



CALL FOR TENDERS

FOR THE PROVISION OF OFFICE IT EQUIPMENT

2022/AO/63

Object of the procurement procedure ►	Office IT equipment needed for the Office of the Prosecutor General of Ukraine
Project ►	ID 2190 BH 8749 PROJECT "HUMAN RIGHTS COMPLIANT CRIMINAL JUSTICE SYSTEM IN UKRAINE".
Organisation and buying entity ►	Council of Europe Directorate General I – Directorate General Human Rights and Rule of Law Department of Implementation of Human Rights, Justice and Legal Co-operation Standards Co-operation Programmes Division Ukraine, Republic of Moldova and Armenia Unit
Type of contract ►	One-off contract
Duration ►	Until complete execution of the obligations of the parties (See Article 2 of the Contract)
Expected starting date ►	01 December 2022
Tender Notice Issuance date ►	20 September 2022
Deadline for tendering ►	11 October 2022

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The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The Contract (See Appendix II)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

HOW DOES A ONE-OFF CONTRACT WORK?

SELECTION of one qualified Provider through a call for tenders and signature of a One-off contract with the selected Provider.

EXECUTION as from the date of signature of the contract, unless the contract provides otherwise.

HOW TO SUBMIT A TENDER?

STEP 1: Read the **TENDER FILE**

STEP 2: Complete the **Contract and the Declaration of Agreement** and collect the required **SUPPORTING DOCUMENTS**, as listed in section G of the terms of reference (below).

STEP 3: Send your **TENDER**, in accordance with the Tender Rules

PART I –TERMS OF REFERENCE

CALL FOR TENDERS FOR THE PROVISION OF OFFICE EQUIPMENT 2022/AO/63

A. BACKGROUND

The Council of Europe Project "[Human Rights Compliant Criminal Justice System in Ukraine](#)" (HRCCJS Project) phase II is implemented from January 2021 to December 2022. The HRCCJS Project aims at ensuring effective functioning of the criminal justice system in Ukraine aligned with the European human rights standards with a large focus on practical implementation of reforms in the criminal justice area, specifically with regard to the following components: 1) further harmonisation of the criminal procedure legislation and practice of its implementation in line with Council of Europe standards and best practices; 2) consolidation of independence, effectiveness and transparency of the public prosecution service (PPS). Since the start of the military aggression of the Russian Federation against Ukraine, the HRCCJS Project supports the Office of the Prosecutor General of Ukraine (OPG) in documenting and investigating gross human rights violations in the context of the ongoing war. The HRCCJS Project is implemented in the framework of Priority adjustment to the Council of Europe Action Plan for Ukraine 2018-2022.

In that context, the Council of Europe is looking for a Provider (provided at least one tender meets the criteria indicated below) to provide office IT equipment for the War Crimes Department of the Office of the Prosecutor General of Ukraine.

For information purposes only, the total budget of the project amounts to 1,335,000 Euros.

B. LOTS

The present tendering procedure aims to select Provider(s) to procure office IT equipment for the War Crimes Department of the OPG to strengthen its operational capacity to document and investigate gross human rights violations in the context of the ongoing war in Ukraine. The tendering procedure is divided into the following lots:

Lots
<p>Lot 1: Laptop – 60 pieces</p> <p><i>The characteristics should be as below or similar</i></p> <ul style="list-style-type: none">• Display: 15.6 "Full HD (1920x1080) IPS, anti-glare;• Processor: Intel i7 9750H or Intel i7 11800H, 6M Cache, up to 3.90 GHz;• DDR4 2400MHz;• RAM – 16 GB;• Memory (Permanent): SSD: 512 GB;• Webcam/sound/speakers built in;• 4 USB ports (2 USB 3.1 ports and 2 USB 3.0 ports);• HDMI;• Voltage 220V;• Windows Pro 10 or Windows 11 OS;• MS Office 2021;• Minimum 3-year warranty;• Type of guarantee – return to supplier/manufacturer (as an asset).
<p>Lot 2: Laptop – 19 pieces</p> <p><i>The characteristics should be as below or similar</i></p> <ul style="list-style-type: none">• Display: 15.6 "Full HD (1920x1080) IPS, anti-glare;• Processor: Intel i7 9750H or Intel i7 11800H, 6M Cache, up to 3.90 GHz;• DDR4 2400MHz;• RAM – 16 GB;• Memory (Permanent): SSD: 512 GB;• Webcam/sound/speakers built in;• 4 USB ports (2 USB 3.1 ports and 2 USB 3.0 ports);• HDMI;• Voltage 220V;

- Windows Pro 10 or Windows 11 OS;
- MS Office 2021;
- Minimum 3-year warranty;
- Type of guarantee – return to supplier/manufacturer (as an asset).

Lot 3: Functional Video camera – 16 pieces

The characteristics should be as below or similar

- Video resolution: Full HD (1920x1080);
- Support for wireless connection to third-party devices
- Optical zoom 15-20X;
- Focal Length 4.08 – 81.6 mm;
- Recording Media SD/SDHC/SDXC Memory Card;
- The video camera must have space for a memory card and a replaceable battery;
- With standard accessories;
- Minimum 1-year warranty.

HD Memory card 64gb – 1006 pieces

- Memory card SDXC 100MB/s 64gb or 128gb for the functional video camera;
- Minimum 1-year warranty.

Lot 4: Multifunctional devices – 60 pieces

The characteristics should be as below or similar

- Standard functions: Copy, Email, Print, Scan;
- Print speed: up to 30 ppm;
- Recommended monthly print volume: Up to 2,500 pages;
- Maximum print resolution: Up to 1200 dpi;
- Duty cycle: Up to 30,000 images/month;
- Processor speed: 600 MHz;
- Print memory (standard): 256 MB;
- Connectivity: Ethernet 10/100 Base TX (Embedded type), High-Speed USB 2.0, Wireless 802.11.b/g/n;
- USB connection cable included;
- First-page-out time, printing: As fast as 8.5 seconds (black and white);
- Print features: Bi-directional Real-time Status, Booklet Creation, Brightness/Contrast Adjustment, Collation, Favorites, Overlay, Poster printing, Skip Blank Pages, Toner Save, Watermark;
- Two-sided output: Manual;
- Maximum copy resolution: Up to 600 x 600 dpi;
- First-page-out time, copying: As fast as 14 seconds;
- Scan destinations: Scan to Email, Scan to Network (SMB, FTP), Scan to PC, Scan to USB, Scan to WSD;
- Scan file formats: JPG, PDF (single and multi-page), TIFF (single and multi-page);
- Scan resolution (optical): 1200 x 1200 dpi;
- Compatible with Windows 10/11 OS;
- Voltage 220V;
- Minimum 3-year warranty;
- Type of guarantee – return to supplier/manufacturer (as an asset).

Lot 5: Multifunctional devices – 19 pieces

The characteristics should be as below or similar

- Standard functions: Copy, Email, Print, Scan;
- Print speed: up to 30 ppm;
- Recommended monthly print volume: Up to 2,500 pages;
- Maximum print resolution: Up to 1200 dpi;
- Duty cycle: Up to 30,000 images/month;
- Processor speed: 600 MHz;
- Print memory (standard): 256 MB;
- Connectivity: Ethernet 10/100 Base TX (Embedded type), High-Speed USB 2.0, Wireless 802.11.b/g/n;
- USB connection cable included;
- First-page-out time, printing: As fast as 8.5 seconds (black and white);

- Print features: Bi-directional Real-time Status, Booklet Creation, Brightness/Contrast Adjustment, Collation, Favorites, Overlay, Poster printing, Skip Blank Pages, Toner Save, Watermark;
- Two-sided output: Manual;
- Maximum copy resolution: Up to 600 x 600 dpi;
- First-page-out time, copying: As fast as 14 seconds;
- Scan destinations: Scan to Email, Scan to Network (SMB, FTP), Scan to PC, Scan to USB, Scan to WSD;
- Scan file formats: JPG, PDF (single and multi-page), TIFF (single and multi-page);
- Scan resolution (optical): 1200 x 1200 dpi;
- Compatible with Windows 10/11 OS;
- Voltage 220V;
- Minimum 3-year warranty;
- Type of guarantee – return to supplier/manufacturer (as an asset).

Lot 6: **External SSDs 1 TB – 79 pieces**

- Connection type – USB 3.0;
- Minimum 1-year warranty.

Lots 1 and 2 concern laptops with the specifications indicated above to facilitate the field work of the War Crimes Department of the OPG for documenting and investigating gross human rights violations in the context of the ongoing war in Ukraine.

Lot 3 concerns functional video cameras and HD memory cards for the functional video cameras that would be instrumental for the War Crimes Department of the OPG for duly recording the investigative activities aimed at documenting and investigating gross human rights violations in the context of the ongoing war in Ukraine.

Lots 4 and 5 concern multifunctional devices to facilitate the day-to-day work of the War Crimes Department of the OPG.

Lot 6 concerns external SSDs with the size of 1 terabyte each to provide additional information storage devices for increased operational efficiency of the War Crimes Department of the OPG.

This specific tender procedure aims at concluding a one-off contract for the provision of deliverables described in the Technical Specifications (See Appendix I). Please note that each lot concerns a different series of deliverables. Tenderers may tender for one, all or several lots.

Note: Regarding lots 1 and 2 and 4 and 5, it should be noted that the overall number of items required were divided into similar lots to extend the opportunity for more potential providers to provide bids.

C. OBJECT AND SCOPE OF THE TENDERING PROCEDURE

The services required are described in detail in the Technical Specifications (Appendix I).

By submitting an offer in the framework of the present Call for Tenders, the Tenderer acknowledges that the persons involved in the implementation of the contract will be exposed to an increased risk of death and injury due to the ongoing war against Ukraine. The Tenderer also acknowledges that, if selected, it will carry out the implementation of the contract at its own risk.

The Tenderer confirms in addition that, if selected, it will perform systematic security assessments before implementing any activity related to the implementation of the contract. The Tenderer acknowledges that the Council of Europe does not assume any liability for the death, any injury or any damage that the Provider or persons involved in in the implementation of the contract may sustain in Ukraine.

D. FEES

In accordance with Section F., tenderers are invited to submit a quote (Pro Forma invoice) on their letterhead, indicating their fees. These fees are final and not subject to review.

Such a quote shall include:

- 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.

Payment of the Provider's fees will be divided in accordance with the following:

- 30% of advance payment within 60 calendar days as from the day of the last signature of the Contract.
- 70%: within 60 calendar days upon acceptance of the final deliverables by the Council and the Recipient and on presentation of an invoice in Euros

E. HOW WILL THIS ONE-OFF CONTRACT WORK?

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out in compliance with the description of deliverables as provided in the Contract (Appendix II).

F. ASSESSMENT

Exclusion criteria (by signing the Declaration of Agreement (Appendix IV), you declare on your honour not being in any of the below situations).¹

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;
- 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.

Eligibility criteria

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

- Being legally registered to provide requested services (for legal entities and private entrepreneurs);
- At least 3 (three) years of experience in providing similar services.

Award criteria

- Criterion 1: Financial offer (60%);
- Criterion 2: Quality of the offer (40%), including:
 - technical characteristic and compliance with Technical Specifications (Appendix I);
 - timeframe for delivery;
 - Capacity of warranty support in Ukraine and its length.

¹ 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 requirements listed above under "exclusion criteria" are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met.

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

- **A completed and signed copy of the Contract (Appendix II) in PDF format.**²
- **A completed and signed copy of the Declaration of Agreement (Appendix IV)**
- For legal persons and private entrepreneurs: Registration documents;
- A quote, describing their financial offer, in line with the requirements of section D of the Tender File (see above);
- Completed in English and signed Tender proposal in the form of official letter that contains the following sections:
 - Brief description of the main registration information of the Tenderer;
 - Brief description of the Tenderer's at least 3 years' experience of provision of services similar to the ones requested in this Tender File;
 - Description of the proposed IT equipment, including the brand name and its serial number);
 - Deadlines for the equipment delivery.
- Bank certificate.

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.

* * *

² 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.

PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF OFFICE EQUIPMENT

2022/AO/63

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address COUNCIL OF EUROPE

Directorate General Human Rights and Rule of Law
Implementation of Human Rights, Justice and Legal Co-operation
Standards

1.2 Background

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are 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 Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.³

Further details on the project are provided in the Terms of Reference.

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

ARTICLE 3 – DURATION OF THE CONTRACT

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Contract.

ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

ARTICLE 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;
- Tender rules;
- The Contract, including the Legal Conditions of the contract.

ARTICLE 6 – LEGAL FORM OF TENDERERS

The tenderer must be a legal person or consortia of legal and/or natural persons.

ARTICLE 7 – SUPPLEMENTARY INFORMATION

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: HRCCJ.UA@coe.int.

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent only to cdm@coe.int with reference no. **2022AO63** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 11 October 2022 by 23:59 CET.

ARTICLE 10 – ASSESSMENT OF TENDERS

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

ARTICLE 11 – NEGOTIATIONS

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

* * *

³ Available on the website of the Council of Europe Treaty Office: www.conventions.coe.int

FINAL CHECK LIST

1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- **One completed and signed copy of the Contract (Appendix II) in PDF format.**⁴
 - **One completed and signed copy of the Declaration of Agreement (Appendix IV)**
 - For legal persons and private entrepreneurs: Registration documents;
 - Completed in English and signed Tender proposal in the form of official letter that contains the following sections:
 - Brief description of the main registration information of the Tenderer;
 - Brief description of the Tenderer's at least 3 years' experience of provision of services similar to the ones requested in this Tender File;
 - Description of the proposed IT equipment, including the brand name and its serial number);
 - Deadlines for the equipment delivery.
 - Bank certificate
-

2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent only to cdm@coe.int with reference no. **2022A063** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is 11 October 2022 by 23:59 CET.

⁴ 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.