**CALL FOR TENDERS**

for the provision of NATIONAL consultancy SERVICES IN THE FIELD OF JUSTICE reform IN ARMENIA WITHIN THE FRAMEWORK OF THE PROJECT “Support to the JUSTICE reform in Armenia''

**2023AO56**

|  |  |
| --- | --- |
| **Object of the procurement procedure ►** | National consultancy services |
| **Project ►** | Support to the Justice Reform in Armenia |
| **Organisation and buying entity ►** | Council of EuropeCouncil of Europe Office in Yerevan |
| **Type of contract ►** | **Framework Contract** |
| **Duration ►** | Until 28 February 2026, renewable until 28 February 2027 |
| **Expected starting date ►** | 08 August 2023 |
| **Tender Notice Issuance date ►** | 01 June 2023 |
| **Deadline for tendering ►** | 30 June 2023 |

**TABLE OF CONTENTS**

This Tender File contains:

* [**The TERMS OF REFERENCE** 3](#_Toc445392375)

The TERMS OF REFERENCE describe what will be expected from the selected Providers.

* [**The TENDER RULES** 6](#_Toc445392376)

The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.

* **The ACT OF ENGAGEMENT** **(See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

**HOW DOES A FRAMEWORK CONTRACT WORK?**

**Stage 1:**

**Selection** of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

**Stage 2:**

**Order(s)** are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

**Execution** as from the date of signature of each Order, unless the Order concerned provides otherwise.

**HOW TO SUBMIT A TENDER?**

**Step 1:** Read the **TENDER FILE**

**Step 2:** Complete the **ACT OF ENGAGEMENT** andcollect therequired **SUPPORTING DOCUMENTS**, as listed in section G of the terms of reference (below).

**Step 3:** Send your **TENDER**, in accordance with the Tender Rules

**PART I –TERMS OF REFERENCE**

**CALL FOR TENDERS**

**for the provision of NATIONAL consultancy SERVICES IN THE FIELD OF JUSTICE reform IN ARMENIA WITHIN THE FRAMEWORK OF THE PROJECT “Support to the JUSTICE reform in Armenia''**

**2023AO56**

1. **Background**

The Council of Europe is currently implementing and until 28 February 2026 will implement a Project on the “Support to the Justice Reform in Armenia” (the Project). The Project is co-funded by the European Union and the Council of Europe within the framework of the Partnership for Good Governance (PGG III) programme and is implemented by the Council of Europe.

The Project is part of the continued joint endeavour of the Armenian authorities, the Council of Europe and the EU towards reforming the justice system in Armenia. The Project is aligned with the priorities of the national governmental strategic policy documents of Armenia. Likewise, it addresses the key co-operation directions in the thematic area concerned defined in the policy and programmatic co-operation framework of Armenia both with the Council of Europe and the European Union. The Project action is part of the Council of Europe Action Plan for Armenia for 2023-2026. It also contributes to the implementation of the European Union-Armenia Comprehensive and Enhanced Partnership Agreement (CEPA) in the areas of judicial and legal reforms.

With the overall goal to ensure that general public in Armenia enjoy their rights in line with the European standards and benefit from accountable and professional justice system, the Project will provide support to the national authorities to further advance the reform of the judicial system by strengthening its independence, accountability and professionalism, and to the criminal justice stakeholders to ensure effective implementation of the new criminal justice legislation in line with European human rights standards.

The Project will work towards delivering the following outcomes:

* + - National authorities have the necessary capacity and tools to implement the Judicial and Legal Reforms Strategy for 2022-2026 in line with European standards and best practices;
		- National authorities align legal framework and policies on judicial independence, impartiality and accountability with Council of Europe standards;
		- Judicial self-governing bodies’ and courts' capacity is enhanced to act in a professional, transparent and accountable manner;
		- Capacity of the criminal justice stakeholders is strengthened to ensure effective implementation of new criminal justice legislation through harmonised policies, institutional and legal frameworks, and implementation practices.

The Council of Europe is looking for a maximum of 30 (thirty) Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the Project with a particular expertise on reforming the justice and legal systems with the purpose of bringing them in line with the standards and recommendations of the Council of Europe.

This Contract is currently estimated to cover up to 100 (one hundred) activities, to be held by 28 February 2026. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Contract may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of the project amounts to 1,430,000 Euros and the total amount of the object of present tender should in principle not exceed 60,000 Euros for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

1. **LOTS**

The present tendering procedure aims to select Providers to support the implementation of the project and is divided into the following lots:

|  |  |
| --- | --- |
| Lots | Maximum number of Providers to be selected |
| Lot 1: Advancement of the reform of the judicial system by strengthening its independence, accountability and professionalism | 15 |
| Lot 2: Effective implementation of the new criminal justice legislation in line with European human rights standards by criminal justice stakeholders | 15 |

Lot 1 concerns provision of national consultancy services on implementation the Judicial and Legal Reforms Strategy for 2022-2026 in line with European standards and best practices; alignment of legal framework and policies on judicial independence, impartiality and accountability with Council of Europe standards; enhancement of Judicial self-governing bodies’ and courts' capacity to act in a professional, transparent and accountable manner.

Lot 2 concerns provision of national consultancy services on strengthening capacity of the criminal justice stakeholders to ensure effective implementation of new criminal justice legislation through harmonised policies, institutional and legal frameworks, and implementation practices.

The Council will select the abovementioned number of Providers per lot, provided enough tenders meet the criteria indicated below. Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

1. **SCOPE OF THE FRAMEWORK CONTRACT**

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to:

**Under Lot 1: Advancement of the reform of the judicial system by strengthening its independence, accountability and professionalism**

* Assess the compliance of the relevant policy documents, institutional and legal frameworks associated with the independence, accountability and professionalism of the judicial system to the Council of Europe standards and recommendations, prepare opinions, need assessments, including on the institutional advancement of women judges, surveys, reports, guides, reviews, revisions, written inputs to peer reviews and provide recommendations in the light and in line with the Council of Europe standards and best practices in order to improve relevant legislative and institutional frameworks in Armenia;
* Assess implementation of the Judicial and Legal Reform Strategy of Armenia for 2022-2026, develop and provide recommendations to establish the Monitoring and Evaluation mechanism of the Judicial and Legal Reform Strategy in line with the European standards and best practices to ensure transparent and inclusive implementation of the latter, assess the implementation of the developed Monitoring and Evaluation mechanism;
* Assess draft legal acts and legal acts in force, including Judicial Code, Civil and Civil Procedure Codes, Administrative Procedure Code and Code of the Administrative Offenses, provide opinions and recommendations to ensure that the principles of rule of law and access to justice and the efficiency of the judicial system are respected and complied with Council of Europe standards;
* Develop and provide recommendations for the development of the internal and external accountability tools for the Supreme Judicial Council to ensure the professional, transparent and accountable manner of act of the Judicial self-governing bodies and courts;
* Assess, review, provide recommendations, develop or contribute to the development of the institutional and regulatory frameworks, practices of the Commissions of the General Assembly of Judges on the judicial independence, impartiality and accountability with the aim to ensure their compliance with the Council of Europe standards and best practices in the fields of transparency and efficiency of the work of the Judicial self-governing bodies, performance evaluation of judges, judges’ disciplinary liability, working methods and professional development of judges;
* Participate in working and consultation meetings, expert discussions, round tables, workshops, seminars, conferences with national authorities and stakeholders on policy, institutional and legal frameworks development and implementation to strengthen the independence, accountability and professionalism of the judicial system, prepare and make presentations including on the landmark cases of the European Court of Human Rights;
* Conduct needs assessments to identify training needs of the justices and staff members of the Constitutional Court and the Court of Cassation judges, carry out analysis and provide recommendations on respective curricula, courses and training materials, design training courses for the justices and staff members of the Constitutional Court and the Court of Cassation judges, judges of other courts and specifically women judges, mediators, develop courses’ outlines and adapt training materials to the needs of the specific groups of professionals including judge candidates, adapt training materials to the Armenian legal context, deliver training of trainers to enable the application of European standards and best practices including on the gender stereotypes hindering the career development of women judges;
* Other deliverables, as requested by the Council of Europe.

The above-listed tasks shall be provided independently or in co-operation with international consultants and/or national consultants and under the guidance of Project team.

**Under Lot 2: Effective implementation of the new criminal justice legislation in line with European human rights standards by criminal justice stakeholders**

* Assess the compliance of the relevant policy documents, institutional and legal frameworks associated with the new Criminal Code and the Criminal Procedure Code to the Council of Europe standards and recommendations, prepare opinions, need assessments, surveys, reports, guides, reviews, revisions, written inputs to peer reviews and provide recommendations in the light of the new criminal legislation of Armenia and in line with the Council of Europe standards and best practices of the member states in order to improve relevant legislative and institutional frameworks in Armenia, assist and support national working groups in redrafting the new criminal justice legislation of Armenia;
* Participate in working and consultation meetings, expert discussions, round tables, workshops, seminars, conferences with national authorities and stakeholders on policy, institutional and legal frameworks development matters and on the implementation of the new criminal justice legislation, prepare and make presentations;
* Conduct post evaluations and impact assessments of the adopted legislation to check their compliance with the Council of Europe standards and recommendations;
* Carry out studies, research, assessments, provide recommendations to enhance institutional and operational co-operation of prosecutorial and investigating bodies in light of the procedural human rights safeguards in line with the new criminal justice legislation and Council of Europe standards and best practices;
* Conduct needs assessments to identify training needs of the beneficiaries, carry out analysis and provide recommendations on respective curricula, courses and training materials, design training courses for the target audiences, develop courses’ outlines and adapt training materials to the needs of specific groups of professionals, adapt training materials to the Armenian legal context, deliver training of trainers, pilot and deliver HELP courses to enable the application of European standards on the basis of the new Criminal Code and Criminal Procedure Code and related legislation;
* Prepare concept papers for development of the guiding and methodological documents on the assessment of the implementation practices in regard to the application of procedural human rights safeguards in criminal proceedings based on the new criminal justice legislation, develop and contribute to the development of guiding and methodological documents on the implementation of the criminal justice legislation, prepare methodology and tools for effective monitoring of a progress of implementation of the procedures set by the new criminal justice legislation;
* Develop awareness raising materials for the criminal justice stakeholders and relevant target audience on the new criminal justice legislation and on the matters of international mutual co-operation in criminal proceedings;
* Other deliverables, as requested by the Council of Europe.

The above-listed tasks shall be provided independently or in co-operation with international consultants and/or national consultants and under the guidance of the Project team.

The above lists are not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above list of expected services but related to the field of expertise object of the present Framework Contract.

In terms of **quality requirements**, the pre-selected Service Providers must ensure*, inter alia*, that:

* The services are provided to the highest professional/academic standard;
* Any specific instructions given by the Council – whenever this is the case – are followed.

In addition to the orders requested on an as needed basis, the Provider shall keep regular communication with the Council to ensure continuing exchange of information relevant to the project implementation. This involves, among others, to inform the Council as soon as it becomes aware, during the execution of the Contract, of any initiatives and/or adopted laws and regulations, policies, strategies or action plans or any other development related to the object of the Contract (see more on general obligations of the Provider in Article 3.1.2 of the Legal Conditions in the Act of Engagement).

Unless otherwise agreed with the Council, written documents produced by the Provider shall be in English (see more on requirements for written documents in Articles 3.2.2 and 3.2.3 of the Legal Conditions in the Act of Engagement).

1. **FEES**

Tenderers are invited to indicate their unit fees, by completing the table of fees, as attached in Section A of the Act of Engagement. These fees are final and not subject to review.

Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

1. **HOW WILL THIS FRAMEWORK CONTRACT WORK? (Ordering PROCEDURE)**

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out on the basis of Order Forms submitted by the Council to the selected Service Provider(s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

**Pooling**

For each Order, the Council will choose from the pool of pre-selected tenderers of the relevant lot the Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

* quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
* availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
* price.

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it signed to the Council within 2 (two) working days after its reception. If a Provider is unable to take an Order or if no reply is given on his/her behalf within that deadline, the Council may call on another Provider using the same criteria, and so on until a suitable Provider is contracted.

**Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote[[1]](#footnote-1) (Pro Forma invoice) in line with the indications specified on each Order Form, and 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.

**Signature of orders**

An Order Form is considered to be legally binding when the Order, signed by the Service Provider, is approved by the Council, by displaying a Council’s Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

1. **ASSESSMENT**

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations) [[2]](#footnote-2)

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, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
* 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 an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
* have been involved in mismanagement of the Council of Europe funds or public funds;
* are or appear to be in a situation of conflict of interest;
* are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;
* have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
* are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

*Eligibility criteria*

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section G):

Lot 1: Advancement of the reform of the judicial system by strengthening its independence, accountability and professionalism:

* Master’s Degree or equivalent in Law, Public Administration, Public Policy, Political Science or a related field;
* At least 5 (five) years of professional experience in the areas related to the rule of law and the judiciary, including experience in undertaking specific research, providing legal advice, legal opinions, recommendations in the field of judiciary, as well as mediation, with reference to relevant international standards;
* Fluency in Armenian (mother tongue);
* Knowledge of English (B2 level [CEFR](https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid)).

Lot 2: Effective implementation of the new criminal justice legislation in line with European human rights standards by criminal justice stakeholders:

* Master’s Degree or equivalent in Law, Public Administration, Public Policy, Political Science or a related field;
* At least 5 (five) years of professional experience in the areas related to the human rights, rule of law and justice, including experience in undertaking specific research, providing legal advice, legal opinions, recommendations in the field of criminal and criminal procedure legislation and practices and associated to the latter with reference to relevant international standards;
* Fluency in Armenian (mother tongue);
* Knowledge of English (B2 level [CEFR](https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid)).

*Award criteria*

Lot 1: Advancement of the reform of the judicial system by strengthening its independence, accountability and professionalism:

* Criterion 1: Quality of the offer (80%), including:
	+ Relevance of the experience of the tenderer in the areas covered by this call;
	+ Previous assignments with international organisations;
	+ Knowledge of the national and European contexts in the fields of the rule of law and judiciary;
	+ Knowledge of the standards and recommendations of the Council of Europe in the fields of the rule of law and justice.
* Criterion 2: Financial offer (20%).

Lot 2: Effective implementation of the new criminal justice legislation in line with European human rights standards by criminal justice stakeholders:

* Criterion 1: Quality of the offer (80%), including:
	+ Relevance of the experience of the tenderer in the areas covered by this call;
	+ Previous assignments with international organisations;
	+ Knowledge of the national and European contexts in the field of the criminal justice, rule of law and human rights;
	+ Knowledge of the standards and recommendations of the Council of Europe in the fields of the rule of law, human rights and criminal justice.
* Criterion 2: Financial offer (20%).

The Council reserves the right to hold interviews with tenderers.

**Multiple tendering is not authorised.**

1. **DOCUMENTS TO BE PROVIDED**
* **One** completed and signed copy of the Act of Engagement;[[3]](#footnote-3)
* A detailed CV in English, preferably in Europass format, demonstrating clearly that the tenderer fulfils the eligibility criteria; Where the tenderer is a legal person, this shall include the CV of the person(s) who will be assigned to carry out the work;
* Samples of previous work relevant for the lot(s) tendered for (draft legal act, legal opinion, presentation, training module, research paper, etc.) in English and Armenian;
* Motivation letter in English, demonstrating specific experience, expertise, skills and capacities as set out under the award criteria in regard of each Lot the tenderer is applying;
* Tenderers may supplement motivation letters with documents proving their knowledge, such as programmes of events and descriptions of projects they participated in, titles and references of research they undertook and summaries of reports they produced;
* Three referees' contact details (contacts, including phone number and e-mail address);
* A list of all owners and executive officers, scanned copy of all registration documents, for legal persons only (in Armenian with a translation into English certified by the tenderer).

**All documents shall be submitted in English, 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.**

**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.**

**\* \* \***

# PART II – TENDER RULES

**CALL FOR TENDERS**

**for the provision of NATIONAL CONSULTANCY SERVICES IN THE FIELD OF JUSTICE REFORM IN ARMENIA WITHIN THE FRAMEWORK OF THE PROJECT “SUPPORT TO THE JUSTICE REFORM IN ARMENIA''**

**2023AO56**

**ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY**

* 1. **Name and address**

**COUNCIL OF EUROPE**

Directorate General of Human Rights and Rule of Law

Council of Europe Office in Yerevan

* 1. **Background**

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are 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.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.[[4]](#footnote-4)

Further details on the project are provided in the Terms of Reference.

**ARTICLE 2 – VALIDITY OF THE TENDERS**

Tenders are valid for 120 calendar days as from the closing date for their submission.

**ARTICLE 3 – DURATION OF THE CONTRACT**

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

**ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE**

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

**ARTICLE 5 – Content of the tender file**

The tender file is composed of:

* Technical specifications/Terms of reference;
* Tender rules;
* An Act of Engagement, including the Legal Conditions of the contract.

**ARTICLE 6 – LEGAL FORM OF TENDERERS**

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

**ARTICLE 7 – SUPPLEMENTARY INFORMATION**

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: tender.armenia-bh4972@coe.int

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

**ARTICLE 8 – MODALITIES OF THE TENDERING**

Tenders must be sent to the Council of Europe **electronically.**

**Electronic copies** shall be sent only to cdm@coe.int with reference no. **2023AO56** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

**ARTICLE 9 – Deadline for submission of tenders**

The deadline for the submission of tenders is 30 June 2023 by 23:59 CET.

**ARTICLE 10 – ASSESSMENT OF TENDERS**

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

**ARTICLE 11 – NEGOTIATIONS**

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

\* \* \*

**FINAL CHECK LIST**

1. **BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:**
* **One** completed and signed copy of the Act of Engagement;[[5]](#footnote-5)
* A detailed CV in English, preferably in Europass format, demonstrating clearly that the tenderer fulfils the eligibility criteria; Where the tenderer is a legal person, this shall include the CV of the person(s) who will be assigned to carry out the work;
* Samples of previous work relevant for the lot(s) tendered for (draft legal act, legal opinion, presentation, training module, research paper, etc.) in English and Armenian;
* Motivation letter in English, demonstrating specific experience, expertise, skills and capacities as set out under the award criteria in regard of each Lot the tenderer is applying;
* Tenderers may supplement motivation letters with documents proving their knowledge, such as programmes of events and descriptions of projects they participated in, titles and references of research they undertook and summaries of reports they produced;
* Three referees' contact details (contacts, including phone number and e-mail address);
* A list of all owners and executive officers, scanned copy of all registration documents, for legal persons only (in Armenian with a translation into English certified by the tenderer).
1. **HOW TO SEND TENDERS?**

Tenders must be sent to the Council of Europe **electronically.**

Electronic copies shall be sent only to cdm@coe.int with reference no. **2023AO56** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is 30 June 2023 by 23:59 CET.

1. It must strictly respect the fees indicated in Section A of the Act of Engagement as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the Act of Engagement, the Council of Europe reserves the right to terminate the Contract with the Service Provider, in all or in part. [↑](#footnote-ref-1)
2. The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

	* An extract from the record of convictions or failing that en equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three and sixth requirements listed above under “exclusion criteria” are met;
	* A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met;
	* For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;
	* For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport). [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
4. Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int) [↑](#footnote-ref-4)
5. 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. [↑](#footnote-ref-5)