







TUTORIAL

HOW TO APPLY AND JOIN THE « GREEN OVERSEAS EXPERTISE NETWORK »?



DATE 01/12/2022











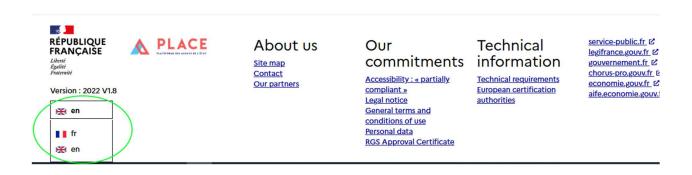
The consultation is available on **Place**, the French public procurement platform, under the reference "2022/S 205-585112" or via the following link:

https://www.marches-

publics.gouv.fr/?page=Entreprise.EntrepriseAdvancedSearch&AllCons&id=2116282&orgAcronyme=s2d

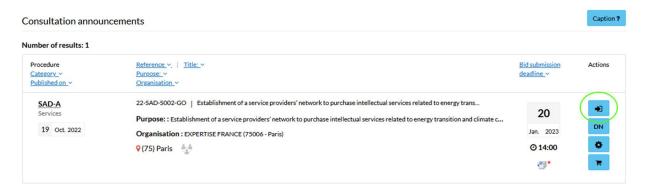
The default language is French. To switch to English, you must go to be bottom of the page and click on "en".





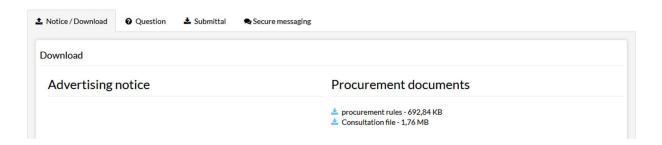
Once on the home page:

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



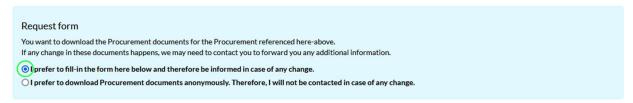


2. You will see the following information displayed:



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:



➤ 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).

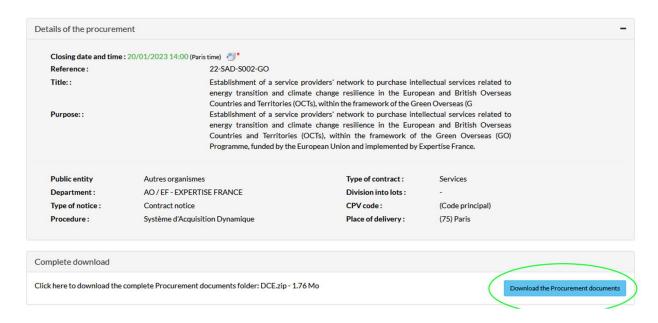
- Accept the general conditions.
- Fill in your details in the bottom box. At this stage, only the fields with a red asterisk are mandatory. Not filling in the other fields will not block you from proceeding to the next step.



Click on « Validate »



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



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.

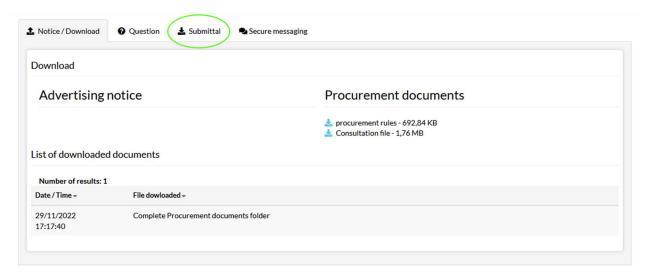
4. You can now complete these documents and prepare the attachments, in the language of your choice.

The application form goes along with the following annexes:

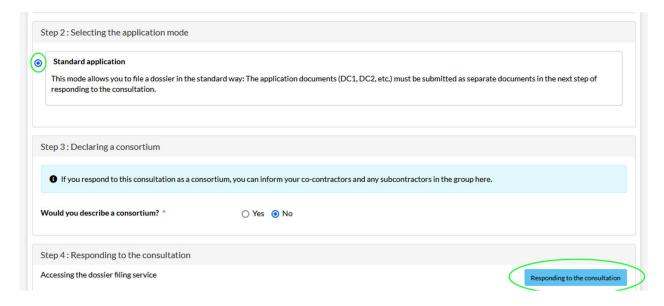
- Model of declaration on honour concerning the exclusion criteria and the absence of conflict of interest, to be completed and signed, for all applicants (annex 1)
- Model of reference forms, to be completed for legal entity applicants. A minimum of 3 and a maximum of 5 forms must be completed. For 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

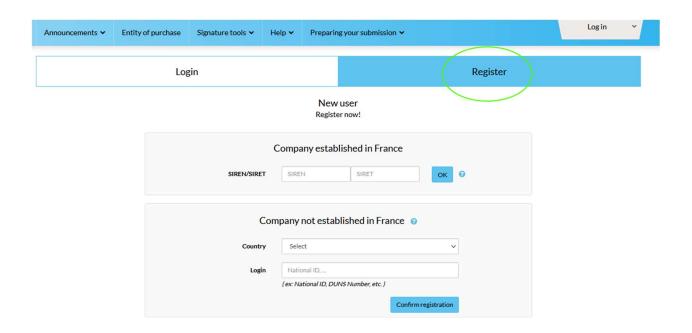


Click on « Responding to the consultation »

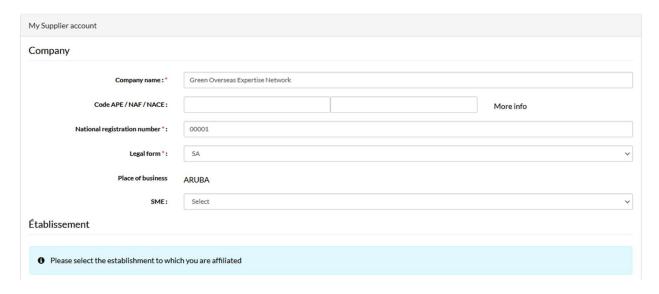




6. If you have not already done so, you must register on the Place Platform at this stage.



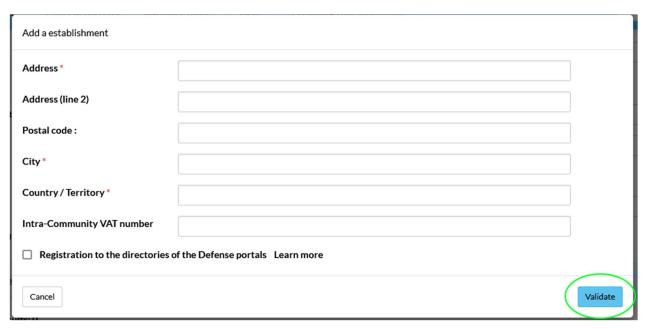
Fill in the information according to your situation. Some fields are mandatory*



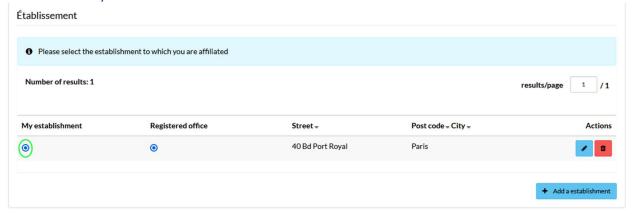
> Add an establishment and validate

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.





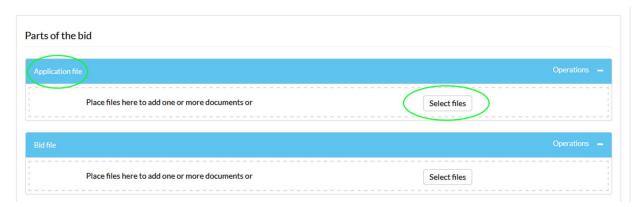
> Then select your establishment:



- Finally, create a username and password of your choice in the "My Personal Account" section to 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".





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:

