**Shabake Call for Proposals: Economic Recovery Projects**

**Guide on Using PLACE Platform to Apply to the Call**

Below are instructions on how to use the PLACE Platform to download the application documents for this call. Applications will only be considered if submitted on this platform. Emailed applications will not be reviewed.

1. **To download the application documents:**
2. Click on this link:
<https://www.marches-publics.gouv.fr/index.php?page=entreprise.EntrepriseDemandeTelechargementDce&refConsultation=679267&orgAcronyme=s2d>
3. Click on “log in” or “se connecter” button than click on “Register” or “M'inscrire” to create your ID
4. At the bottom right of the page, you can change the language to English if preferred
5. Click on “Access Details” or “Acceder a la consultation”
6. You will arrive on a page titled “Procurement details” or “Détail de la consultation”. Scroll to the bottom of this page where you will see 4 tabs:
	1. Notice/Download or Publicite/Telechargement
	2. Question
	3. Submittal or Depot
	4. Secure Messaging or Messagerie Securisee
7. To download the application documents, click on “Procurement Documents” or “Dossier de consultation” under tab #1
8. In the next page, fill in your details under “My details” or “Mes Coordonnees”.
9. Once you filled out your details, click ”Validate” or “Valider” on the bottom right of the screen
10. On the bottom right of the new page, click “Download the Procurement Documents” or “Telecharger le Dossier de consultation” to download the application documents.
11. **To upload your application documents:**
12. Click on this link:
<https://www.marches-publics.gouv.fr/index.php?page=entreprise.EntrepriseDemandeTelechargementDce&refConsultation=679267&orgAcronyme=s2d>
13. Click on the Tab #3 titled “Submittal” or “Depot” and follow the steps.