

Procurement request

Article / Service	Delivery date	Expected costs (excl. VAT)	Budget line
INNO project coordinator	01/11/2008	EUR 10,000 / 6 months	INNO External expertise and services

Justification/description of services or goods requested:	The partnership has decided that the INNO project coordination has to be externalised to a company experienced in INTERREG project coordination.
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Selection of provider

Type of selection procedure	EUR 50,000 - 206,000 : Publication of a contract notice in the BOAMP or in a newspaper
Justification if deviation	N/A

Name of company consulted	ExpertProject	France-Europe, Paris	Jean-Marc Dupont, Lille
Name of the contact person	Nathalie Paris	Marie-France Petit	Jean-Marc Dupont
Date of consultation	30/09/2008	30/09/2008	30/09/2008
How were the companies consulted?	Publication in the Voix du Nord (Regional newspaper)	Publication in the Voix du Nord (Regional newspaper)	Publication in the Voix du Nord (Regional newspaper)
Date of receipt of offer	05/10/2008	07/10/2008	10/10/2008
Delivery notice	01/11/2008	01/11/2008	01/11/2008
Summary description of offer received	12 years experience, EUR 30,000 / 6 months	10 years experience, EUR 9,000 / 6 months	10 years experience, EUR 10,000/ 6 months
Price proposed in offer (excl. VAT)	EUR 180,000	EUR 54,000	EUR 60,000
Company selected and justification:	Jean-Marc Dupont is selected because it offers sufficient experience and a reasonable price. In addition, the Lead Partner has already worked with this organisation on a similar project.		

Approval of Purchase and Selection

Date	Team member in charge	Procedure and budget (Finance Manager)	General approval (Director)
30/09/2008	AM	EL	DP

Order

Contract signed on 25/10/2008

Order issued on 25/10/2008

Documents attached to this note (please tick)

☒ Document with terms of reference

☒ Offers received

☒ Contract