



# HOW TO PARTICIPATE IN A COMPETITIVE BIDDING PROCEDURE?

## STEP 1 – READ THE TENDER FILE ▼

Pay particular attention to the following details:

<b>What is the call about?</b> ►	This procedure aims at selecting one or several supplier/s to provide goods or services to the Council of Europe, in line with its procurement procedures. The type of procedure conducted is described under <b>Section A of the Tender File</b> .
<b>To whom is the call open? Who can you contact</b> if you have questions about the procedure? ►	See <b>Sections A and B of the Tender File</b> , which explains who can submit tenders, how the tenders must be sent and how questions can be asked. If you have doubts about a particular point or a document requested, you should use the <b>email for questions, before the deadline for asking questions</b> (See <b>Section A of the Tender File</b> ). <b>The Tender File</b> further sets out (See Section “Assessment”) the eligibility and award criteria. Make sure you have the required skills and capacities before tendering.
<b>What is the deadline</b> for tendering? ►	The deadline is indicated in <b>the Tender File</b> (table).
<b>Which supporting documents</b> are required? ►	The documents to be sent are listed under <b>Section “Documents to be provided”</b> .

## STEP 2 – FILL IN AND SIGN THE ACT OF ENGAGEMENT (IF ANY) ▼

For procedures without Act of Engagement, please refer to Section “Contractual Requirements” of the Tender File

The Act of Engagement is the future contract that will fix the terms and conditions of your relationship with the Council of Europe **in case** you are selected. It must be completed by any tenderer wishing to tender. In the Act of Engagement, the boxes which you need to fill in are outlined **in red** and instructions to be followed are **in red** too. Pay particular attention to the following details:

<b>Contact details of the provider</b> ►	<b>Representative</b> – You do not need to indicate a representative if the Provider is a natural person. <b>VAT number</b> – You will have such a number if you are registered for VAT. If you are not VAT registered, please leave this blank (do not indicate anything other than a VAT number: <b><u>other tax numbers or social security numbers are irrelevant</u></b> ).
<b>Bank details</b> ►	The name of the account holder <b>must be the same</b> as the name of the provider in the contact details section.
<b>Terms of Reference / Table of Unit fees</b> ►	If there are lots, please tick the relevant box(es) to indicate <b>which lot(s) you are tendering for</b> . <b>Deliverables (in case of a one-off contract)</b> – please indicate your fee for each deliverable described in the table. <b>Unit fees (in case of a framework contract)</b> – please indicate your fee for each unit described in the table. Pay attention to the <b>exclusion level</b> (if any) – this indicates the maximum fee the Council will accept to pay for the deliverable or unit described. Any offer above the indicated exclusion level will be rejected. If the table does not contain a column “exclusion level” it means that there is none.
<b>Prices / Invoicing</b> ►	All prices indicated in the Act of Engagement shall be indicated <b>without VAT</b> . However, in case you are selected, and <b>in case you are subject to VAT</b> , the Council reserves the right to ask you to invoice the Council in a specific manner, depending on the type of goods or services procured and on your place of establishment (See <b>Information Note on VAT/Invoicing requirements</b> ).
<b>Declaration of Agreement and signature</b> ►	Please read the declaration and sign the Act of Engagement. Fill in all the boxes outlined <b>in red</b> under the heading “For the provider”. <b>Signatory</b> is the name of the person signing on behalf the provider where the provider is not a natural person. Where you are a natural person, you can simply rewrite your name in this box.

## STEP 3 – COLLECT THE OTHER SUPPORTING DOCUMENTS AND SEND THEM TO THE COUNCIL ▼

- Send **all the requested** documents to the Council (please refer to **Section “Documents to be provided”** of the **Tender File**). Ensure that you follow the instructions for the submission of your tender documents (email and deadline for submission).