

# Practical Guide for Economic Operators



## Table of contents

- 1. Key Essentials of Public Procurement of Innovation (PPI)**
- 2. RaDAR European project presentation**
- 3. Guidance for applicants**
- 4. Useful links**



# Key Essentials Public Procurement of Innovation (PPI)

# Why should you participate to this Call for Tender?

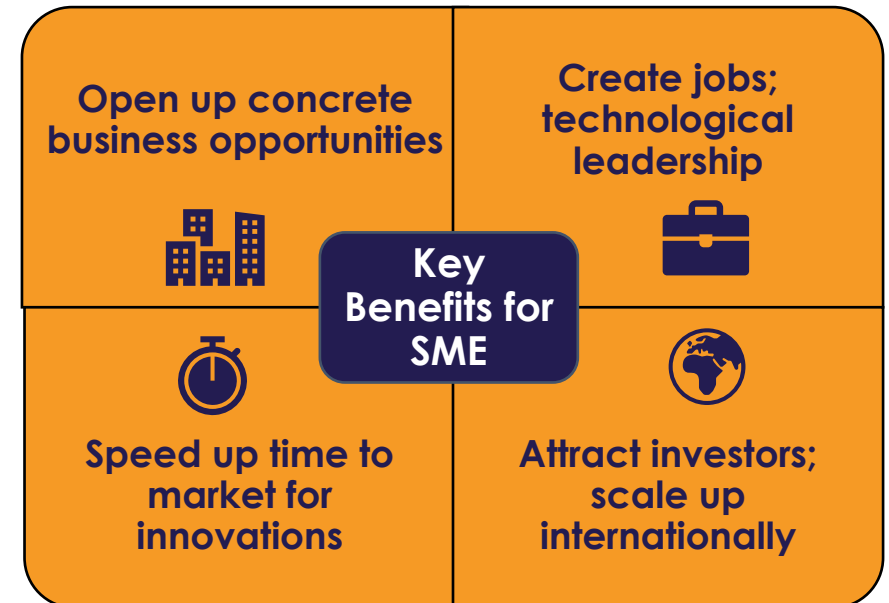
- ❖ There are **national initiatives from Member States** that aim to increase SME participation in Public Procurement, such as **dividing large contracts into lots**

The RaDAR project is funded through **COSME**, the **European programme for SMEs** dedicated to promote the **competitiveness of Small and Mediums sized enterprises (SME)**.

The **Buyers group for RaDAR** took measures **to ensure fair competition** and **to facilitate the participation of European SMEs in Public Procurement**:

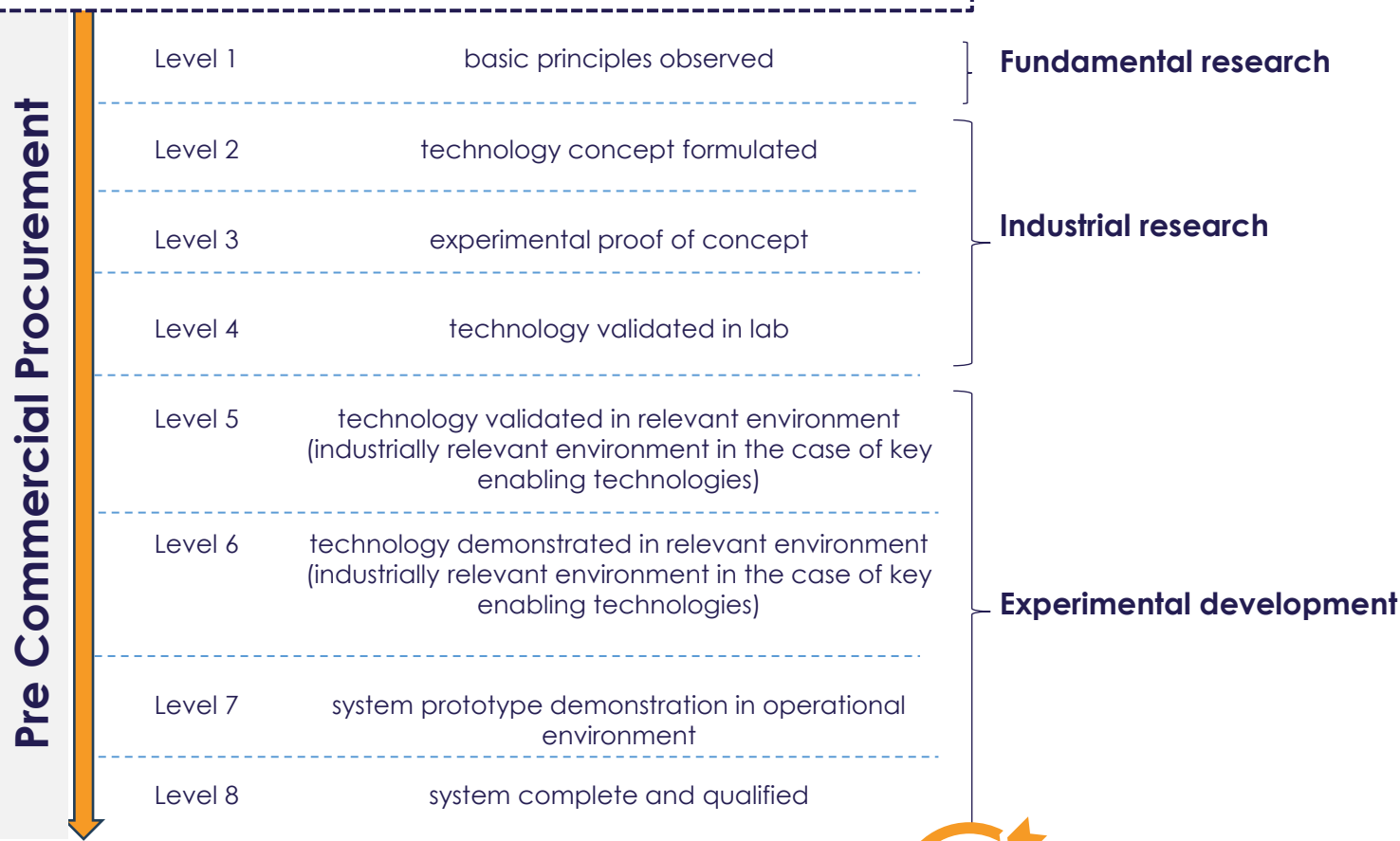
- **RaDAR tenders are published in local languages** in the Official Journal of the European Union as well as on each of the **national or regional procurement platforms**
- The Buyers group has decided **to extend the duration of the tender publication to 75 days** to facilitate the response process
- This **Practical Guide** has been created **to better guide and support** the Start-ups and SMEs in their response of RaDAR Call for Tenders

## RaDAR public tender participation will...



# Public Procurement of Innovation (PPI)

## PPI & Level of Technology Readiness



## Main characteristics of PPI

Solution is almost on the market or already on the market in small quantity, but not meeting requirements for large scale deployment yet

If clear requirements and critical mass of demand was expressed, industry would provide solutions with required quality / price

No need to procure R&D

Public sector acts as early adopter for the innovative solutions arriving on the market

Public sector expresses demand for a critical mass of solutions which triggers industry to bring products on the market with desired quality/price within a specific time

After the specified time, and testing / certification / labelling, the public sector buys a significant volume of solutions

## Public Procurement of Innovation



Technology Readiness Level 9

**Actual system proven in operational environment**

(competitive manufacturing in the case of key enabling technologies; or in space)

# RaDAR European project presentation

# Context and needs



In 2019, **1.27 million** deaths were caused by antimicrobial resistance



High economy burden: **€1.5 billion**

## The Need

- Improve early detection systems to ensure **quality care process**
- Screen drug-resistance and virulence to improve **treatment effectiveness**
- Report and rapid communication system to **increase system resilience**
  - **Reduce** both Healthcare and governmental **costs**

To respond Joint Action on Antimicrobial Resistance (EU-JAMRAI) and EU Action plan (2017-2020):



**January 2022 – December 2025**



Co-funded by the COSME programme of the European Union

The main objective of the RaDAR-PPI project is to **purchase innovative solutions to fight antimicrobial resistance** from Rapid & Accurate Detection to Smart AMR management

**For more information:**



<https://radar-ppi.com/>

# Buyers Group

The RaDAR project aims to address the European urgent need of a rapid detection and effective infection control system for antimicrobial resistance (AMR) **through the implementation of a value-based cross-border collaborative procurement of innovative solutions**

1

## Different national practices and organisation regarding AMR

In the AMR field, impossible for the Buyers Group to define the exact same need(s).

2

## Limit the barriers, costs and difficulties due to multiple languages

With 3 different countries represented in the Buyers Group (France, Spain and Italy), the translation would have been too complex to handle, for the Buyers Group, for the suppliers but also for the end users.

3

## Facilitate the contract execution phase

With the execution done at national/local level, it allow a better relationship between the buyer and the supplier(s).



resah

Resah is a public interest group (GIP) whose objective is to support the mutualization and professionalization of the procurement of public and private non-profit healthcare and social organizations, to improve their individual and collective performance.

A workforce composed by 190 collaborators, mainly based in Paris.



ICO  
Institut Català d'Oncologia

The Catalan Institute of Oncology (ICO) is a group of public centers specializing in cancer prevention, care, training and research, spread throughout Catalonia. ICO is the cancer treatment center for almost 45% of Catalonia's population.



Osakidetza

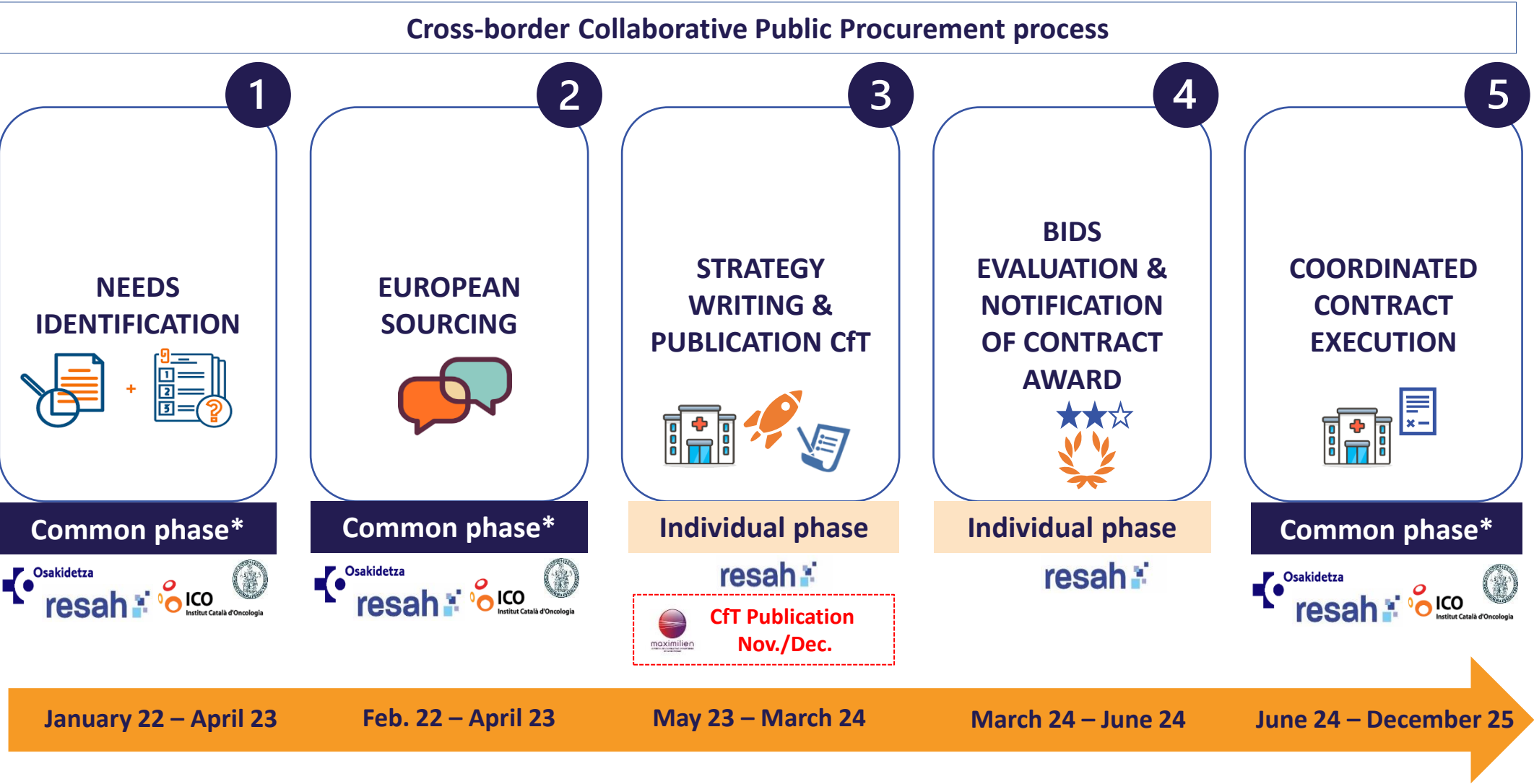
The Basque Health Service, Osakidetza (OSAK), provides medical assistance to the population of the Basque Country: around 2 million inhabitants. It represents the 37 hospitals and 160 health centers in the Basque Country. It has its own microbiology laboratories.



The Department of Public Health at the University of Naples Federico II (DisaP) specializes in the research and implementation of innovative solutions in the fields of health safety and disease prevention. It provides services to local health agencies, hospitals and other public and private organizations, particularly in the field of microbiological environmental monitoring and worker health protection.



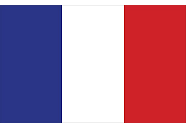
# Calendar of the RaDAR project



\* This phase is common to all 4 European buyers.

# Guidance for applicants

# Guidance for applicants



## Preparation of the Tender Response: step by step

All of these documents are binding documents and must be filled in French 



### Reading the Dossier de Consultation des Entreprises (DCE) Tender documents)

1

- Read the **Special Technical Specifications (CCTP)**
- It **describes** you all the **functional** and/or **technical specifications** that you must address in your technical offer

2

- Read the **Special Administrative Conditions of the Contract (CCAP)**
- It includes the **administrative and implementation conditions** of the contract once it has been awarded

3

- Read the **Technical response Document (CRT)**
- It **asks** for **more detailed and further technical information** concerning your solution, it is a key document for the Buyer in the Technical Evaluation of your offer

4

- Read the **financial document** (Bordereau de Prix Unitaires ou Forfaitaire) and the **Document Quantitatif Estimatif (DQE)**
- The financial document contains the **price list, any discounts and the VAT rate** applicable to your solution(s). The DQE is a **representative order simulation**.

5

- Read the **Tender Rules (RC)**
- It **provides** you the key information regarding the **conditions** for submission, list of **documents to be provided**, the **awarding process** and the **deadline** to submit the offer

### Nature of each tender document

1

- **Contractual document**

2

- **Contractual document**

3

- **Contractual document- to be filled in** 

4

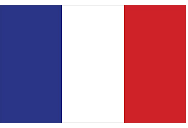
- **Contractual document- to be filled in** 

5

- **Mandatory document, but not contractual**

*NB : The detailed content of each part of the DCE is explained in the following slides.*

# Guidance for applicants



## Preparation of the Tender Response: step by step



What are these documents used for?

Standard forms  
DC1, DC2 and  
DC4

### DC1 – Application letter

Designation of the representative by his co-contractors

Template of letter of application to declare the participation of a company or consortium, to present each of the candidates and the representative in the case of a consortium.

### DC2 – Application and capacity

Declaration by the individual candidate or group member

Template of declaration, which is designed to present the applicant's status and professional, technical and financial capabilities. The DC2 form complements the DC1 form. In the case of a grouped application, each member of the group must fill in its own DC2.

### DC4 – Declaration of subcontracting

Template of declaration, which is designed to declare the subcontracting of a candidate or tenderer. DC4 form must be filled in for each subcontractor.

These 3 documents are not included in the DCE but they are available online. You will find the access links in the RC.

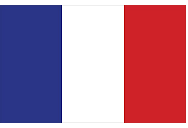


**DUME/ESPD**  
European Single  
Procurement  
Document

### ESPD/DUME = DC1 + DC2 + DC4

The **European Single Market Document** is a harmonised declaration of honour based on a standard form drawn up by the European Commission. It is the equivalent of a compilation of DC1 and DC2 and DC4 documents in France.

# Guidance for applicants



## Understanding the Public Procurement language

### Glossary of the Tender Documentation (1/2)

Administrative documents	Contents
<b>Règlement de Consultation (RC)</b> <i>Tender Rules</i>	<p>Generally, it is a PDF document which contains the conditions to submit a bid, explaining the documents to be provided, the awarding process, the deadline to submit the offer, how and where to ask question during the tendering process etc...</p> <p><b>Information included:</b> Subject matter of the public contract; Place of performance; Type of Procedure; Form of the contract; Variant; Documentation; Documents to provide; Procedures for the examination of applications and evaluation of tenders; Criteria for analysis of tenders and their weighting; Bid validity period; Documents to provide at the awarding stage; Confidentiality; Data protection rules</p> <p><b>NB:</b> <u>you will find in this document a link to the CCAG of the procedure as well as to the DC1, DC2 and DC4.</u></p>
<b>Cahier des Clauses Administratives Générales (CCAG)</b> <i>General Administrative Conditions of the Contract</i>	<p>These are pre-established standard documents specific to public contracts. They apply to contracts concluded by public bodies, which are classified as administrative contracts. <b>They set out the contractual clauses applicable to a given category of public contract. They determine the respective rights and obligations of the contracting authority and the contractor throughout the performance of the contract</b></p> <p><b>NB:</b> <u>this document is not included in the Tender documentation, but it is available online</u></p>
<b>Cahier des Clauses Administratives Particulières (CCAP)</b> <i>Special Administrative Conditions of the Contract</i>	<p>Generally, it is a PDF document which contains the administrative and implementation conditions of the contract once awarded.</p> <p><b>Information included:</b> Subject matter of the public contract; Place of performance; Type of Procedure; Form of the contract; Contractual document and prevalence in case of contradiction; List of the beneficiaries and operating method of the central purchasing body; Price; Price adjustment; Modifications, way of review; Data protection and confidentiality; Insurance; Contract performance; Verification and Admission; Payment; Penalties; Warranties conditions; Termination of the contract</p>

NB : based on the colour code of slide 11

# Guidance for applicants

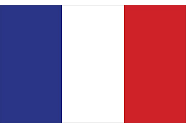


## Understanding the Public Procurement language

### Glossary of the Tender Documentation (2/2)

Technical documents	Contents
<b>Cahier des Clauses Techniques Particulières (CCTP)</b> <i>Special Technical Specifications</i>	Generally, it is a PDF document containing the functional and/or technical specifications that the bidders must address in their technical offer. <b>Information included: Subject matter of the public contract; Regulatory obligations; Technical and/or functional specifications; Associated services</b>
<b>Cadre des Réponses Techniques (CRT)</b> <i>Technical response Document</i>	<b>This document enables to ask to candidates more technical information concerning their solutions</b> so the buyers can do his technical evaluation of the offers. Many questions can be included in this document, most of the time following the same category: <b>Technical features of devices and reagents and quality control; Maintenance/preservation and logistical modes; Quality and training approach; After-sales services and upkeep modes; IT modes; CSR approach.</b> The candidate must answer all the questions in this document. This document constitutes a contractual commitment on the part of the company, and all the elements contained in it may be required if the contract is awarded.
Financial documents	Contents
<b>Bordereau des Prix Unitaires ou Prix Forfaitaire</b> <i>Unit or Fixed Price</i>	It is an <b>Excel's sheet that contains a list of prices, discounts and the applicable VAT rate of the various supplies and services. All lines of the excel sheet must be completed with prices.</b> All costs that are not identified in the Excel lines are incurred and included. In the financial document, prices may be unit prices or lump-sum prices. DQE is also an Excel sheets that contains a representative order simulation. The buyer can use this financial simulation to evaluate the bids.
<b>Document Quantitatif Estimatif (DQE)</b> <i>Estimated Quantities Document</i>	These financial document constitute a contractual commitment on the part of the company, and all the elements contained in them may be required if the contract is awarded.

# Guidance for applicants



## Preparation of the Tender Response: step by step

Resah is exclusively using the Maximilien electronic procurement platform to publish its tenders. The RaDAR Call for Tenders will be also published in the [Official Journal of the European Union](#).



All candidates must ensure that they are compatible with the technical aspects of the platform before submitting their bids:

### Environment of Work

Make sure your environment of work is **compatible** with the Electronic Public Tender requirements: electronic signature, encryption, downloading of large files sometimes, etc.

### Formats supported

Use supported documents formats by the Platform, the **most commons and most used** such as Word, Excel, etc.

Use supported **Electronic Signatures formats** by the Platform: **XAdES, PAdES, CAdES**

an Enterprise User can sign an individual file electronically. To use this function, the Business User must have an RGS - and eIDAS compliant electronic certificate.

### Electronic Response Transmission

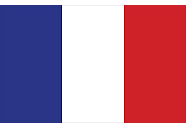
Be aware of the **length of time taken to transmit large electronic documents**: the date and time at which transmission ends is decisive for the submission of an electronic response

The **bandwidth rate for uploading** is generally much lower than the **bandwidth rate for down-loading**

For further details, please refer directly to the RC and the Maximilien platform user manual available online [here](#)

# Guidance for applicants

Asking for further information 



All communication with the Public Procurer should be done only through the online platform MAXIMILIEN

## Where can I ask?

- Always on the **Maximilien platform**
- **All questions asked will be treated** due to transparency principle of Public Procurement
- All questions and answers will be **visible** for all the candidates

## What can I ask?

- All kind of questions can be asked on the platform
- If you have any doubt, for instance, regarding the « feasibility » aspect, always ask your question
- If you would like to ensure the understanding of a specific sentence, etc.

## When can I ask?

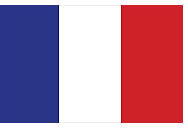
- You can ask your question from the opening of the Tender **until 6 days before the deadline** for receipt of tenders



Remember to regularly log in to your Maximilien account and check your mailbox, SPAM included.



# Guidance for applicants



## My checklist before submission

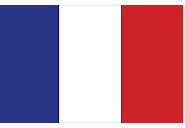


	Task	Step			
1	I make a summary of the mandatory documents I must submit for my bid to be acceptable, which are: - CRT - BPU/DQE - DC1 - DC2 - DC4 } Ou DUME	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
2	I check that all the technical elements of the CCTP have been covered and respected in my offer.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
3	I check that all the lines in my Excel sheet are filled in for the Financial document and the DQE. If an item is free, I enter a 0. I check that the prices in the DQE correspond to those in the Financial document.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
4	I use the Maximilien platform for all my questions to the Resah during the period of publication of the DCE, up to 6 days before the deadline for submission of tenders (DLRO).	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
5	I send a backup copy of my offer on a physical electronic support (USB) or on paper to Resah with enough time in advance by Post	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
6	Before submitting my bid electronically, I make sure that the formats of the documents to be submitted are compatible with the Maximilien platform.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
7	I never submit my offer at the last minute to avoid any uploading issues during submission. I make sure I do it with enough time in advance, no later than the day before the deadline.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
8	When I submit my offer on Maximilien, if I have a technical problem using the platform, I immediately open a ticket with the platform and notify Resah.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
9	I make sure my tax and social security e-attestations are up to date	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
10	I make sure that my Annual Civil Liability Insurance is up to date for the period concerned.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>
11	If my offer is accepted, I will ensure that I have a qualified eIDAS electronic signature so I can sign the Contract with Resah.	Done	<input type="checkbox"/>	To do	<input type="checkbox"/>

A decorative graphic on the left side of the slide consists of a grid of squares. The top row has a blue square on the left and a white space on the right. The second row has a white space on the left, an orange square in the middle, and a white space on the right. The third row has a blue square on the left, a white space in the middle, and a blue square on the right. The fourth row has a white space on the left, an orange square in the middle, and a white space on the right. The text 'Useful Links' is positioned to the right of the third row.

## Useful Links

# For Further information...



- [Website of the European project RADAR](#)
- [RaDAR LinkedIn Page](#)
- [RaDAR Matchmaking Tool](#) – User Guide
- [RaDAR Youtube channel](#) – Replay Workshops

