**CALL FOR TENDERS**

for the provision of SERVICES FOR THE DEVELOPMENT OF IT TOOL (SOFTWARE)

**2023/AO/74**

|  |  |
| --- | --- |
| **Object of the procurement procedure ►** | IT Tool development (Software development) |
| **Project ►** | EU-CoE Joint Project on Supporting the Effective Implementation of Turkish Constitutional Court Judgments in the Field of Fundamental Rights |
| **Organisation and buying entity ►** | Council of Europe  Beneficiary owner: Constitutional Court of Türkiye |
| **Type of contract ►** | **One-off contract** (award of the contract under the procedure is subject to the prior obtention by the project of a budget amendment that will allow for the funding of the said contract) |
| **Duration ►** | Until complete execution of the obligations of the parties (See Article 2 of the Contract) |
| **Expected starting date ►** | 30 November 2023 |
| **Tender Notice Issuance date ►** | 06 September 2023 |
| **Deadline for tendering ►** | 06 October 2023 |

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

* [**The TENDER RULES** 5](#_Toc445392376)

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

**Appendix I:** Business and Technical Requirements

**Appendix II:** Draft Contract

**Appendix III:** Model Act of Acceptance

**Appendix IV:** Declaration of Agreement

**HOW DOES A ONE-OFF CONTRACT WORK?**

**Selection** of one qualified Provider through a call for tenders and signature of a One-off contract with the selected Provider.

**Execution** as from the date of signature of the contract, unless the contract provides otherwise (award of the contract under the procedure is subject to the prior obtention by the project of a budget amendment that will allow for the funding of the said contract).

**HOW TO SUBMIT A TENDER?**

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

**Step 2:** Complete and sign the **CONTRACT** andcollect therequired **SUPPORTING DOCUMENTS**, as listed in section F 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** **SERVICES FOR THE DEVELOPMENT OF IT TOOL (SOFTWARE)**

**2023/AO/74**

1. **Background**

The Council of Europe (CoE) has been implementing since September 2021 the European Union-Council of Europe Joint Project on “Supporting the Effective Implementation of Turkish Constitutional Court Judgments in the Field of Fundamental Rights”, whose overall objective is to contribute to the effective implementation of European standards in the field of human rights, including gender equality.

The end beneficiary of the Project is the Turkish Constitutional Court (hereinafter referred as “TCC”), and the expected results of the Project are as follows:

1. The monitoring mechanism for execution of judgments of the TCC is strengthened in line with the EU best practices, and the stakeholder platform has improved monitoring;

2. Judges, prosecutors, relevant public officers and lawyers are aware of the case law of the European Court of Human Rights (ECtHR) and the TCC, and are able to implement those judgments in similar cases;

3. Inadequate implementation of the TCC judgments and serious human rights lacunas detected via the TCC’s case-law are effectively addressed;

4. The transfer of EU expertise and cooperation between Turkish courts and relevant stakeholders with the European and Member States institutions/courts, and the ECtHR are enhanced;

5. Awareness of the general public and public institutions on the role of the TCC in the protection of fundamental rights through its judgments is increased.

Under the Expected Result-1, the Project aims to establish a Case Law Database in line with the key activity of “Development of a monitoring mechanism model including strengthening of a specific monitoring unit in the TCC in coordination with the Court of Cassation and the Council of State, the Courts of Appeals and other relevant stakeholders (including the Civil Society Organisations) to improve the monitoring of execution of the TCC judgments, including the data collection mechanism regarding references made to the TCC judgments by ordinary courts.”

This Contract is currently estimated to cover the development of a case law database and related software modules by 30 August 2024 and its final test and delivery to be held by 30 November 2024. The estimated timeline will be one year including 3-month test period, from 30 November 2023 to 30 November 2024. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe.

The Turkish Constitutional Court will be the end beneficiary and the owner of the IT tool produced as a result of the contract and will therefore be entitled to all related rights.

The Council of Europe is looking for one Provider (provided at least one tender meets the criteria indicated below) in order to support the implementation of the project with a particular expertise on IT tool development, which includes the development of a software as described in the Business and Technical Requirements (Appendix I).

For information purposes only, the total budget of the project amounts to 5.500.000 Euros and the total amount of the object of present tender should in principle not exceed 150,000 Euros, including the test period of 3 months for the whole duration of the contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

**B. EXPECTED SERVICES**

The services required are described in detail in the **Business and Technical Requirements (Appendix I).**

The selected Provider will be asked to develop and deliver the fully functional IT Tool, with all related user trainings provided, all tests held as described in the Business and Technical Requirements (Appendix I).

The supplier will deliver the deliverables listed at Article 7. List of Deliverables of the Business and Technical Requirements (Appendix I) in accordance with the **following schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phase** | **No** | **Deliverable** | **Due Date** | **Review & Approval** |
| 1 | 1 | Project Management Plan | T0[[1]](#footnote-1) + 2 weeks | 1 week |
| 2 | 2 | Software Requirements Specification | T0 + 10 weeks | 2 weeks |
| 3 | 3 | Software Design Description (initial version) | T0 + 3 months | 2 weeks |
| Software Design Description (final version) | T0 + 8 months | 2 weeks |
| 4 | Installed Software including Source and Executable Codes and Development Tools | T0 + 9 months | 2 weeks |
| 5 | Training Plan | T0 + 2 months | 1 week |
| 9 | Software Test Procedures | T0 + 8 months | 2 weeks |
| 4 | 6 | Training Material | According to the training plan | |
| 7 | Trainings | According to the training plan | |
| 8 | User Manuals | Before the end user trainings | |
| 10 | Penetration Test Report | T0 + 12 months | |
| 11 | Revised Source/Executable Codes, retrained AI algorithms and Documents | T0 + 12 months | 2 weeks |
| All | 12 | Monthly Progress Report | 5th working day of the next month | - |
| 13 | Meeting Minutes | 1 week after each meeting | |

|  |  |
| --- | --- |
| The IT Tool (software development) must be delivered before: | 30/08/2024 |
| The finalisation and submission of IT Tool upon the final tests must be before: | 30/11/2024 |

**C. FEES**

In accordance with Section F., tenderers are invited to submit a **quote** (**Pro Forma invoice**), on their letterhead, indicating their fees. These fees are final and not subject to review.

Such a quote shall include:

- the Service Provider’s name and address;

- its VAT number;

- the full list of services;

- the fee per type of deliverables (in **Euros**, tax exclusive);

- the total amount per type of deliverables (in **Euros**, tax exclusive);

- the total amount (in **Euros**), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive.

Should the Provider be willing to further break down its financial offer, it is invited to do so on a separate sheet, attached to the other supporting documents.

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

Payment of the Provider’s fees will be divided in accordance with the following:

|  |  |
| --- | --- |
| **Deliverables** | **Exclusion level (Euros)**  **▼** |
| **Development and delivery of the fully functional IT Tool (software), with all related user trainings provided, all tests held as described in the Business and Technical Requirements (Appendix hereto).** | *150.000,00* |
| **Type(s) of Units▼ (within the overall deliverables)** |  |
| Submission and acceptance of the Project Management Plan | 20% of total price |
| Submission and acceptance of Software Requirements Specification | 20% of total price |
| Provision and acceptance of Software Design Description (initial version), Software Design Description (final version), Installed Software including Source and Executable Codes and Development Tools, Training Plan, Software Test Procedures | 30% of total price |
| Provision of Training Materials, Delivery of Trainings, Provision of User Manuals, Submission and acceptance of Penetration Test Report and Revised Source/Executable Codes, retrained AI algorithms and Documents | 30% of total price |

**D. HOW WILL THIS One-OFF CONTRACT WORK?**

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out in compliance with the description of deliverables as provided in Section B (above) and in the Business and Technical Requirements (Appendix I). The Provider will be responsible for providing any deliverable before the deadline(s) fixed in Section B.

**E. ASSESSMENT**

*Exclusion criteria* (by signing the Contract and the Declaration of Agreement, 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 F):

* specialisation in the field of Information Technologies;
* has an annual turnover for the year 2022 which amounts at 100 000 Euros minimum;
* has the key personnel allocated to the IT Tool development having 5 years of experience in software development engineering, infrastructure capability and documentation management~~;~~
* having worked on at least one similar project, within the last 3 (three) years, including design, development and implementation of software and trainings on its use;
* is able to meet the purpose of the contract and deadlines for delivery as described in the Business and Technical Requirements (Appendix I) to be proven and documented in the Technical Proposal (Annex A) and Service Level Agreement (Annex B).

*Award criteria*

* **Criterion 1**: Technical criteria (75%) including:
* Adequacy, relevance, fit for purpose and effectiveness of the approach proposed in the **Technical Proposal** (maximum 120 points):

|  |  |
| --- | --- |
| **Items** | **Maximum possible points[[3]](#footnote-3)** |
| Service Delivery Team Composition and Organisation | 20 |
| Service Delivery Site, On vs. Off-site, Communication with the Beneficiary | 5 |
| Requirements Management | 15 |
| Software Design and Development | 20 |
| Software Testing | 15 |
| Version Management | 5 |
| Implementation Strategy for Artificial Intelligence and Deep Learning | 20 |
| Network and Information Security | 10 |
| Sustainability Planning and Know-How Transfer Activities | 10 |

* Adequacy, relevance, fit for purpose and effectiveness of the approach proposed in the **Service Level Agreement** (maximum 30 points):

|  |  |
| --- | --- |
| **Items** | **Maximum possible points** |
| General Description, and Methodology and Standards | 5 |
| Continuous Service Improvement Process, and Service Indicators | 15 |
| Measurement and Analysis | 10 |

Only tenders scoring **105 points** or more (of a maximum of 150) points against the technical award criteria will have their financial proposal evaluated.

* **Criterion 2**: Financial offer (25%).

**Multiple tendering is not authorised.**

1. **DOCUMENTS TO BE PROVIDED**

* A completed and signed copy of the **Contract (Appendix II)**[[4]](#footnote-4)**;**
* A completed and signed copy of the **Declaration of Agreement (Appendix IV);**
* A list of all owners and executive officers, for legal persons only;
* Registration documents for legal persons (with translation into English);
* A quote, describing their financial offer, in line with the requirements of section C of the Tender File (see above);
* **Technical Proposal** (covering the information listed in Annex **A** below) in English maximum of 40 pages presenting the tenderer’s proposal for the service delivery and information and documents required under the Business and Technical Requirements. The information in the technical proposal must be consistent with the Business and Technical Requirements and must be signed by the tenderer.
* **Service Level Agreement** (covering the information listed in Annex **B** below)in English maximum of 20 pages presenting the tenderer’s proposal for a Service Level Agreement, and related topics such as governance, quality management and reporting to be used during the execution of the Contract. The information in the Service Level Agreement must be consistent with the Business and Technical Requirements and must be signed by the tenderer.
* Description of **similar project(s)** realised / implemented, in English.
* **Portfolio** of the team members including the CVs, which will be engaged in the Project implementation, in English.
* **Contacts of 3 clients/references** for whom similar IT products were developed and who could be reference to the provider.
* Company’s **balance sheets** for 2021 and 2022 (with translation into English).

**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 SERVICES FOR THE DEVELOPMENT OF IT TOOL (SOFTWARE)**

**2023/AO/74**

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

* 1. **Name and address**

**COUNCIL OF EUROPE**

Directorate General of Human Rights and Rule of Law

Department for the Implementation of Human Rights, Justice

and Legal Co-operation Standards

Co-operation Programmes Division

* 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.[[5]](#footnote-5)

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

**ARTICLE 2 – VALIDITY OF THE TENDERS**

Tenders are valid for 180 calendar days as from the closing date for their submission.

**ARTICLE 3 – DURATION OF THE CONTRACT**

The duration of the contract is set out in Article 2 of the Contract.

**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:

* Terms of reference and the Business and Technical

Requirements

* Tender rules
* The Contract
* The Declaration of Agreement
* The Model Act of Acceptance

**ARTICLE 6 – LEGAL FORM OF TENDERERS**

The tenderer must be 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: [ankara.office@coe.int](mailto:ankara.office@coe.int) with the subject of the e-mail “**SIAC 2 IT TENDER**”.

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](mailto:cdm@coe.int) with reference no. **2023AO74** 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 **6 October 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:**

* A completed and signed copy of the Contract (Appendix II)[[6]](#footnote-6)
* A completed and signed copy of the **Declaration of Agreement (Appendix IV);**
* A list of all owners and executive officers, for legal persons only;
* Registration documents for legal persons (with translation into English)
* A quote, describing their financial offer, in line with the requirements of section C of the Tender File (see above);
* **Technical Proposal** (covering the information listed in Annex **A** below) in English maximum of 40 pages presenting the tenderer’s proposal for the service delivery and information and documents required under the Business and Technical Requirements. The information in the technical proposal must be consistent with the Business and Technical Requirements and must be signed by the tenderer.
* **Service Level Agreement** (covering the information listed in Annex **B** below)in English maximum of 20 pages presenting the tenderer’s proposal for a Service Level Agreement, and related topics such as governance, quality management and reporting to be used during the execution of the Contract. The information in the Service Level Agreement must be consistent with the Business and Technical Requirements and must be signed by the tenderer.
* Description of **similar project(s)** realised / implemented, in English.
* **Portfolio** of the team members including the CVs, which will be engaged in the Project implementation, in English.
* **Contacts of 3 clients/references** for whom similar IT products were developed and who could be reference to the provider.
* Company’s **balance sheets** for 2021 and 2022 (with translation into English).

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](mailto:cdm@coe.int) with reference no. **2023AO74** 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 **6 October 2023** by 23:59 CET.

**Annex A**

**Requirements to content of the Technical Proposal**

**CALL FOR TENDERS**

**2023/AO/74**

The Technical Proposal should be structured and cover information as follows:

1. **Introduction.** Any information deemed appropriate to introduce.
2. **Service Delivery Approach.** Description of e.g. common principles or common elements pertaining to the service delivery approach. Description of how the tenderer will ensure that deliverables correspond to the Business and Technical Requirements of reference (e.g. stakeholder requirements and high-level design), as well as technical standards and guidelines provided by the Turkish Constitutional Court.
3. **Service Delivery Team Composition and Organisation.** Description of how the tenderer intends to organise the service delivery team. Describe how the core and extended service delivery team will be composed in regard to profiles and with reference to numbers of specific Full Time Equivalent members of staff and non-staff. Describe the teams’ dedication to the Turkish Constitutional Court as a sole customer.
4. **Service Delivery On-Site vs. Off-site, and Communication with the Turkish Constitutional Court.** Description of the premise(s) that the tenderer is proposing for the service delivery. Describe any difference in physical location between service delivery team members, and when and how the service delivery team will be present on-site in the Turkish Constitutional Court’s premises. Describe the means of communication (e.g. Skype video conferencing or other) proposed to interact with the Turkish Constitutional Court, if not on-site, and the tenderer’s mitigation strategy to reduce the risk of miscommunication with the Turkish Constitutional Court and within the team.
5. **Requirements Management.** Description of the process proposed by the tenderer for documenting, analysing, tracing, prioritizing and agreeing on requirements and then controlling change and communicating to relevant stakeholders. Description of how the tenderer will ensure that the requirements comply with the Business and Technical Requirements (stakeholder requirements as well as standards and guidelines provided by the Turkish Constitutional Court).
6. **Software Design and Development.** Description of the process proposed by the tenderer for creating the detailed technical blueprint for the bespoke IT Tool to be developed using MoSCoW techniques. Description of how the tenderer will ensure that the technical design comply with the Business and Technical Requirements (solution requirements, high-level design as well as standards and guidelines provided by the Turkish Constitutional Court). Description of how the tenderer will ensure that the source code complies with the technical design.
7. **Software Testing.** Description of the software testing and quality assurance process proposed by the tenderer. Describe how the Test Strategy will be implemented and supported. Describe how the tenderer will mitigate the risk of issues identified after the release has been packaged and sent for deployment.
8. **Version Management.** Description of the tenderer’s proposal on how to package, re-verify and communicate a release, as well as support the Turkish Constitutional Court with regard to ensuring that the release will be efficiently tested and deployed to the production environment.
9. **Tools.** General description of the tools proposed to be used. Detailed description of the proposed Source Control Versioning and Work Item Management (SCV/WIM) solution, including work item types. Describe how the Turkish Constitutional Court will have access to said tools.
10. **Technical Infrastructure.** Description of the technical infrastructure (incl. environments) the tenderer is proposing for development and testing activities. Describe how the Turkish Constitutional Court and other stakeholders will have access to said environments. Describe the strategy proposed by the tenderer to ensure that the technical environments are kept “production like”, and risk mitigation strategy proposed against issues identified during UAT testing pertaining to differences in the technical environment.
11. **Network and Information Security.** Description of the security- and confidentiality-related practices the tenderer will put in place when executing the Contract concerning personnel, infrastructure and electronic communications. Description of (i) the Information Security Management System (ISMS), (ii) security roles and responsibilities within the organization, and (iii) the access control policy for facilities, sites, network, system, application and information/data access (including physical, logical and remote access controls).
12. **Sustainability Planning and Know-How Transfer Activities.** Provision of a project plan that details concrete tasks (incl. description) to be executed to achieve the successful takeover of the product as-is. This shall include what the tenderer considers to be the most relevant risks and their mitigations as well as planned Knowledge Management Activities (e.g. Training of Administrators, Training of Users, Documentations, Reports, Source Code, etc.) ensuring transfer of relevant knowledge in order to ensure the successful transfer of the product.
13. **Similar Projects implementation / product development.** List of similar products developed by the tenderer with the information on the main features of such products, areas of their implementation, dates of the development, users (if possible), current status of their application, warranty and support arrangements, defaults in the development and solutions applied, other relevant information to illustrate the relevant experience.
14. **Other Topics.** Other topics as defined relative by the tenderer.

**Annex B**

**Requirements to content of the Service Level Agreement**

**CALL FOR TENDERS**

**2023/AO/74**

The Service Level Agreement should be structured and cover information as follows:

1. **Introduction.** Any information deemed appropriate to introduce.
2. **General Quality Management Description.** General overview of the tenderers Quality Management process. Description of the quality control and quality assurance measures that the tenderer would offer to put in place to ensure the quality of the deliverables to be provided.
3. **Quality Management Methodology and Standards.** Description of industry recognised methodologies and standards used by the tenderer.
4. **Continuous Service Improvement Process.** Detailed description of the proposed Continuous Service Improvement Process. Describe how the relevant measures (KPIs and SIs) support the process.
5. **Service Indicators (SI).** Describe the tenderer’s proposed list of Service Indicators. Include the following information: Code, name, measurement objective, area, definition (incl. clear metrics), measurement period, measurement method, and targets.

Note that the Service Indicators will be finalised and agreed as part of the kick-off meeting with the Turkish Constitutional Court.

1. **Measurement and Analysis.** Describe how relevant measures (KPIs and SIs) are collected, monitored, analysed and reported. Describe the tools used, which of the measures they support as well as the level of atomisation. Describe the frequency of when measures are followed up and how.
2. **Governance.** Description of the proposed governance for the Contract. Description of how the tenderer intends to organise the process of reporting on activities for the Contract in conformity with the Service Requirements and the Service Level Agreement.
3. **Other Topics.** As defined relative by the tenderer.

1. T0 is the date of contract’s signature by the last of its parties. [↑](#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 an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three and sixth above listed exclusion criteria are met;

   A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion 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. number of points that can be given under each item. [↑](#footnote-ref-3)
4. The Contract must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Contract 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-4)
5. Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int) [↑](#footnote-ref-5)
6. The Contract must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Contract 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-6)