

12 January 2024

## CALL FOR TENDERS

### FOR THE PROVISION OF INTELLECTUAL SERVICES IN THE IMPLEMENTATION OF CEPEJ INTERGOVERNMENTAL ACTIVITIES AND COOPERATION PROGRAMMES

**2023/AO/104**

#### Questions and answers regarding the tendering procedure

Question : What is the nature of contracting under the Framework contract?

Answer: Once the framework contract has been concluded, experts/consultants will be engaged by the Council of Europe on a need basis. This means an expert can be engaged under individual orders for specific assignments for the intergovernmental activities or cooperation projects in different countries during the validity of the Framework contract. These assignments can last from one day to several days and one expert/consultant can be engaged several times during the calendar year.

The Framework contract concerns the provision of intellectual services. It is not a full time or part time employment contract with the Council of Europe.

Question: Can the tenderer participate, that is, register as an ordinary natural person without being registered to perform this activity?

Answer: Natural and legal persons are invited to this call for tender.

Question: Can the tenderer have another type of employment with another employer during the duration of the contract?

Answer: The tenderer can have another type of employment during the duration of the Framework contract with the Council of Europe.

Where the tenderer is a natural person who is employed in parallel to this Contract, they hereby confirm that they have been granted approval from their employer to perform paid services for the Council under this Contract, and/or have been granted leave during the performance of their obligations under this Contract.

Question: Can the tenderer holding a public function (eg civil servant, judge, ombudsperson, Member of Parliament...) apply to this call ?

Answer : Yes, it is possible to be employed in parallel to this Contract and hold a public function, under this call. However, the tenderers might not be contracted to perform assignments in the country they are employed or holding the public function.
Question: For how many lots can the tenderer apply ?
<p>Answer: The tenderer can apply to all five lots.</p> <p>The tenderers should indicate the lots they are applying for by ticking the boxes on page 3 of the Act of Engagement.</p>
Question: According to the rules, fees are final and not subject to review. Does the indicated fee by the tenderer have any impact on the selection procedure?
<p>Answer: The proposed fees by the service provider are not subject to review.</p> <p>Please note that Tenders proposing fees above the exclusion level indicated in the Table of fees (400EUR) will be entirely and automatically excluded from the tender procedure.</p> <p>Please note that the Tender File indicates the award criteria for each lot. The weighting distribution is as follows Criterion 1 (60%), Criterion 2 (30%), and Financial criterion (10%).</p>
Question: Shall the tenderers provide a copy of graduate or postgraduate diplomas?
<p>Answer: In line with the requirements of the Tender, Tenderers are not required to submit copies of their university degrees (graduate or postgraduate).</p> <p>Tenderers must submit:</p> <ul style="list-style-type: none"> <li>➤ <b>One</b> completed and signed copy of the Act of Engagement;<sup>1</sup></li> <li>➤ A list of all owners and executive officers, for legal persons only;</li> <li>➤ A CV clearly demonstrating, at the minimum, that the bidder satisfies the eligibility criteria;</li> <li>➤ For legal persons only: CVs of the persons proposed to be assigned to the contract demonstrating, at the minimum, that each of them comply with the eligibility criteria;</li> <li>➤ A letter of motivation highlighting the bidder's professional experience in carrying out similar activities and possible awareness of the tools of the Council of Europe and the CEPEJ in the field of justice.</li> </ul>

<sup>1</sup> 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.