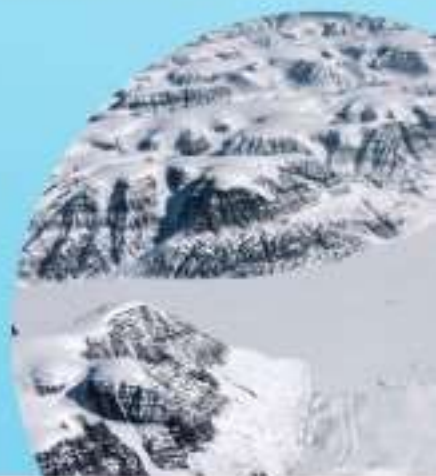




TUTORIAL

How to apply and join the « Green Overseas Expertise Network » ?

DATE 01/12/2022





The consultation is available on **Place**, the French public procurement platform, under the reference "2022/S 205-585112" or via the following link :

<https://www.marches-publics.gouv.fr/?page=Entreprise.EntrepriseAdvancedSearch&AllCons&id=2116282&orgAcronyme=s2d>

The default language is French. To switch to English, you must go to the bottom of the page and click on "en".

SAD-A Services 19 Oct. 2022	22-SAD-S002-GO Establishment of a service providers' network to purchase intellectual services related to energy trans... Objet : Establishment of a service providers' network to purchase intellectual services related to energy transition and climate chang... Organisme : EXPERTISE FRANCE (75006 - Paris) 📍 (75) Paris	20 Janv. 2023 🕒 14:00	 RC ⚙️ 🛒
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Liberté
Égalité
Fraternité
Version : 2022 V1.8

en
 fr
 en

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Once on the home page :

1. Click on the button, "Go to consultation"

Consultation announcements

Caption ?

Number of results: 1

Procedure Category Published on	Reference Title Purpose Organisation	Bid submission deadline	Actions
SAD-A Services 19 Oct. 2022	22-SAD-S002-GO Establishment of a service providers' network to purchase intellectual services related to energy trans... Purpose : Establishment of a service providers' network to purchase intellectual services related to energy transition and climate c... Organisation : EXPERTISE FRANCE (75006 - Paris) 📍 (75) Paris	20 Jan. 2023 🕒 14:00	 DN ⚙️ 🛒



2. You will see the following information displayed:

Notice / Download Question Submittal Secure messaging

Download

Advertising notice Procurement documents

procurement rules - 692,84 KB
Consultation file - 1,76 MB

If you click on « **Procurement rules** », you will find the **public notice** published on the Official Journal of the European Union (OJEU), under the reference "2022/S 205-585112".

If you click on « **Consultation file** », you will have to choose one of the following two options:

Request form

You want to download the Procurement documents for the Procurement referenced here-above.
If any change in these documents happens, we may need to contact you to forward you any additional information.

- ☒ I prefer to fill-in the form here below and therefore be informed in case of any change.
☐ I prefer to download Procurement documents anonymously. Therefore, I will not be contacted in case of any change.

- We advise you to keep the option "I wish to complete the information request form below and thus be informed in case of modification of the consultation", which will allow you to receive all the notifications relating to the consultation published by Expertise France, as well as the answers to the questions asked by the applicants via the platform.

You can nevertheless select the option, "I wish to download the Consultation File anonymously" if you wish (in this case, you can go to step 3).

- Accept the general conditions.
- Fill in your details in the bottom box. At this stage, only the fields with a red asterisk are mandatory. Not filling in the other fields will not block you from proceeding to the next step.

- ☒ acknowledge having read the conditions générales d'utilisation Of the dematerialization platform and I accept them.

My contact details

NAME * : Green Overseas

First name * : Expertise Network

E-mail * : greenoverseas@expertisefrance.fr

Company name :

- Click on « Validate »



3. You will then have to download the consultation file by clicking on "Download the consultation file".

Details of the procurement

Closing date and time : 20/01/2023 14:00 (Paris time)

Reference : 22-SAD-S002-GO

Title : Establishment of a service providers' network to purchase intellectual services related to energy transition and climate change resilience in the European and British Overseas Countries and Territories (OCTs), within the framework of the Green Overseas (G

Purpose : Establishment of a service providers' network to purchase intellectual services related to energy transition and climate change resilience in the European and British Overseas Countries and Territories (OCTs), within the framework of the Green Overseas (GO) Programme, funded by the European Union and implemented by Expertise France.

Public entityAutres organismes

Department : AO / EF - EXPERTISE FRANCE

Type of notice : Contract notice

Procedure : Système d'Acquisition Dynamique

Type of contract : Services

Division into lots : -

CPV code : (Code principal)

Place of delivery : (75) Paris

Complete download

Click here to download the complete Procurement documents folder: DCE.zip - 1.76 Mo

Download the Procurement documents

The downloaded file is a zipped file including the application form and its annexes, both in English and French. **Please note that the file can only be access through PLACE and the application can only be submitted via PLACE.**

4. You can now complete these documents and prepare the attachments, in the language of your choice.

The application form goes along with the following annexes:

- Model of declaration on honour concerning the exclusion criteria and the absence of conflict of interest, to be completed and signed, for all applicants (annex 1)
- Model of reference forms, to be completed for legal entity applicants. A minimum of 3 and a maximum of 5 forms must be completed. For each form, the applicant must select a theme and topics, and complete the other fields (annex 2)
- Model of CV, to be completed for individual applicants (annex 3)
- Identification form, to be completed and signed, for all applicants (annex 4)

5. Once the documents completed, you must go back to the consultation page and deposit the requested documents in the space provided.

- If you are still in the same session, click back
- If you have logged out in the meantime, repeat step 1



➤ Click on the "Deposit" tab

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Advertising notice

Procurement documents

procurement rules - 692,84 KB
 Consultation file - 1,76 MB

List of downloaded documents

Number of results: 1

Date / Time =	File downloaded =
29/11/2022 17:17:40	Complete Procurement documents folder

➤ Click on « Responding to the consultation »

Step 2 : Selecting the application mode

☒ **Standard application**

This mode allows you to file a dossier in the standard way: The application documents (DC1, DC2, etc.) must be submitted as separate documents in the next step of responding to the consultation.

Step 3 : Declaring a consortium

If you respond to this consultation as a consortium, you can inform your co-contractors and any subcontractors in the group here.

Would you describe a consortium? * ☐ Yes ☒ No

Step 4 : Responding to the consultation

Accessing the dossier filing service

Responding to the consultation



6. If you have not already done so, you must register on the Place Platform at this stage.

The screenshot shows the top navigation bar with links: Announcements, Entity of purchase, Signature tools, Help, Preparing your submission, and Log in. Below this is a large blue button labeled 'Register' which is circled in green. To the left of the 'Register' button is a 'Login' button. Below the buttons, there is a section for 'New user Register now!'. This section contains two forms. The first form is titled 'Company established in France' and has fields for 'SIREN/SIRET' (with sub-fields for 'SIREN' and 'SIRET') and an 'OK' button. The second form is titled 'Company not established in France' and has fields for 'Country' (a dropdown menu), 'Login' (a text field), and a 'Confirm registration' button. Below the 'Login' field, there is a note: '(ex: National ID, DUNS Number, etc.)'.

- Fill in the information according to your situation. Some fields are mandatory*

The screenshot shows the 'My Supplier account' registration form. The form is divided into two main sections: 'Company' and 'Établissement'. The 'Company' section contains the following fields: 'Company name' (with the value 'Green Overseas Expertise Network'), 'Code APE / NAF / NACE' (with a 'More info' link), 'National registration number' (with the value '00001'), 'Legal form' (with the value 'SA'), 'Place of business' (with the value 'ARUBA'), and 'SME' (a dropdown menu). The 'Établissement' section contains a light blue box with the text: 'Please select the establishment to which you are affiliated'.

- Add an establishment and validate

This is the address of your company or practice. The default postal code is in French format, i.e. 5 digits. If the format of your postal code does not correspond to the requested format (letters, or more or less than 5 characters), you can put the code "00000", this will not block the rest of the process.



Add a establishment

Address *

Address (line 2)

Postal code :

City *

Country / Territory *

Intra-Community VAT number

☐ Registration to the directories of the Defense portals [Learn more](#)

➤ Then select your establishment:

Établissement

i Please select the establishment to which you are affiliated

Number of results: 1 results/page 1 / 1

My establishment	Registered office	Street ▾	Post code ▾ City ▾	Actions
		40 Bd Port Royal	Paris	

[+ Add a establishment](#)

➤ Finally, create a username and password of your choice in the "My Personal Account" section to have your profile on the PLACE website. Register.

7. You can now submit your application documents on the page that appears, in the "Application file" tab.

You can either drop the files directly by dragging them onto the space provided, or go and get them from your computer by clicking on "Select files".



Parts of the bid

Application file

Operations —

Place files here to add one or more documents or

Select files

Bid file

Operations —

Place files here to add one or more documents or

Select files

As a reminder, the following documents must be submitted:

- The completed application form with proof of registration in the professional register and proof of compliance with tax and social security obligations
- Annex 1: Declaration on honour concerning the exclusion criteria and the absence of conflict of interest
- Annex 2 or Annex 3, depending on your profile:
 - *References for legal persons (entities), according to the proposed model
 - *CV for individual experts, according to the proposed model
- Annex 4: Third party identification form and Bank identification form

8. Once the application documents submitted, you can check the box of the "General terms of use" and validate.

At the end of these steps, your documents are submitted and your application registered.

Please note that you may submit documents as many times as you wish. However, **only the most recent submission will be opened and analysed. Therefore, if you are willing to modify a document, be sure to resubmit all of them so that the application is considered complete.**

In case of any issue while registering on Place, downloading the application form or submitting your application, you can contact the Place hotline at 33.1.76.64.74.07 (from 9am to 7pm).

9. You can ask all your questions about this consultation by clicking here:

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Question

Submittal

Secure messaging

List of questions asked

Ask a question