**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / Framework Contract)**

**Purchase of Services for Production of Multimedia Materials**

The Council of Europe is currently implementing a project on “Improving the Effectiveness of the Administrative Judiciary and Strengthening the Institutional Capacity of the Council of State”. In that context, it is looking for Provider(s) for the provision of services for production of multimedia materials [2-D animations, videos] to be requested by the Council on an as needed basis.

1. 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]](#footnote-1), 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 **framework 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 either a natural person, a legal person or consortium of natural and/or legal person.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below** (**ankara.office@coe.int) , with the following reference in subject: Services for Production of Multimedia Materials (IMEAJ).** 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: Questions - Services for Production of Multimedia Materials (IMEAJ).**

|  |  |
| --- | --- |
| **Type of contract ►** | Framework contract |
| **Duration ►** | Until 20 December 2022 |
| **Deadline for submission of tenders/offers ►** | **15 November 2022** |
| **Email for submission of tenders/offers ►** | [**ankara.office@coe.int**](mailto:ankara.office@coe.int) |
| **Email for questions ►** | ankara.office@coe.int |
| **Expected starting date of execution ►** | **22 November 2022** |

1. EXPECTED DELIVERABLES

**Background of the Project**

The Council of Europe is currently implementing a Project on [“Improving the Effectiveness of the Administrative Judiciary and Strengthening the Institutional Capacity of the Council of State”](https://www.coe.int/tr/web/ankara/improving-the-effectiveness-of-the-administrative-judiciary-and-strengthening-the-institutional-capacity-of-council-of-state) whose overall objective is to foster public confidence in the administrative judiciary by further strengthening its independence, impartiality and effectiveness, and increasing its public awareness in Türkiye. The Project specifically aims to achieve the following specific objectives:

- To support further reforming of the administrative justice system including the strengthening the

institutional capacity of Council of State (CoS)

- To increase effectiveness and quality of the administrative justice courts.

In line with the specified objectives the Project will raise public awareness of the work of the administrative courts and in that context;

**the Council of Europe is looking for a maximum of 4 Providers**, **two for each lot** (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on production of multimedia materials including two 2-D animation videos and an informative video.

This Contract is currently estimated to cover up to 2 *activities for production of multi-media materials:* 2-D animation videos and an informative video), to be completed by 20 December 2022. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Contract may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

The total amount of the object of present tender **shall not exceed 10,000 Euros tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

**Lots**

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

|  |  |
| --- | --- |
| Lots | Maximum number of Providers to be selected |
| Lot 1: 2-D Animations | 2 |
| Lot 2: Informative Videos | 2 |

**Lot 1 concerns:**

* Production of two 2-D animation videos (max.3 minutes ea.)
* **Lot 2 concerns:**
* Production of an informative video (max. 5 minutes)

The Council will select the abovementioned number of Provider(s) per lot, provided enough tenderers meet the criteria indicated below. Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

**Scope of the Framework Contract**

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to:

**Under Lot 1:** 2-D animation video production

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2-D Animation Videos**  **How to file a case (2- D animated video- max. 3 minutes)**  **Stages of a court case (2- D animated video- max. 3 minutes)** | | | | |
| **Type** | **Item** | **Duration** | **Language** | **Other** |
| **2-D animation** | 1 modular  2 separate 2-D animations | Maximum  3 minutes length for each animation | with voiceover in Turkish and subtitles in English. | with licensed music and text dubbing |

1. **Perform two 2-D animation videos: There will be two animation videos in modular format- 1: How to file a case; 2: Stages of a court case.** Theprovider is expected to edit each video and make separate copies for dissemination. Relevant draft text will be provided by the Council of Europe.
2. Make filming, arrangement, editing, dubbing, illustration, graphics, stock visibility materials, subtitles, music with copyrights in line with the CoE Visual Identity (available at: <https://rm.coe.int/visual-identity-of-the-council-of-europe-graphic-charter/168071e7f3> )
3. Produce original drawings/illustrations, videos and photographs for the video
4. Prepare time plans, shooting plans and a creative script with the approval of the Contracting Authority
5. Translate the script into the required languages, and voiceover (in Turkish) and subtitles (in English)
6. Organise all physical, technical, and human resources and complete logistical arrangements for production
7. Submit the main copies to the Council of Europe according to following requirements:

Width/Length Ratio: 16: 9, Size: 4K and 1080p, Format: H.264 and MOV and WMV 9)

**Under Lot 2: A**n informative video production

Relevant draft text for the video will be provided by the Council of Europe.

1. Perform an informative video production on administrative justice system (divided into 4 sections) (filming, arrangement, editing, dubbing, illustration, graphics, stock visibility materials, subtitles, music with copyrights) in line with the CoE Visual Identity (available at: <https://rm.coe.int/visual-identity-of-the-council-of-europe-graphic-charter/168071e7f3>
2. Prepare time plans, shooting plans and a creative script with the approval of the Contracting Authority
3. Translate the script into the required languages, and voiceover (in Turkish) and subtitles (in English)
4. Organise all physical, technical, and human resources and complete logistical arrangements for production
5. Make video shootings in the courts (administrative and tax court and regional administrative courts Ankara, İstanbul must be included)
6. Edit not only the main video but also each section of the video as an independent video (4 videos- length limited to 60 seconds and the main video- max. 5 min.) and make separate copies for dissemination if requested.
7. Submit the main copies to the Council of Europe according to following requirements:

Width/Length Ratio: 16: 9, Size: 4K and 1080p, Format: H.264 and MOV and WMV 9)

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 the field of expertise object of the present Framework Contract for the lot concerned.

1. FEES

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review.

The Council will indicate on each Order Form (see Section D below) the number of units ordered, calculated on the basis of the unit fees, as agreed by this Contract.]

**Tenders proposing a fee above the exclusion level will be entirely and automatically excluded from the tender procedure.**

1. HOW WILL THIS FRAMEWORK CONTRACT WORK? (Ordering PROCEDURE)

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider (s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

**Pooling**

For each order, the Council will select from the pool of pre-selected tenderers for the lot concerned the Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

* quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
* availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
* price.

If a Provider is unable to take an Order or if no reply is given on his behalf within the above deadline, the Council may call on another Provider selected under that lot, using the same criteria, and so on until a suitable Provider is contracted.

**Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote[[2]](#footnote-2) (Pro Forma invoice) in line with the indications specified on each Order Form, and 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.

**Signature of orders**

An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council’s Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)**[[3]](#footnote-3)**

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 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***

* **Lot 1:**
* Demonstrated three (3) years of experience in 2-D animation production
* Minimum five (5) years of experience in the field of communication
* **Lot 2:**
* Demonstrated five (5) years of experience in multimedia
* Minimum five (5) years of experience in the field of communication

*Award criteria*

* Quality of the offer **(70%)**, including:
  + Relevance of the professional experience for the scope of this tender;
  + Quality of work samples provided;
  + Quality of offer file.
* Financial offer (**30%**).

Multiple tendering is not authorised.

1. NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

1. DOCUMENTS TO BE PROVIDED

* **A completed and signed copy of the** **Act of Engagement[[4]](#footnote-4)** (See attached) **(in English);**
* **CVs, preferably in Europass Format,** **of the key designers/personnel** that will take part in this service (for LOT-1 and/or LOT-2) demonstrating clearly that the tenderer fulfils the eligibility criteria. **(in English)**
* **Company Profile** demonstrating the tenderer’s capacity, experience and suitability for providing the services described in LOT-1 and/or LOT 2, consisting of below **(in English or Turkish)** :
  1. **A work portfolio comprising a minimum of 3 examples of previous work** preferably from work with international organisations and/or public authorities (including, where relevant, a link to the produced outputs);
  2. **A list of previous work** completed by the Tenderer.
* **Certificate of Registry** (scanned copies of the original documents in Turkish), for legal persons only.
* A list of all owners and executive officers, for legal persons only;

**All documents (except the certificate of registry that may be submitted in Turkish, and Company profile -a work portfolio/the samples and a list of previous works- A list of owners and executive officers may be submitted in Turkish or English) 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.**

**\* \* \***

1. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) 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](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-1)
2. It must strictly respect the fees indicated in the Financial Offer attached to the original Provider’s tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider’s tender, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part. [↑](#footnote-ref-2)
3. 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). [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)