

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



**Purchase of services of logistical support (travel arrangement and hotel accommodation) for representatives of local authorities of Ukraine and the Association of Ukrainian Cities (AUC) (the "Ukrainian delegation") to the 2023 Open Government Partnership Global Summit in Tallinn (Estonia) on 5-8 September 2023.**

***Contract N° 9144/2023/5***

The Council of Europe is currently implementing the project "Strengthening multi-level governance, democracy and human rights at local level in Ukraine" within the Council of Europe Action Plan for Ukraine "Resilience, Recovery and Reconstruction" for 2023-2026. The project aims to strengthen the dialogue, partnership and consultation between different levels of government; enhance collaborative governance and citizen participation in line with the principles of local democracy and open government; and promote and guarantee the right to equality and non-discrimination at local level, for the recovery and reconstruction of Ukraine.

One of the Project components is to enhance collaborative governance and citizen engagement in line with the principles of local democracy and open government. The development of open government in Ukraine across different levels of governance – national, regional and local – promotes and allows for a more holistic and integrated agenda, favours the intersections with public ethics and prevention of corruption, and strengthens the implementation of the 17 Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda, thus establishing a national strategic framework. Ukraine is a member of the international initiative Open Government Partnership (OGP) and finalised the implementation of the fifth National Action Plan for the Implementation of Open Government Partnership Initiative.

Within the framework of the Project, 14 representatives of Ukrainian local authorities and the Association of Ukrainian Cities and 2 representatives of Project team will participate in the Open Government Partnership Global Summit in Tallinn (Estonia) on 6-7 September 2023, as well as in side events to be held on 5 and 8 September 2023.

In that context, the Council of Europe, through its Project "Strengthening multi-level governance, democracy and human rights at local level in Ukraine", is looking for a Provider for the provision of services of logistical support (travel arrangement and hotel accommodation) to the Ukrainian delegation under the mentioned visit.

Summit key events will be held at: Telliskivi Creative City in Tallinn, Estonia (address: Telliskivi 60a, 10412). Accommodation for all participants shall be arranged downtown and within reasonable walking distance (i.e. not requiring use of public transport/additional transportation) from the Telliskivi Creative City.

(see Section A of the Act of Engagement).

**A. TENDER PROCEDURE RULES**

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe<sup>1</sup>, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €6,000 for intellectual services) and €55,000 tax exclusive.**

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<sup>1</sup> 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](#).

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 natural person, a legal person or consortia of legal and/or natural persons.

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 – 9144/2023/5**. 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 at least 3 (three) 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: Questions – 9144/2023/5.**

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|--|---|
| <b>Type of contract ▶</b>                          | One-off contract  |
| <b>Duration ▶</b>                                  | Until complete execution of the obligations of the parties (see Article 2 of the Legal conditions as reproduced in the Act of Engagement) |
| <b>Deadline for submission of tenders/offers ▶</b> | <b>11 August 2023</b>   |
| <b>Email for submission of tenders/offers ▶</b>    | <b>oleg.muzychenko@coe.int</b>  |
| <b>Email for questions ▶</b>                       | <b>oleg.muzychenko@coe.int</b>  |
| <b>Expected starting date of execution ▶</b>       | 15 August 2023  |

## B. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement** (see attached).

## C. FEES

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

## D. ASSESSMENT

### *Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement,<sup>2</sup> 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, 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.

### *Eligibility criteria*

- At least 3 years of experience in provision of services related to logistical support, travel management, hotel accommodation or related services;
- Being legally registered in Ukraine to provide requested services (for legal entities and private entrepreneurs).

### *Award criteria*

- Quality of the offer (50%), including:
  - offered ticket options and hotel accommodation proposals (40%);
  - cancellation policy (10%).
- Financial offer (50%).

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 Engagement<sup>3</sup> (see attached)**
- Registration documents, for legal persons and private entrepreneurs only;
- Signed Tender proposal that contains the following sections:
  - Brief description of the Tenderer's at least 3 years' experience of provision of services similar to the ones requested in this Tender File;

<sup>2</sup> 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.

<sup>3</sup> The Act of Engagement must be completed, signed, scanned in its entirety (i.e. including all the pages) and sent as a compiled document. For all scanned documents, .pdf files are preferred.

- Description of the proposed route with tickets and hotel accommodation proposal, which should include photos of the rooms and link to the hotel website;
- Detailed description of the lunch boxes;
- Transfer proposal should include the photos of the vehicles to be used;
- Cancellation policy information.

**All documents shall be submitted in English (except registration documents) 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.**

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