

Questions/Answers – Tender 2021AO29

Questions received	Answers
<p>1. Page 4 of the Call for Tender states that:</p> <p><i>“For information purposes only, the total amount of the object of present tender should in principle not exceed 250,000 Euros for the whole duration of the Framework Contract.”</i></p> <p>To what does this 250,000 Euro limit apply? Is it one of the following?</p> <ul style="list-style-type: none"> • The total funding available for each individual activity under the Council of Europe Economic Crime and Cooperation Division Framework Contract • Where the Tenderer is a natural person, the total funding available for that natural person over the course of the programme • Where the Tenderer is a legal person, the total funding available for that legal person over the course of the programme (even if more than one natural person is assigned to the execution of the contract) • Where the Tenderer is a legal person, the total funding available for each natural person assigned to the execution of the contract under that legal person 	<p>1. The sentence in question clarifies that the total estimated expenditure, for all the activities expected to be covered under the Framework Contract for its entire duration, should not in principle exceed 250,000 Euros. Please note that such an estimate is provided for information purposes only and that it does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.</p>
<p>2. Section F of the Call for Tender states that:</p> <p><i>“At least one sample of an English text recently drafted by the tenderer; the legal persons shall submit one such sample for each person assigned to the execution of the contract”</i></p> <p>If the sample of writing is not in the public domain, can it be confirmed that these will remain confidential and not be shared beyond this selection process?</p>	<p>2. In accordance with Rule No. 1395 of 20 June 2019 on the procurement procedures of the Council of Europe, the Secretariat members involved in procurement procedures shall protect the confidentiality of the information imparted by the potential suppliers and bidders.</p>

Is there a length of text which constitutes a suitable sample, where the full documents may be prohibitively long?	There is no specific requirement as to the length of the sample of text recently drafted by the tenderer.
<p>3. The pdf file of the Act of Engagement does not seem to allow typing into the form. Would it be possible to obtain a word version of the form, which could be saved as pdf after completing?</p> <p>4. The Act of Engagement on the website is a pdf document and I find I am unable to type into the form fields. The pdf document properties show that 'Filling of form fields allowed', but I am finding this impossible. Please could you send me either a Word version or advise how to fill in the pdf fields. Alternatively, is it permissible to complete the form with handwriting?</p>	<p>3-4. The website has been updated with the Act of Engagement where the tenderers will be able to fill directly the fields in the PDF.</p> <p>It is permissible to complete the form with handwriting.</p>
<p>5. I am very interested in your call for tenders for the provision of consultancy services in the area of good governance, combating corruption, money laundering and terrorism financing (with reference 2021AO29).</p> <p>I went through the tender file and note that if you apply as a legal person, you should demonstrate at least 7 years of experience as a legal person in the relevant fields of expertise. I am seeking some clarification in this regard.</p> <p>Last year, I set up my company. I am the sole beneficial owner/director/employee of this company (and can provide you relevant supporting documents to show that). Setting up a company was the best option for me from a social security/fiscal perspective. I am the only person delivering consultancy services and I have no intention to hire any consultants, not now nor in the future. While technically speaking I will apply as a legal person, in practice, I will be solely responsible for executing the contract (similarly as a natural person with a VAT number). Unfortunately, I cannot demonstrate at least 7 years of experience as a legal person while I have nearly 25 years</p>	<p>5. Assuming that the new company can indeed be considered as a “duly registered company under sole proprietorship of a natural person, or equivalent” and considering that the tenderer is the sole beneficial owner/director/employee of the company, and is the only person delivering consultancy services and has no intention to hire additional consultants and meets the requirements for the experience (in this cases possesses over 25 years of relevant experience), the tenderer can apply to the call 2021/AO/29 by providing necessary supporting documents to that effect and be further considered on this basis, as fulfilling the eligibility criteria.</p>

<p>of extensive and unique experience in the complex AML/CFT field through my previous employment</p> <p>I am actively involved in the ECCD's assessment process. Management and staff of the ECCD know that I deliver very high-quality technical assistance and I therefore truly believe I am a strong candidate to be considered for this new framework contract. Could you please let me know if, based on the information set out above, I am eligible for the tender procedure?</p>	
<p>6. I just wanted to check that submitting the application by email (scanned) is sufficient to meet the deadline of 30 June.</p>	<p>6. According to Article 8 – Modalities of the Tendering of the Tender File:</p> <p>Tenders must be sent to the Council of Europe electronically.</p> <p>Electronic copies shall be sent only to cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure.</p>