

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



Purchase of service of furniture manufacturing for the Human Rights Educational Center in the framework of the Joint EU/Council of Europe Project "European Union and Council of Europe working together to strengthen the protection of human rights" (hereinafter – the Project).

Contract N° 4757/2021/33

The Council of Europe is currently implementing the Joint EU/Council of Europe Project "European Union and Council of Europe working together to strengthen Ombudsperson's capacity to protection human rights" (hereinafter – the Project). The Project's general aim is to strengthen the Ombudsperson's institutional capacity in the areas of personal data protection and prevention of human rights violations in places of deprivation of liberty via efficient realisation of the National Preventive Mechanism (NPM).

The Project was addressed by the Parliament's Commissioner for Human Rights with the request to equip the Human Rights Educational Center with the furniture.

The Human Rights Educational Center was established under the Secretariat of the Ukrainian Parliament's Commissioner for Human Rights and is supervised by the Sector for Promoting Legal Awareness of the population about the Parliament Commissioner's role, mandate and scope of interventions.

The Training Centre is created with the purpose to increase legal awareness of the population about human rights standards, promote activities of the Parliament Commissioner and its institution and ensure growth of its interaction with the government officials, public servants, media, civil society experts and public in general. The Training centre will serve as a platform for realisation of various educational initiatives and campaigns, including video conferencing, webinars, trainings etc.

In that context, the Project is looking for a Provider for manufacturing of furniture based on the description **provided in the specification table (See Annex 1).**

A. TENDER 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 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 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 4757/2021/33_Name of your company.** 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 CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least 2 (two) 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: Tender 4757/2021/33_Question**

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 the Act of Engagement)

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](#).

Deadline for submission of tenders/offers ▶	05 October 2021
Email for submission of tenders/offers ▶	dgi-coordination@coe.int
Email for questions ▶	dgi-coordination@coe.int
Expected starting date of execution ▶	09 October 2021

B. EXPECTED DELIVERABLES

The expected deliverables with technical specification of each furniture item are described in UKR in **Annex 1 of this Tender file**.

All deliverables and services should be provided **until 15 December 2021**.

C. FEES

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

Prices are indicated in UAH without VAT. The Project is VAT exempted in Ukraine as the Joint Project of the European Union and the Council of Europe registered at the Ministry of Economy of Ukraine on the basis of Cabinet of Ministers of Ukraine's Decree "On the unified system of the use and monitoring of international technical assistance" n.153 approved on 15.02.2002. Services to be provided under this Act of Engagement will be invoiced VAT excluded unless the Council requests otherwise.

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement,² 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 or are likely to be in a situation of conflict of interests;
- 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).

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 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).

Eligibility criteria

- Legal person or consortia of legal and/or natural persons registered according to the national legislation;
- At least 5 years of experience in the sphere of furniture production – proven by company's registration documents and portfolio of previous successfully completed orders.
- Proof of possibility to carry out an appropriate type of economic activity.

Award criteria

- Quality of the offer (60%), including:
 - The quality of materials (40%)– certificates proving the quality of materials (corresponding to the national standards DSTU), provision of material sample with the description of technology used; The warranty exceeding 12 months will be considered as an additional benefit.
 - Technical proposal (10%) – technical capacity and human resources to be assigned to provide the requested services in full and compliance with technical specification.
 - Timeframe (10%) - Completing the manufacturing and installation within the deadline. The ability and readiness to complete the order before the deadline (15 December) will be considered as an additional benefit.
- Financial offer (40%).

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

- **A completed and signed copy of the Act of Engagement³ (See attached)**
- Registration documents* (scanned copies of originals in Ukrainian) and documents proving the ability to carry out an appropriate type of economic activity.
- Presentation or link to company's portfolio* demonstrating at least 10 samples of produced furniture of different complexity and describing overall experience in the field of furniture production;
- Filled in **Annex 2 of this Tender file containing:**
 - Brief description of provider's experience in the field of furniture manufacturing and technical capacity
 - Detailed description of the materials to be used for manufacturing the proposed furniture items;
 - Timeframe of the provision of expected deliverables.
- Copy of the certificates proving the quality of materials* (corresponding to the national standards DSTU)
- Samples of the materials used for the production of furniture (Samples can be delivered to the CoE office in Ukraine –Iliinskaya str.8, Kiev by 25th of October. They can be returned if needed to the manufacturer after the selection of the provider will be completed)

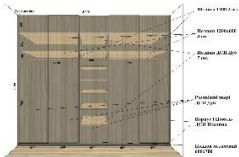
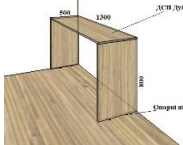
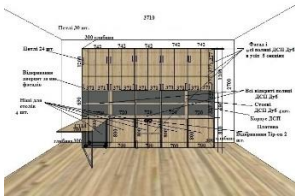
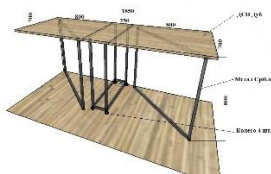
³ The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.

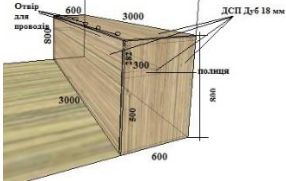
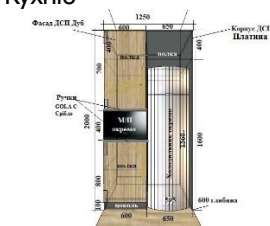
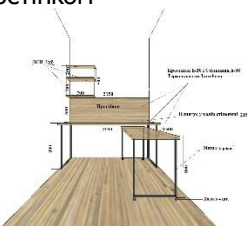
All documents shall be submitted in English (except for documents marked with an asterisk (*), which can be submitted in Ukrainian); failure to do so will result in the exclusion of the applicant from the tender.

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.

ANNEX 1 TO TENDER FILE, 4757/2021/33

№ П/П	Найменування	Опис	Кількість	Ціна
1.	Шафа-Купе у Хол 	Висота 2700мм, Ширина 3000мм, Глибина 700мм. Розсувні двері 600мм - 5 шт. Штанга 1200 мм -2 шт. Полиця 600х600 мм -7 шт. Полиця 1200х600 мм -2 шт. Піддон металевий 600х600мм – 1шт. Система двері і профіль ADS Матеріал Корпусу, Цоколя та Фасадів - ДСП	1	
2.	Стіл у Хол 	Висота 800мм, Ширина 1300мм, Глибина 500мм. Матеріал - ДСП	1	
3.	Книжкова Шафа у Зал 	Висота 2700мм, Ширина 3710мм, Глибина 300мм. Полиця 742х280 мм - 16 шт. Дверцята 371х1200 мм, відкривання за низ фасадів – 10 шт. Дверцята 371х810 мм, відкривання на Тір-оп-2 шт. Петлі з доводкою Blum – 24 шт. Стоєві по середині шафи 690х300 мм – 4 шт. Стіл Книжка для Книжкової шафи – 4 шт. Матеріал Корпусу та Фасадів - ДСП	1	
4.	Стіл – «Книжка» у Книжкову Шафу у Зал 	Висота 800 мм, Ширина у розкритому виді 1850мм, у закритому виді 250 мм, Глибина 700мм. Ніжки з металевого каркасу на колесах. Матеріал Стільниці – ДСП	4	

5.	Великий стіл у Залу 	Висота 800мм, Ширина 3000мм, Глибина 800мм. Полиця 300х3000мм – 1 шт. Отвір для проводів – 4 шт. Матеріал Стільниці і Корпусу - ДСП	1	
6.	Тумба у Зал 	Висота 700 мм, Ширина 600мм, Глибина 600мм. Ящик з доводкою скритого монтажу Blum 200х600мм Профіль Gola L і C - 600мм Полиця 600х580мм – 1 шт. Матеріал Стільниці, Корпусу, Цоколя і Фасадів – ДСП	1	
7.	Пенал для холодильника і М/П у Кухню 	Висота 2000 мм, Ширина 1250мм, Глибина 600мм. Полиця над холодильником 650х600 мм – 1 шт. Полиця 600х580мм – 2 шт. Дверцята 600х700мм – 1 шт. Дверцята 600х800 мм – 1 шт. Профіль Gola L 600мм – 2 шт. Петлі з доводкою Blum – 4 шт. Матеріал Корпусу, Цоколя та Фасадів - ДСП.	1	
8.	Набір столів для Кухні з полицями та простінком 	Висота конструкції 2000мм. 1. Стіл – Висота 900мм, Ширина 2150мм, Глибина 600мм. 2. Стіл – Висота 800мм, Ширина 1300мм, Глибина 600мм. 3. Простінок 600х2150мм – 1 шт. 4. Полиці з металевим каркасом 700х300мм – 3 шт. Ніжки з металевого каркасу у столі, на одному столі ніжки на колесах. Матеріал 2-х Стільниць Термопластик ДСП h-38.	1	

9.	Стелаж у Кабінет 	Висота 1830мм, Ширина 700мм, Глибина 350мм. Матеріал - Дуб Сонома ДСП	1	
10.	Шафа для одягу у Кабінет 	Висота 1830мм, Ширина 700мм, Глибина 500мм. Матеріал - Дуб Сонома ДСП	1.	
11.	Комп'ютерний кутовий стіл 	Висота 850мм, Ширина 1025мм, Глибина 1025мм Матеріал - Білий і Дуб Сонома ДСП	3.	
12.	Крісло у Кабінет 	Висота 970-1100мм, Ширина сидіння 470мм, Глибина сидіння 430мм Матеріал каркасу- метал і чорний пластик Матеріал сидіння – Тканина або Шкірозамінник, сітка - чорного кольору	4.	
13.	Крісло у Залу 	Висота 1180-1250мм, Ширина сидіння 540мм, Глибина сидіння 450мм Матеріал каркасу – метал і чорний пластик Матеріал сидіння – Еко-шкіра чорна	4.	
14.	Стілець зі столиком у Залу 	Висота 820мм, Ширина виробу 540мм, Глибина виробу 560мм. Матеріал каркасу – метал чорний Матеріал сидіння – Шкірозамінник чорний	20	

15.	Стілець у Кухню 	Висота 890мм, Ширина сидіння 410мм, Глибина сидіння 400мм Матеріал каркасу – метал чорний Матеріал сидіння- Шкірозамінник чорний	5.	
-----	--	---	----	--

ANNEX 2 TO TENDER FILE, 4757/2021/25

APPLICANT'S PROFILE

Description of technical capacity and relevant experience in the field of furniture production

TECHNICAL SPECIFICATION OF THE PROPOSED FURNITURE ITEMS

Deliverables ▼	Unit	Number of Units	Materials to be used (Detailed description of materials used in production with corresponding certificates)	Warranty period (Warranty for furniture items)	Date of provision (Date when the company is ready to complete the order in full including the delivery and installation of furniture)
Closet (Hallway)*	Per item	1			
Table (Hallway)*	Per item	1			
Bookcase (Study Room)*	Per item	1			
Table (Study room)*	Per item	4			
Common table for laptops (Study room)*	Per item	1			
Stone (Study room)*	Per item	1			
Cover case for refrigerator (Kitchen)*	Per item	1			
Table set (Kitchen)*	Per set	1			
Rack (Office room)*	Per item	1			
Closet (Office room)*	Per item	1			
Computer table (Office room)*	Per item	3			
Chair (Office room)*	Per item	3			
Chair (Study room)*	Per item	4			

Chair with table (Study room)*	Per item	20			
Chair (Kitchen)*	Per item	5			
Delivering and installation*	Per service	1			

* please check the table with specifications attached in the Annex 1 of this Tender file for the technical characteristics and size of each furniture item
