

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / One-off contract)

Procurement of IT equipment and software, its delivery to the recipients of the Project



Contract N° 8748/2021/1

The Council of Europe is currently implementing the Project “Internal Displacement in Ukraine: Building Solutions. Phase II” in the framework of the Council of Europe Action Plan for Ukraine 2018-2022 which aims to strengthen the capacities of internally displaced persons (hereinafter - IDPs), displaced professionals, displaced institutions and other key stakeholders to improve the human rights protection of IDPs in Ukraine.

In 2021 the Project “Internal Displacement in Ukraine: Building Solutions. Phase II” selected five communities at the local level in Ukraine as partners for the Project’s component on promoting better integration of IDPs and the human rights protection of the conflict-affected population. These are Berdyansk, Kramatorsk, Kryvyi Rih, Storozhynets, and Tairove.

In order to strengthen the capacities of organizations working on the issues of IDPs and the conflict-affected population in partner communities, the Project is looking for a Provider for the provision of IT equipment and software. The deliverables described in the Section B below and Section A of the Act of Engagement (See attached).

The deliverables should be delivered to the following premises:

Beneficiary 1:

- Department of Social Policy of Krivvyi Rih city administration (prospect Metalurgiv 36b, Kryvyi Rih, Dnipropetrovsk region);

Beneficiary 2:

- Department of Social Protection of Storozhynets city administration (Chernivetska str. 6A, Storozhynets, Chernivtsi regio)

A. TENDER RULES

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of 20 June 2019 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 a legal person or private entrepreneur, except consortia.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: “Tender 8748/2021/01 Computer hardware”**. 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 Council of Europe Contact details indicated below for any question you may have.

All **questions shall be submitted not later than 24 September 2021** and shall be exclusively addressed to the email address indicated below with the following reference in subject: “8748/2021/01 Questions”.

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 Appendix 2)
Deadline for submission of tenders/offers ▶	01 October 2021
Email for submission of tenders/offers ▶	Internally.Displaced.Persons@coe.int
Email for questions ▶	Internally.Displaced.Persons@coe.int
Expected starting date of execution ▶	18 October 2021

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 and services should be provided maximum until 12 November 2021.

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 in two columns: without VAT in one column and including VAT indicated separately in the second column.

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement², 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

Tenderers should demonstrate that they fulfill the following criteria:

- are registered as a legal entity or a private entrepreneur which is authorised to supply IT equipment and software;
- have at least 2 years of experience in the supply of similar goods/services.

Award criteria

- Technical offer (40%), which includes:
 - Quality of the IT equipment and software proposed (compliance with technical specification requirements (as indicated in Section A of the Act of Engagement));
 - Timeframes for the delivery of IT equipment;
 - Length of warranty;
- Financial offer (60%).

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.

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.

F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit

1. **A completed and signed copy of the Act of Engagement³ (See attached as Appendix 2).**
2. **Copy of the registration documents*** (including those showing economic activities that the company is authorized to carry out);
3. **Annex 1 of the tender file containing:**
 - Brief description which proves that provider has relevant experience in the field of providing similar services (at least for 2 years);
 - Title of the proposed IT equipment and link to the product (including information of warranty period);
 - Technical specification of the proposed IT equipment (in the part that is not covered by the minimum technical specification requirements or supersede them, if any);
 - Timeframe of the provision of expected deliverables.

All documents shall be submitted in English (except for documents marked with an asterisk (*), which can be submitted in Ukrainian); failure to do so will result in the exclusion of the applicant from 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.

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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.

ANNEX 1 TO TENDER FILE, 8748/2021/1

APPLICANT'S PROFILE

Description which proof that provider has relevant experience in the field of providing similar services (at least for 2 years)

TECHNICAL SPECIFICATION OF THE PROPOSED IT EQUIPMENT

Deliverables ▼	Title of the proposed IT equipment	Link to the product	Warranty period	Technical specification of the proposed IT equipment (in the part that is not covered by the minimum technical specification requirements or supersede them, if any)	Deadline of the provision of deliverables
Beneficiary 1					
Desktop PC <u>Processor</u> <u>Motherboard</u> <u>Graphics card</u> <u>RAM</u> <u>Hard drive</u> <u>Computer case</u>					
LCD Monitor					
Keyboard					
Optical mouse					
Multifunctional device					
Operating system					
Software					

Network filter					
Soft "E-system of the assessment of quality of services"					
Beneficiary 2					
Laptop					
Optical mouse					
Power supply					
Operating system					
Software					
Multifunctional device					