

**France-Agen: Engineering support services**  
**OJ S 231/2022 30/11/2022**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: sem 47  
Postal address: 6 bis bvd SCALIGER  
Town: Agen  
NUTS code: FRI14 Lot-et-Garonne  
Postal code: 47000  
Country: France  
E-mail: [contact@sem47.fr](mailto:contact@sem47.fr)  
Telephone: +33 553770220  
**Internet address(es):**  
Main address: <http://demat-ampa.fr>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://demat-ampa.fr>  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted electronically via: <https://demat-ampa.fr>

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

Body governed by public law

**I.5. Main activity**

General public services

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**Section II: Object**

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

**II.1.1. Title**

marché de service relatif à la réalisation de missions d'assistance générale à la gestion de la SEM 47  
Reference number: 2023-2026RESEAUSEM

**II.1.2. Main CPV code**

71336000 Engineering support services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

marché de services relatif à la réalisation de missions d'assistance générale à la gestion de la SEM 47

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

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

This contract is divided into lots: yes  
Tenders may be submitted for all lots

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

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

assistance générale dans les métiers (environnement professionnel)  
Lot No: 1

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

71336000 Engineering support services

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

NUTS code: FRI14 Lot-et-Garonne

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

prestations de réseau offrant des prestations de références et d'appui à la société, sous forme de documents types, de guides, de notes méthodologiques, d'actions d'information et d'échanges, notamment liés à l'évolution réglementaire et juridique, permettant la capitalisation par l'échange d'expériences, y compris par l'organisation de formations destinées à accompagner l'évolution professionnelle du personnel réseau donnant accès à un bassin d'emplois dans les domaines de compétences de la société, actions de communication par le prestataire pour faire connaître le réseau qu'il anime et les activités développées par ses membres

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Valeur technique / Weighting: 60

Cost criterion - Name: Prix des prestations / Weighting: 40

#### **II.2.6. Estimated value**

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

3 fois

#### **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**

prestations de conseils et d'expertise à la demande  
Lot No: 2

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

71356000 Technical services

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

NUTS code: FRI14 Lot-et-Garonne

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

dans le cadre du fonctionnement des structures : avis et conseils d'experts en vie sociale, droit des sociétés, conseil en gestion financière, droit social, ressources humaines (hors paie), formation, et conseils en assurances, dans le domaine opérationnel : conseil juridique, technique et financier dans les métiers de chaque entité (aménagement, urbanisme, foncier, contrats privés, contrats publics, etc). Les prestations concernées sont limitées à du conseil et de l'appui. Elles ne concernent en aucun cas les interventions ou appui et représentation en matière contentieuse

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Valeur technique / Weighting: 60

Cost criterion - Name: Prix des prestations / Weighting: 40

### **II.2.6. Estimated value**

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

3 fois

### **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**

prestations d'assurance, prestations de gestion d'assurance  
Lot No: 3

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

66510000 Insurance services

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

NUTS code: FRI14 Lot-et-Garonne

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

prestations de gestions d'assurance et prestations d'assurances responsabilité civile professionnelle de la société et des dirigeants de la société, contrat de protection juridique pour la société et ses dirigeants et prestation de gestion d'assurance

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Valeur technique / Weighting: 60

Cost criterion - Name: Prix des prestations / Weighting: 40

### **II.2.6. Estimated value**

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

3 fois

### **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**

gestion de la paie et administration du personnel

Lot No: 4

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

79211110 Payroll management services

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

NUTS code: FRI14 Lot-et-Garonne

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

réalisation de la gestion de la paie, Suivi des obligations déclaratives périodiques, Déclarations sociales et autres accompagnements

##### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Valeur technique / Weighting: 60

Cost criterion - Name: Prix des prestations / Weighting: 40

##### **II.2.6. Estimated value**

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

3 fois

#### **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 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: yes

#### **IV.2. Administrative information**

##### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 26/12/2022 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**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date: 26/12/2022 Local time: 12:00

### **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 Bordeaux

Postal address: 9, rue Tastet

Town: Bordeaux

Postal code: 33063

Country: France

Internet address: <http://bordeaux.tribunal-administratif.fr>

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

25/11/2022