

Contracting Party

ENERGY LAB

PRIVATE CONTRACT TO SUPPLY FURNITURE
FOR AN OPEN-PLAN OFFICE SPACE IN THE
XENOCS BUILDING IN GRENOBLE (38)

CONSULTATION RULES (CR)

Version 3

DEADLINE FOR RECEIVING TENDERS (DATE & TIME)
23 OCTOBER 2020 BEFORE 12:00

PROJECT MANAGER FOR THE CONTRACTING PARTY



Parc Work Center – 8 route des Bois – 38500 Voiron FRANCE

1.CONTRACTING PARTY AND PROJECT PARTICIPANTS

1.1.CONTRACTING PARTY'S NAME AND ADDRESS

The Contracting Party is:
ENERGY LAB SAS
32 rue des Berges 38000 Grenoble FRANCE
represented by its Chairperson.

1.2.PROJECT MANAGEMENT FOR THE CONTRACTING PARTY

The Contracting Party has employed the services of a Project Manager:
amoland – Gilles TESSIER
Parc Work Center - 8 route des bois - 38500 Voiron FRANCE

1.3.CONTRACTOR PROJECT MANAGEMENT

The project management is performed by a project management group:

Architect: **DOJO - Architecture firm**
L'imaginarium - 36 quai de France – 38000 Grenoble FRANCE

Engineering Consultancy Firm: **A3 SEREBA**
Parc Activités EurekaIp, ZAC de Tire Poix, 38660 Saint-Vincent-de-Mercuze
FRANCE

1.4.TECHNICAL INSPECTION

In accordance with Article 9.9 of the Decree of 5 August 1992, and in consideration of the contract subject, the contract herein is not subject to technical inspections.

1.5.SCHEDULING - MANAGEMENT - COORDINATION (SMC)

The SMC task has been entrusted to:

Pierre Blanchemanche
211 lot le grand pré - 38579 Goncelin FRANCE

2.CONTRACT SUBJECT, TYPE, PRICE AND DURATION

2.1.SUBJECT OF THE CONTRACT

The call for tender herein concerns the supply of furniture for an open-plan office space on level 1 of the Xenocs building, 1-3 rue du Nanomètre in Grenoble.

2.2.CONTRACT TYPE

Private supply contracts.

2.3. PRICE

The price is overall, fixed and non-revisable.

2.4. CONTRACT DURATION

The deadline for completing the work is set in Article 3 of the commitment letter. It is set by the companies (desired time for the delivery: 01/02/2021).

3. CONSULTATION CONDITIONS

3.1. DISTRIBUTING THE CONSULTATION DOCUMENTS

The call for tender documents can be obtained electronically on: <https://www.innoenergy.com/about/eit-innoenergy-team/work-with-us/>

Companies can download the Contractor Tendering Documents by following the link in the call for tenders notice.

3.2. BREAKDOWN OF THE CONSULTATION

The work is broken down into 17 lots, divided as follows:

Lot	Title
01	Office chairs
02	Desks
03	Entrance table
04	Desks separators
05	Storage
06	Small meeting tables
07	Meeting tables on wheels
08	Trapeze meeting table
09	Bench BD
10	75 meeting room chairs
11	90 meeting room chairs
12	110 meeting room chairs
13	110 desk chairs
14	Informal meeting tables
15	Armchairs

Lot	Title
16	Sofas
17	Meeting chairs

Each lot is the subject of a separate contract.

However, companies may tender for all the lots. There is no limit on the number of lots which can be allocated to one company.

3.3.VARIANTS - CONDITIONAL PHASES - OPTIONS

1. Variants

Variations are authorised. They must enable companies to propose different furniture designs for the same space in order to provide visual diversity.

Some lots include variations. In this case, companies must meet the requirements of the base version and then the variation.

2. Conditional phases and Options

The contract does not have a conditional phase.

Some lots include one or several options which tenderers must respond to.

3.4.TENDER VALIDITY EXPIRATION DATE

The validity expiration date for tenders is set at 120 days starting from the deadline for receiving tenders.

However, in the context of awarding contracts, the prices for the options in lots 04, 05, 10, 11 and 12 will be valid up until the end of the month of June 2021 so that potential additional orders may be placed by purchase order. This provision is to be confirmed in writing by the companies.

3.5.CHANGES TO THE CONSULTATION DOCUMENTS

The Contracting Party reserves the right to make changes to the consultation documents at the latest 10 days before the deadline set for submitting tenders. Candidates must, therefore, respond on the basis of the amended documents and cannot make any claims relating thereto. If the deadline set for submitting tenders is extended while candidates are examining the documents, the above provision shall be applicable on the basis of the new date.

3.6.COMPOSITION OF THE CONSULTATION DOCUMENTS

The consultation dossier comprises the following documents:

- the Consultation Rules version 3 herein,
- the commitment letter and its possible annexes,
- the Special Administrative Specifications (SAS) version 2,
- The Special Technical Specifications (STS or CCTP), including the Breakdown of the Overall Package Price (BOPP or DPGF) for each of the lots, to which the companies must respond,

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- the Contracting Party's graphic charter,
- t a map of the general layout and the virtual visit document to enable the atmospheres of the different areas to be captured:
<https://www.dropbox.com/sh/hffb39f6zzq7atu/AAAynWoc2m7tWYa24NVR6KLca?dl=0>

download free software : https://graphisoft.com/downloads/bimx/bimx_desktop?
- the declaration of honour template.

4. PRESENTATION OF THE TENDERS

Candidates' tenders and the associated presentation documents will be written completely in French or English, and expressed in Euros. This obligation also applies to all the technical documents which provide evidence of a product's compliance with a non-French standard or quality mark. The Contracting Party will assess their equivalence. However, the latter reserves the right to be sent the aforementioned technical documents in their original language.

4.1. DOCUMENTS TO BE PROVIDED

5. It is reiterated that the signatory(ies) must be authorised to commit the candidate.

Each candidate must provide a complete dossier comprising the following documents:

A - Administrative documents:

- Signed original copy of the declaration of honour (template attached hereto).
- Kbis extract (French company registration ID), less than three months old, providing evidence of the powers granted to the person to commit the company, plus delegation of power to the person signing the tender if necessary.
- NOT12 or certificates of tax and social security contributions, less than three months old.

B – Information concerning the professional, economic and financial capacities of the company:

- Certificate of professional qualifications in relation to the services concerned or 3 references for services provided within the past 3 years similar to those which are the subject of the consultation herein.
- Declaration concerning total turnover and turnover in relation to the services which the contract relates to, carried out within the past three financial years (Form DC2 may be used).

C – Draft contract to be provided

- The letter of commitment accompanied by a RIB, to be completed, dated and signed by the qualified representatives of the companies intending to be awarded the contract.



- The Breakdown of the Overall Fixed Price (DPGF) of the lot concerned, dated and signed (any change to the quantities must be the subject of a proposal in the form of a separate note).
- A supporting statement on the provisions each candidate proposes to adopt in order to respond to the following points:
 - Solutions proposed to respond to the description in the CCTP.
 - Brands and reference numbers of the materials and equipment in the case of proposed technical equivalents to the provisions set out in the CCTP.
 - Method for managing, reprocessing or disposing of the delivery and installation waste.
 - Human resources and the service delivery and installation methods.
 - Quality and duration of the guarantee and after-sales service.
 - Technical sheets on the proposed products.
 - Manufacturing deadlines and installation time.

5.1. PROTOTYPES TO BE PROVIDED

For the following lots, tenders will be supplemented, either on a mandatory or optional basis, with the delivery (within the deadline for submitting tenders) of one or more requested prototypes:

Lot	Mandatory prototypes
01	Welcome or reception area chair

Lot	Optional prototypes
04	Desk separator
10	Meeting chair
11	Meeting chair
12	Meeting chair

The prototypes will be delivered to the project address: Bâtiment Xenocs, 2 rue du Nanomètre in Grenoble, by notifying, at least 48 hours in advance:

- Cristal Meloen on +33 (0)6 20 18 75 39

or

- Marine Lepasant on +33 (0)6 45 71 90 40

The times for receiving prototypes are as follows: 9 a.m. - 12 p.m. and 2 p.m. - 5 p.m. on working days.

Companies must retrieve their prototypes at the end of the consultation process.

5.2. PRESENTING PRODUCTS

For the following lots, the tender shall include the address of a showroom where the furniture can be viewed, with details of the visiting times and days:

Lot	Showroom for viewing
03	Open space wooden table
09	Wooden executive office table
13	Chairs for the executive office tables
15	Low seats
17	Meeting room chairs 8 places

5.3. SAMPLES TO BE PROVIDED

For lots 1, 4, 10, 11, 12, 13 and 15, tenders will be supplemented with the delivery (within the deadline for submitting tenders) of the fabric samples requested in the STS:

The samples will be delivered to the project address: Bâtiment Xenocs, 1-3 rue du Nanomètre in Grenoble, by notifying, at least 48 hours in advance:

- o Cristal Meloen on +33 (0)6 20 18 75 39

or

- o Marine Lepasant on +33 (0)6 45 71 90 40

The times for receiving prototypes are as follows: 9 a.m. - 12 p.m. and 2 p.m. - 5 p.m. on working days.

6. AWARD EVALUATION

The criteria used to assess the tenders are as follows:

1 – Price : 30%

2 - Technical value in view of the supporting statement in the tender: 60%

3 – Delivery time: 10%

The tenders will be assessed in view of the candidates' base tender, and then on the basis of the options chosen, in order to establish a rating using the same criteria as those used on the base solution.

6.1. PRICE



The tenders deemed to be compliant in view of the information detailed in the technical statement will be scored on the criterion of price.

Scores will be awarded in accordance with the following rule:

- The “lowest bidder” tender will be awarded a score of 40 points.
- For each candidate, a ratio will be calculated by dividing the amount quoted by the candidate with the least expensive tender, by the tender amount proposed by the candidate under consideration. Candidates are rated in decreasing order by multiplying the ratio obtained, by the maximum score which can be obtained. The lowest tender will, therefore, be attributed the maximum score.

In the case of a discrepancy in the tender being observed between the prices in the breakdown of the overall fixed price and/or in the deed of commitment, the indications specified in the deed of commitment shall take precedence over all other indications in the tender. Consequently, the amount in the breakdown of the overall fixed price shall be corrected.

6.2. TECHNICAL VALUE

For lots with a prototype or a showroom visit: 01, 03, 04, 09, 10, 11, 12, 13, 15 and 17

Candidates’ supporting statements (max 10 pages) will be assessed on the basis of the following elements specifically:

- 1) Quality of the response and the proposed solutions to meet the description in the CCTP,
- 2) Brands and reference numbers of the materials and equipment in the case of proposed technical equivalents to the provisions set out in the CCTP,
- 3) Quality of the prototype provided or visited: comfort, solidity, aesthetics, etc.,
- 4) Level of consideration given to the atmospheres of the different areas,
- 5) Method for managing, reprocessing or disposing of the delivery and installation waste,
- 6) Quality and duration of the guarantee and after-sales service.

For the other lots: 02, 05, 06, 07, 08, 14 and 16

Candidates’ supporting statements (max 10 pages) will be assessed on the basis of the following elements:

- 1) Quality of the response and the proposed solutions to meet the description in the CCTP,
- 2) Brands and reference numbers of the materials and equipment in the case of proposed technical equivalents to the provisions set out in the CCTP,
- 3) Level of consideration given to the atmospheres of the different areas,
- 4) Method for managing, reprocessing or disposing of the delivery and installation waste,
- 5) Quality and duration of the guarantee and after-sales service.

6.3. SUPPLY AND DELIVERY PERIOD

The manufacturing timescale and the installation period for the furniture, in terms of the human resources made available, shall be taken into consideration when allocating a score for this criterion.

(desired time: 01/02/2021)

7.NEGOTIATIONS

Following the initial assessment of the tenders, the Contracting Party reserves the option to negotiate for one or several lots, with all the companies for the same lot, either in writing or by meeting on-site.

The Contracting Party may also award the contract without negotiation.

A candidate may decline to participate in negotiations. In this case, they must officially inform the Contracting Party thereof in writing and indicate whether they wish to maintain their initial tender. The comparative analysis of the tenders will then be conducted on the basis of their initial tender.

8.CONDITIONS FOR SENDING THE DOSSIERS

8.1.SENDING ELECTRONICALLY

Candidates must send their proposals in electronic format via mail at:

- recipients : gilles.tessier@amoland.fr
dojo.atelier.architecture@gmail.com
- in copy (cc) : marine.lepesant@gravity-energy.com
emilie.wallart@innoenergy.com
carole.signoret@gravity-energy.com

8.2.DEADLINE FOR RECEIVING TENDERS

The deadline time and date for receiving the tenders is October 23Th 2020, 12H00,
(GMT+01:00) Paris, Bruxelles, Copenhagen, Madrid

Date of sending cannot legally be considered.

9.ADDITIONAL INFORMATION

To obtain any additional information which they may require when producing their tenders, candidates must submit their question(s), at the latest 10 days before the deadline for receiving tenders, via mail at:

- recipients : gilles.tessier@amoland.fr
dojo.atelier.architecture@gmail.com
- in copy (cc) : marine.lepesant@gravity-energy.com
emilie.wallart@innoenergy.com
carole.signoret@gravity-energy.com