



FRAMEWORK CONTRACT (FC)

HOW DOES IT WORK?

Framework Contracts consist of a 2 stage process:

1. One or several Providers are selected and the prices of predefined units of work/goods/services are fixed in the FC itself.
2. When a need arises, units are ordered using an Order Form at the price agreed in the FC, throughout the duration of the FC.

Why are Framework Contracts used?

FCs are used by the Council of Europe (CoE) when its needs are definable as units, not 100% quantifiable in terms of volume, but likely to occur on a frequent basis. They enable project teams to plan their expenditures in advance and to ensure the availability, on relatively short notice, of consultants or other goods and services, by agreeing the price for certain goods or services for the duration of the FC.

No obligation to buy

Once a framework contract has been concluded, the CoE is not under any obligation to buy the goods or services that it covers (unless the contract provides otherwise). However, each time a need arises which is covered in the FC, the CoE must order from the Provider designated by the FC (as opposed to ordering the goods/services required from any other Provider). The exact ordering procedure to be used will be explained in the tender file.

Pooling or Ranking

FCs may include a ranking or a pool of eligible Providers. Under a ranking system, the Providers are classed by their scores in the evaluation procedure. The first in the list has priority for receiving all orders under the FC. Under a pooling system, all Providers are equally ranked, and the CoE decides based on objective evaluation which one provides the best value for money for each order.

Single or multiple

FCs may be simple or multiple, i.e. there can be one (single) or several (multiple) selected Providers. In the case of a multiple FC, the maximum number of Providers to be selected will be clearly indicated in the tender file. Where there are several selected Providers, the ordering system will be clearly explained in the tender documents to determine who the CoE shall order from each time a need arises.

