

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)

Purchase of Visibility and Publication Services

Contract No. 8734/03

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

The Council of Europe is implementing co-operation activities in Kosovo* with the aim to improve local self-government and the quality of local democracy. In that context, it is looking for Providers for the provision of Publication and Visibility services, to be requested by the Council on an as needed basis.

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 €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 a legal person except consortia.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: 8734/03 Visibility and Publication Services.** 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 Council of Europe 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: 8734/2020/03 Question: Visibility and Publication Services**

Type of contract ▶	Framework contract
Duration ▶	Until 20 December 2024
Deadline for submission of tenders/offers ▶	22 December 2020
Email for submission of tenders/offers ▶	congress.cooperation@coe.int
Email for questions ▶	Flutura.KERNJA-VIDISHIQI@coe.int
Expected starting date of execution ▶	18 January 2021

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](#).

* All references to Kosovo, whether the territory, institutions or population, in this text shall be understood in full compliance with United Nations Security Council Resolution 1244 and without prejudice to the status of Kosovo.

B. EXPECTED DELIVERABLES

Background of the Project

The Council of Europe is implementing co-operation activities on local democracy in Kosovo* with the aim to improve local self-government and the quality of local democracy. In that context, it is looking for a maximum of six Providers in order to support the implementation of the project with a particular expertise on visibility and publication services.

This Contract is currently estimated to cover up to 30 activities, to be held until 23 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.

For information purposes only, the total budget of the project amounts to 400,000 Euros and the total amount of the object of present tender **shall not exceed 55,000 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 Providers to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Visibility services:	
1.1 Design of Project logo/per unit	
1.2 Design of a Facebook profile page/per unit	
1.3 Design of banner (380cmx180cm or per square meter)	
1.4 Design of poster (per square meter or per unit)	
1.5 Design of roll-ups (Standard = 200 x 80 cm, Slim=44x200 cm, Table = A4 format cardboard table stands, Big = 150 x 200 cm) – 1 design each	
1.6 Design of folders (A4 thin cover and color material) – 1 design	
1.7 Design of the layout of the notebooks (regular and special with calendar, A5, A4) - 1 design	
1.8 Design of pens, USB keys (colored) – 1 design	3
1.9 Design of tote bags (width: cotton 26cm x height: 36cm x depth: 7cm, handle size 2.5xcm with color) – 1 design each	
1.10 Design of the layout of the leaflets (regular and special with calendar, A3, A4, A5) – 1 design	
1.11 Design of the layout of publications and reports (A4, A5 thin cover and colored) – 1 design	
1.12 Design of the layout (template) for project documents (A4, thin and colored) – 1 design	
1.13 Design of the layout of the training materials (A4, A5 thin cover and colored) – 1 design	
1.14 Design of diplomas/certificates' frames and awards (A4 format, thin and colored) – 1 design	
1.15 Design of Infographics (A5, A4, A3, colored) – 1 design	
1.16 Design of short videos / animations (per second)	

Lot 2: Publications services:		3
2.1	Printing of recyclable banner (380cmx180cm or per square meter) up to 10 pieces	
2.2	Printing of recyclable poster /per square meter/ up to 10 pieces	
2.3	Printing of recyclable roll-ups (Standard = 200 x 80 cm, Slim=44x200 cm, Table = A4 format cardboard table stands, Big = 150 x 200 cm)	
2.4	Printing of recyclable business cards (10cmx13cm, color, laminated, two sided) up to 10 sets (100pieces)	
2.5	Printing of recyclable folders (A4 thin cover and color material) up to 100 pieces	
2.6	Printing of recyclable notebooks (regular and special with calendar, A5, A4 per page)	
2.7	Printing of pens, USB keys (colored) up to 100 pieces	
2.8	Printing of recyclable tote bags width: cotton 26cm x height: 36cm x depth: 7cm, handle size 2.5xcm with color) up to 100 pieces	
2.9	Printing of recyclable leaflets (regular and special with calendar, A3, A4, A5) per page	
2.10	Printing of recyclable publications and reports (A4, A5 thin cover and colored) up to 100 pieces – per page	
2.11	Printing of recyclable training materials (A4, A5 thin cover and colored) per page	
2.12	Printing of recyclable diplomas/certificates frames and awards (A4 format, thin and colored) up to 100 pieces – per page	

The Council will select the abovementioned number of Providers per lot, provided enough tenders 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 provide the deliverables listed in the Act of Engagement (See Section A – Terms of reference).

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.

C. 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.

D. 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).

Ranking

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within 2 (two) working days after its reception. Orders will be addressed in priority to the first Provider on the ranking list of the tender for the relevant lot. If this Provider is unable to take the Order or if no reply is given on his behalf within that deadline, the Council may call on the second Provider on the ranking list of the tender for the relevant lot, and so on down the list.

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote² (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.

E. 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

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.

Eligibility criteria

- Legal person duly registered in accordance with the domestic legislation, except consortia, or a duly registered company under sole proprietorship of a natural person, or equivalent, having legal rounds to provide the respective services;
- Previous and confirmed experience in designing and/or printing different visibility materials and publications.

Award criteria

- Quality of the offer (70%), including:
 - A Professional portfolio (40%) – samples of previously developed visibility materials and publications;
 - Technical proposal (30%) – technical and human resources to be assigned to provide the requested services with the best quality and in a timely manner, with particular attention to reducing the environmental impact.
- Financial offer (30%).

Tenderers can apply for one or both lots.

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.

³ The Council of Europe reserves the right to ask tenderers, at a later stage, to supply 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, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

F. NEGOTIATIONS

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

G. DOCUMENTS TO BE PROVIDED

- A completed and signed copy of the **Act of Engagement**⁴ (See attached);
- Registration documents (scanned copy of the originals);
- A detailed professional portfolio (preferably in English), demonstrating clearly that the tenderer fulfils the eligibility criteria. It must include at least 3 (three) samples of previously developed visibility (Lot 1) and/or publication (Lot 2) services;
- Technical proposal, containing a description of technical and human resources (including CVs of the suggested personal to be involved in the activity) to be assigned for the provision of the requested services with the best quality and in a timely manner.

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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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.