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

COUNCIL OF EUROPE
CONSEIL DE L'EUROPE

Purchase of support to the Supreme Public Prosecutors' Office to upgrade their Centralized Anti Money-Laundering Database (CAML)
ECCD-CECS-CBP-SRB-02

The Council of Europe is currently implementing a Project on Countering Economic Crime in Serbia, until 1 July 2027, which aims to strengthen the main pillars of AML/CFT and corruption prevention and enforcement regime in Serbia and update its policies in line with the new European and international standards. To achieve this objective, the project is strengthening capacities of law enforcement agencies and supervisory authorities to track and monitor money-laundering cases in Serbia.

In that context, it is looking for a Provider for the provision of support to the Supreme Public Prosecutors' Office to upgrade their Centralized Anti Money-Laundering Database (CAML), which enables tracking of money-laundering cases through all stages of the process, collection and processing of statistics, supports risk assessments and provides reporting options (the deliverables are described in greater detail in the Business and Technical Requirements).

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 Europe[1], the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €6,000 for intellectual services) and €184,000 tax exclusive.**

This specific tender procedure aims at concluding a **one-off contract** for the provision of deliverables described in the Business and Technical Requirements. A tender is considered valid for 180 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: ECCD - Tender on Centralized Anti Money-Laundering Database.** 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, in English, at least 5 (FIVE) 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 - Tender on Centralized Anti Money-Laundering Database**

Type of contract ►	One-off Contract
Duration ►	Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions)
Deadline for submission of tenders/offers ►	**30 March 2026** 16h00 (Strasbourg time)
Email for submission of tenders/offers ►	**DGI-EconomicCrime@coe.int**
Email for questions ►	**contact.econcrime@coe.int**
Expected starting date of execution ►	**13 April 2026**

B. EXPECTED DELIVERABLES

[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.

The expected deliverables are described in **the Business and Technical Requirements** (See document attached).

C. FEES

All tenderers are invited to submit a **quote** (**proforma invoice**), on their letterhead, indicating their fees.

Tenderers **<u>subject to VAT</u>** shall also indicate:
- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in **Euros**, tax exclusive);
- the total amount per type of deliverables (in **Euros**, tax exclusive);
- the total amount (in **Euros**), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive.

The bidder understands and agrees that the fees proposed shall include the full assignment of all intellectual property rights related to the deliverables.

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by submitting a tender, you declare on your honour not being in any of the below situations).[2]

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 an actual, potential or perceived conflict of interest; a conflict of interests arises where any person has a personal interest which is such as to influence, or appear to influence, the impartial and objective exercise of their responsibilities under this procedure. A personal interest includes any advantage to themselves, their relatives or personal relationships (including based on political or national affinity), business or financial interests or any other interest shared with another party. If tenderers have any personal interests that are relevant to this tender procedure, **they must fully disclose these in a separate document submitted with the tender**;
- 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;
- 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 executives will also exclude the tenderer from participating in this tender procedure.

Eligibility criteria

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section F):

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[2] The Council of Europe <u>reserves the right</u> 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;
- 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).

- The legal person/consortium (including all legal persons in a consortium) must be registered in Serbia and specialised in the field of development, upgrade or maintenance of complex information systems;
- Have experience in designing and implementing information systems in justice, law enforcement, AML/CFT, or public administration digitalisation;
- Have at least 3 references for successful implementation of relevant projects in previous 5 years;
- Have at least 3 full-time experts or experts hired on the basis of a long-term cooperation agreement, with the following expertise:
    - Team Leader with a substantial experience (minimum 8 years) in managing complex ICT system development or upgrade projects with at least three (3) references managing complex ICT system development or upgrade projects and experience in public-sector digitalisation projects.
    - System Architect / Senior Software Engineer with experience in: Linux server environments; Apache or equivalent web servers; PHP or comparable backend technologies; MySQL or equivalent relational databases; Enterprise search platforms (e.g., Solr or similar); API development and integration mechanisms.
    - Data and Analytics Expert with expertise in data modelling, dashboard design and statistical reporting systems.
- Have available expertise (a part-time expert or experts) with the following experience:
    - Expert with at least 5 years of professional experience in AML/CFT, financial investigations or judicial proceedings with participation in at least one (1) AML/CFT-related or financial crime system projects.
- The tenderer must demonstrate that it operates under ISO 9001 and ISO 27001 certified management systems or equivalent documented internal quality and information security procedures.

Award criteria

- Quality of the offer (70 points), including:

Criterion	Maximum Points
Methodology and Implementation Approach	20
Technical Compliance with the Technical Specification	20
Project Organisation and Governance Structure	10
Quality and Experience of the Proposed Team[1]	10
Risk Management and Security Approach	5
Realism and Feasibility of the Proposed Timeline	5
Total	**70**

1 Up to 2 out of 10 points will be awarded for the providers' experience in: Case management systems for courts, prosecution offices, law enforcement or public administration; Secure web-based applications handling sensitive personal and financial data; Database architecture design (relational and search/indexing systems); Development of analytical and statistical reporting modules; Implementation of API-based interoperability solutions.

- Financial offer (30 points).

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:

- For a consortium to be validly constituted, at least two consortium members must satisfy all the eligibility criteria independently;
- 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, 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;

- The Council reserves the right to reject any bid if, in its sole judgment, the financial offer is abnormally low or high. The Council may request clarification from the bidder before making its determination.

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 **Contract (see document attached)[3]**;
- A quote, describing their financial offer, in line with the requirements of section C of the Tender File (see above);
- Registration documents for legal persons;
- CVs of proposed key experts with clearly defined roles (the team must collectively cover expertise in project management, system architecture, legal of AML/CFT domain knowledge, data analytics and security);
- A list of all owners and executive officers, for legal persons only;
- 3 (three) referees' contact details;
- Project Description including:
  - **Cover Page (including the following information):** Name of the applying company/organization; Name of responsible official from applicant's organization; Address, phone, email; Account information where payment could be made.
  - **Executive Summary**
  - **Organisational Description (maximum three pages):** This section shall provide a brief history of organisation, current status of ownership (privately held, publicly held, etc.), legal registration information, staffing structure, staff credentials, ICT projects implemented, name and contact information of other current and/or previous funder(s). It should also emphasise experience of similar work and include 3 references of implementation of similar projects;
  - **Project Description** and more specifically:
    a) **Detailed implementation methodology** of the ICT project defining the concrete actions for its implementation: concept should be in line with the Technical Specifications and acceptance of requirements as stipulated in the Technical Specifications.
    b) **Detailed timeframe for the project implementation.**

All documents shall be submitted in English, 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 <u>are of such a quality that the documents cannot be read.</u>

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[3] The Contract must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Contract 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.