**CALL FOR TENDERS BY THE COUNCIL OF EUROPE**

**for the provision of INTERPRETING services (5 lots) AND**

**RENTING OF INTERPRETING EQUIPMENT (5 lots)**

**FOR ALL COOPERATION PROJECTS FUNDED BY EXTRA-BUDGETARY RESOURCES**

**2017AO/27bis**

**1. Subject**

The Secretary General of the Council of Europe has decided to launch a call for tenders for the provision of Interpreting services and renting of interpreting equipement for all cooperation projects funded by extra-budgetary resources in the following countries : Ukraine, Kazakhstan, Kyrgyzstan, Azerbaijan, Russian Federation.

**2. Criteria**

To be able to participate in this call for tenders, the firms must meet the criteria below and also not fall within the scope of the exclusion criteria set out in the Tendering Rules:

*Eligibility Criteria*

|  |  |
| --- | --- |
| *For Interpreting services**(Lots 1.A to 5.A)* | *For Renting of equipment**(Lots 1.B to 5.B)* |
| * Being a registered company in the country covered by the lot concerned
* Being able, as a Provider, to demonstrate 5 (five) years of experience of providing interpreting services to international organisations or national public administrations or institutions in the country/jurisdiction covered by the lot concerned
 | * Being a registered company in the country covered by the lot concerned
* Possessing interpreting booths compliant with ISO 4043 norms
 |
| Only tenders submitted in English or French shall be deemed eligible. |

*Award criteria*

|  |  |
| --- | --- |
| *For Interpreting services**(Lots 1.A to 5.A)* | *For Renting of equipment**(Lots 1.B to 5.B)* |
| * Quality of the offer (70%), including:
	+ Capacity to cover several meetings at the same time, based on the number of interpreters per category;
	+ Qualifications and experience of the interpreters under each category
* Financial offer (30%).
 | * Quality of the offer (40%), including:
	+ Capacity to comply with the defined brands, or equivalent;
	+ Qualifications and experience of the qualified technicians, demonstrating their capacity to comply with the requirements described in the Terms of Reference (Section II.B.2.7);
	+ Experience of the tenderer (not its staff), in particular in providing similar equipment to an international organisation, an institution or a public service;
	+ Capacity to cover several meetings at the same time, based in particular on the number of available booths with ISO norms.
* Financial offer (60%).
 |

**Multiple tendering is not authorised.**

1. **DOCUMENTS TO BE PROVIDED**

|  |  |
| --- | --- |
| *For Interpreting services**(Lots 1.A to 5.A)* | *For Renting of equipment**(Lots 1.B to 5.B)* |
| * **Two** completed and signed copies of the Act of Engagement **for the country you are tendering for**.[[1]](#footnote-1)

NB: Complete the Acts of Engagement **for the country you are tendering for**, and indicate under Section A for which lot(s) you are tendering for. **Tendering for several countries is not authorized.** |
| * Registration documents
* Tender Proposal Form (completed)
* Reference letters demonstrating the experience of the tenderers[[2]](#footnote-2)
* Detailed CVs of all interpreters listed in the Tender Proposal Form, per category
* Documented proof of the qualifications and professional experience of any interpreter listed in the Tender Proposal Form
 | * Registration documents
* Tender Proposal Form (completed)
* Reference letters demonstrating the experience of the tenderer (not its staff), in particular in providing similar equipment to an international organisation, an institution or a public service
* Detailed CVs of all qualified technicians listed in the Tender Proposal Form, per profile
* Documented proof of the compliance with ISO 4043 norms
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**Incomplete tenders will not be considered.**

**3. Access to the call for tenders file**

If your firm (except consortium) meets the above-mentioned criteria, you may download the entire call for tenders file by clicking on the following link:

[**https://mycloud.coe.int/index.php/s/aPSRohfjIBWcsuF**](https://mycloud.coe.int/index.php/s/aPSRohfjIBWcsuF)

The bid must be sent, in accordance with the Tendering Rules (to be downloaded), at the latest by:

**10 November 2017**

If you download this complete file, please send us your contact details by e-mail to **consultation.item@coe.int** to enable us, where applicable, to notify you of any changes which may occur during the call for tenders.

Other questions regarding this specific tendering procedure shall be sent at the latest for 20 October at 6pm Paris time. The answers will be published on 27 October on the following link :

[**https://mycloud.coe.int/index.php/s/aPSRohfjIBWcsuF**](https://mycloud.coe.int/index.php/s/aPSRohfjIBWcsuF)

in English or French, and shall be exclusively sent to the following address: **consultation.item@coe.int****.**

The award of the tender contract shall be carried out in accordance with the CoE’s procedures as set out in the call for tenders documents and the CoE’s applicable internal legal instruments, to the exclusion of any other procurement procedure. The CoE’s publication of this notification does not in any way mean that it waives the privileges and immunities conferred on it under the General Agreement on Privileges and Immunities of the Council of Europe and its Protocols, and notably Article 21 – Litigation – of the General Agreement.

1. The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

	* An extract from the record of convictions or failing that en equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three above listed requirements are met;
	* A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met. [↑](#footnote-ref-1)
2. The experience of the employees or contractors proposed in your tender cannot be taken into account for the tenderer's experience required to be considered eligible. [↑](#footnote-ref-2)