

# Questions and Answers

## CALL FOR TENDERS

### FOR THE PROVISION OF CONSULTANCY SERVICES ON VIOLENCE AGAINST WOMEN AND GENDER EQUALITY

**2023/AO/68**

**1. Can I apply to more than one lot?**

Yes, tenderers can apply to more than one lot if they fulfil the eligibility criteria for the lots applied for.

**2. As there are multiple lots, does this require a single provider to submit multiple bids?**

Depending on the needed experience and the thematic expertise, the providers may apply for one or several lots. However, if some providers decide to apply for several lots, they should not submit several offers per each lot, as this would be considered as multiple tendering. Instead, they should submit one offer in which they will state with which experts they apply for which lot, given that for each lot there are different requirements.

**3. Can I submit supporting documents (e.g. list of owners and executive officers for legal persons) in their original language?**

Lists of owners and executive officers can be submitted in their original language with a translation into English or French provided by the tenderer (no need for an authenticated or official translation). However, CVs, motivation letters (1 page) and samples (1) of relevant work must be submitted in English or French.

**4. Can I submit co-authored pieces as sample of work?**

The sample of work will allow the selection committee to assess the quality of the offer therefore, a co-authored piece may not allow them to evaluate individual skills/knowledge. Nevertheless, it is not excluded that the tenderer indicates their drafted parts to allow for evaluation or if so preferred, to send a different individual piece.

**5. Can a sample work prepared in other language be submitted with translated excerpts in English or French?**

As noted in section F. Assessment, award criteria, proof of fluency in English and French is required at C1 Level. Translations of short abstracts may not be sufficient to prove C1 level.

**6. How can I fill in the document Act of Engagement?**

To apply to this call, tenderers must fill in and sign the document “Act of Engagement”. In order to do so, they may either download the pdf and use the function “fill and sign” or alternatively print it, fill it in and sign it legibly and then scan it.

**7. How will the Council of Europe assess the tenders offers?**

Only the bids of tenderers who fulfil the exclusion and eligibility criteria (section F. Assessment) will be assessed against the following award criteria:

- Criterion 1: quality of the offer (80%), including:
  - Thematic expertise in the area described in each lot. (30%)
  - Experience in the relevant type of activity/deliverable especially in international context and/or for international organisations. (20%)
  - Drafting skills in English or French. (30%)
- Criterion 2: financial offer (20%)

**8. If I am included in this framework contract, when will I start receiving assignments?**

The inclusion of a provider in this framework contract for the provision of consultancy services does not guarantee receiving consultancy assignments from the Council of Europe. Requests from the Council of Europe will be sent on an as needed basis. There is therefore no obligation to order on the side of the Council of Europe.

**9. Can police officers apply to this call?**

Yes, they can apply. They will have to fulfil the exclusion and eligibility requirements provided in the call documentation.

**10. Can only legal persons(organisations) apply?**

No, the tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

**11. If applying as legal persons how many individuals are allowed to be put forward per lot?**

This is up to the provider to decide, as in the tender file there is no indication of a certain number of experts to be put forward per lot.

**12. Are limited companies registered in the United Kingdom eligible to apply as a provider?**

According to the tender file, there are no restrictions regarding countries that cannot apply, therefore companies registered in the UK are eligible to apply.

**13. In the case of legal persons/consortia, are individual experts required to meet the minimum number of years of experience for a given lot, or is the minimum number of years of experience the combined total of all the experts assigned to each lot applied for?**

Since the evaluation of the offers will be made based on the expertise of the individuals/experts that will be engaged to provide the deliverables (their university degree, expertise /experience,

knowledge of English or French, etc.), each of them needs to fulfill the eligibility and award criteria. Please see section F. Assessment of the Tender File.

**14. Is Council of Europe nationality required?**

The call does not require/restrict any particular nationality. Please refer to section F. Assessment for the exclusion criteria.

**15. Are providers (legal persons) limited to utilising CVs put forward for each lot or can other individuals be utilised?**

The providers will be limited to using only the experts whose CVs were put forward when submitting the offer, since the evaluation of the offers will be made based on the expertise of the individuals/experts that will be engaged to provide the deliverables (their university degree, expertise /experience, knowledge of English or French, etc.)

**16. Is there a maximum unit fee for tenderers?**

No, there is no maximum unit fee. As provided in section F. Assessment (award criteria), the financial offer will have a weight of 20% in the assessment of the offer.

**17. Are recommendation letters required?**

Section G. Documents to be provided only requires two contacts including phone number and e-mail address.

**18. Is permanent presence in Strasbourg required?**

Some of services required in section C of the Tender File may require travel to different locations, including Strasbourg, other may require online/remote work only. Permanent presence in Strasbourg is not a requirement.

**19. If the documentation is too heavy for email, what can I do?**

Tenderers can use WeTransfer if so needed.

**20. Where and when can I submit questions if I don't find answers in this Q&A?**

Questions must be sent, in English or French, at the latest by one week before the deadline for submission of tenders and exclusively to this email address: [Vaw.gender.cooperation@coe.int](mailto:Vaw.gender.cooperation@coe.int)

This Q&A will be updated regularly.