

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

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

**Purchase of consultancy services, technical assistance and backstopping in preparing the Commentaries to the Law on National Councils of National Minorities within the Action HF25 "Promotion on Diversity and Equality in Serbia".**

Contract N° **BH4674/2021/35**

The Council of Europe is currently implementing the Action HF25 "Promotion of Diversity and Equality in Serbia" until May 2022. In that context, it is looking for a Provider for the provision of services for designing and printing the Manual on the work of National Councils of national minorities within the Action HF25 "Promotion on Diversity and Equality in Serbia". (See Section A of the Act of Engagement).

**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<sup>1</sup>, 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 duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the present Tender File and Act of Engagement.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: HF25 NATIONAL CONSULTANT.** 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 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: HF25 QUESTIONS NATIONAL CONSULTANT**

<b>Type of contract ▶</b>	One-off contract
<b>Duration ▶</b>	Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement)
<b>Deadline for submission of tenders/offers ▶</b>	<b>20 September 2021</b>
<b>Email for submission of tenders/offers ▶</b>	<b>tenders.antidiscrimination@coe.int</b>
<b>Email for questions ▶</b>	<b>tenders.antidiscrimination@coe.int</b>
<b>Expected starting date of execution ▶</b>	30 September 2021

<sup>1</sup> 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 **Section A of the Act of Engagement** (See attached).

## C. FEES

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

Tenderers **subject to VAT** shall also send **a quote (Pro Forma invoice)** on their letterhead including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive.

## D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement,<sup>2</sup> you declare on your honor 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;
- 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](http://www.sanctionsmap.eu)).

### *Eligibility criteria*

- Nationality of the Republic of Serbia;
- University degree in law, political science, social science, public relations, journalism, or any related field or equivalent working experience;
- At least 5 years of progressive professional experience in areas related to national minorities;
- Very good knowledge of Serbian political structure, domestic context, legislative framework and implementation in the field of national minorities;
- Demonstrated ability to work in multi-cultural environments, and demonstrated analytical, research and reporting skills,
- Excellent communication and interpersonal skills;
- Excellent drafting skills;
- Fluency/proficiency in both written and oral Serbian and English;
- ICT skills: sound computer skills of standard tools in office applications.

### *Award criteria*

- Quality of the offer (80%), including:
  - Relevance of the experience and expertise of the tenderer in the areas covered by this call;
  - Excellent understanding of the national legal and policy framework, as it relates to national minorities.

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<sup>2</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 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).

- Very good knowledge of Council of Europe standards and other relevant international standards in the field of national minorities;
  - Capacity to meet the required deadlines.
- Financial offer (20%).

The Council reserves the right to hold interviews with eligible tenderers.

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 **Act of Engagement**<sup>3</sup> (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only (including from owners and executive officers of legal persons);
- A list of all owners and executive officers, for legal persons only;
- For legal persons, registration documents or other official documents proving ownership and control of the Tenderer;
- Sample of relevant work (article, report, research analysis, training material)
- Motivation letter highlighting relevant skills and experiences;
- Contact details of three referees/recent employers.

**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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<sup>3</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.