

TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / One-off contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Purchase of the services of awareness campaign with public transport branding for UA:PBC

Contract No. 8572/2018/14

The Council of Europe is currently implementing the Project “Strengthening freedom of media, access to information and reinforcing public broadcasting system in Ukraine” till 30 June 2019 in the framework of the Council of Europe Action Plan for Ukraine 2018-2021. The Project aims to enhance the role of media, its freedom and safety, and the public broadcaster as an instrument for consensus building in the Ukrainian society, particularly during the election period. In that context, it is looking for a Provider for the provision of the services of awareness campaign, namely branding of public transport for Ukrainian Public Broadcaster (Public Joint Stock Company “National Public Broadcasting Company of Ukraine”- hereinafter UA:PBC) (See Section A of the Act of Engagement).

A. TENDER RULES

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1333 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe¹, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **one-off contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

The tenderer must be either a private entrepreneur, or a legal person except consortia.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: awareness campaign with public transport branding for UA:PBC.** Tenders addressed to another email address **will be rejected.**

The general information and contact details for this procedure are indicated on this page. You are invited to use the Council of Europe Contact details indicated below for any question you may have. **All questions shall be submitted at least 5 (five) working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: questions awareness campaign with public transport branding for UA:PBC.**

Services should be provided until 22 March 2019.

Type of contract ▶	One-off contract
Duration ▶	Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement)
Deadline for submission of tenders/offers ▶	23 November 2018
Email for submission of tenders/offers ▶	Orysa.fedorchuk@coe.int
Email for questions ▶	Orysa.fedochuk@coe.int
Expected starting date of execution ▶	26 November 2018

¹ The activities of the Council of Europe are governed by its [Statute](#) and its internal Regulations. Procurement is governed by the Financial Regulations of the Organisation and by [Rule 1333 of 29 June 2011 on the procurement procedures of the Council of Europe.](#)

B. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

C. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

Tenderers **subject to VAT** shall also send a **quote (Pro Forma invoice)** on their letterhead including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive .

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement,² you declare on your honour not being in any of the below situations)

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- are 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 are subject to a procedure of the same kind;
- have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
- are or are likely to be in a situation of conflict of interests.

Eligibility criteria

- Being registered company in accordance with the applicable national legislation and being specialized in the field of advertising or related sphere;
- Possessing minimum 2 years of experience in public transport branding in Ukraine (please include photos and/or links to at least 2 similar campaigns with their dates);
- Being able to provide the services and submit the reporting documents by 22 March 2019 (by signing the Act of Engagement, the tenderer declares the fact of being able to execute services according to the required timeframe).

Award criteria

- Quality of the offer, including plan for the provision of services (preference will be given to offers proposing maximum coverage of the routes mentioned in Act of Engagement) (50%);
- Financial offer (50%).

Multiple tendering is not authorised.

E. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement;**
- For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
- Tenderer's registration documents that prove the fact of registration of the company in accordance with the applicable national legislation and being specialized in the field of advertising or related sphere;
- Brief one-page description of the company's experience (minimum 2 years) in public transport branding including photos and/or links to at least 2 similar campaigns;
- Detailed **plan** of the provision of expected deliverables covered in Act of Engagement, Section A, with breakdown to stages and dates (adaptation of layouts, printing and branding of trolleybuses, running of the Campaign, reporting) with specific information regarding each trolleybus proposed for branding and routes that it covers.

All documents shall be submitted in English or Ukrainian, (with only exception to registration documents in original language, which should be submitted together with brief summary translation into English – name of the Company, date of registration, types of economic activity which can be legally provided), failure to do so will result in the exclusion of the tender.

² The Council of Europe reserves the right to ask tenderers, at a later stage, to supply an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three above listed exclusion criteria are met, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

If any of the documents listed above are missing, the tender will not be considered.

The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.

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