

## AFD interface for the publication of tenders for contracts financed by AFD

### User Guide

This interface has been designed to provide a specific tool for the **publication of tenders for contracts financed by AFD** for both (1) the tenders of external project owners in the framework of **projects financed abroad** and (2) **AFD's procurement** on its own behalf.

It allows different types of notices to be widely publicized (general procurement notices, calls for expressions of interest, tender notices, contract awards) and, where necessary, the corresponding attachments in electronic form (shortlist document, consultation document...). Notices published via this interface, which has been designed in partnership with the Development Gateway foundation, are automatically posted on the **dgMarket** portal and consequently reach all the public of this portal in the same manner as projects financed by the World Bank, regional development banks and the main bilateral aid agencies.

This interface must be systematically accessed via AFD's website - [www.afd.fr](http://www.afd.fr) – and is available in French, English and Spanish. Both the publication and consultation of notices are completely **free of charge**.

This guide is intended for both users who wish to consult notices and users who wish to publish a new notice.

<http://afd.dgmarket.com>



The screenshot shows the AFD website interface. At the top left is the AFD logo. The main header reads "Agence Française de Développement" with a language dropdown set to "English". Below the header is a navigation menu with "Home" and "View Notices". A search bar is present with a "Search" button and a "Powered by dgMarket" logo. The main content area is titled "Publication of tenders for contracts financed by AFD" and contains the following text:

In order to ensure transparency, AFD and dgMarket are working together to set up an information site publishing notices for projects that AFD finances, and making it possible to:

- <Check> the list of notices (expressions of interest, procurement notices, contracts awards, bidding documents) for free, and use key words (geography, sector, contract type) to search notices in your area of interest. You can also find out results of previous contracts awards.
- <Be informed> regularly through alert messages, after registering with dgMarket, about notices in your business areas and sectors as soon as they are published.
- <Publish>, a call for an expression of interest, a tender bid or the results of contract awards, if you are the owner of a project financed by AFD, and you are already <member> of dgMarket. The publication (which is free) of this notice is the sole responsibility of the owner. It in no way incurs the responsibility of AFD in any manner especially in the event of false information.

• See the user guide for project owners

At the bottom of the page, there are links for "Partners", "Privacy Policy", "Procurement Regulations", "Terms and Conditions", "RSS", and "Contact Us".

*If you have any remarks or questions concerning the website, please do not hesitate to contact us by e-mail: [passationmarche@afd.fr](mailto:passationmarche@afd.fr)*

Web user profiles:

Three types of use are possible:

- **Consultation of notices – simple visitor:**
  - Visitors have access to the list of tender notices via the link [<View notices>](#) (See page 4). Subscription or accreditation is not required.
- **Creation of an e-mail alert – member visitor** (access via the link [“Members: please log in”](#). See page 3) :
  - Member visitors have access to the list of tender notices via the link [<View notices>](#) (See page 4).
  - You can create e-mail alerts for notices which interest you via the link [<be informed>](#) (See page 6). An account must be created in order to create alerts. (See page 3).
- **Publication of a notice by a buyer / project owner accredited by AFD** (access via the link [Members: please log in](#). See page 3):
  - Members have access to the list of tender notices via the link [<View notices>](#) (See page 4).
  - You can create e-mail alerts for notices which interest you via the link [<be informed>](#) (See page 6).
  - Finally, notices can be published on the website free of charge via the link [<publish>](#) (See pages 7 and 8).

## A - Consultation of tender notices

### a. Simple search



**Agence Française de Développement** Members: please log in English

Home View Notices Search

All Countries Search Advanced Search

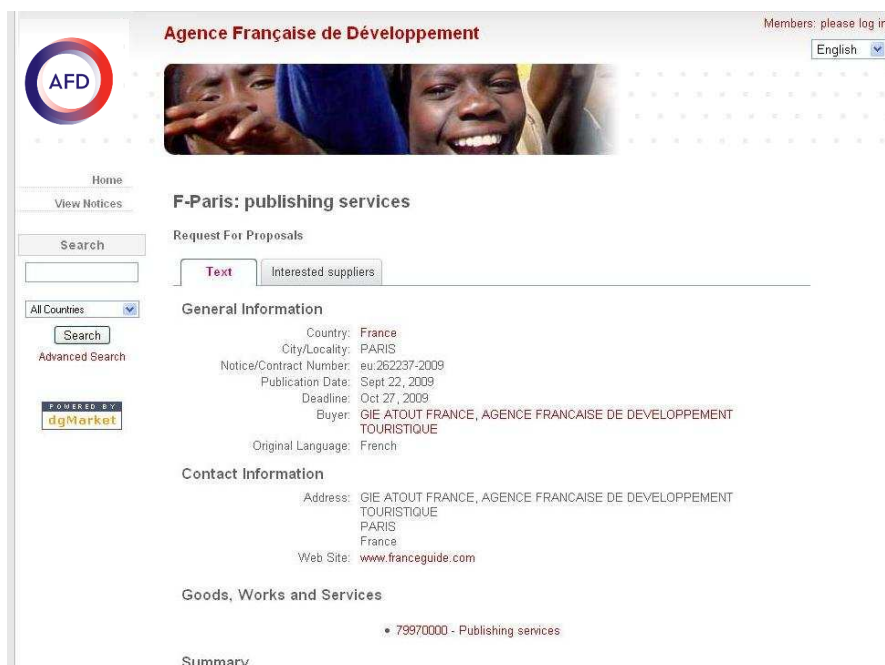
POWERED BY dgMarket

**Tenders sponsored by AFD**  
1-20 of 33 Page: 1 2 Next

Country	Notice Title	Published	Deadline
France	Research and development consultancy services	Oct 13, 2009	Nov 16, 2009
Indonesia	EI for a TA on a GHG emission reduction scheme in the cement sector in Indonesia	Oct 12, 2009	Nov 8, 2009
Niger	Financial auditing services	Oct 9, 2009	Oct 22, 2009
Burundi	Higher education services	Oct 8, 2009	Nov 18, 2009
Cape Verde	Provision of services to the community	Oct 7, 2009	Oct 22, 2009
Cape Verde	Investment banking services and related services	Oct 7, 2009	Oct 22, 2009
Jordan	Government services	Oct 2, 2009	Oct 22, 2009
Palestinian Territory	Prepaid Metering	Sept 23, 2009	Nov 17, 2009
France	F-Paris: publishing services	Sept 22, 2009	Oct 27, 2009
Senegal	Ground-stabilisation work	Sept 20, 2009	Nov 9, 2009
Vietnam	Upgrading Railway Section	Sept 18, 2009	Nov 6, 2009
Comoros	Financial consultancy services	Sept 18, 2009	Nov 5, 2009
Tunisia	Support services for railway transport	Sept 17, 2009	Oct 30, 2009
Chad	Operation of water supplies	Sept 16, 2009	Oct 29, 2009
Tunisia	Public transport services by railways	Sept 12, 2009	Oct 30, 2009
Tunisia	Public transport services by railways	Sept 12, 2009	Nov 13, 2009

Visitors can access all notices for projects financed or cofinanced by AFD via the link **<Check>** on the homepage or the link **<View notices>** in the left-hand menu.

All information concerning the notice can be accessed by clicking on the title of the notice.



**Agence Française de Développement** Members: please log in English

Home View Notices Search

All Countries Search Advanced Search

POWERED BY dgMarket

**F-Paris: publishing services**

Request For Proposals

Text Interested suppliers

**General Information**

Country: France  
City/Locality: PARIS  
Notice/Contract Number: eu:262237-2009  
Publication Date: Sept 22, 2009  
Deadline: Oct 27, 2009  
Buyer: GIE ATOUT FRANCE, AGENCE FRANCAISE DE DEVELOPPEMENT TOURISTIQUE  
Original Language: French

**Contact Information**

Address: GIE ATOUT FRANCE, AGENCE FRANCAISE DE DEVELOPPEMENT TOURISTIQUE  
PARIS  
France  
Web Site: www.franceguide.com

**Goods, Works and Services**

• 79970000 - Publishing services

Summary

b. Advanced search



Visitors can also find a notice via the search engine on the left-hand side of the screen:

- By a 'full text' search by entering a key word in the appropriate field (cf. ❶)
- By selecting a country in the drop-down menu (cf. ❷)
- By an advanced search (cf. ❸)

## B – Become a member

To publish a notice **you must first become a member of AFD/dgMarket.**

Click on the link **“Members: please log in”** (top right-hand corner of screen).  
You arrive on the following connection page:



You can become an **AFD/dgMarket member free of charge** via the link **Register now**. An acceptance e-mail is sent to you as soon as the form is received.

**Member space:** visitors that are already registered can access the publication of notices and, if they wish, create e-mail alerts via **please log in**. *If you are already a dgMarket member you can use your codes to log in.*



### Register

To become a member of dgMarket, please complete the form below.

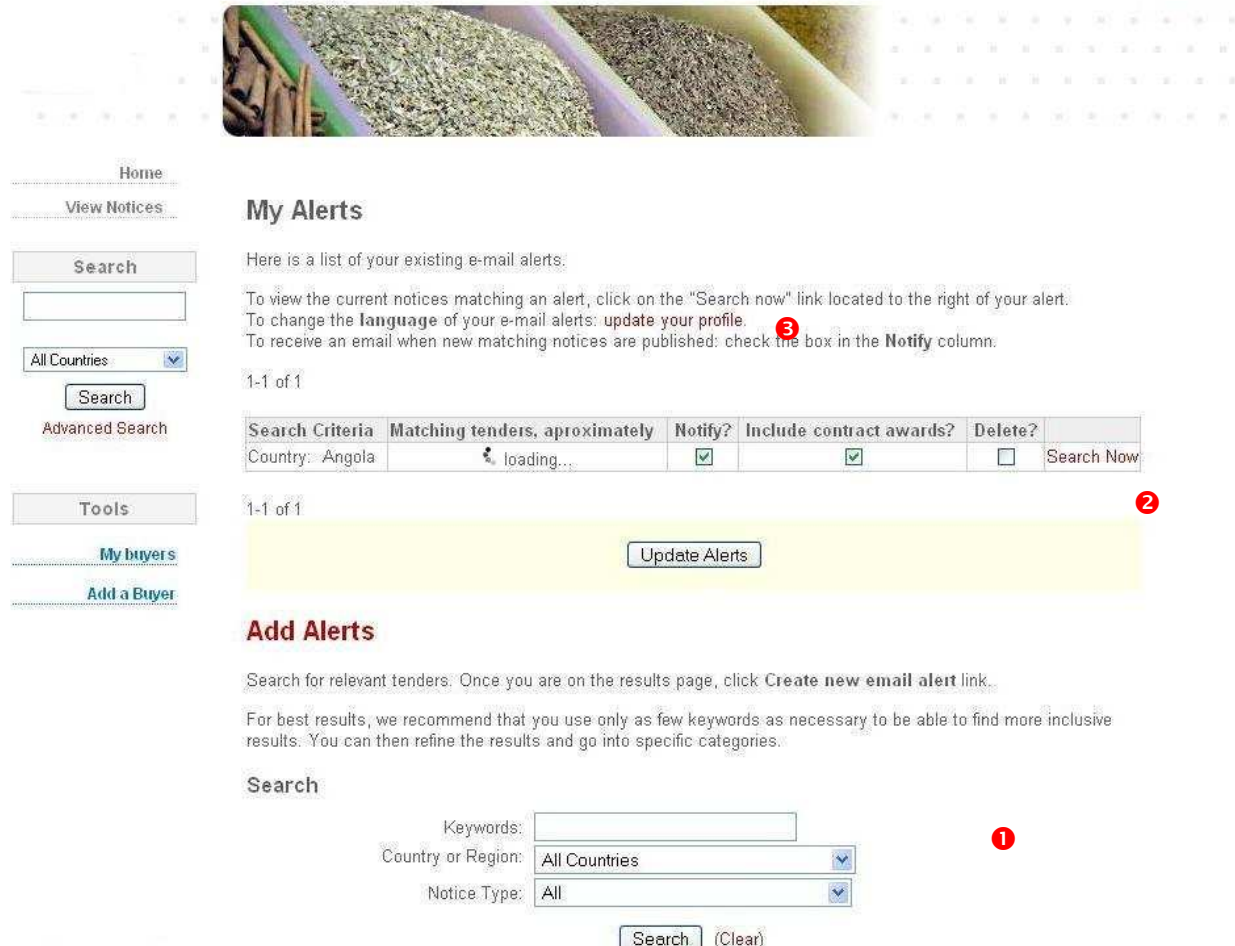
All fields marked with an \* are required.

*First name	<input type="text"/>
*Last name	<input type="text"/>
Organization	<input type="text"/>
*Email address	<input type="text"/>
*Repeat Email Address	<input type="text"/>
*Your Password:	<input type="password"/>
*Repeat password	<input type="password"/>
*Country of residence	Select a Country <input type="button" value="v"/>
Mailing Address	<input type="text"/>
*Phone	<input type="text"/>
Fax	<input type="text"/>
Web Site	http:// <input type="text"/>

Your language settings  
Alert language preference  
English

I have read and agree to the Terms and Conditions and Privacy Policy of this website.

## C – Creating an e-mail alert



Home  
View Notices

Search

All Countries

Search

Advanced Search

Tools

My buyers

Add a Buyer

### My Alerts

Here is a list of your existing e-mail alerts:

To view the current notices matching an alert, click on the "Search now" link located to the right of your alert.  
To change the **language** of your e-mail alerts: **update your profile**.  
To receive an email when new matching notices are published: check the box in the **Notify** column.

1-1 of 1

Search Criteria	Matching tenders, approximately	Notify?	Include contract awards?	Delete?	
Country: Angola	loading...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Search Now

1-1 of 1

Update Alerts

### Add Alerts

Search for relevant tenders. Once you are on the results page, click **Create new email alert** link.

For best results, we recommend that you use only as few keywords as necessary to be able to find more inclusive results. You can then refine the results and go into specific categories.

Search

Keywords:

Country or Region: All Countries

Notice Type: All

Search (Clear)

You must be a member in order to create an e-mail alert (cf. B).

DGMarket members can create e-mail alerts and directly receive notices they are interested in via the link **<be informed>** on the homepage.

You can start a search by filling in one of the following fields (cf. 1):

- **Key words:** enter the word you are looking for
- **Country or region:** choose from the drop-down menu
- **Type of notice:** choose from the drop-down menu

You can also make a search via the alerts you have saved or delete old alerts (cf. 2).

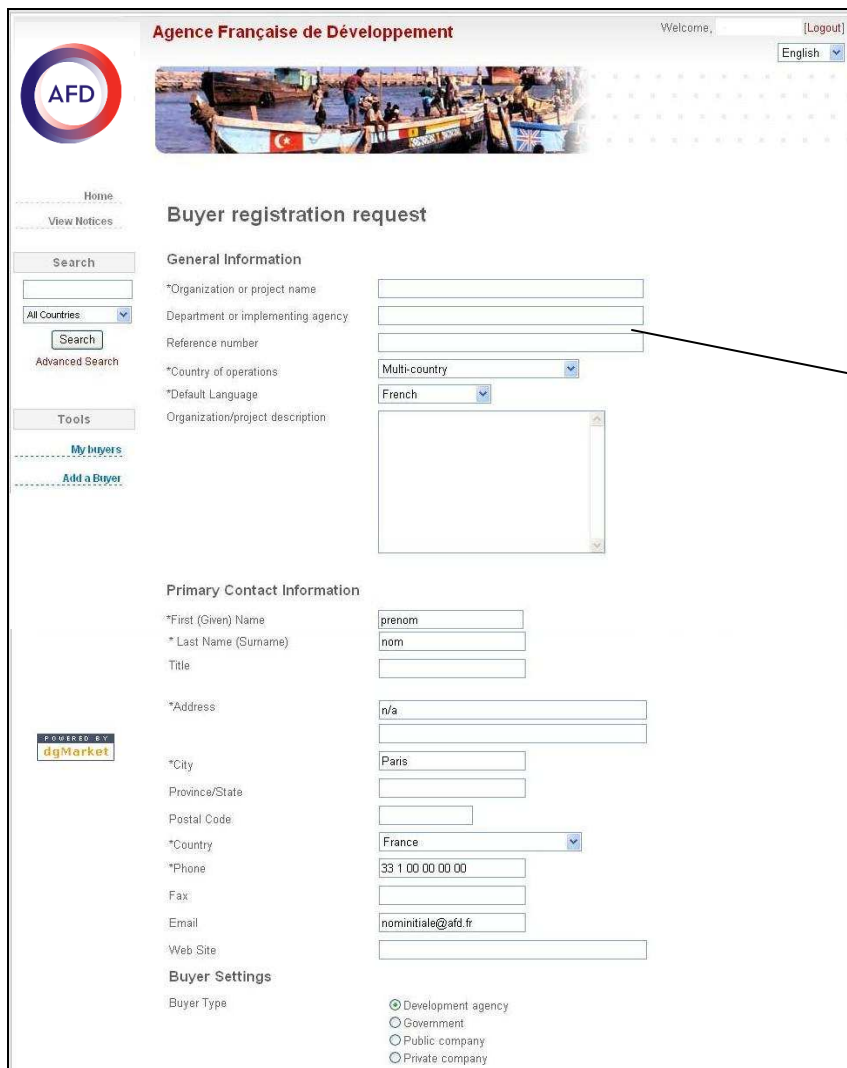
**NB:** you can modify your profile either by clicking on "update your profile" (cf. 3) or by directly clicking on your name in the top right-hand corner of the screen.

**D – Publishing notices**

Project buyers must be registered in order to **<publish>** a tender notice.

**NB: an AFD profile already exists and does not need to be registered for AFD procurement: “Agence Française de développement – Buyer”**

Once you have logged in, click on the link **<Add a buyer>** in the left-hand menu and **fill in the registration request form.**

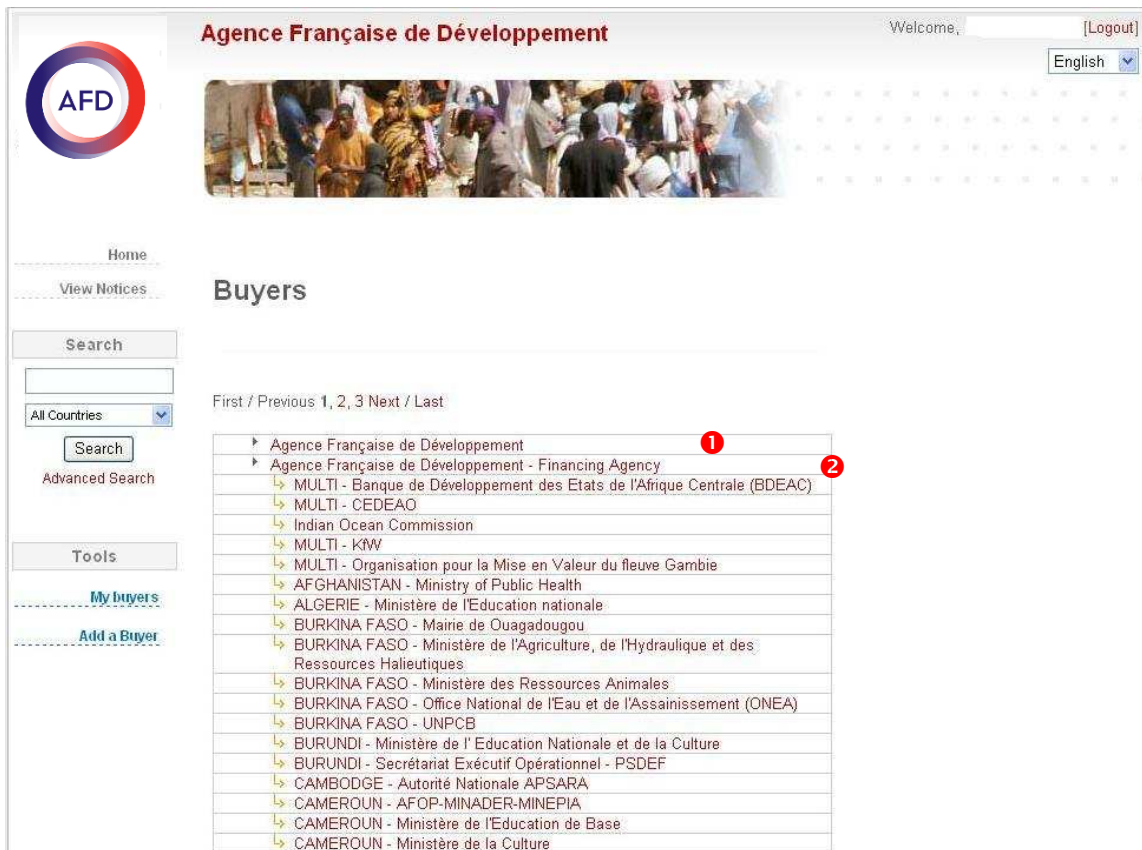


The name of the organization (of the owner) must be as follows:  
[COUNTRY] – [Name of organization]

Eg: FRANCE – MINISTRY OF PW

Once the form has been saved, the request is submitted to the interface managers for approval. You directly receive an e-mail informing you of the status of your request. Once it has been accepted **you are automatically registered as a user of the new owner with the status of administrator.**

Once an owner has been registered, and provided you have been declared as a user (status of administrator or editor), you can publish the notices and information about your procurement process free of charge. You are entirely responsible for the content of such notices.



The screenshot shows the 'Buyers' page on the AFD website. The page header includes the AFD logo, the text 'Agence Française de Développement', and a 'Welcome' message with a '[Logout]' link and a language dropdown set to 'English'. Below the header is a navigation menu with 'Home', 'View Notices', and 'Search'. The 'Search' section includes a search box, a dropdown for 'All Countries', and a 'Search' button. Below the search section are 'Tools', 'My buyers', and 'Add a Buyer' links. The main content area is titled 'Buyers' and shows a list of buyers. The list is paginated with 'First / Previous 1, 2, 3 Next / Last'. The list includes the following entries:

- ▶ Agence Française de Développement (1)
- ▶ Agence Française de Développement - Financing Agency (2)
- ↳ MULTI - Banque de Développement des Etats de l'Afrique Centrale (BDEAC)
- ↳ MULTI - CEDEAO
- ↳ Indian Ocean Commission
- ↳ MULTI - KW
- ↳ MULTI - Organisation pour la Mise en Valeur du fleuve Gambie
- ↳ AFGHANISTAN - Ministry of Public Health
- ↳ ALGERIE - Ministère de l'Education nationale
- ↳ BURKINA FASO - Mairie de Ouagadougou
- ↳ BURKINA FASO - Ministère de l'Agriculture, de l'Hydraulique et des Ressources Halieutiques
- ↳ BURKINA FASO - Ministère des Ressources Animales
- ↳ BURKINA FASO - Office National de l'Eau et de l'Assainissement (ONEA)
- ↳ BURKINA FASO - UNPCB
- ↳ BURUNDI - Ministère de l' Education Nationale et de la Culture
- ↳ BURUNDI - Secrétariat Exécutif Opérationnel - PSDEF
- ↳ CAMBODGE - Autorité Nationale APSARA
- ↳ CAMEROUN - AFOP-MINADER-MINEPIA
- ↳ CAMEROUN - Ministère de l'Education de Base
- ↳ CAMEROUN - Ministère de la Culture

### 1) Select the profile of the owner you represent:

- For owners of projects financed by AFD (cf. 1):

Use the <Buyers> link on the homepage or <My buyers> (left-hand menu) and click on the appropriate registered owner in the list under “**Agence Française de développement – Financing agency**”

*N.B. Owners are listed by country and alphabetical order. When owners operate in several countries, the name of the country is replaced by “MULTI”.*

- For AFD Buyers (cf. 2):

Use the <Buyers> link on the homepage or <My buyers> (left-hand menu) and click on “**Agence Française de développement**”

**IMPORTANT:** If the owner you represent is already registered on the list, you simply need to be accredited at your first connection in order to publish notices. Select the owner, then click on the link “**Request permission**”. This request is submitted to the administrators who will approve or reject the request.

**NB:** If you have already been accredited by an administrator, you do not need to request accreditation in order to access the publication of notices.





Agence Française de Développement

Welcome, [Logout]

English

Home

View Notices

Search

All Countries

Search

Advanced Search

Tools

My buyers

Add a Buyer

Set email alert

## FRANCE - Test AFD<Translate>

This buyer is a part of Agence Française de Développement - Financing Agency.

### Manage buyer

- Manage Users **3**
- Edit buyer profile

FRANCE - Test AFD<Translate> operates in France.

### Sub-buyers

- Add a child buyer

### Procurement notices


- Add a Notice **2**

**3)** Once you have been accredited, each time you wish to publish a notice click on **<Add a notice>** (cf. **2**), **fill in the publication form and select the CPV reference codes** (cf. following pages).

**4)** You will then receive an e-mail informing you of the publication status of the notice. **The notice can be modified** by clicking on the **"Edit"** link below the notice. Attachments can also be added in **"Bidding documents"**.


**5)** Once the notice has been published **it is visible on the list of notices within 24 hours**. This list can be consulted by clicking on **"View notices"** in the left-hand column.

**NB:** When you are an administrator for an owner you may accredit other users – **editors** – to publish notices in the name of the same owner by clicking on **"Manage users"**. You can also modify the owner's profile by clicking on **"Edit buyer profile"** (cf. **3**).



**Agence Française de Développement**

Welcome, [Logout]  
 English ▼



[Home](#)

[View Notices](#)

Search

All Countries ▼

Search

[Advanced Search](#)

Tools

[My buyers](#)

[Add a Buyer](#)

**Buyer:** FRANCE - Test AFD Required fields are marked with \*

Help

**General Information**

\*Main language of the notice:  ?

\*Country for the performance of the contract:  ?

City/Locality:  ?

Notice Type:

- Prior Information Notice ?
- Request For Proposals ?
- Request For Expressions of Interest ?
- Prequalification Notice ?
- Contract Award ?
- Auction ?

\*Notice/Contract Name:  ?

\*Notice/Contract Number:  ?

\*Method of Procurement:  ?

Minimum Qualification Criteria and Eligibility of Bidders:  ?

Deadline for Bid or Application Submission:      ?

No deadline date

**Contact Information** ?

Organization/Department:

\*First (Given) Name:

\*Last Name (Surname):

Title:

\*Address:

\*City:

Province/State:

Postal Code:

\*Country:  ▼

\*Phone:  ?

Province/State:

Postal Code:

\*Country:  ▼

\*Phone:  ?

Fax:

Email:

Web Site:

**Detailed information and Bidding Documents**

\*Full Official Text of the Notice:

Distribute bidding documents online ?




Selection of CPV codes for a notice


When you click on “**Save and continue**” a new page opens. **You must then select the corresponding CPV code(s).**

**NB:** The CPV codes have been established at the European level. This classification system aims to facilitate the entry of data for competitive bidding and allow companies to identify the bid invitations that concern them.




For further information:





























[http://simap.europa.eu/codes-and-nomenclatures/codes-cpv/codes-cpv\\_en.htm](http://simap.europa.eu/codes-and-nomenclatures/codes-cpv/codes-cpv_en.htm)

- Click on  to select a category.
- Click on  to develop a category.
- Click on  to reduce.

Find CPV codes for products and services to be procured 

Keywords or code:

Click  to select a category. Click  to expand a category. Click  to collapse. [Show top CPV categories](#)

-  Agriculture & Food
  -  03000000 Agricultural, farming, fishing, forestry and related products
    -   03100000 Agricultural and horticultural products
    -   03200000 Cereals, potatoes, vegetables, fruits and nuts
    -   03300000 Farming, hunting and fishing products
    -   03400000 Forestry and logging products
  -  15000000 Food, beverages, tobacco and related products
  -  77000000 Agricultural, forestry, horticultural, aquacultural and apicultural services
-  Services
-  Construction
-  Education
-  Energy
-  Environment
-  Finance
-  Health & Population
-  Industry
-  Info & Communications
-  Mining
-  Public Sector
-  Social Protection
-  Tourism
-  Transport
-  Urban Development
-  Water

**Selected CPV codes:**

Once you have selected the code(s) click on “**Continue >>>**” to display the notice and confirm its publication if required.

## Add an attachment

Should you wish to add an attachment to your notice:

- 1) When publishing the notice you must check the box **<Distribute bidding documents online>** at the end of the publication form (cf. page 10); then, after selecting the associated CPV code(s), add the attachment in the tab **<Bidding documents>** (see below).



**Information détaillée et Dossier d'appel d'offres**

\*Texte officiel complet de l'avis (NB : une fois validé, l'avis n'est publié sur le site que 24h après)

Pour consulter le texte complet de l'avis, télécharger la pièce jointe.

Distribuer en ligne le dossier d'appel d'offres

Annuler    Sauvegarder    Sauvegarder et continuer

- 2) On the notice page, in the tab **<Bidding documents>** you can upload the document by clicking on **<Search>**. You can then describe the document, then indicate what type of document it is in the drop-down menu.



AFD

Accueil

Consulter les avis

Recherche

Tous les pays

Rechercher

Recherche Avancée

Outils

Publier des avis

Ajouter un maître d'ouvrage

Test 2<Translate>

Avis d'appel d'offres

Texte    Éditer    Dossier d'appel d'offres    Historique des données    Fournisseurs intéressés

**Dossier d'appel d'offres**

Ajouter un dossier d'appel d'offre ou un fichier en pièce jointe

Cliquez sur ce bouton pour récupérer le fichier que vous souhaitez joindre à cet avis

Nom du fichier :  Parcourir...

Description du document :

Type de document : Sollicitation

Charger le fichier

Once the notice has been published, you can consult the list of service providers that have downloaded the attachment in the same **<Bidding documents>** tab at the bottom of the page.

### NB:

- We advise you to mention that the attachments must be downloaded in the text of the notice.
- You can upload several documents if you wish.
- The formats advised are Word (doc. extension), Excel (.xls) and PDF (.pdf)