Call for applications for the outsourcing of visa application collection

1. Purpose of the call for applications

The French Embassy in Sri Lanka is planning to launch a new call for applications in order to select an external service provider responsible for tasks relating to the collection of visa applications: arranging appointments, receiving and informing the public, receiving applications, collecting biometrics data, performing data entry for visa applications, collecting application fees, sending applications to the consular posts and returning passports.

2. Timetable

Deadline for issuance of the general conditions and assessment grid	**14 March 2014**
Deadline for bid submission	**14 April 2014**
Decision of the selection committee	**End of June 2014**
Provisional date for opening the centres	**1st October 2014**

3. Compiling applications

Bids must address all points featured in the general conditions. They shall not exceed 150 pages in double-sided A4 format.
A fully-completed assessment grid must be enclosed with the bids submitted.

Bids with assessment grids featuring missing or insufficient information shall be considered incomplete.

The assessment grid is one of the selection criteria.

4. Procedure for submitting applications

Service companies wishing to submit their application for outsourcing may be issued with the **general conditions and the assessment grid** by the Embassy in Colombo **no later than 14 March 2014**, by sending an e-mail to the following address: [contact@ambafrance-lk.org].

Each applicant must submit **three copies of their application, both in hard copy and on three USB flash drives**, by **no later than 1 p.m. on 14 April 2014**.

Consulates	Deadline for bid submission	Number of hard copies	Number of copies on USB flash drive
	14 April 2014	**3**	**3**

Applications must be submitted **in French, and in a sealed envelope**.

5. The duration of the approval to be granted by Colombo shall be two years, possibly renewable

6. **Failure to comply with these instructions will disqualify the application**.