

Questions/answers:

Question: Can a Limited Liability Company or a Registered Charity submit an offer?

Answer: NO

According to the article 7 of the call the tenderer must be either a natural person, or a duly registered company under sole proprietorship of a natural person, or equivalent.

Bids submitted from any other form of business (for example, partnership, limited liability companies, cooperative societies, non-profit making bodies) will not be processed.

ARTICLE 7 – LEGAL FORM OF TENDERERS

The tenderer must be either a natural person, or a duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity, and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the services personally, in accordance with the terms as provided in the current Tender File, Act of Engagement and future Order Forms.

Question: Where to send the offers and in which format?

Answer: According to the article 9 of the call, offers must be sent in the form of paper hard copies to the following address:

COUNCIL OF EUROPE

For the attention of the Tenders Board

CALL FOR CONSULTANTS ON BERN CONVENTION AND MAJOR HAZARDS AGREEMENT - 2017/AO/30

B.P. 7

F – 67075 STRASBOURG Cedex

FRANCE

Submitting an additional copy of the same offer by e-mail is optional.

ARTICLE 9 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe:

- Electronically, only to the following address cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;

AND

- In the form of the paper hardcopy in A4 format (21x29,7 cm) by post, as specified below.

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Tenders shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the Tenders Board, showing the file reference number and object, as follows: Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.

Question: Are reference letters from previous employers required?

Answer: NO

According to paragraph VI of the call regarding the documents to be provided, only the names and contact details of three reference persons are required.

VI. DOCUMENTS TO BE PROVIDED

- Two completed and signed copies of the Act of Engagement.2*
- A motivation letter in English, demonstrating experience and expertise required for the Lot/s tendered for;*
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;*
- A writing sample (recent published article, legal expertise, report or opinion in English);*
- Three relevant references, from current or previous employers or clients (name, surname, title, phone number or e-mail).*