

TENDER FILE / TERMS OF REFERENCE
(Competitive bidding procedure/ One-off contract)

Purchase of 60 computer screens, 35 keyboards and 35 computer mice
Contract No. 2020/01/01



The Council of Europe Office is looking for procurement of 60 computer screens, 35 computer keyboards and 35 computer mice for the staff-members of the Council of Europe Office in Ukraine (See Section A of the Act of Engagement).

A. TENDER RULES

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1395 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 legal entity except consortia, or a duly registered in accordance with the Ukrainian legislation private entrepreneur, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: *Purchase of computer equipment 2020/01/01.*** 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 CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least 3 (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: *2020/01/01Qs***

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 ▶	03 February 2020
Email for submission of tenders/offers ▶	officekyiv@coe.int
Email for questions ▶	Dmitriy.prydatko@coe.int
Expected starting date of execution ▶	03 February 2020

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 1395 of 20 June 2019 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).

All deliverables should be provided no later than 21 February 2020.

The address for the delivery is the premises of the Council of Europe Office in Ukraine: 8, Illinska str., 7th entrance, 6th floor.

C. FEES

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

Fees should be indicated in UAH including all taxes with VAT indicated separately.

The payment for the equipment will be made by the Council of Europe as follows:

- 100% payment for the deliverables to be paid by the Council of Europe shall be made within 60 calendar days of submission of the invoice, subject to the delivery of the equipment and its acceptance by the Council of Europe.

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 a registered legal entity or a private entrepreneur in accordance with applicable Ukrainian legislation and being specialised in the field of technical equipment procurement (IT, office equipment or similar);
- ✓ 2 (two) years of experience in providing similar services;
- ✓ Compliance with minimum technical specification requirements (as indicated in Section A of the Act of Engagement)

Award criteria

- Financial offer (60%).

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.

- Quality of the offer (40%), including technical characteristics, timeframes for delivery, warranty period etc.

Multiple tendering is not authorised.

E. NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement³ (See attached)**
- 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;
- Annex 1 of the tender file containing:
 - Brief description of the company's relevant experience;
 - Title of the proposed IT equipment and link to products;
 - Technical specification of the proposed IT equipment (in the part that is not covered by the minimum technical specification requirements or supersedes them, if any);
 - Timeframe of the provision of expected deliverables.

All documents shall be submitted in English (with only exception to registration document which can be submitted in Ukrainian 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.

If any of the documents listed above are missing, the Council of Europe reserves the right to reject the tender.

All documents should be submitted either in PDF or in MS Word (DOC/DOCX) format. 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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³ The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.