

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

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Purchase of an IT software solution for the Audit Department of the Central Election Commission (CEC) of Bosnia and Herzegovina to enhance the oversight of political party funding in the framework of the Action against corruption, money laundering and terrorist financing in Bosnia and Herzegovina, *Contract N° ECCD-AACML-BiH-IT-CEC-01-2024.*

The Council of Europe is currently implementing from January 2023 to December 2025, the Action against corruption, money laundering and terrorist financing in Bosnia and Herzegovina, funded by action plan-level funding. In that context, it is looking for a Provider to develop a software solution to modernize the CEC's audit capabilities by introducing a new system that automates data collection, improves data accuracy, and enhances reporting functionalities. The deliverables are described in greater detail in the **Appendix I Business and Technical Requirements** (for development of a software solution to bolster the functionalities of the Audit Department of the Central Election Commission of Bosnia and Herzegovina).

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 €6,000 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 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-BiH-IT-CEC-2024.** 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 five [5] 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 - IT software solution for CEC BiH.**

Type of contract ▶	One-off contract
Duration ▶	Until complete execution of the obligations of the parties (See Article 2 of the Contract)
Deadline for submission of tenders/offers ▶	23:59 CET 18 November 2024
Email for submission of tenders/offers ▶	bh8890-bih.tender@coe.int
Email for questions ▶	bh8890-bih.tender@coe.int
Expected starting date of execution ▶	03 December 2024

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.](#)

B. EXPECTED DELIVERABLES

The expected deliverables are described in **the Appendix I - 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, according to the **Table of Fees in the Annex I of the Appendix I - Business and Technical Requirements**.

Tenderers **subject to VAT** 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.

Should the Provider be willing to further break down its financial offer, it is invited to do so on a separate sheet, attached to the other supporting documents.

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

Tenders proposing fees above the exclusion level indicated in the Table of fees in the **Annex I of the Appendix I - Business and Technical Requirements** will be **entirely and automatically** excluded from the tender procedure.

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the contract and the **Declaration of Agreement**, 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 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;
- 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;

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 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).

- 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).

Eligibility criteria

- A registered company or legal entity in Bosnia and Herzegovina or a member state of the EU;
- Proven experience in designing and implementing information systems within public administration sector or judiciary sector in at least three similar projects over the last four years;
- At least three references from successful implementation of relevant projects within the last four years;
- Certifications in ISO 9001 (Quality Management) and ISO 27001 (Information Security Management);
- Expertise:
 - At least five full-time experts or experts hired on the basis of a long-term cooperation agreement must be part of the vendor's team.
 - At least one employee with expert-level knowledge and official certification (e.g., MCSE/MCSA, Red Hat RHCSA/RHCE) to install and configure the platform for the software solution.
 - At least one data warehouse architect or expert with official certification, which will be considered an advantage in the evaluation.
 - At least two full-time senior developers experienced in relevant technologies.
 - At least one senior database administrator with experience in databases like Microsoft, Oracle, IBM, etc., where official certification will be a plus.
 - At least one project management professional with PMP, Prince2, or similar certification to manage the project effectively.
 - At least one software testing (QA) expert to ensure the quality and reliability of the software.
 - At least one employee who possesses proficiency at a C1-C2 level in one of the official languages of Bosnia and Herzegovina (Bosnian, Croatian, or Serbian) who will be responsible for communication and work with the Recipient (Central Election Commission) on the project.

Award criteria

- Quality of the offer (70%), including:
 - Quality of the technical offer (40%), including the capacity to meet the Council's contractual requirements.
 - Relevant experience in similar assignments (30%).
- Financial offer (30%).

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

Tenderers are invited to submit:

- A **completed** and **signed** copy of the **Contract (see attached)**³;
- A **completed** and **signed** copy of the **Declaration of Agreement (see Appendix IV attached)**;
- 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;
- A list of all owners and executive officers, for legal persons only;
- Document certifying that owners and executive officers of the Service Provider have not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;

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.

- Three (3) reference letters demonstrating successful implementation of relevant projects in four (4) previous years, containing contacts of referees;
- CVs of all persons assigned to the execution of the contract;
- **Project description/Technical document** which contains the following sections:
 - **Cover Page** (including the following information): Name of the applying company/organisation; Name of responsible official from applicant's organization; Address, phone, email; Account information where payments could be made.
 - **Organisational Description** (maximum two 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, relevant 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 three (3) references of implementation of similar projects;
 - **Detailed implementation methodology** and a detailed plan for the development of the software solution for the Audit Department of CEC BiH, defining the concrete actions for its implementation: concept should be in line with **Appendix I - Business and Technical Requirements**. The providers are invited to offer a plan for the implementation realisation of the software solution in phases, according to the following phases: inception report; analysis; design; software solution development; implementation of production environment; implementation of testing environment; testing of software solution; producing the as-built documentation, project documentation and user instructions; completed training of relevant CEC staff and key system users as well as establishment of production environment (as stipulated in the **Appendix I - Business and Technical Requirements**);
 - Detailed timeframe for the project implementation;
 - Acceptance of requirements by filling out the Table 1 (general requirements) and Table 2 (specific requirements) of the **Sections 4.1.1 and 4.1.2 of the Appendix I - Business and Technical Requirements and Annex I (Table of Fees)**.

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 are of such a quality that the documents cannot be read once printed.

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