



TP Quote request (<30,000 VAT)

MRT 23001-10051 relative au

**Development of an IT platform
for recruitment management
Human Resources at CNASS**

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1 Purpose of the request

PURPOSE OF THE REQUEST	
Implement an integrated digital solution to automate and optimize the process of recruitment management at CNASS	
REFERENCE ENABEL	MRT23001-10051

2 General information

CONTACT PERSON AT ENABEL		
DURING THE PROCEDURE	<p>Mrs. Oume Kelthoum Ba</p> <p>Public Buyer</p> <p>oumekelthoum.ba@enabel.be</p> <p>Tel : 00222 41877003</p>	
DURING EXECUTION :	<p>Mme Amparo Fernandez Rio, Of the</p> <p>amparo.fernandezdelrio@enabel.be, Mr. Amadou Ba Aliou,</p> <p>amadoualiou.ba@enabel.be, and Mme Veronica TRASANCOS,</p> <p>veronica.trasancos@enabel.be copied in _____</p>	
DATA RELATING TO THE PROCEDURE		
RECEIPT OF OFFERS :	DATE :	04/30/2025 at 12:00 p.m. at the latest
	PLACE :	Send by email to: procurement.mrt@enabel.be
VALIDITY PERIOD OF OFFERS :	1 month	
RECAPITULATIF OF THE DOCUMENTS TO BE SUBMITTED	<ul style="list-style-type: none"> - Completed identification form; - Completed price offer form ok - Declaration of reasons for exclusion; - References of the main projects similar - Trade register or other document demonstrating the legal status of the service provider for the exercise of its activity professional; - CV of the service provider(s) or consultant.es - Technical offer proposal : detailing the methodological approach, the 	

	<p>proposed technical solutions, tools and technologies, work plan, execution schedule, project schedule and specific deliverables, etc., related to the development of the digital solution (60%).</p> <p>Completed proposal , financier heading and signed: all costs broken down by work phases (development, implementation, maintenance, etc.), including fees and any other related costs (40%).</p>
<p>SPECIAL CONTRACTUAL PROVISIONS</p>	
<p>DEADLINE OF EXECUTION /OF DELIVERY :</p>	<p>The consultation will last six months.</p>
<p>PLACE OF EXECUTION /OF DELIVERY :</p>	<p>- A Nouakchott</p>
<p>THE CONTRACTING AUTHORITY ACQUIRES THE RIGHTS OF INTELLECTUAL PROPERTY BORN, DEVELOPED OR USED DURING THE EXECUTION OF THE CONTRACT :</p>	<p>YES</p>
<p>THE SUPPLIER IS RESPONSIBLE FOR PROVIDING MAINTENANCE AND TO CARRY OUT ALL NECESSARY REPAIRS TO MAINTAIN SUPPLIES IN GOOD CONDITION FOR THE ENTIRE DURATION OF THE CONTRACT :</p>	<p>YES</p>

3 General contractual provisions

3.1 General

Unless otherwise specified in the order or any contractual document of the Contracting Authority relating thereto, these conditions apply to service contracts awarded in the name and on behalf of Enabel (Contracting Authority).

3.2 Compliance of execution

The services must comply in all respects with the contract documents. Even in the absence of specifications mentioned in the contract documents, they must comply in all respects with the rules of the art.

3.3 Fine for delay

Any delay in execution/delivery, for whatever reason, may result, upon the expiry of the deadline alone, in the application of a penalty for late delivery of 0.07% of the total amount of the order per week of delay started. This penalty is limited to a maximum of 10% of the total amount of the order.

In the event of excessive delay, the Contracting Authority reserves the right to terminate the contract and relaunch a new price request and have the services performed/goods delivered by another service provider/supplier.

Any additional costs are the responsibility of the defaulting service provider/supplier.

3.4 Acceptance

The contracting authority has a maximum verification period of thirty days from the end of the performance of the services to be accepted and notifies the result to the service provider.

3.5 Invoicing and payment

Invoices are drawn up in a single copy and comply with the requirements mentioned in the purchase order/order letter.

The invoice is sent to the address mentioned in the purchase order/order letter.

Invoices duly established and not disputed are paid within 30 calendar days from receipt of the services/goods.

No advance payment may be requested by the successful bidder and payment will be made in installments as follows:

The successful bidder sends the invoices (in a single original copy) to the following address:

For the attention of **Veronica Trasancos (Coordinator)** **AI PASS)**
ENABEL, Belgian Agency of development
AI-PASS 3 Project
ZRFND 0208
F North 208
TP Quote Request

Nouakchott, Mauritania

Only services performed correctly may be invoiced.

Payment of the amount due to the service provider must be made within the payment period of thirty days from the end of the verification period or from the day after the last day of the verification period if this period is less than thirty days. And provided that the contracting authority is, at the same time, in possession of the duly established invoice as well as other documents that may be required.

The invoice must be made out in MRU.

Payment terms must respect key project milestones, such as delivery of:

1. First payment (Phase 1) : 20% of the total amount, after submission and validation of the following deliverables:

- Framework note including needs analysis, functional and technical specifications, and proposals for suitable solutions.
- Functional models (wireframes) of the portal's main interfaces and the platform.
- Detailed technical specifications, including system architecture, proposed technologies, database structure, and security requirements.
- Counter-report of the technical follow-up meetings for this phase

2. Second payment (Phase 2): 40% of the total amount, after submission and validation of mid-term deliverables:

- Complete source code of the application
- Test and production environment, with all features planned deployed and tested.
- Fully functional platform and portal, including all modules described in the project scope.
- Counter-report of the technical follow-up meetings for this phase

3. Third payment (Phase 3): 40% of the total amount, after the submission and validation of final deliverables:

- Technical documentation for the administration and maintenance of the solution.
- Detailed user guide for different types of users (HR, candidates, administrators).
- Training modules adapted to internal users (HR, technical and administrative teams) and the training plan executed
- Counter-report of the technical follow-up meetings for this phase
- Final service report, including a summary of the activities carried out, the results obtained, and any recommendations.

3.6 Assurances

The service provider is required to take out all mandatory insurance and to take out or renew all insurance necessary for the proper performance of this contract, in particular “

civil liability" and "work accidents", and this for the entire duration of the mission.

The service provider will send to the Contracting Authority, upon simple request, a copy of the insurance policies to which the service provider has subscribed and proof of regular payment of the premiums for which it is responsible.

3.7 Intellectual property rights Unless otherwise provided in the contract

documents, when the subject of the contract consists of the creation, manufacture or development of designs and models, distinctive signs, the contracting authority acquires the intellectual property, as well as the right to file them, have them registered and have them protected.

With regard to domain names created in connection with a contract, the contracting authority also acquires the right to register and protect them, unless otherwise provided in the contract documents.

Where the contracting authority does not acquire the intellectual property rights, it obtains a licence to exploit the results protected by intellectual property law for the exploitation methods mentioned in the contract documents.

The service provider must defend the Contracting Authority against any third-party claims for violation of intellectual property rights relating to the goods or services provided.

The service provider must, without limitation of amount, take responsibility for all payments of damages, costs and expenses resulting therefrom and which would be charged to the Contracting Authority following a court decision rendered on such an appeal, provided that the service provider has a right of review over the means of defense as well as over the negotiations undertaken with a view to an amicable settlement.

3.8 Obligation of confidentiality The service provider is bound by

a duty of confidentiality regarding the information it becomes aware of during the performance of this contract. This information may not under any circumstances be communicated to third parties without the written authorization of the contracting authority. The successful tenderer may, however, mention this contract as a reference, provided that it truthfully indicates its status (e.g. 'in execution'), and provided that the contracting authority has not withdrawn this authorization due to poor performance of the contract.

Any information of a commercial, organizational and/or technical nature (all data, including, without limitation, passwords, documents, diagrams, plans, prototypes, figures) of which the service provider becomes aware in the context of this contract remains the property of the Contracting Authority.

In the context of this contract, GDPR regulations apply.

3.9 Complaints management and competent courts

Belgian law alone is applicable to this contract.

The parties undertake to fulfill their commitments in good faith with a view to ensure the successful completion of the contract.

In the event of a dispute or difference of opinion between the contracting authority and the service provider, the parties will consult to find a solution. If necessary, the provider can request mediation at the email address complaints@enabel.be cfr. <https://www.enabel.be/fr/content/gestion-des-plaintes>.

Any dispute relating to orders and these conditions contractual matters fall under the exclusive jurisdiction of the Courts of Brussels.

4 Annexes

4.1 Appendix 1: Terms of reference

4.2 Appendix 2: Identification sheet

DENOMINATION	
COMPANY NUMBER	
VAT NUMBER	
ADDRESS	
NAME OF CONTACT PERSON PHONE E-MAIL	
ACCOUNT NUMBER FOR PAYMENTS	
FINANCIAL INSTITUTION	
DATE	SIGNATURE OF THE REPRESENTATIVE ALLOWED

4.3 Annex 3: Offer form – price

4.4 Appendix 4: Declaration on honour – grounds for exclusion

I/we, acting in my/our capacity as legal representative(s) of the above-mentioned tenderer, hereby declare that the tenderer is not in one of the following cases of exclusion:

1. The tenderer or one of its directors has been the subject of a conviction pronounced by a **judicial decision having the force of res judicata** for one of the following offenses:
 - 1° participation in a **criminal organization**; 2° **corruption**; 3° **fraud**;
 - 4° **terrorist offenses**, offenses related to terrorist activities or incitement to commit such an offense, complicity or attempt to commit such an offense; 5° money laundering or **financing of terrorism**; 6° **child labor and other forms of trafficking in human beings**;
 - 7° **employment of illegally staying** third-country nationals ; 8° creation of an offshore company.

Exclusion based on this criterion is valid for a period of 5 years from the date of the judgment (or the end of the offense for 7°).

2. The tenderer does not meet its obligations relating to the **payment of taxes and duties or social security contributions**, i.e. it is late in paying an amount of more than €3,000, except where the tenderer can demonstrate that it has one or more certain, due and unsecured claims against a contracting authority, free from any commitment to third parties. These claims amount to at least an amount equal to the amount for which it is late in paying tax or social security debts.

3. The tenderer is in a **state of bankruptcy, liquidation, cessation of activities, judicial reorganisation, or has made an admission of bankruptcy**, or is the subject of liquidation or judicial reorganisation proceedings, or is in any similar situation resulting from a procedure of the same nature existing in other national regulations.

4. The tenderer or one of its managers has committed **serious professional misconduct which calls into question its integrity**.

The following are considered serious professional misconduct: a. a breach of Enabel's Policy on the operation and

sexual abuse – June 2019 https://www.enabel.be/app/uploads/2022/11/Exploitation_Abus_Sexuel_-_Policy_FR.pdf ; b. a breach of the

Enabel Policy on the

control of fraud and corruption risks – June 2019 https://www.enabel.be/app/uploads/2022/11/Fraude_Corruption_Policy_FR.pdf c. a breach of a regulatory

provision of the legislation applicable in the country of performance of the services relating to sexual harassment at

work; d. the tenderer has been seriously guilty of false declaration or false documents in providing the information required to verify the absence of grounds for exclusion or the satisfaction of the selection criteria, or has concealed information;

e. when Enabel has sufficiently plausible elements to conclude that the tenderer has committed acts, entered into agreements or made arrangements with a view to distorting the concurrence.

The presence of the bidder on one of the Enabel exclusion lists due to such an act/agreement/understanding is considered a sufficiently plausible element.

5. where a conflict of interest cannot be remedied by other less intrusive measures;

6. **significant or persistent failures** of the tenderer have been noted during the performance of an **essential obligation** incumbent upon it under a previous contract entered into with Enabel or with another public authority, where these failures have given rise to ex officio measures, damages or another comparable sanction.

'Significant deficiencies' include compliance with applicable obligations in the areas of environmental, social and labour law established by European Union law, national law, collective agreements or by international provisions on environmental, social and labour law.

The presence of the bidder on the Enabel exclusion list due to such a failure serves as such a finding.

7. The tenderer or one of its directors is on the lists of persons, groups or entities subject to financial sanctions by the United Nations, the European Union and Belgium - consolidated version : https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorerie/services-et-activit%C3%A9s-0

8. <...>If Enabel executes a project for another donor or donor, other additional reasons for exclusion are still possible.

I/we have read the articles relating to the ethics of this public contract, as well as the Enabel Policy concerning sexual exploitation and abuse as well as the Enabel Policy concerning the control of fraud and corruption risks and I/we declare that I subscribe to and fully respect these articles.

Date :

Localisation :

Signature

4.5 Appendix 5: References to major similar projects

To be completed as appropriate

The bidder must attach to its offer the list of the main similar projects
This list must demonstrate the technical capacity of the tenderer to carry out the present market.

Description of the main similar projects	Amount total	Dates of realization	Name of the client

4.6 Appendix 6: Table of allocation of proposed experts

Under penalty of rejection of his offer . the bidder must complete the table below-
below in order to allow the contracting authority to match the proposed expert to the profile
requested in the request for quotation. Only one expert will be proposed for each profile.

Expert requested	Name of the expert proposed by the tenderer
EXPERT 1	
EXPERT 2	