

PUBLIC PROCUREMENT CONTRACT FOR INTELLECTUAL SERVICES

SYNDICAT MIXTE DE LA CITE INTERNATIONALE DE LA TAPISSERIE ET DE L'ART TISSE

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CALL FOR PROJECT PROPOSALS FOR THE CREATION OF MAQUETTES AND FOR THE FOLLOW-UP OF THEIR EXECUTION IN FULL AS A WEAVING USING THE AUBUSSON TAPESTRY TECHNIQUE

Public procurement contract following the amended procedure

Date and deadline for receipt of applications:

Thursday, 28 July 2016 at 12:00

Rules Governing the Tender

Document drafted in May 2016

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ARTICLE 1: Purpose and general characteristics of the tender

1.1 – Purpose of the tender

The Cité internationale de la tapisserie et de l'art tissé is launching a call for project proposals relating to the creation of maquettes and for the follow-up of their execution in full as a weaving using the Aubusson tapestry technique.

The aim of this call for projects, beyond the initial interest represented by the Work itself, is:

- to give the revival of Aubusson tapestry a strong signal which can be read by professional key players in contemporary art, by its audiences and beyond by the wider public, whilst expanding the Museum's funds,
- to identify and promote the talents and in particular young talents, enabling innovative uses to be identified through creation and innovation and to reposition Aubusson tapestry within the field of contemporary art, in conjunction with its stakeholders and particularly galleries and in partnership with distribution mechanisms (art centres, museums, FRAC [Regional Fund for Contemporary Art], associations, artist residencies, etc.),
- to support production activity in the region and facilitate a growing professional dynamic for young graduates in heddle-setting training.
- to take advantage of the design and production phases of tapestries to inform about the work of contemporary creation work conducted at Aubusson and to enhance the approach led around the hosting and formalising of know-how regarding the Aubusson tapestry, within the scope of UNESCO's Intangible cultural heritage of humanity label.

1.2 – Purpose of the call for project proposals

The aim of the call for project proposals is to enable the Cité internationale de la tapisserie et de l'art tissé to acquire maquettes which shall enable them to be fully executed in Aubusson tapestry, as well as the follow-up of their execution by the prize-winners.

1.3 – Remuneration of candidates

Awards will be made to the chosen candidates according to the following conditions and at the following rates:

- Candidates not selected upon presentation of their application: no compensation,
- Award-winning candidates: sum awarded in respect of the transfer of rights as described in article 16 of the current Schedule of Specific Technical Provisions: 1st prize €25,000 incl. tax, 2nd prize €15,000 incl. tax;
- Non-award winning candidates: sum awarded in respect of the transfer of rights as described in article 16 of the current Schedule of Specific Technical Provisions: €1,000 incl. tax;
- Candidates selected following submission of their dossiers but whose maquettes are rejected:
Reason: - insufficient minimum mark (40 % of the total mark): €5,000 incl. Tax.
Reason: - maquette not returned: no compensation

1.4 – Duration of the tender

The duration of the contract is 18 months from the date of notification of the contract award to the holders in 1st and 2nd place after the final selection and 30 months for the 10 Authors not winning an award who make their project available in the form of their maquette.

ARTICLE 2: Provisions of the call for project proposals

2.1 – Legal framework of the tender

The tender has been issued according to the terms laid out in the current rules governing the tender.

This tender is a public procurement contract following the amended procedure issued in compliance with minutes n°2016-40 of the Comité syndical of the Syndicat mixte de la Cité internationale de la tapisserie et de l'art tissé, dated 13 May 2016.

2.2 – Place of execution

The artists awarded 1st and 2nd prizes in the call for project proposals are required to be present in Aubusson on a regular basis for the duration of the commission (see article 9 of the CCTP).

2.3 – Provisions associated with applications

- This call for project proposals is open to professional artists and designers, (with appropriate professional status, as well as young people who fall within one of the following categories:

- graduated no more than 7 years ago from a design, architecture, graphics, textile creation , fashion pattern making or design, arts, applied arts, decorative arts, etc. course;
- pupils or students on the above courses registered on a master's degree or a doctoral programme in one the subject areas listed in the previous bullet point.

- The application should be submitted by a single candidate or by a team, in which case one individual must be designated as the responsible member. This responsible member shall be the principal discussion partner for the *Syndicat mixte*.

- One individual may only represent one application for any given tender.

- It is forbidden for candidates to submit more than one valid project at a time:

- as individual candidates and as members of one or more teams ;
- as members of several teams.

- In cases of sub-contracting:

The terms of sub-contracting must be detailed in the undertaking of commitment (A.E.), attached to the current tender dossier.

- In cases of teams:

No specific form of team is required.

For all teams, one individual responsible member authorised to compete must be identified. Members of teams must submit the documents listed in article 3.2 of the current rules governing the tender.

2.4 – Variations to the tender dossier

The Syndicat Mixte reserves the right to make modifications to the details of the tender dossier (CCTP + RC + CCAP + AE + Administration of the Regional Fund). These modifications must be sent to candidates who have identified themselves on the online platform and made their intention to tender known 7 working days at the latest before the deadline for receipt of tender dossiers. Candidates should make their application based on the altered dossier without recourse to any complaint in this matter.

If, whilst candidates are responding to the dossier, the deadline for applications is postponed, the earlier provisions apply to this new date.

If this deadline is modified, only the candidates who have identified themselves and those regularly visiting the website are informed

2.5 – Period of validity of tender proposals

N.a.

2.6 – Applicable language

Application dossiers should be written in French; failing this they may be written in English.

ARTICLE 3: Organisation of the call for project proposals

The call for project proposals will take place in two stages.

3.1 - STAGE 1: General call for project proposals with submissions of application dossiers from artists wishing to compete, which should comprise the following:

- documentary evidence of their capacity to compete (e.g. affiliate membership of the Maison des artistes, proof of social contributions, declaration on honour of practical activity, etc.);
- a covering letter outlining their motivation from the creator, a description of the artistic intention, and a presentation (CV);
- a list with photos, publications or monographies of reference work;
- one or more documents: preliminary maquette, cartoon, photograph, drawing, or computer graphics, etc. depicting or sketching out the proposed artwork.

The response dossiers will be returned to those designers who request it and who have attached suitable packaging and sufficient postage to their application in order for it to be sent back to them.

The selection criteria used by the technical pre-selection committee will be presented in the form of a table, so that overall scores can be attributed appropriately. These will be determined by taking the average scores awarded by members of the technical pre-selection committee, out of a total of 100 points.

The selection criteria for applications (first stage) are:

- CV, references, motivation, proposed artistic process.

At the end of the meeting of the technical pre-selection committee, at least forty to fifty files will be put forward for examination by the artistic selection committee. Based on these forty to fifty

dossiers, the artistic selection committee will pick out a maximum of fifteen designers who will be invited to submit their project within twelve weeks maximum, in compliance with the technical provisions detailed in article 3 of the CCTP.

3.2 - STAGE 2: Final selection

A maximum of fifteen artists will be invited by the artistic selection committee to present their projects.

In the final selection stage, candidates must unconditionally accept the terms and conditions presented in the following documents:

- the Schedule of Specific Technical Provisions (C.C.T.P., attached to the tender dossier);
- the Schedule of Specific Administrative Provisions (C.C.A.P., attached to the tender dossier);
- these Rules Governing the Tender (R.C.),
- the Regulation Frame of the Fonds régional pour la création de tapisseries contemporaines as adopted in minute n°2016-40 by the Comité syndical of the Syndicat mixte de la Cité internationale de la tapisserie et de l'art tissé dated 13 May 2016.

As constituent parts of the tender dossier, these documents should be initialled, dated and signed by the fifteen candidates.

The twelve candidates admitted to the final selection stage must additionally provide the following documents:

- undertaking of commitment (A.E., attached to tender dossier), completed, dated and signed, to be downloaded:

www.economie.gouv.fr/files/directions_services/daj/marches_publics/formulaires/ATTRI/imprimess_attri/ATTRI1-2016.doc ;

- the schedule of general administrative provisions in respect of intellectual services, initialled, dated and signed, using the version available on the following website:

<http://www.legifrance.gouv.fr/affichTexte.do?cidTexte=LEGITEXT000006062802&dateTexte=20110525>

- the candidature declaration forms (DC) available on the following website:

http://www.economie.gouv.fr/directions_services/daj/marches_publics/formulaires/DC/daj_dc.htm

- form DC1 - letter of candidature – authorization of agent by co-contractors (formerly DC4), as well as providing the authorization, this document should be signed by hand in the original by all co-contractors. The document should include details of the team involved and should unambiguously indicate which individual within the team is authorized to sign tender documents;
- form DC2 – declaration of the individual candidate or member of the team (formerly DC5);
- form DC4 - Sub-contracting declaration (formerly DC13), in the case of sub-contracting;

- « NOTI » forms (formerly DC 6 and DC7) available on the following website:

http://www.economie.gouv.fr/directions_services/daj/marches_publics/formulaires/NOTI/daj_noti.htm

- Information relating to the successful candidate – « NOTI 1 » (formerly DC6), to be completed by a representative of the candidate's tax office;
- Annual statement of certificates received – « NOTI 2 » (formerly DC7), to be completed by a representative of the candidate's tax office.

In cases of co-contracting or sub-contracting:

In cases where tenders are presented by a team, the tender should include:

- for each co-contractor or sub-contractor: all documents required by point 3.2 above,
- a written undertaking from the other economic operators involved, in which a commitment should be given that their skills/capacities will be fully available to the representative of the tender for the purposes of the execution of the tender. This undertaking can be submitted on form DC1 as required by point 3.2 above.

Candidates who do not demonstrate adequate professional, technical or artistic skills will be eliminated.

3.3 – PHASE 3: Completion at scale 1

The maquettes of the first and second prize are acquired by the Cité.

Unless article 7 applies, only the maquette from award-winner classified as winning the 1st prizes will be subject to a full-scale production from the corresponding digital file provided by the pairing. However, the Pre-Selection Committee may propose to the Chairman of the Syndicat Mixte, the full-scale production of the maquette for the 2nd prize.

The full-scale production of the maquettes acquired by the Fonds régional will be limited to a maximum of eight copies, two of which will be artist copies. The Aubusson tapestries produced under the Fonds régional may, at the choice of the Comité syndical and at the proposal of the museum's curator, either be offered to the inter-regional science committee to be incorporated into the public collections of the Musée de la Tapisserie d'Aubusson, or remain part of the Cité's private assets. In the latter case, the Comité syndical may decide to dispose of one or more tapestries; the proceeds from this will then be entirely allocated to the Fonds régional. Up to the maximum of eight copies, the maquette may be made available to a third-party sponsor, which by agreement includes financial compensation and on condition that a weaving is carried out according to the multi-secular know-how of Aubusson tapestry which has been recorded on the representative list of intangible cultural heritage by Unesco. The third-party sponsor shall undertake to respect all of the works for which a transfer of rights has taken place and to mention the author routinely. All other uses will be subject to negotiation with the creator, pursuant to the provisions of the Code de la propriété littéraire et artistique [French literary and artistic property law].

3.4 - Missing documentation

If the Contracting Authority determines that required documentation listed above is missing, it can decide to request any of the candidates to produce or complete these documents within a period of no more than 10 days.

Candidates not producing these documents will be eliminated.

3.5 – Selection criteria for projects in the final stage of selection

The criteria against which artworks will be judged for the final stage are as follows:

- the proposed creative approach from the contemporary perspective (50% of the grade);
- the technical quality of the proposal (30 % of the grade);
- expected cost of production (20% of the total score);

At the final selection stage, the criteria will be presented in the form of a table, so that final scores can be attributed appropriately. These will be determined by taking the average scores awarded by members of the artistic pre-selection committee, out of a total of 100 points. Where a

score of less than 40 points is awarded, a candidate will be eliminated; the candidate will, however, receive the indemnity given to non-award winning candidates, but the design will not be acquired by the Syndicat mixte, neither will the rights of temporary disposal relating to them. Candidates who do not return their maquettes will not be eligible for any remuneration.

ARTICLE 4: Regulations governing the submission of applications

4.1 – Applications on paper: presentation of sealed bids

Candidates should submit their applications in the form of a sealed bid, on the envelope of which should be written:

Candidature pour :

**APPEL À PROJETS – « LA TAPISSERIE D'AUBUSSON TISSE LA MODE :
CONCEPTION DE VÊTEMENTS ET ACCESSOIRES DE LUXE »**

NE PAS OUVRIR

The above-mentioned sealed bid should contain the documents mentioned in article **3.1** of the current rules governing the tender (R.C.).

4.2. Provisions relating to the submission or sending of sealed bids

The sealed bid should arrive before the date and deadline for receipt of application as indicated on the cover page of this document and should be sent to the following address:

**SYNDICAT MIXTE DE LA CITE INTERNATIONALE
DE LA TAPISSERIE ET DE L'ART TISSE
Rue des Arts – BP 89
23200 AUBUSSON**

The sealed bid may be submitted, as the candidate wishes, by one of the following methods:

- delivery against a receipt, to the headquarters of the Syndicat Mixte de la Cité Internationale de la Tapisserie et de l'Art tissé,
- delivery by post, in the form of a sealed bid sent by registered mail,
- delivery by Chronopost or private courier,

In all cases, the method used by the candidate must permit the date and time of the delivery of the sealed bid to be correctly determined.

The Syndicat mixte of the Cité Internationale de la Tapisserie et de l'Art tissé is open to the public from Monday to Friday between 9.00am and 12.00am and between 2.00pm and 6.00pm.

Candidates' attention is drawn to the following points :

● **Sealed bids delivered after the deadline** : sealed bids which are submitted or, in the opinion of reception, delivered after the date and deadline above-mentioned, or which are delivered in an unsealed envelope, will not be retained but will be returned to sender.

● **Date of receipt of sealed bid**: candidates are reminded that it is the date of receipt that is taken into account and not the date of posting. **The deadline date for the receipt of application is Thursday, 28 July 2016, at 12:00.**

Electronic delivery: This is only authorised through the electronic platform of the Cité:

<http://cite-tapisserie.e-marchespublics.com>

The attention of the candidates is drawn to the importance to register on this platform which enables candidates to be warned of any modification to the call-for-tenders application from the potential postponement of the receipt date for bids.

ARTICLE 5: Request for information

All requests should be addressed to:

M. Emmanuel GERARD
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