

**France-Paris: Insurance and pension services**

OJ S 210/2023 31/10/2023

**Contract notice****Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Institut Français

Postal address: 25 rue de Tolbiac

Town: Paris

NUTS code: FR101 Paris

Postal code: 75013

Country: France

Contact person: INSTITUT FRANCAIS - 25 rue de Tolbiac - 75013 Paris - Laurence Siemiatycki - Responsable Pôle juridique, conventions et marchés

E-mail: [laurence.siemiatycki@institutfrancais.com](mailto:laurence.siemiatycki@institutfrancais.com)

Telephone: +33 679147588

**Internet address(es):**Main address: <http://www.institutfrancais.com/fr>Address of the buyer profile: [https://institutfrancais.e-marchespublics.com/pack/annonce\\_marche\\_public\\_26312\\_974360.html](https://institutfrancais.e-marchespublics.com/pack/annonce_marche_public_26312_974360.html)**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.institutfrancais.com/fr/avis-de-marche-consultations>Tenders or requests to participate must be submitted electronically via: <http://institutfrancais.e-marchespublics.com>

Tenders or requests to participate must be submitted to the abovementioned address

Additional information can be obtained from another address:

Official name: <http://institutfrancais.e-marchespublics.com>

Postal address: INSTITUT FRANCAIS - 25 rue de Tolbiac

Town: Paris

NUTS code: FR101 Paris

Postal code: 75013

Country: France

Contact person: INSTITUT FRANCAIS - 25 rue de Tolbiac - 75013 Paris - Laurence Siemiatycki - Responsable du Pôle juridique, conventions et marchés

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Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <http://institutfrancais.e-marchespublics.com>

#### **I.4. Type of the contracting authority**

Other type: Etablissement public à caractère industriel et commercial

#### **I.5. Main activity**

Other activity: Opérateur de l'Etat culturel\_ diplomatie d'influence

## **Section II: Object**

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### **II.1. Scope of the procurement**

#### **II.1.1. Title**

SERVICE D'ASSURANCES DE PERSONNES - ASSURANCES COMPLÉMENTAIRE PRÉVOYANCE SANTE - GESTION EPARGNE SALARIALE DONT RETRAITE  
Reference number: 2023/DRHES/30

#### **II.1.2. Main CPV code**

66500000 Insurance and pension services

#### **II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

couverture des risques assurés et gestion des sinistres résultant de l'assurance complémentaire frais de santé et prévoyance des salariés et gestion administrative et financière de l'épargne salariale dont retraite.

#### **II.1.5. Estimated total value**

Value excluding VAT: 2 000 000,00 EUR

#### **II.1.6. Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots  
Maximum number of lots that may be awarded to one tenderer: 2

### **II.2. Description**

#### **II.2.1. Title**

PRESTATIONS D'ASSURANCE COMPLÉMENTAIRE ET SANTE  
Lot No: 1

#### **II.2.2. Additional CPV code(s)**

66512200 Health insurance services, 66512000 Accident and health insurance services, 66512220 Medical insurance services

#### **II.2.3. Place of performance**

NUTS code: FR101 Paris

Main site or place of performance: INSTITUT FRANCAIS - 25 rue de Tolbiac - 75013 Paris

#### **II.2.4. Description of the procurement**

Consultation ouverte aux professionnels de l'assurance. La description et l'étendue du marché sont précisées au cahier des charges technique du lot.

**II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6. Estimated value**

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

**II.2.14. Additional information**

**II.2. Description**

**II.2.1. Title**

PRESTATION DE GESTION ADMINISTRATIVE ET FINANCIERE DE L'ÉPARGNE SALARIALE DONT RETRAITE

Lot No: 2

**II.2.2. Additional CPV code(s)**

66522000 Group pension services, 66100000 Banking and investment services, 79412000 Financial management consultancy services

**II.2.3. Place of performance**

NUTS code: FR101 Paris

Main site or place of performance: INSTITUT FRANCAIS - 25 rue de Tolbiac - 75013 Paris

**II.2.4. Description of the procurement**

Consultation ouverte aux professionnels de l'assurance. La description et l'étendue du marché sont précisées au cahier des charges technique du lot.

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**II.2.6. Estimated value**

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11.**

## **Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

La consultation est ouverte aux professionnels de l'assurance. Le présent marché pourra être attribué à une entreprise ou à un groupement d'entreprises, étant précisé que le groupement doit être constitué dès le stade de la candidature. En cas de groupement, la forme juridique exigée par le pouvoir adjudicateur est celle du groupement solidaire afin d'éviter toute défaillance dans l'exécution des prestations. Les entreprises réunies en groupement désigneront l'une d'elles comme mandataire du groupement, unique correspondant de l'Institut français. Les sociétés d'assurance peuvent se présenter soit directement, soit par l'intermédiaire d'un agent général, soit par l'intermédiaire d'un courtier mandataire. Il est toutefois précisé que la présente consultation visant à choisir un organisme assureur, aucun intermédiaire ne peut y répondre sans avoir formé un groupement avec l'organisme assureur de son choix.

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2. Conditions related to the contract**

#### **III.2.1. Information about a particular profession**

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

Professionnels de l'assurance

#### **III.2.3. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Open procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

**IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**IV.2. Administrative information****IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 28/11/2023 Local time: 12:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates****IV.2.4. Languages in which tenders or requests to participate may be submitted**

French

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 27/02/2024

**IV.2.7. Conditions for opening of tenders**

Date: 28/11/2023 Local time: 16:00

Place:

INSTITUT FRANCAIS - 25 rue de Tolbiac - 75013 Paris

Information about authorised persons and opening procedure: Les plis seront ouverts par le Pôle juridique conventions et marchés

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.3. Additional information****VI.4. Procedures for review****VI.4.1. Review body**

Official name: TRIBUNAL ADMINISTRATIF DE PARIS

Postal address: 7 rue de Jouy

Town: PARIS CEDEX 04

Postal code: 75181

Country: France

Telephone: +33 144594400

**VI.4.2. Body responsible for mediation procedures**

Official name: PRÉFECTURE DE PARIS ET D'ILE DE FRANCE - SECRÉTARIAT CCIRA DEPARIS

Postal address: 5 rue Leblanc

Town: PARIS CEDEX 15

Postal code: 75911

Country: France

Telephone: +33 182524272

**VI.5. Date of dispatch of this notice**

27/10/2023