



# COMPETITIVE BIDDING PROCEDURE

## FOR THE PROVISION OF COMMUNICATION SERVICES

<b>Object of the procurement procedure ►</b>	Provision of communication services on electoral issues, including voter awareness-raising and education
<b>Project ►</b>	Supporting democratic post-war elections in Ukraine – Phase II
<b>Organisation and buying entity ►</b>	Council of Europe Council of Europe Office in Kyiv, Ukraine
<b>Type of contract ►</b>	<b>Framework Agreement</b>
<b>Duration ►</b>	Until 31 December 2026
<b>Expected starting date ►</b>	08 October 2025
<b>Tender Notice Issuance date ►</b>	12 September 2025
<b>Deadline for tendering ►</b>	<b>02 October 2025 23h59 CET</b>

# TABLE OF CONTENTS

This Tender File contains:

- **The TERMS OF REFERENCE** .....3  
The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES** ..... 10  
The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The ACT OF ENGAGEMENT (See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers throughout the duration of the agreement.

## HOW DOES A FRAMEWORK AGREEMENT WORK?

### STAGE 1:

**PRE-SELECTION** of qualified Providers through a call for tenders and signature of a framework agreement with all the selected Providers.

### STAGE 2:

**COMPETITIVE PROCEDURES (CALL-OFFS)** are organised among the selected Providers each time a need arises.

**EXECUTION** as from the date of signature of each Call-off, unless the Call-off concerned provides otherwise.

## HOW TO SUBMIT A TENDER?

**STEP 1:** Read the **TENDER FILE**

**STEP 2:** Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section F of the terms of reference (below).

**STEP 3:** Send your **TENDER**, in accordance with the Tender Rules (see below)

# **PART I – TERMS OF REFERENCE**

## **COMPETITIVE BIDDING PROCEDURE FOR THE PROVISION OF COMMUNICATION SERVICES**

### **A. BACKGROUND**

Within the framework of the Council of Europe Action Plan for Ukraine 2023 - 2026, the Council of Europe is implementing the project "Supporting democratic post-war elections in Ukraine – Phase II" (hereinafter – the 'Project') aimed at ensuring that post-war national and local elections in Ukraine are democratic and held in line with international and European electoral standards and good practices.

Project activities are aimed at achieving the following outcomes:

- (1) Central Election Commission (hereinafter – 'CEC') and other national authorities concerned incorporate into the national legal framework the criteria and measurable indicators to assess democratic pre-conditions necessary for the organisation and conduct of post-war elections at national and local levels in Ukraine in line with European electoral standards and good practices.
- (2) CEC develops up-to-date solutions to ensure that first post-war elections in Ukraine are held in line with international electoral standards and good practices.
- (3) Ukrainian voters within and beyond Ukraine are timely informed on election related and voting procedures via efficient, gender sensitive and inclusive communication led and coordinated by the CEC during the preparation and all the way to the conduct of the first post-war elections.
- (4) Ukrainian voters benefit from a free and safe election process during the first post-war elections, as well as the protection of their electoral rights in line with European electoral standards and good practices.

To achieve the above-mentioned outcomes throughout the Project implementation period, the Project may need and therefore request, as the need might be, communication support to enhance the visibility of its activities and results, as well as to assist Project beneficiaries and partners – primarily the CEC – in implementing a wide range of communication activities on electoral issues. These may include voter awareness-raising and education initiatives, as well as the development and facilitation of effective communication processes, tools, and guidelines to ensure clarity and consistency in communication, as well as greater outreach impact.

In that context, the Council of Europe is looking for minimum of 3 (three) and maximum of 10 (ten) Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on communication.

This Agreement is currently estimated to cover up to 25 activities, to be held by 31 December 2026. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Agreement may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of the project amounts to 915,000 Euros and the total amount of the object of present tender **should in principle not exceed 171,000 Euros tax exclusive** for the whole duration of the Framework Agreement. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

### **B. EXPECTED SERVICES**

Throughout the duration of the Framework Agreement, selected Providers may be asked to provide the following types of deliverables:

- **Strategic communication consultancy**

This might include but not be limited to the development and implementation of communication strategies, complex communication campaigns, and communication guidelines on election related issues in line with legal, ethical, and institutional standards; audience analysis for developing and tailoring communication messages for specific groups of electoral stakeholders; research and benchmarking against international best practices in communication; consultancy on crisis communication and rapid-response measures in electoral domain; monitoring and evaluating communication impact through qualitative and quantitative methods; preparing performance and post-performance reports on complex communication and public awareness raising campaigns with follow-up recommendations.

- **Creative design, communication content development and production**

This might include but not be limited to the development of concepts of voters' awareness raising activities, related visual identities, slogans, and messaging frameworks; creation and refinement of brand guidelines to ensure consistency, and adaptable visual identity products for print, digital, broadcast, and outdoor media. Services might cover design and production for multiple channels, including digital platforms (websites, landing pages, social media content such as graphics, animations, infographics, and interactive formats), print and branded materials (brochures, posters, banners, voter education materials, guides, handbooks, leaflets, and promotional items), and outdoor formats (billboards, city light posters, and other large-scale materials). This also includes specialised design and printing for accessibility compliance (e.g. high-contrast, large print, Braille, tactile, and pictorial formats), professional copywriting across communication channels, and scriptwriting and production of audiovisual content, such as videos, radio programmes, podcasts, and photography for electoral awareness and engagement.

- **Media relations and public information management**

This might include but not be limited to the development and maintenance of comprehensive media contact databases of and communication with Ukrainian national and regional media, journalists, editors, leaders of public opinion and digital influencers; development and maintenance of communication with leading international media; provision of communication support to ensure timely, accurate, and engaging media coverage of Project related activities and results; provision of communication support, promotion, and coordination for public and media events on election-related issues, such as press conferences and media briefings.

As a general rule, all activities under this Framework Agreement shall comply with the Council of Europe's standards and requirements, including communication, visibility, and Graphic Charter guidelines (unless other visibility and graphic requirements are requested by the Project for the purpose of implementation of joint activities with its partners and beneficiaries), promote human rights approach, follow gender-neutral language principles, use inclusive terminology and avoid stereotypes, as well as present information clearly and attractively in a way that is easily accessible and encourages the audience to return repeatedly.

The above list is not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above list of expected services, but related to them.

By submitting an offer in the framework of the present procedure, the Tenderers acknowledge that the persons involved in the implementation of the contract will be exposed to an increased risk of death and injury due to the ongoing war against Ukraine. The Tenderers also acknowledge that, if selected, they will carry out the implementation of the contract at their own risk.

The Tenderers confirm in addition that, if selected, they will perform systematic security assessments before implementing any activity related to the implementation of the contract. The Tenderers acknowledge that the Council of Europe does not assume any liability for the death, any injury or any

damage that the Provider or persons involved in the implementation of the contract may sustain in Ukraine.

### **C. FEES**

Tenderers will be requested to tender, including with regard to fees, through subsequent competitive procedures (call-offs), which will be held after the signature of this agreement (see below Section D for more details about call-offs procedure).

### **D. HOW WILL THIS FRAMEWORK AGREEMENT WORK? (CALL-OFFS PROCEDURE)**

Within the limits of the scope and the duration of the Framework Agreement, the selected Providers will benefit from exclusivity provided that they meet required professional standards, cover the entire scope of the Council of Europe's needs and present a suitable offer for a call-off under the Framework Agreement.

#### **1. 1<sup>st</sup> stage: Selection and signature of the Framework Agreement**

The Council of Europe will select a minimum of 3 (three) and maximum of 10 (ten) Providers, provided that there are sufficient tenderers satisfying the exclusion and eligibility criteria. In case the number of eligible tenderers exceeds the maximum number of Providers to be selected, the Council of Europe reserves the right to give preference to tenderers who score the highest on the basis of the award criteria (see Section E below).

A copy of the Act of Engagement countersigned by the Council of Europe will be returned to the selected Providers. Once the selected Providers receive the Act of Engagement countersigned by the Council of Europe, the Framework Agreement will be considered as concluded between the Council of Europe and these selected Providers.

#### **2. 2<sup>nd</sup> Stage: Award of subsequent call-offs**

Once the Framework Agreement is signed, further competitive procedures will be launched to determine which of the pre-selected Providers will provide the services.

During the execution period of the Framework Agreement, tendering procedures, referred to as "call-offs", will be launched each time a new need for services arises. For these call-offs, only the pre-selected Providers will be invited to submit tenders.

For each call-off, the pre-selected Providers will be notified of the terms of reference, and, where relevant, additional tender rules and additional legal conditions applicable. Each notification will indicate the deadline for the submission of tenders, along with all supporting documents, taking into account the complexity of the call-off concerned. Each deliverable has to be accompanied by the filled-out AI tool questionnaire which is appended to this document.

Call-off tenders received after the deadline shall not be considered.

For more information about the call-off procedure, see the applicable legal conditions (as reproduced in the Act of Engagement).

The Council reserves the right to contract with third parties if the offers presented by the pre-selected Providers do not satisfy the applicable professional standards, do not cover the entire scope of the Council of Europe's needs or if no suitable offer is presented.

The award criteria (See Section E.3 below) will be in principle applied to each call-off in order to identify which offer provides the best value for money. However, the Council reserves the right to set different award criteria depending on the specific requirements of each call-off.

### 3. Award criteria and weighting for the subsequent call-offs

- (70 points) **Capacity to provide the requested services, including:**
  - Professional experience in Ukrainian media and communications relevant to the subject of the call-off, demonstrated through samples of previous work, including media campaigns, awareness-raising or communication activities, creative design and production, content development (prepared and published texts, news items, articles, blogs, press releases, digital content, etc.) (25 points);
  - Technical proposal (25 points):
    - (1) proposed methodology and work plan;
    - (2) creativity and relevance of proposed methods and tools to undertake the assignment;
  - Qualifications, experience, and expertise of the proposed team members (20 points).
- (30 points) **Financial offer**

The above criteria will be assessed on the basis of the documents identified/requested by the Council in each individual call-off.

## E. ASSESSMENT (1<sup>ST</sup> STAGE OF THE FRAMEWORK AGREEMENT)

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations)<sup>1</sup>

Tenderers shall be excluded from participating in this 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;
- are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;

<sup>1</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 requirements listed above under "exclusion criteria" are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement 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).

- 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 subject to restrictive measures applied by the United Nations Security Council or the European Union. In the case of legal persons, the restrictive measures imposed on the tenderer's owner(s) or executive(s) will also exclude the tenderer from participating in this tender procedure.

### *Eligibility criteria*

The eligibility criteria determine the conditions for participating in a procurement procedure and define the essential requirements that each bidder must comply with. Bidders shall demonstrate that they fulfil the following criteria:

Eligibility criteria	Document/s to be submitted
<u>Education</u> : University degree (minimum 1 <sup>st</sup> cycle/Bachelor's) in one of the following fields: journalism, communications, public relations, political science, international relations, media studies, or a related field.	<ul style="list-style-type: none"> <li>• Bidder's CV/CV of key team members</li> </ul>
<u>Work experience</u> : At least three (3) years of recent professional experience in the field of media and communications in Ukraine, with demonstrated track record in awareness-raising or communication activities, media campaigns, creative design and production, content development, media relations, or strategic communications.	<ul style="list-style-type: none"> <li>• Professional portfolio;</li> <li>• Bidder's CV/CV of key team members</li> </ul>
<u>Specific thematic expertise</u> : Confirmed expertise in electoral communications, public awareness-raising campaigns, or involvement in governmental or public affairs communications – whether through direct implementation or by providing strategic and creative support – as evidenced by the information included in the supporting documents.	<ul style="list-style-type: none"> <li>• Professional portfolio;</li> <li>• Bidder's CV/CV of key team members;</li> <li>• Samples of previous work</li> </ul>
<u>Language skills</u> : Excellent knowledge of Ukrainian (native/mother tongue level/C2 according to CEFR) and very good knowledge of English (minimum B2 level according to CEFR).	<ul style="list-style-type: none"> <li>• CV indicating language proficiency;</li> <li>• Language certificates (if available).</li> </ul>

The above eligibility criteria will be assessed **on the basis of the documents listed in the table and, where relevant, on the basis of other supporting documents** listed in Section F.

**For legal persons only:** legal persons are requested to include in their bids the profiles of **a maximum of 10** natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors. **Each natural person included in the bid will be assessed against the above eligibility criteria.** The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles met the eligibility criteria.<sup>2</sup>

**For consortia only:** each consortium member **will be assessed against the eligibility criteria above.** Consortium members who are legal persons are requested to provide the profiles of a maximum of 10 natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors. **Each natural person included in the bid submitted by a consortium – whether as an individual consortium member or as a natural person attached to a legal person – will be assessed against the above eligibility criteria.** The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles meet the eligibility criteria.<sup>3</sup>

<sup>2</sup> If awarded a contract, legal persons undertake to entrust the execution of call-offs only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, the legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay.

<sup>3</sup> If awarded a contract, consortium members who are legal persons undertake to entrust the execution of call-offs only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, consortium members who are legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay.

Award criteria

If after the application of the eligibility criteria to the tenders received, there remain more Providers than the maximum number announced in this call, the Council of Europe shall proceed with a scoring of the eligible tenderers, on the basis of the following criteria:

Award criteria	Document/s to be submitted
<p>Quality of the offer (100 points), including:</p> <ul style="list-style-type: none"> <li>○ Extent and pertinence of professional experience in media and communications in Ukraine (40 points);</li> <li>○ Previous experience in electoral communications, public awareness campaigns, or supporting governmental/public affairs communications (30 points);</li> <li>○ Qualifications, experience, and expertise of the proposed team members (30 points)</li> </ul>	<ul style="list-style-type: none"> <li>● Professional portfolio (including experience in conduct of media campaigns, awareness-raising or communication activities, creative design and production, content development (prepared and published texts, news items, articles, blogs, press releases, digital content, etc.), media relations, or strategic communications);</li> <li>● Samples of previous work;</li> <li>● CV of key team members;</li> <li>● Previous cooperation with international organisations, government bodies/entities, or electoral authorities will be considered an asset;</li> <li>● Reference letters from previous clients/employers (with contact details) will be considered an asset</li> </ul>

The above award criteria will be assessed based on the bidder's capacity, as outlined in the supporting document, or on the basis of a consolidated assessment of the combined capacity of all eligible profiles or consortium members if the bid is submitted by a legal person or a consortium.

Additional rules applicable to the submission and assessment of the bids

The bidders' attention is drawn to the following additional rules governing the assessment of the bids:

- The Council reserves the right to hold interviews with prima facie eligible tenderers;
- Unless expressly provided otherwise in the tender documents, a bidder may not submit more than one bid for the same procurement procedure. Bidding for more than one lot – where a contract is divided into lots – is allowed;
- In the same procurement procedure, natural person may not submit a bid on his/her own behalf and, at the same time, be included in a bid submitted by a legal person or a consortium. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the natural person from the procurement procedure;
- In the same procurement procedure, a legal person may not submit a bid and, at the same time, be a member of a consortium also bidding under the same procurement procedure. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the legal person from the procurement procedure

**F. DOCUMENTS TO BE PROVIDED**

- **One** completed and signed copy of the Act of Engagement;<sup>4</sup>

<sup>4</sup> 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.

- A list of all owners and executive officers, for legal persons only;
- All the documents listed above, under Section E, necessary for the assessment of the bid under the eligibility and award criteria:
  - For legal persons and private entrepreneurs: Registration documents (scanned copy of originals in Ukrainian and/or English, proving the tenderer's ability to carry out the respective types of economic activities);
  - For legal persons and consortia: A detailed professional portfolio in English demonstrating clearly that the tenderer fulfils the eligibility criteria, and CVs of key team members/consortium members in English, preferably in Europass Format, indicating language proficiency;
  - For natural persons, including private entrepreneurs: A detailed CV in English, preferably in Europass Format, indicating language proficiency;
  - For natural persons, including private entrepreneurs: A detailed professional portfolio in English demonstrating clearly that the tenderer fulfils the eligibility criteria;
  - 5 – 10 samples and/or links to samples of previous work attributable to the bidder and/or to each person included in the bid, including media campaigns, awareness-raising or communication activities, creative design and production, content development (prepared and published texts, news items, articles, blogs, press releases, digital content, etc.), with not less than 5 links to samples in Ukrainian;
  - Reference letters from previous clients/employers (with contact details) will be considered an asset.

**All documents shall be submitted in English, except registration documents for private entrepreneurs and legal persons registered in Ukraine that can be submitted in Ukrainian and samples of previous work to be submitted as specified above. 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.**

**Documents may be submitted via file sharing services such as WeTransfer, Dropbox, OneDrive, etc. In this case, the link must mandatorily remain active for at least 30 days after the deadline for the submission of the bids. Failure to ensure this may lead to the bid being excluded from the procurement procedure.**

**The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read.**

\* \* \*

# PART II – TENDER RULES

## COMPETITIVE BIDDING PROCEDURE

### FOR THE PROVISION OF COMMUNICATION SERVICES ON ELECTORAL ISSUES, INCLUDING VOTER AWARENESS-RAISING AND EDUCATION

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

##### 1.1 Name and address

##### COUNCIL OF EUROPE

Council of Europe Office in Ukraine  
8 Illinska Street, Entrance 7, 04070 Kyiv, Ukraine

##### 1.2 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, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Venice, Vienna, Warsaw, and Yerevan).

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.<sup>5</sup>

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 framework Agreement is set out in Article 2 of the Legal Conditions in the Act of Engagement.

#### 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:

- Part I - Terms of reference;
- Part II - Tender rules;

- Act of Engagement, including the Legal Conditions of the contract.

#### ARTICLE 6 – LEGAL FORM OF TENDERERS

The tenderer must be either a natural person, 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.

Questions shall be exclusively addressed to the email address indicated below with the following reference in subject: **Questions - communication services on electoral issues.**

Email for submission of tenders/offers ►	<a href="mailto:repu@coe.int">repu@coe.int</a>
--	--

#### ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **electronically**.

**Electronic copies** shall be sent only to [repu@coe.int](mailto:repu@coe.int) with reference **Tender - communication services on electoral issues** 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 2 October 2025 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.

\* \* \*

<sup>5</sup> Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int)

# FINAL CHECK LIST

---

## 1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- **One** completed and signed copy of the Act of Engagement;<sup>6</sup>
  - A list of all owners and executive officers, for legal persons only;
  - For legal persons and private entrepreneurs: Registration documents (scanned copy of originals in Ukrainian and/or English, proving the tenderer's ability to carry out the respective types of economic activities);
  - For legal persons and consortia: A detailed professional portfolio in English demonstrating clearly that the tenderer fulfils the eligibility criteria, and CVs of key team members/consortium members in English, preferably in Europass Format, indicating language proficiency;
  - For natural persons, including private entrepreneurs: A detailed CV in English, preferably in Europass Format, indicating language proficiency;
  - For natural persons, including private entrepreneurs: A detailed professional portfolio in English demonstrating clearly that the tenderer fulfils the eligibility criteria;
  - 5 – 10 samples and/or links to samples of previous work attributable to the bidder and/or to each person included in the bid, including media campaigns, awareness-raising or communication activities, creative design and production, content development (prepared and published texts, news items, articles, blogs, press releases, digital content, etc.), with not less than 5 links to samples in Ukrainian;
  - Reference letters from previous clients/employers (with contact details) will be considered an asset.
- 

## 2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent only to [repu@coe.int](mailto:repu@coe.int) with reference **Tender - communication services on electoral issues** 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 2 October 2025 by 23:59 CET.

---

<sup>6</sup> 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.