



Q&A INTERNATIONAL CALL FOR TENDERS

FOR THE PROVISION OF INTELLECTUAL SERVICES IN THE FRAMEWORK OF ACTIVITIES RELATED TO PLACES OF DEPRIVATION OF LIBERTY AND/OR THE PREVENTION OF TORTURE AND ILL-TREATMENT IN MOROCCO, TUNISIA OR OTHER COUNTRIES IN THE MENA REGION

2021/AO/73bis

Since the week of 14 February 2022, the Council of Europe has been experiencing IT disruptions. We are in the process of fixing these issues. In view of these disruptions the deadline of the call has been extended until 3 March 2022 at 11:59pm (French time).

<u>Questions</u>	<u>Answers</u>
How can I submit my tender?	<p>According to Article 9 of the Tender Rules (page 10 of the Tender File), you must send electronically your tender(s) only to the address cdm@coe.int. Tenders addressed or sent in copy to another email address will be disqualified and rejected.</p> <p>Please note that in the situation where you decide to apply for several lots mentioned in the International Call for Tenders, you must nevertheless submit only one (1) application via a single email with all the documents required for each of the lots applied for (see page 9 of the Tender File) as well as only one (1) Act of Engagement. In this single Act of Engagement, you have the possibility to specify both the lot(s) for which you wish to apply and your specific daily fees for each of them.</p>
In which language(s) are the Tender File and the Act of Engagement available?	The Tender File and the Act of Engagement are available in French and English, by clicking here . Tenders must only be submitted in one (1) of these two languages. Any tender submitted in another language will be rejected.
I have already tendered for the International Call for Tenders n°2021/AO/73. Do I have to apply again for the International Call for Tenders n°2021/AO/73bis?	If you are still interested in one (1) or more of the lots defined in this International Call for Tenders, it is indeed necessary to apply again by following the procedure described in the Tender File. Unless resubmitted, your previous tender will not in any way be considered. To resubmit your tender, you must date and sign your act of engagement again, and also modify the number of the Call for Tenders both in your submission email and in the documents to be provided.
Can I apply as a natural person or rather as a legal person? Is there a preference on this subject?	According to Article 7 of the Tender Rules (see page 10 of the Tender File), " <i>The tenderer must be either a natural person, or a legal person, or a consortia of legal and/or natural persons</i> ". It is possible to find more information concerning the consortium at the Article 10 of the Act of Engagement (see page

	13). The Council of Europe will treat all tenders equally without any distinction between these three (3) statuses.
For a tender sent by a legal person or a consortium of natural and/or legal persons, is it requested to send only one application, or do we have to submit one for each person who will be involved in the Council of Europe's activities?	<p>In such a situation, you are asked to send only one application with all of the documents requested and detailed at the page 9 of the Tender File, in particular:</p> <ul style="list-style-type: none"> - Only one (1) Act of Engagement should be filled in on behalf either of the legal person or of the coordinator of your consortium (see article 10 of the Act of Engagement to find more information concerning the consortium). - One (1) individual free format document <u>for each lot</u> (so a maximum of four (4) free format documents if you apply for the four (4) lots). - All the CVs either of the staff working for your organisation (legal person) or of the persons included in the consortium, who may deliver intellectual services to the Council of Europe (if selected for one or more of the lots for which you have submitted a bid).
Can I apply for several lots?	It is entirely possible to apply for 1 (one), several or all of the lots described in the Tender File. In these three situations, you must submit only 1 (one) tender by sending all the documents to be provided for each of the lots (see the Tender File for this) and by completing only 1 (one) Act of Engagement. In this single Act of Engagement, you have the possibility to specify the lot(s) for which you wish to apply and the related daily fee. Please note that the selection made for each of the lots will be done without taking into account your tender for any other lots. Thus, if you are not selected for 1 (one) of the lots, this decision will have no impact on the results of the selection process for any other lots to which you have applied.
Are there specific budget thresholds to be respected for each lot?	Within the framework of this International Call for Tenders procedure, the Council of Europe wishes to establish a framework contract for the provision of intellectual services with a view to carrying out specific activities (see the description of the four (4) lots appearing in the Tender File). The total amount of the object of the present tender should in principle not exceed 400 000 Euros 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. However, the lots do not have specific and predefined thresholds. It is therefore up to each candidate to submit their offer by indicating in the Act of Engagement their daily fees for each of the lots for which they wish to apply. The daily fees will be taken into account during the selection phase (see the weighting of the financial criterion indicated in the Tender File for each of the lots).
Should the daily fees that have to be indicated in the Act of Engagement include per diems?	The daily fee that you wish to indicate in the Act of Engagement for each lot must only consist of the provision of intellectual services for one (1) day of work, and do not include "per diem" costs. When we request a consultant to provide services in the field, and where integral to the deliverables requested, per diems will be covered at a later stage, in addition to the consultant's daily fees.
Is there a limit of words or pages not to be exceeded for all the documents to be provided when applying (see page 9 of the consultation file)?	The Tender File does not set a page or word limit for these documents. Concerning your CV, it must be detailed and preferably in a Europass format. For the free format document specific to each of the lots, it is indicated that it must be a "brief summary". Finally, if you wish to apply for more than one lot,

	make sure to send an individual free-format document for each lot as your bids for each will be evaluated separately.
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