



INVITATION TO CANDIDATE INVITATION TO BID

SEEKING FOR SCHOOL TRANSPORT SERVICE PROVIDER FOR MARGUERITE DURAS
FRENCH INTERNATIONAL SCHOOL,
HO CHI MINH CITY, VIETNAM
ACADEMIC YEAR 2020 / 2023

Contract signing party: Parents' Union of Marguerite Duras School (UPMD)

Members of Transport Committee (UPMD):

Ms. Karine CAMART, Chairwoman of UPMD
Mr. Daniel CAUNE, Transport Committee/UPMD
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A – BID INVITATION PROCEDURE

1. LANGUAGE OF PBIDDING ACKAGE

The bidding documents as well as all the bid notices must be written in French and Vietnamese.

However, all the documents providing the bidder's capacity must be presented in the original language of the documents.

2. QUALIFIED CANDIDATE

A bidder shall be an individual entity that constitutes a company, established and registered in Vietnam, and operated in accordance with the law of Vietnam. This standard will be applied to determine the nationality of subcontractors and providers engaged by the main contractor.

3. DOCUMENTS CONSTITUTING BIDDING PACKAGE

The bidding package will consist of the following documents:

- a) A filled submitted form (see Annex 3)
- b) Documents proving that the Bidder has required capacities (see item 4.)

4. DOCUMENTS CERTIFYING QUALIFICATION OF BIDDER

To establish the required capacities to implement the Agreement, the Bidder shall provide all the following documents.

Technical and professional capacity:

- License of company (the company shall prove experience of operation for over 3 years);
- Presentation of references for passenger transport;
- Information about company's shareholders (with copies of personal documents);
- Number of long-term and short-term employees in the company;
- Organizational structure of the company with name and contact information of managers and officers;
- List of current fleets including brand, capacity and service year of vehicles (attached copies of administrative documents);
- Copies/scanned copies (at least 200 dpi) of driving licenses of proposed drivers;
- Curriculum vitae of the proposed personnel for the position of accompanying person and coordinator.

Economic and financial capacity:

- Revenue for tax declaration of Vietnam in the last 3 years;

The contract award for the Bidder depends on the positive result of this determination.

5. CURRENCY FOR BIDDING PACKAGE AND PAYMENT

The documents of the bidding package are fixed in Vietnam dong (VND) and Euro (€). The payments for the Agreement will be made in the same method.

6. DEPOSIT OF BIDDING PACKAGE

The bids shall be submitted prior to 16:00 on February 28, 2020 by courier service with recipient confirmation at the following address:

Office of Parent Association -Marguerite Duras French International School
No. 11, Long Thanh My, District 9, Ho Chi Minh City

A digital copy of the bid shall be sent via email prior to 16:00 on February 28, 2020 to the following address: transport.scolaire@upmd.fr

7. INFORMATION CONFIDENTIALITY/ CONFLICT OF INTEREST

Any attempt from the bidder that affects UPMD when evaluating bids or deciding the bid award, regardless of the method, shall result in the rejection of the bid.

None among employees of the bidder or of a service provider on behalf of the agency who signs to make procedures or may affect the results, whether direct or indirect, has financial, economic or other personal benefit that can be considered compromised with their impartiality or independence in the bidding process.

8. GOOD IMPLEMENTATION ASSURANCE

Within twenty eight (28) days after receiving the notice from UPMD about the contract award, the selected bidder will sign a partnership agreement with UPMD.

This partnership agreement is an ethics warranty certificate. This certificate shall be respected by the selected bidder to be continued to be considered as the person holding the agreement during the effective period of the bid.

9. PRESENTATION OF PROPOSED TRANSPORT SOLUTION

The provider shall provide a document that presents details about the proposed solution on UPMD's request, including: details about vehicles used (quantity, type and number of seats), proposed pick-up points, time to

support customers and a description of service functions for the purpose of ensuring the best quality for user support.

10. FINANCING

The provider will present a financial and technical proposal in **French** in an envelope different from the quotation for the user.

Bid submission: The bids shall be submitted prior to 16:00 on February 28, 2020 by courier service with recipient confirmation at the following address:

**Office of Parent Association -Marguerite Duras French International School
No. 11, Long Binh Ward, District 9, Ho Chi Minh City**

A digital copy of technical and financial documents of the bid shall be sent via email prior to 16:00 on February 28, 2020 to the following address: transport.scolaire@upmd.fr

11. BID AWARD CRITERIA

Price is not the only criterion for the bid award.

The study of documents and selection of the provider will be based on;

- Quality of administrative documents (20%),
- Quality of technical documents (40%),
- Quality of financial proposal (40%),

Providers participating in the bid may be invited to present the technical and financial proposal to UPMD's representatives.

12. AGREEMENT SIGNING

Before the deadline for the bid invitation (March 31, 2020), UPMD will inform its decision in writing to the selected bidder.

At the same time, UPMD will exchange the bid invitation results to other bidders by providing the following information:

1. Name of each bidder submitting proposals,
2. Bid value announced at bid opening,
3. Name of bidders rejected and reasons for rejection
4. Name of selected bidder, bid value as well as term and summary of awarded agreement scope.

B – DETAILS OF BIDDING DOCUMENTS (DESCRIPTION OF REQUIRED SERVICE)

13. SERVICE DESCRIPTION

UPMD of Marguerite Duras French International School who is responsible for implementing pupil pickup service for the school would like to give out bid invitation for pupil pickup service of LFI Duras for the following school years:

- 2020/2021
- 2021/2022
- 2022/2023

Number of passengers to be picked up of the school is estimated at around 950 pupils. Their age is from 3 to 18.

14. DEFINITION

Provider: After the public bid, the company selected by UPMD will establish a school transport system.

Carrier: One or more school transport units will be selected as subcontractors of the provider.

UPMD: Parents' Union of Marguerite Duras school is responsible for the bid invitation and partnership agreement signing with the Provider.

15. OBLIGATIONS OF PROVIDER

Ensure the good implementation of the tasks described hereunder, directly or indirectly by one or more selected carriers at the prior expressive consent of UPMD.

If any carrier is a subcontractor, the Provider shall satisfy all the legal and regulatory obligations in accordance with the provisions of the law of Vietnam and prove it to UPMD.

The provider shall meet all the requirement of the school for issues related to the time and adjustments later.

15.1. MATERIAL AND EQUIPMENT

15.1.1. FLEET

- Current status of buses: the lifespan of buses must be under 10 years and complies with the applicable regulations.
- The number of buses is determined based on the quantity of users at each point, routes and size of buses.
- Bus size: is determined based on the quantity of users: small bus with 10/15 seats, medium bus with 25/30 seats, and bus with 45 seats - 1 seat for accompanying person
- The sign for bus must include the name of the provider and «Enfants à Bord (Children on board)» + be marked with ordinal number and the Provider and its subcontractors are prohibited to use the buses as a mean of advertising inside and outside the buses.
- The space inside the bus must allow placing bags of pupils without hindering the walkways on buses.
- Intensified buses are provided by transporter subcontractors and are used in case of incident or accident
- Drivers of these buses must know all the entire journey so that they may replace to move between the two points.
- Folded seat prohibition
- Request the Provider to use buses with safety level and air-conditions close to international standards.



15.1.2. EQUIPMENT ON VEHICLE

- Safety belt in each seat
- 1 GPS + bus tracking application
- 1 mobile phone
- 1 triangle or signal plate
- 1 medical first aid kit
- Hydrocarbon fire extinguishers with prescribed quantity
- Place for personal water bottles
- Yellow reflective vests corresponding to number of seats on the bus

Provision of additional safety equipment or tracking devices are highly appreciated.

15.1.3. MAINTENANCE AND INSPECTION

- Buses need daily maintenance and care.
- Transport subcontractors shall ensure vehicle conditions and perform a complete technical inspection before each school year opening.
- Everyday, it is required to check inside (belts, air-conditioners, first-aid kits, glass breakers, fire extinguishers, etc.) and outside (headlights, turn signals, tires, brakes, doors, etc.) and repair immediately if necessary.

The provider shall submit a copy of the maintenance and inspection reports to the UPMD's Transport Committee on a monthly basis.

15.2. INSURANCE

The provider undertakes to register all insurance required by the law of Vietnam for passenger/school transport services.

15.3. OPERATING DATE, HOLIDAY, ROUTE

- The service shall be guaranteed to be complete from Monday to Friday.
- There is no service during school holidays in accordance with the schedule of each school year.
- Routes are determined by the number of passengers, pick-up/drop-off addresses and timetables.
- Routes will be proposed by the provider according to the exchange addresses and the following criteria:
- Maximum time on vehicle to and from: 1h30 for each journey
- Pick-up and drop-off points by group (determined by concentration level or distance of families)
- Bus time to school: 7h45
- Departure time for school bus: 4 vehicles depart with different hours (14h, 15h, 16h, 17h) and an additional vehicle departs at 18h on Wednesday.
- For districts 4 and 7, it is required to arrange two separate buses to avoid exceeding 1h30 of the journey.
- For district 2, buses up to 24 seats and 5T shall be arranged based on the return trip unless authorized by the competent authority.
- Routes shall be deployed and journey time shall be tested for 1 month before starting school.
- Notify parents about the route of their child's bus 15 days before starting school: correct vehicle numbers, hours, and locations in the morning and return at the end of the day.
- Pick-up times and drop-off locations will be closed on October 1.

A list of current pick-up points is attached to this document (Annex 1) and allows the display of current pick-up points for the 2019/2020 school year. There may be changes to the school years of this bidding document based on geographic division of users, but these changes will be inconsiderable.



After discussing with UPMD and obtaining the approval from parents, some points may be merged to optimize the time and journey. The points are not fixed and may be changed based on users' house locations and number of new pupils in the year.

15.4. ROUTE FORMATION AND ADJUSTMENT

A list of current pick-up points is attached to this document (Annex 1) and allows displaying current pick-up points for 2019/2020.

Establishment and adjustment for this school year:

Add a stop on the existing route (adjusted):

In the school year, the service provider may be required to add an additional service point on the established route, provided that:

- The minimum number of users is 10.
- Additional stop time does not delay the current transport time.
- This new service point ensures all the safety guarantees and meets the provisions of the current road regulations.

Establish a new stop or a new route:

- It is impossible for this school year.
- To request a new stop establishment, please refer to the following section.

Establishment and adjustments for next school year (N + 1):

Add a stop on the existing route (adjusted):

The provider may be required to supplement an additional service point on the established route, provided that:

- The minimum number of users is 10.
- This new service point ensures all the safety guarantees and meets the provisions of the current road regulations.

Establish a new stop or a new route:

During the time recommended in this bidding document, the provider shall annually check the sufficiency of the established service points with the residence declared by the users. This study may eventually lead to a proposal to open a stop or route for school year N + 1.

The provider may be required to establish a new service point or a new route, provided that:

- The minimum number of users is 20
- This new service point ensures all the safety guarantees and meets the provisions of the current road regulations.
- **The parents concerned must send a written request to the Provider between January 1 and March 31 of the current year**

New projects will be the subject of a thorough research jointly performed by the Provider and UPMD.

IMPORTANT NOTE: Buses must be present at school or on the campus (designated) for the entire day with sufficient quantity to evacuate students or school employees, if needed.

15.5. PERSON IN CHARGE OF PROVIDER

PERSONNEL

- Coordinators
- Drivers
- Accompanying persons

The whole employees shall have no criminal record in any form.

15.5.1. LONG-TERM COORDINATOR ON SITE

- Post on school's website
- Employees of unique Provider
- Be selected after examining administrative records and health certificates
- Bilingual Vietnamese - French; English will be considered an advantage but not required
- Male or female adults

Role:

- Manage transport on the designated routes
- Contact pupils' parents to alert any abnormalities (a child missing, unforeseen passenger, late or malfunctioning, etc.)
- Return and update the list of pupils assigned to be picked up and dropped off for each bus: parents' full name, address, contact information (name and phone number), pick-up and drop-off time,
- Coordinate with school administration department to manage routes and adjust: school schedule, pupils' absence, timetable,
- Coordinate with those in charge of extracurricular activities
- Coordinate with families: Contact in case of bus late (morning or evening) or in case of adjusting routes and time, incident, etc.
- Coordination among buses: when the first vehicle departs in the morning until returning the last pupil in the evening,
- Coordinate and organize bus monitoring
- Receive reports from accompanying persons and intervene with families, authorities, and pupils if needed.
- Keep in regular contact with the school's designated representative

Depart

- Inform to families about abnormal circumstances, especially unexpected absence
- Allow a bus not to wait for long if a child is not present at pick-up time.

Return

- Organize accompanying persons to gather with pupils before the school bus departs;
- Allow accompanying persons to lead pupils to a point (as determined later) if responsible person or authorized person is not present when the bus arrives and notifies to families;

and generally do what is necessary to facilitate the task performance and transport of pupils.

15.5.2. DRIVER

- Work for the transport subcontractor(s), and perform their duties under Provider's exclusive control.
- Only recruit drivers:
 - Have a minimum of 3 years of driving experience, and do not have any criminal record for their driving operations, as well as have their license revoked.
 - Be selected after examining administrative records and health certificates
 - Have a valid driver's license (all driver licenses must be updated and scanned (200 dpi color format) and provided to UPMD at the beginning of each school year.
 - Minimum age of 30
 - Provider shall check for alcohol and drug use

Copies of administrative records of each driver will be provided to the Provider and may be referenced by UPMD.

Role:

- Guarantee the driving in the morning and afternoon
- Ensure safety for passengers and careful observation on roads
- Respect the time
- Check with accompanying person that all children are seated and tied up before the vehicle departs
- Pick up and drop off: ensure that before opening the doors, the bus stops in a safe place and does not endanger the getting-on or getting-off of pupils, ensure that pupils get off before the vehicle departs when dropping off, etc.
- On the bus: Do not eat, smoke, drink other liquids rather than water, do not talk on the phone while driving, and be polite and courteous to everyone. Be only allowed to exchange with users and the accompanying person about service needs
- Wear appropriate and clean clothes, and be hygienic. Wear shoes when driving
- Respect for the rules set by the Service Provider, as well as users' expectations (pupils and parents) with regard to communication and behavior.
- Do not take advantage of their working time to do other things not directly or indirectly related to driver's duties.
- Ensure the bus is always clean

Their role together with the above statements is to perform necessary things to facilitate their task performance and transport of pupils.

15.5.3. ACOMPANYING PERSON

- Be recruited by Provider
- Adult (Male or female + 18 years old)
- Be selected based on administrative records and health certificate
- Have at least one person to accompany each bus
- French-speaking accompanying persons will be available on each route

Role:

Contact coordinators to notify immediately of any abnormalities (a child missing, passengers not on the list, delays, breakdowns, bus safety issues, dangerous driving, etc.)

Depart:

- Be the first to get on the bus to convey instructions to the driver
- Check vehicle status and presence of safety devices
- Have a list of children who must be picked up and record their arrival when boarding by ensuring that pupils have their own identification (name tag or others).

- Only allow passengers registered on the list and have name tag to get on board
- Contact coordinator for instructions in case of unnotified passenger in advance.
- Check that all pupils wear seat belts throughout the journey
- Company with service rules
- If a child does not stand at the door (or at the pickup point) at the scheduled pick up time (defined official time), call the coordinator who will allow the bus to not to wait for long
- Record the arrival time of the vehicle and support small children to get on and get off the bus on the sidewalk
- For preschool children, bring them down for the latest and lead them to the designated location by the school

Return:

- Pick up pupils at the designated point on the departure time to lead them on the board
- Support small children to get on the bus
- Check to ensure that all pupils in the list have boarded before the bus leaves school
- Check to ensure that all pupils have tied their seat belts throughout the journey
- Do not allow pupils to get off without the presence of the authorized person to receive them (sibling, parent, nanny, etc.) while this person is not near (several meters) from the bus door.
- To drop-off point: 1/ Check the identity of the person picking up preschool and elementary pupils– 2 / Record the time to drop off all pupils in the list
- Inform to the coordinator if the person in charge or the authorized person is not present when the bus arrives and follows the coordinator's instructions.

Ensure pupils get off the bus together with their bags at the designated drop-off point on each pupil's slip.

And overall:

- Intervene if there is a problem on the bus (sooth a crying child, separate fighting pupils, etc.)
- On the bus: eat cookies, do not smoke, do not drink anything other than water, do not make personal calls, be courteous and polite to everyone.
- Make a report (available form) to the coordinator about the day's progress
- And generally do any necessary thing to facilitate the task performance and transport of pupils.
- Show pupils how to get on and get off.

15.6. EMERGENCY PROCEDURE TO BE COMPLIED BY PROVIDER

Perform emergency procedures and train groups to do this (accident, injury, damage, etc.)

16. REGISTRATION AND TAX TARIFF

The price proposed by the Bidder is fixed and includes all payments, fees, charges and taxes payable (net price, proposed to end users).

The price proposed by the Bidder is fixed throughout each school year and cannot be changed in any way.

The price proposed shall include all services proposed by the bidder during the valid period of the package.

The proposal must be valid within three (03) school years;

- Academic year 2020/2021
- Academic year 2021/2022
- Academic year 2022/2023

The Provider shall propose a tax tariff as well as internal rules for its users (Parents) and obtain their written consent to confirm and start transport service.

The price is unique to all users

Price for family: From 3 users or more per family, (discount 10% for the third and subsequent children)

Make payment quarterly or annually

Give a child a pick-up card with them, first, last name, class, bus name, morning and afternoon stops, as well as signs for children who are allowed or not allowed to go home alone by the Provider

The lump-sum price for a journey (morning or evening) is proposed as an option.

Single fare is also proposed as an option.

17. INVOICE

The Provider shall include all parking, transport, toll and other costs that may be necessary for the proper service operation in its financial proposal.

There is no increase or addition of fixed prices to users (for whatever reason and for the entire term of the service contract binding Provider to Users).

The Company shall propose an online payment system for invoices.

The provider will pay a financial guarantee equal to the value of one service month. This amount will be made upon signing the agreement by a bank guarantee.

18. SAFETY TRAINING

Before holidays, the Provider is required to conduct a safe training for all pupils. A video and a practical exercise will be required.

UPMD is entitled to carry out unannounced inspections of services (safety check, accompanying person check, bus check, alcohol test, etc.). Especially, they will check tire conditions.

For all non-compliant safety devices, the bus will be stopped immediately and shall not implement any pupil transport service when having not been repaired and returned to the appropriate condition; and UPMD will double check and confirm again.

The provider shall be prudent about the bus conditions during the TET time.

Any safety breach may be subject to punishment.

19. FACILITIES PROVIDED BY SCHOOL

Provide premise to the Provider.

Provide a safe parking lot where pupils can safely get on the bus before departing at the end of the day.

Organizing reception points in the school (for smallest children)

Provide notice boards: number/identification distribution for each bus and transport information.

Contact between the school and the provider/coordinator:

- Updated list of pupils and addresses.
- Schedule
- Study pace and timetable
- Absence: everyday
- Timetable adjustment: everyday
- Inform to families
- Connect family and Provider to register.
- Ensure that all school transport documents or records are properly distributed in classrooms, as requested by the Provider.

20. TERM OF PARTNERSHIP AGREEMENT

The Partnership Agreement signed between the Provider and UPMD will be valid in about 3 years. UPMD will implement the ANNUAL evaluation on the satisfaction of users, as well as in accordance with the operating regulations provided in this bidding document. The purpose of this evaluation is to confirm the extension of the partnership agreement and to warn and support the Provider (if any) for possible and regular incidents that users encounter or non-compliance to the operating regulations set up previously.



Annex 1: List of supported points in 2019/2020 and pupil division by area

DISTRICT	NBR DE POINTS	POINTS RAMASSAGE/DEPOSE	NBR ENFANT PAR DISTRICT/QUARTIER
DISTRICT 2	10	MIMOSA	575
		BP COMPOUND	
		MASTERIE	
		THAO DIEN VILLAGE	
		RIVERGARDEN	
		HAGL	
		THAO DIEN PEARL	
		PHU NHUAN COMPOUND	
		ANPHU/ANKHANH	
		ESTELLA	
		IMPERIA	
		ESTELLA HEIGHT	
DISTRICT 3	2	VO VAN TAN NKKN	53
DISTRICT 4	2	CHUA GIAC NGUYEN (Giac Nguyen Pagoda) HOANG DIEU	7
DISTRICT 7	4	NGUYEN BINH CANH VIEN ERA TOWN HOPITAL FV	103
DISTRICT TAN BINH	1	QUAN KHU 7 (QK7)	55
DISTRICT BINH THANH	3	197 DIEN BIEN PHU SAIGON PEARL VINHOMES	92
DISTRICT THU DUC	4	FATIMA PHAM VAN DONG HUE THIEN (LINH DONG) BAC AI	34
DISTRICT 9	1	KHANG DIEN	23
		TOTAL	942

Annex 2: Expected schedule 2020/2021



CALENDRIER SCOLAIRE 2020-2021 (rythme Nord)

Heures d'enseignement dispensées à tous les élèves : correspondant à une durée hebdomadaire moyenne comprise entre 24h (cas standard) et 26h maximum (cas d'un enseignement bilingue)

août-20	sept-20	oct-20	nov-20	déc-20	janv-21	févr-21	mars-21	avr-21	mai-21	juin-21	juil-21	
1 sa	1 ma	1 je 5,2	1 di	1 ma 5,2	1 ve	1 lu 5,2	1 lu 5,2	1 je 5,2	1 sa	1 ma	1 je 5,2	
2 di	2 me 5,2	2 ve 5,2	2 lu 5,2	2 me 5,2	2 sa	2 ma 5,2	2 ma 5,2	2 ve 5,2	2 di	2 me 5,2	2 ve 5,2	
3 lu	3 je 5,2	3 sa	3 ma 5,2	3 je 5,2	3 di	3 me 5,2	3 me 5,2	3 sa	3 lu 5,2	3 je 5,2	3 sa	
4 ma	4 ve 5,2	4 di	4 me 5,2	4 ve 5,2	4 lu 5,2	4 je 5,2	4 je 5,2	4 di	4 ma 5,2	4 ve 5,2	4 di	
5 me	5 sa	5 lu 5,2	5 je 5,2	5 sa	5 ma 5,2	5 ve 5,2	5 ve 5,2	5 lu 5,2	5 me 5,2	5 sa	5 lu 5,2	
6 je	6 di	6 ma 5,2	6 ve 5,2	6 di	6 me 5,2	6 sa	6 sa	6 ma 5,2	6 je 5,2	6 di	6 ma 5,2	
7 ve	7 lu 5,2	7 me 5,2	7 sa	7 lu 5,2	7 je 5,2	7 di	7 di	7 me 5,2	7 ve 5,2	7 lu 5,2	7 me 5,2	
8 sa	8 ma 5,2	8 je 5,2	8 di	8 ma 5,2	8 ve 5,2	8 lu 5,2	8 lu 5,2	8 je 5,2	8 sa	8 ma 5,2	8 je 5,2	
9 di	9 me 5,2	9 ve 5,2	9 lu 5,2	9 me 5,2	9 sa	9 ma 5,2	9 ma 5,2	9 ve 5,2	9 di	9 me 5,2	9 ve 5,2	
10 lu	10 je 5,2	10 sa	10 ma 5,2	10 je 5,2	10 di	10 me 5,2	10 me 5,2	10 sa	10 lu 5,2	10 je 5,2	10 sa	
11 ma	11 ve 5,2	11 di	11 me 5,2	11 ve 5,2	11 lu 5,2	11 je	11 je 5,2	11 di	11 ma 5,2	11 ve 5,2	11 di	
12 me	12 sa	12 lu 5,2	12 je 5,2	12 sa	12 ma 5,2	12 ve	12 ve 5,2	12 lu 5,2	12 me 5,2	12 sa	12 lu 5,2	
13 je	13 di	13 ma 5,2	13 ve 5,2	13 di	13 me 5,2	13 sa	13 sa	13 ma 5,2	13 je 5,2	13 di	13 ma 5,2	
14 ve	14 lu 5,2	14 me 5,2	14 sa	14 lu 5,2	14 je 5,2	14 di	14 di	14 me 5,2	14 ve 5,2	14 lu 5,2	14 me 5,2	
15 sa	15 ma 5,2	15 je 5,2	15 di	15 ma 5,2	15 ve 5,2	15 lu 5,2	15 lu 5,2	15 je 5,2	15 sa	15 ma 5,2	15 je 5,2	
16 di	16 me 5,2	16 ve 5,2	16 lu 5,2	16 me 5,2	16 sa	16 ma 5,2	16 ma 5,2	16 ve 5,2	16 di	16 me 5,2	16 ve 5,2	
17 lu	17 je 5,2	17 sa	17 ma 5,2	17 je 5,2	17 di	17 me 5,2	17 me 5,2	17 sa	17 lu 5,2	17 je 5,2	17 sa	
18 ma	18 ve 5,2	18 di	18 me 5,2	18 ve 5,2	18 lu 5,2	18 je	18 je 5,2	18 di	18 ma 5,2	18 ve 5,2	18 di	
19 me	19 sa	19 lu 5,2	19 je 5,2	19 sa	19 ma 5,2	19 ve	19 ve 5,2	19 lu 5,2	19 me 5,2	19 sa	19 lu 5,2	
20 je	20 di	20 ma 5,2	20 ve 5,2	20 di	20 me 5,2	20 sa	20 sa	20 ma 5,2	20 je 5,2	20 di	20 ma 5,2	
21 ve	21 lu 5,2	21 me 5,2	21 sa	21 lu 5,2	21 je 5,2	21 di	21 di	21 me 5,2	21 ve 5,2	21 lu 5,2	21 me 5,2	
22 sa	22 ma 5,2	22 je 5,2	22 di	22 ma 5,2	22 ve 5,2	22 lu 5,2	22 lu 5,2	22 je 5,2	22 sa	22 ma 5,2	22 je 5,2	
23 di	23 me 5,2	23 ve 5,2	23 lu 5,2	23 me 5,2	23 sa	23 ma 5,2	23 ma 5,2	23 ve 5,2	23 di	23 me 5,2	23 ve 5,2	
24 lu	24 je 5,2	24 sa	24 ma 5,2	24 je 5,2	24 di	24 me 5,2	24 me 5,2	24 sa	24 lu 5,2	24 je 5,2	24 sa	
25 ma	25 ve 5,2	25 di	25 me 5,2	25 ve 5,2	25 lu 5,2	25 je 5,2	25 je 5,2	25 di	25 ma 5,2	25 ve 5,2	25 di	
26 me	26 sa	26 lu 5,2	26 je 5,2	26 sa	26 ma 5,2	26 ve 5,2	26 ve 5,2	26 lu 5,2	26 me 5,2	26 sa	26 lu 5,2	
27 je	27 di	27 ma 5,2	27 ve 5,2	27 di	27 me 5,2	27 sa	27 sa	27 ma 5,2	27 je 5,2	27 di	27 ma 5,2	
28 ve	28 lu 5,2	28 me 5,2	28 sa	28 lu 5,2	28 je 5,2	28 di	28 di	28 me 5,2	28 ve 5,2	28 lu 5,2	28 me 5,2	
29 sa	29 ma 5,2	29 je 5,2	29 di	29 ma 5,2	29 ve 5,2	29 lu 5,2	29 lu 5,2	29 je 5,2	29 sa	29 ma 5,2	29 je 5,2	
30 di	30 lu 5,2	30 ve 5,2	30 di	30 me 5,2	30 sa	30 ma 5,2	30 ma 5,2	30 ve 5,2	30 di	30 lu 5,2	30 ve 5,2	
31 lu	31 sa	31 sa	31 sa	31 je	31 di	31 me 5,2	31 me 5,2	31 lu 5,2	31 sa	31 sa	31 sa	
heures	0	109	72,8	109	72,8	104	62,4	120	62,4	104	109	10,4
jours	0	21	14	21	14	20	12	23	12	20	21	2

nombre total d'heures de classe sur l'année :	936
nombre total de jours de classe sur l'année :	180



Union des Parents
du Lycée Marguerite Duras



Annex 3: Submitted forms

Editable word documents, attached with documents to be filled, signed, sealed and attached to the submitted documents.