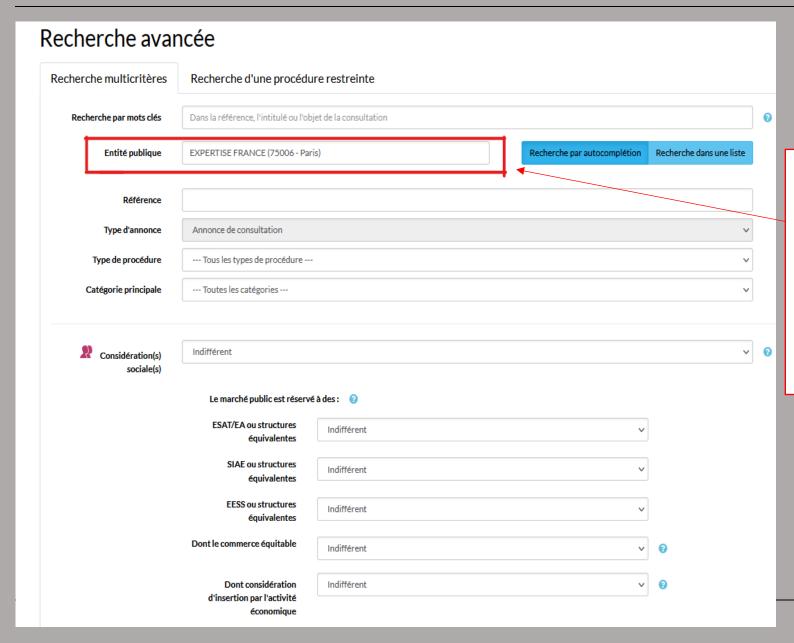
Either, you have the direct link to the call for tenders.

### 2<sup>nd</sup> 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)

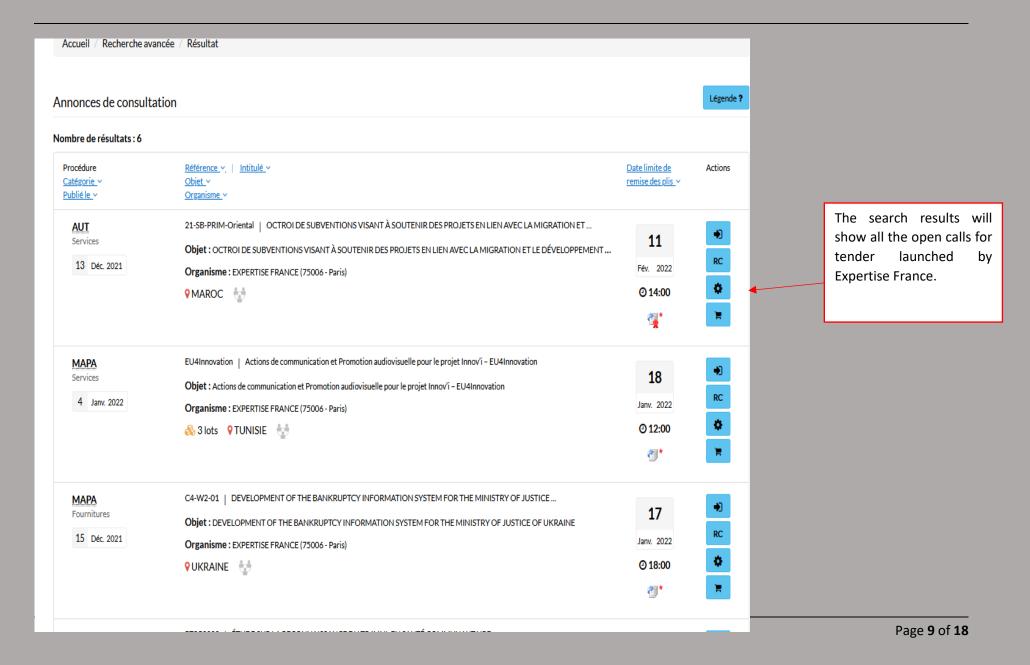




In <u>Recherche avancée</u> (Advanced <u>search</u>) under <u>Entité publique</u> (<u>Public entity</u>) you must enter: <u>Expertise France</u>.

**NB:** 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.



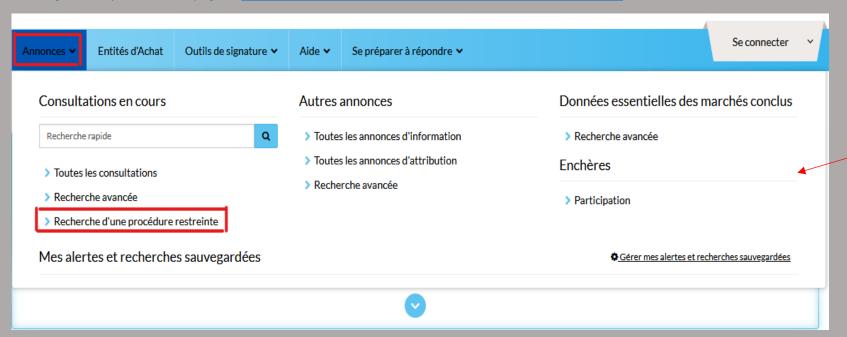




### 2.2 FOR RESTRICTED CALLS FOR TENDER

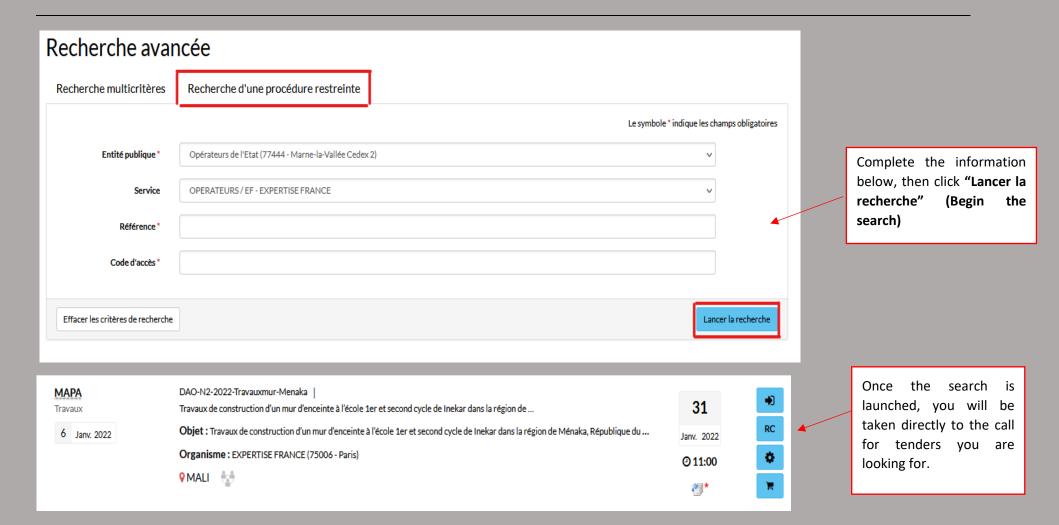
# There are two possibilities:

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



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



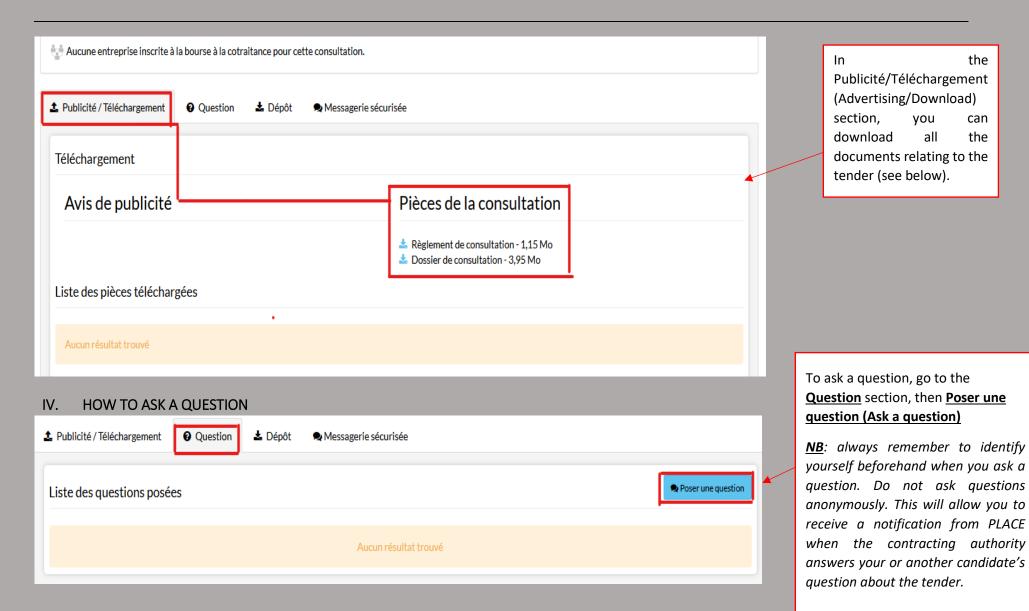




# III. HOW TO DOWNLOAD THE TENDER DOCUMENT







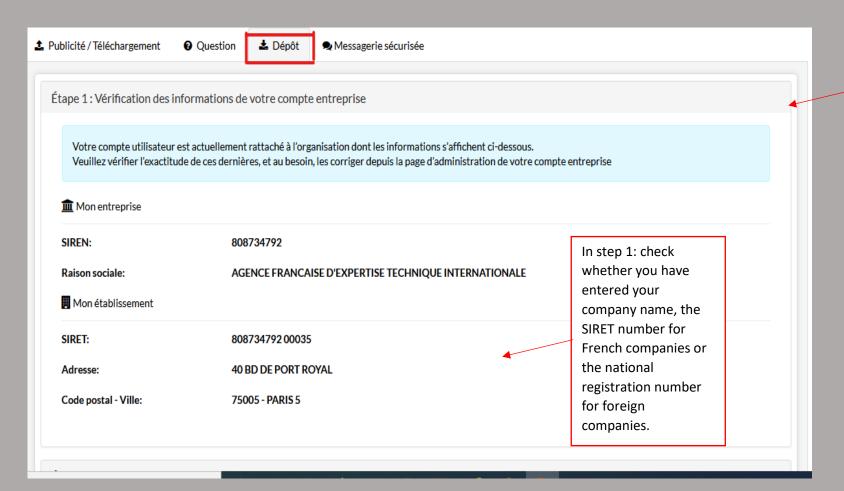
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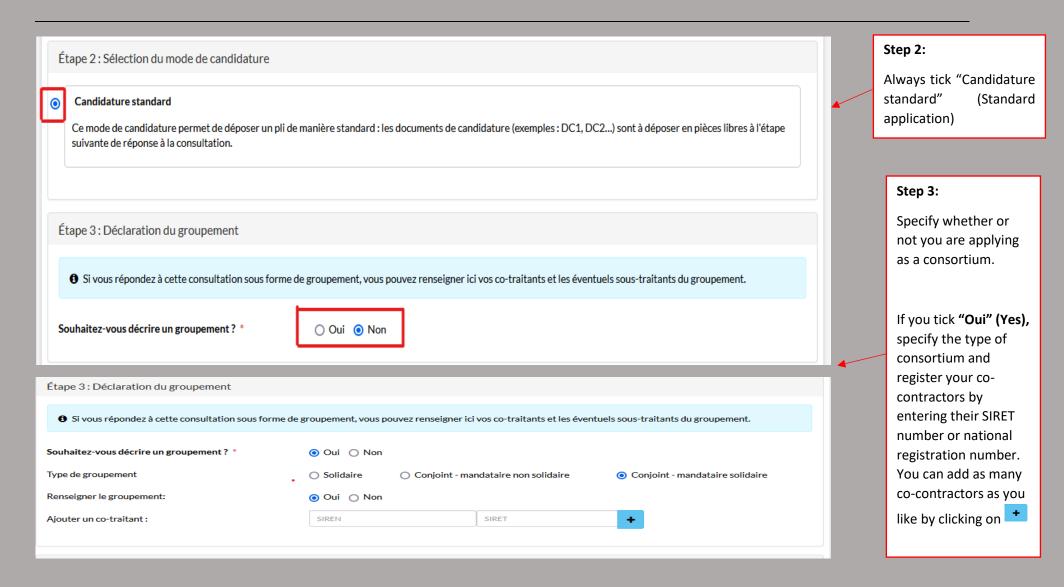
### V. HOW TO SUBMIT YOUR BID



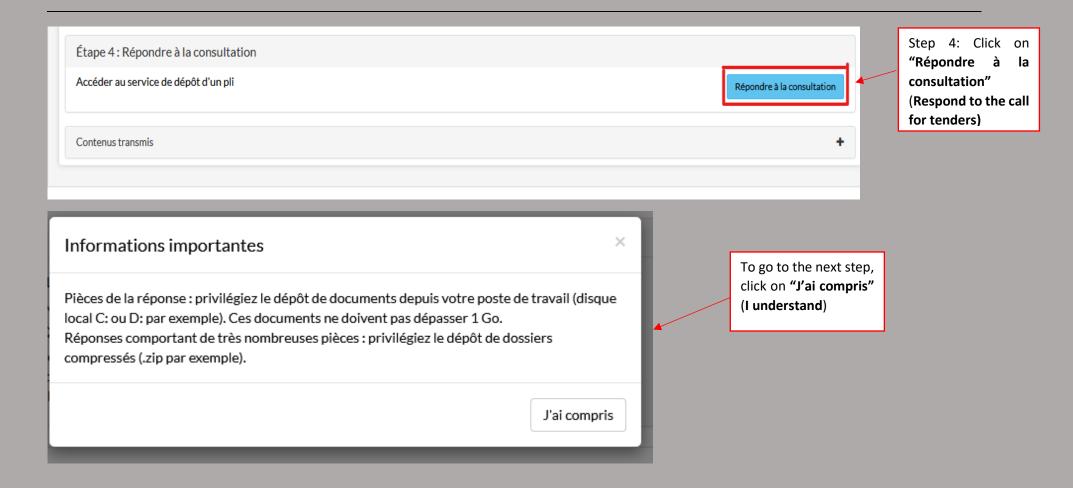
After accessing the call for tender, you will be redirected to the next page.

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

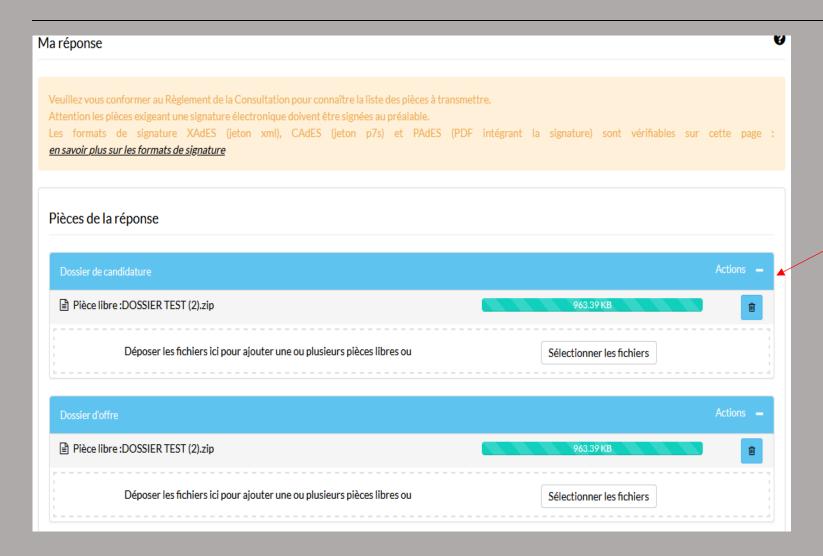












The <u>application documents</u> and the <u>bid documents</u> are listed in the Tender Rules in Article 4.

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.



Quelle part de la valeur de l'offre présentée est composé  En France :   Dans l'Union européenne (France incluse) :	O	otional. You are not equired to complete	
Signature électronique des plis :  Chiffrement des plis :	Non requise  Non		
Transmission sécurisée des plis :	Oui		
Conditions générales d'utilisation	Do not forget to accept (tick the box) the general terms and conditions and		
☑ Je reconnais avoir pris connaissance des conditions gé		then <b>"validate"</b> your application.	
Annuler		Valider	

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.