

Call for Tenders for Needs Assessments and Guidelines Preparation (project No. 3016)

Clarifying Question and Answers

Question 1: Could you please clarify the difference in the listed amounts - “total budget of the project amounts to 555,555 Euros and the total amount of the object of present tender shall not exceed 55,000 Euros tax exclusive” – as in, the price per Lot shall not exceed EUR 55,000 or for the entire project?

Answer: This tender procedure applies to contracts for payment amount between 2,000 and 55,000 Euros for a total of 3 Lots. Thus, the fee proposal for each Lot can amount between 2,000 Euros (or 5,000 Euros for intellectual services) and 55,000 Euros but the total tender amount shall be below 55,000. Please keep in mind that this is a competitive procedure and best price offers will be taken into account during the assessment of the submitted bids.

Question 2: It is specified that “the Organisation shall invite to tender at least three potential providers” – will those providers be invited in the order of the resulting score they have received from the assessment, or will they be invited simultaneously regardless of their results?

Answer: This requirement refers to the initial stage of the process indicating that the Council should invite at least three potential suppliers to participate in the tender. The selection process is described in the Tender File.

For more information about how the Framework Contract will work please see Section D of the Tender File. As indicated there “For each Order, the Council will choose from the pool of pre-selected tenderers for the relevant lot the Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria...”

Question 3: Would request you to revert to this mail with the prerequisite document along with other necessary collateral required to be filled in.

Answer: All tender bids shall be submitted by email only (with attachments) to dgi-coordination@coe.int, with the following reference in subject: Tender – 3016 Needs Assessment CJA. Tender bids addressed to other email addresses will not be considered.

Question 4: Kindly confirm if the vendor partners with development HQ in India are eligible to participate.

Answer: No geographical restrictions with regard to the tenderers are set. The eligibility criteria are indicated in Section E of the Tender File and constitutes a prerequisite for eligibility to tender.