Purchase of intellectual services in the field of strengthening capacities to address economic crime and implement AML/CFT preventive measures (Contract N° ECCD-VC-CMLA-AL-2026-CBP 02)
Questions and Answers

| **Question received** | **Date received** | **Answer** | **Date answered** |
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| What should the Offer message contain? Is that the same as the Motivation Letter or should I attach a description of attached files for instance? | 08/09/2026 | Bidders are responsible for deciding what information to include in their "offer message." For example, this may comprise a general statement confirming the submission of a bid and listing the documents uploaded to the platform as part of the application file.<br><br>All applications must be submitted via the e-procurement platform and should include, as attachments, all documents specified in Section "G" of the Tender File. | 09/09/2026 |
| Is a recommendation from a previous employer considered an example of work? I wrote a framework on AML for a bank, but I don't have the documentation since its confidential. A recommendation that I wrote it from the Chief Compliance Officer can however be provided. | 09/09/2026 | The recommendation from a previous employer is not considered as an example of work (sample).<br><br>The sample provided should enable the Council of Europe Secretariat to assess both its quality and the expert's drafting skills. It must be relevant to the scope of the tender, clearly demonstrate the expert's authorship, and have been produced within the last five (5) years. | 10/09/2026 |
| Can the Council of Europe confirm that travel expenses, accommodation, and daily subsistence allowances (per diem) for required in-person workshops, trainings, and mentoring sessions in Tirana, Albania will be reimbursed separately in | 10/09/2026 | Yes. In accordance with Article 4.4.1 and the applicable Council of Europe rules, travel and subsistence expenses related to required in-person activities in Tirana will be covered/reimbursed separately, subject to the applicable procedures and rates. | 14/09/2026 |

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| accordance with standard Council of Europe travel rules (per Article 4.4.1), and are fully independent of the maximum €550 daily consultancy fee? | | Such expenses are separate from the consultancy fee and are therefore not included in the maximum daily fee of €550. | |
| In evaluating the written work samples for Key Personnel (2 samples total, produced within the last 5 years in English), are candidates permitted to redact sensitive client data, proprietary metrics, or confidential case identifiers without penalization under the 20-point "Quality of Written Work Samples" scoring criteria? | 10/09/2026 | Yes. Candidates may redact sensitive or confidential information from the submitted written work samples, including client names, proprietary data, personal information, or confidential case identifiers.<br>Such redactions will not, in themselves, result in a penalty under the "Quality of Written Work Samples" criterion, provided that they do not prevent the CoE from adequately assessing the quality, relevance, analytical approach and overall substance of the submitted work. | 14/09/2026 |
| Where a written work sample was prepared as part of an institutional report or multi-author investigation, what specific proof of individual authorship (e.g., written statement, explicit section attribution, or cover letter) is required to fulfill the individual authorship requirement? | 10/09/2026 | Where a submitted work sample forms part of an institutional report or a multi-author publication, the bidder should clearly identify the section or substantive contribution prepared by the proposed expert.<br><br>The individual contribution may be demonstrated, for example, through explicit authorship or section attribution in the document itself or through a brief accompanying statement identifying the relevant contribution. | 14/09/2026 |
| Please confirm whether the CoE AI Tool Questionnaire is required to be submitted as part of the initial bid package on September 21, 2026, or if | 10/09/2026 | The CoE AI Tool Questionnaire is not required to be submitted as part of the initial tender application. | 14/09/2026 |

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| it is strictly required post-award alongside individual Order Form deliverable submissions. | | Where applicable, the questionnaire will be required at the implementation stage, in connection with the relevant deliverable for which AI tools are used.<br><br>Bidders should therefore submit, by the tender deadline, only the documents specifically required by the Tender File. | |
| Under the post-award operational framework, Order Forms require signature within 2 working days. Could the Council clarify if the 2-day SLA accounts for international time zone variances (e.g., CEST vs. US Eastern/Pacific) and national/bank holidays in the provider's home jurisdiction? | 10/09/2026 | The requirement to sign and return an Order Form within two working days should be understood with reference to Council of Europe working days.<br><br>International time-zone differences should not normally affect this requirement.<br><br>Public or bank holidays applicable solely in the Service Provider's country of establishment do not automatically extend the two-working-day period. | 14/09/2026 |
| For Lot 2 (max 8 providers), could the Council provide further details on how specific Order Forms will be allocated among selected providers (e.g., secondary mini-competitions, rotational basis, or direct selection based on specialized technical domain expertise)? | 10/09/2026 | The selection of up to eight Service Providers under Lot 2 does not imply an automatic or equal allocation of Order Forms among the selected providers.<br><br>Order Forms will be issued in accordance with the provisions of the Framework Contract and the specific needs of the Council of Europe. The allocation may take into account, the nature and scope of the assignment, the specific expertise required, the availability of the Service Provider and/or proposed | 14/09/2026 |

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| | | experts, and their suitability for the particular activity.<br><br>The Framework Contract does not guarantee any minimum volume or number of assignments to an individual Service Provider. | |
| For international legal entities registered outside the European Union (e.g., United States), could the Council of Europe clarify the tax documentation or VAT exemption certificates required for billing under the tax-exclusive €550 daily unit fee ceiling? | 10/09/2026 | For legal entities established outside the European Union, including entities established in the United States, the Council of Europe does not generally require an EU VAT number where the entity is not registered for VAT in an EU Member State. The entity should nevertheless provide its full legal name, registered address, country of establishment and applicable tax identification number or registration number. The tax rules of the bidder's country of establishment will apply.<br><br>Further information on the Council of Europe's VAT rules is available at the following link:<br>VAT - Organisation | 15/09/2026 |
| Does the maximum of two expert profiles apply across the entire multi-lot bid, or may a legal person nominate two different experts for each lot? | 15/09/2026 | A legal person submitting an offer for several lots may propose up to two experts for each lot. The same expert may be proposed for more than one lot, provided that the expert satisfies the eligibility and availability requirements applicable to each lot. | 16/09/2026 |
| When bidding for multiple lots, must every proposed expert meet the eligibility criteria for every selected lot, or can experts be allocated to particular lots? | 15/09/2026 | The bidder must clearly indicate the lot or lots for which each expert is proposed. An expert proposed for several lots must satisfy the eligibility criteria for each of those lots and must be | 16/09/2026 |

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| | | available to perform the relevant assignments. | |
| Is one combined 1.5-page motivation letter required, or may bidders submit a separate letter for each lot? | 15/09/2026 | Bidders applying for more than one lot may submit a single letter covering several lots, provided that it complies with the applicable page limit and clearly addresses the requirements of each lot. | 16/09/2026 |
| Must separate work samples be provided for each lot, or can one sample per expert support both lots where relevant? | 15/09/2026 | The same work sample may be submitted for more than one lot where it is relevant to the requirements and assessment criteria of each lot. The bidder should clearly indicate the relevance of the sample to each lot. The submission of the same sample does not guarantee that it will receive the same assessment under each lot. | 16/09/2026 |
| Are redacted confidential deliverables acceptable, and what evidence of authorship will be accepted? | 15/09/2026 | Redacted confidential work samples may be submitted, provided that the redactions do not prevent the Council of Europe from assessing the sample's relevance and quality or verifying the expert's authorship or contribution.<br>Where authorship is not apparent, the bidder may provide proportionate supporting evidence, such as a publication reference, client confirmation, author identification, or a signed explanation of the expert's contribution. | 16/09/2026 |
| What formula will be used to award the 20 financial points? | 15/09/2026 | The financial offers will be assessed comparatively, with the lowest-priced compliant offer receiving the maximum financial score. | 16/09/2026 |

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| Is the 75K Euro cap a) over the three years or per year, and b) per provider or across all providers? | 16/09/2026 | The €75,000 applies to the entire three-year term of the Framework Contract and represents the estimated total value of this tender across all selected providers. It should not be interpreted as an amount applicable separately to each provider. The information regarding the total budget of this tender does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe. | 17/09/2026 |