



TP Quote request (<30,000 VAT)

MRT 23001-10051 relative au

Development of an IT platform for managing Human Resources recruitment at CNASS

Table of Contents

[1 Purpose of the request 3](#)

[2 General information 3](#)

[3 General contractual provisions 5](#)

[3.1 General 5](#)

[3.2 Compliance of execution 5](#)

[3.3 Fine for delay 5](#)

[3.4 Réception 5](#)

[3.5 Billing and Payment 5](#)

[3.6 Insurance 6](#)

[3.7 Intellectual Property Rights 7](#)

[3.8 Obligation of confidentiality 7](#)

[3.9 Complaints management and competent courts 7](#)

[4 Annexes 8](#)

[4.1 Annex 1: Terms of reference 8](#)

[4.2 Appendix 2: Identification sheet 9](#)

[4.3 Appendix 3: Offer form – price 10](#)

[4.4 Appendix 4: Declaration on honour – grounds for exclusion 11](#)

[4.5 <Annex 5: References of the main similar projects 13](#)

[4.6 <Annex 6: References to major similar projects 13](#)

1 Purpose of the request

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

2 General information

CONTACT PERSON AT ENABEL	
DURING THE PROCEDURE	Mrs. Oume Kelthoum Ba Public Buyer oumekelthoum.ba@enabel.be Tel : 00222 41877003
DURING EXECUTION:	Mme Amparo Fernandez Del Rio, amparo.fernandezdelrio@enabel.be , Mr Amadou Ba Aliou, amadoualiou.ba@enabel.be , and Mme Veronica TRASANCOS, veronica.trasancos@enabel.be in copy
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
SUMMARY OF DOCUMENTS TO BE SUBMITTED	<ul style="list-style-type: none"> Completed identification form; Completed price offer form ok Statement of reasons for exclusion; References of major similar projects Trade register or other document demonstrating the legal status of the service provider for the exercise of his professional activity; CV of the service provider(s) or consultant(s) Technical Offer Proposal : detailing the methodological approach, the proposed technical solutions, the tools and technologies, the work plan, the execution schedule, the project schedule and the specific deliverables, etc., related to the development of the digital solution (60%). Completed, specific and signed Financial Proposal : all costs broken down by work phases (development, implementation, maintenance, etc.), including fees and any other related costs (40%).
SPECIAL CONTRACTUAL PROVISIONS	
LEAD TIME/DELIVERY TIME:	The consultation will last six months.
PLACE OF PERFORMANCE/DELIVERY:	<ul style="list-style-type: none"> A Nouakchott
THE CONTRACTING AUTHORITY ACQUIRES THE INTELLECTUAL PROPERTY RIGHTS CREATED, DEVELOPED OR USED DURING THE PERFORMANCE OF THE CONTRACT:	YES
THE SUPPLIER IS REQUIRED TO ENSURE MAINTENANCE AND CARRY OUT ALL REPAIRS NECESSARY TO KEEP THE SUPPLIES IN GOOD CONDITION THROUGHOUT THE DURATION OF THE CONTRACT:	YES

3 General contractual provisions

3.1 General information

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 reissue a new price request and have the services performed/goods delivered by another service provider/supplier. Any additional costs shall be borne by the defaulting service provider/supplier.

3.4 Réception

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

3.5 Billing 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:

To the attention of Verónica Trasancos (AI PASS Coordinator)

ENABEL, Belgian Development Agency

AI-PASS 3 Project

ZRFND 0208

F Nord 208

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 expiry 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 main interfaces of the portal 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:

- Full source code of the application
- Test and production environment, with all planned features 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 submission and validation of the 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 Insurance

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 “workplace accidents” insurance, 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, register them and protect them.

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 ensuring 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 service provider may request mediation by email at complaints@enabel.be cfr. <https://www.enabel.be/fr/content/gestion-des-plaintes>.

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

4 Annexes

4.1 Annex 1: Terms of reference

4.2 Annex 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 AUTHORIZED REPRESENTATIVE

4.3 Annex 3: Offer form – price

4.4 Annex 4: Declaration on honour – reasons 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 exclusion cases :

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**;

3rd **fraud** ;

4° **terrorist** offences , offences related to terrorist activities or incitement to commit such an offence, complicity in or attempt to commit such an offence;

5° money **laundering or terrorist financing** ;

6° **child labour** and other forms of human trafficking;

7° occupation of third-country nationals **staying illegally** ;

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 admitted 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 bidder or one of its managers has committed **serious professional misconduct which calls into question its integrity**.

The following are considered serious professional misconduct , among others :

- a. a violation of Enabel's Policy on Sexual Exploitation and Abuse – June 2019

https://www.enabel.be/app/uploads/2022/11/Exploitation_Abus_Sexuel_-Policy_FR.pdf ;

- b. a breach of Enabel 's 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. an offence relating to 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 misrepresentation 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 entered into understandings with a view to distorting competition.

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 deficiencies** have been identified by the tenderer in the performance of a **material obligation** incumbent upon it under a previous contract with Enabel or another public authority, where these deficiencies have given rise to ex officio measures, damages or another comparable sanction. 'Significant deficiencies' are considered to be compliance with applicable obligations in the fields 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 tenderer on the Enabel exclusion list due to such a deficiency serves as such a finding.

6. Neither the bidder nor any of its directors are 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

6. <...>If Enabel is carrying out a project for another funder or donor, other additional grounds 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 Annex 5: References to major similar projects

To be completed as appropriate

The tenderer must attach to its offer a list of the main similar projects. This list must demonstrate the technical capacity of the tenderer to carry out this contract.

Description of major similar projects	Total amount	Dates completion	of	Customer Name

4.6 Annex 6: Table of allocation of proposed experts

Under penalty of rejection of his offer, the tenderer must complete the table 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 bidder
EXPERT 1	
EXPERT 2	

Enabel • Belgian Development Agency • Public limited company with a social purpose

Rue Haute 147 • 1000 Brussels • T +32 (0)2 505 37 00 • enabel.be

1