**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / One-off contract)**

**Event Management Services**

**BH4783/68**

In the framework of the support offered to its Beneficiary Institutions European Union and Council of Europe Joint Project against Economic Crime in Kosovo\* (PECK III) plans to organise six activities. In that context, it is looking for a Provider for the provision of event management services for two events in Pristina (23 and 30 May 2022), one event in Ferizaj/Urosevac (24 May 2022), one event in Pejë/Pec (25 May 2022), one event in South Mitrovica (26 May 2022) and one event in Prizren (27 May 2022).

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 **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 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: BH4783/68.** 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 3 (three) 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: BH4783/68.**

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| --- | --- |
| **Type of contract ►** | One-off contract |
| **Duration ►** | Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement) |
| **Deadline for submission of tenders/offers ►** | 12 May 2022 |
| **Email for submission of tenders/offers ►** | [peck.pristina@coe.int](mailto:peck.pristina@coe.int) |
| **Email for questions ►** | [peck.pristina@coe.int](mailto:peck.pristina@coe.int) |
| **Expected starting date of execution ►** | 22 May 2022 |

1. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

1. 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.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement,**[[2]](#footnote-2)** you declare on your honour 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, 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 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*

**The Service provider must ensure that all Covid-19 restrictions measures related to gastronomy and organisation of events in force are respected, as follows:**

* 1. Room must be sufficiently large for up to 50 participants and ensure a 2-meter distance between participants is respected;
  2. Dimensions for each room must be provided along the required documents;
  3. Hand sanitizers are mandatory in the meeting room and must be located close to each participant;
  4. All service provider’s staff is required to wear surgical masks throughout the whole duration of the activity;
  5. The meeting room must be disinfected before the meeting and during the coffee breaks.;
  6. Catering services must be provided with a strict observation of the relevant rules of the local authorities;
  7. Lunch and drinks must be served to each participant at the table and shared food/drinks must be avoided;
  8. Coffee break must be served individually to participants at the table in the meeting room;
  9. All other government Covid-19 measures related to Gastronomy and organization of seminars must be respected.

**The service provider must make sure that all Covid-19 restrictions related to transportation are respected, as follows:**

1. Drivers with COVID-19-like symptoms should not be allowed to drive the vehicle.
2. The health and hygiene requirements of local authorities should be strictly observed
3. Both driver and passengers must wear masks inside the vehicle.
4. Maximum occupancy of the vehicle (including driver):
   1. For sedans – no more than one passenger. No passenger should sit next to the driver.
   2. For vans – no more than one passenger on each row, diagonally behind each other
   3. For buses – no more than one passenger on each attached seat, diagonally behind each other
5. Each time passenger/s have been transported, the driver should:
   1. clean/disinfect the passenger seat including internal and external handles with disinfectant wipes or spay.
   2. Ventilate the inside of the vehicle by opening windows.
6. Using the air conditioner in the vehicle should be avoided as much as possible. The vehicle should be ventilated with fresh air instead.
7. The exterior side of the vehicle should be washed each day that it is used.

*Award criteria*

* Quality of the offer (50%), including:
  + The proposed conference rooms, spacious enough to accommodate participants with 2m distance between the chairs - up for to 50 participants (35%)
  + Diversity in the proposed menus (15%)
* Financial offer (50%).

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

Tenderers are invited to submit:

* **A completed and signed copy of the Act of Engagement[[3]](#footnote-3) (See attached)**

**Please note that for each option of menus/venues, an Act of Engagement should be sent along with all supporting documents.**

* For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
* A photo and dimensions of the conference room;
* A list of all owners and executive officers, for legal persons only;

**All documents shall be submitted in English Albanian, or Serbian, 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. 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). [↑](#footnote-ref-2)
3. 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-3)