**TENDER PROPOSAL FORM – Development and implementation of an Intranet System for the People’s Advocate Office and the National Mechanism for the Prevention of Torture** 

**Restricted consultation procedure**

*Fill in the respective boxes and sign the form on its last page*

**General information:**

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| **Presentation of the Provider** |
| Full name of the company ► |  |
| Address ► |  |
| Date of registration ► |  |
| Annual turnover ► |  |
| Number of employees ► |  |
| Provider’s experience on similar projects (in years) ► |  |
| Registration n° ► |  |
| Contact details | Contact person ► |  |
| Capacity ► |  |
| Email ► |  |
| Phone ► |  |
| Representative of the Provider ► |  |
| Project Manager for this Project ► |  |
| Main clients in Europe for similar projects ► |  |
| **Team to be allocated to the Project** |
| Names and roles ► |  |
| Please attach the CVs of all the persons to be allocated to the Project |
| **Referees** / List of clients for similar projects |
| Please provide names of at least 3 referees, as well as indicating for each project: 1) the main characteristics of the project, 2) the volume of work, and 3) the technologies used. Please also supply letters of reference from each of the referees concerned  |
| International organisations ► |  |
| Other public bodies ► |  |
| Private companies ► |  |
| Others ► |  |

**Work Package 1: Verification of the Intranet System concept for the People’s Advocate Office and the National Mechanism for the Prevention of Torture: Inception phase**

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| **Presentation of the Proposal** |
| Please present the key aspects of your proposal, including comparative advantages with other solutions and specific commitments of your proposal ▼ |
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| **Planning and implementation modalities** |
| **Planning** – Please indicate your proposed planning, in line with the estimated planning presented in the call for tenders and with the imperative deadlines of the Council of Europe for this Project. Please indicate a detailed planning, phase by phase (for the phases, please refer to Appendix 3 of the business requirements and Appendix 5 of the planning recommendations).**Modalities** – Please indicate (for information only) estimated working days per type of resource. Indicate the respective responsibilities (and costs) of the CoE and of the Provider. The following elements must be presented: validation and delivery modalities of each deliverable, training modalities, transfer of knowledge modalities, project management methods as well as any recourse to subcontractors (indicate names).**Functionalities / Functional coverage** – Please indicate all the functionalities foreseen in the business requirements. If the tenderer considers he cannot provide a given functionality, or can only partly provide this functionality, it must be indicate in a comprehensive way in its proposal**Technical architecture** – Please describe the technical components, the software and the technologies to be used, and the way the proposed solution will be integrated with to the Council of Europe IT system**Documents** – The tenderer commits to provide all technical supports, operations and training manuals, as well as any written product information related to the proposed solution and its implementation. ▼ |
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| **Financial proposal for Work Package 1: Verification of the Intranet System concept**(The proposal must be exhaustive / Missing components will be covered by the Provider) |
| **Services** | **Deliverables** | Working days required(estimation, for information only / no contractual value) | Amount in €(indicate a lump sum, tax exclusive - no travels included) |
| Analysis and Planning | Infrastructure setup evaluation ► |  |  |
| System architecture evaluation ► |  |  |
| Mechanism of generating reports ► |  |  |
| Create project backlog ► |  |  |
| Create implementation roadmap ► |  |  |
| Design  | UI design (mockups) ► |  |  |
| UX design ► |  |  |
| **TOTAL** ► |  |

**Work Package 2: Development and implementation of the Intranet System for the People’s Advocate Office and the National Mechanism for the Prevention of Torture: Development and Training phases**

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| **Presentation of the Proposal** |
| Please present the key aspects of your proposal, including comparative advantages with other solutions and specific commitments of your proposal ▼ |
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| **Planning and implementation modalities** |
| **Planning** – Please indicate your proposed planning, in line with the estimated planning presented in the call for tenders and with the imperative deadlines of the Council of Europe for this Project. Please indicate a detailed planning, phase by phase (for the phases, please refer to Annex 3 of the business requirements and Annex 5 of the planning recommendations).**Modalities** – Please indicate (for information only) estimated working days per type of resource. Indicate the respective responsibilities (and costs) of the CoE and of the Provider. The following elements must be presented: validation and delivery modalities of each deliverable, training modalities, transfer of knowledge modalities, project management methods as well as any recourse to subcontractors (indicate names).**Functionalities / Functional coverage** – Please indicate all the functionalities foreseen in the business requirements. If the tenderer considers he cannot provide a given functionality, or can only partly provide this functionality, it must be indicate in a comprehensive way in its proposal**Technical architecture** – Please describe the technical components, the software and the technologies to be used, and the way the proposed solution will be integrated with the end user’s IT system**Documents** – The tenderer commits to provide all technical supports, operations and training manuals, as well as any written product information related to the proposed solution and its implementation. **License** - Please indicate in a separate line if the implementation of the Project and onward usage of the final product implies any kind of license costs of third party services or tools. As a remark, it is desirable to avoid usage of third party services or tools that requires license costs.▼ |
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| **Financial proposal for Work Package 2: Development and implementation of the Intranet System**(The proposal must be exhaustive / Missing components will be covered by the Provider) |
| **Services** | **Deliverables** | Working days required(estimation, for information only / no contractual value) | Amount in €(indicate a lump sum, tax exclusive - no travels included) |
| Project Management | Planning ► |  |  |
| Reporting ► |  |  |
| Delivery | Development ► |  |  |
| Set-up and integration ► |  |  |
| Documentation ► |  |  |
| Training | Users Training ► |  |  |
| **TOTAL** ► |  |

**Work Package 3: Maintenance phase**

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| **Financial proposal for Work Package 3: Maintenance**  / Indicate amounts in € (indicate a lump sum, tax exclusive**)** |
| Level of services ► | Months | Amount in €(indicate a lump sum, tax exclusive - no travels included) |
| Operational functioning of corrective, adaptive and preventive maintenance. | 1st month ► |  |
| 2nd month ► |  |
| **TOTAL** ► |  |

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|  | **Amount in €****(tax exclusive)** | **Exclusion level in €****(maximum fee permitted)** |
| **TOTAL FEE FOR ALL OF THE ABOVE WORK PACKAGES ►** |  | **55,000.00** |

**Offers above the exclusion level will be entirely and automatically excluded from the procedure.**

**Draft Contract**

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| Please indicate any clause of the Draft Contract (Appendix 1) that would require amendment in the event that you are selected. Please explain the reasons why and indicate the text of possible alternative clauses. ▼ |
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**Declaration and Signature**

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| **Declaration on exclusion criteria** |
| I the undersigned hereby agree that the information provided in the tender may be audited by the Council of Europe or verified by other means. I hereby undertake to update Council of Europe with significant information changes within a reasonable time. Signification information changes include, but are not limited to: change of legal status, ownership, name and address, loss of license of registration, filing bankruptcy, suspension or debarment by any national or local governmental agency or assimilated.I hereby agree that failure to provide accurate and reliable information required by this call for tenders may result in exclusion of my tender from the tendering procedure and/or terminating all contracts signed as a result of the tendering procedure.I hereby declare that the company I am representing:• has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;• is not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or subject to a procedure of the same kind;• has not received a judgment with res judicata force, finding an offence that affects its professional integrity or serious professional misconduct;• does comply with its obligations as regards payment of social security contributions, taxes and dues, according to its applicable statutory provisions. |
| **Full name of the tendering company** | ► |  |
| **Name and capacity of****the Signatory[[1]](#footnote-2)** | ► |  |
| **Date and place of signature** ► |  |
| **Signature** ► |  |

1. The Signatory shall be entitled to represent and commit the tendering company [↑](#footnote-ref-2)