

CHECKLIST
FOR CANDIDATES ON
HOW TO APPLY FOR THE EMBERS OPEN CALL
USING PLACE

EMBERS



1 Prepare to Apply

- Read the Guideline: How to use PLACE

Note: PLACE (Plate-forme des achats de l'Etat) is the French government-run platform for public procurement under which we run the open call. As the platform can appear discouraging at first sight, we **provide easy guidelines** on (1) how to access the tender document, (2) how to ask questions in case of any uncertainties on the content of the documents, (3) how to create an account on PLACE, and (4) how to submit your proposal.

- Download full tender documents from PLACE, 5 simple steps:

1. **Go to PLACE**

<https://www.marches-publics.gouv.fr/index.php?page=entreprise.EntrepriseDetailsConsultation&refConsultation=360342&orgAcronyme=f2h&lang=en>

2. **Click on “Procurement documents”**

3. **Enter name and email** (just to be informed in case of changes)

4. **Click on “Validate”**

5. **Click on “Download the Procurement documents”**

Note: Tender documents and practical information for the submission guidelines are available for tenders in English and in French

- Obtain a good overview on the tender documents
- Understand the challenges and the expected outcomes
- If any questions arise, ask them directly through PLACE

Note: As we run the open call under French public procurement law, we allow anonymous queries via the government-run procurement website, PLACE, and we post all questions and answers there. We request that you kindly ask your question there at the URL mentioned below.

2 Write Application

- Write your application using the proposal template

Note: Proposals must follow the proposal template, available in Annex RC of the tender documents. As the working language will be English, it is highly recommended to write the proposal in English (French is possible, but not recommended)



- Prepare required documents

3 Submit Proposal

- Submit final proposal through the online submission portal PLACE [link]

Note: Proposals must be submitted through the online submission portal