



**QUESTIONS AND ANSWERS
RECEIVED IN RELATION TO THE CALL FOR TENDERS**

Deadline for tendering extended until: **Tuesday 14 September 2021**

In the interests of transparency, all questions received, along with their answers are being sent to all parties.

In certain cases, the question has been paraphrased for the sake of clarification and/or to protect the identity of the tenderer.

GENERAL QUESTIONS ABOUT THE TENDER PROCESS:

Please could you provide an estimate of the total value of work that may be commissioned through the Framework Contract and the individual Lots?

In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe¹, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €150,000 tax exclusive.

We are not currently in a position to provide a total value of the work that may be commissioned through this specific call for tenders. However, we would envisage that a number of different orders with a minimum value of € 2 000 for technical services and € 5 000 for intellectual service are likely to be issued as a result of this call.

Is it possible to apply for more than one Lot?

Tenderers can choose to apply for one or several Lots.

Is it possible for two independent consultants to apply together as a “Consortium”?

Yes, it is possible to apply as a Consortium, in which case the “Consortium” box should be ticked on the Act of Engagement.

Kindly note that the Council of Europe’s Legal Department defines a “Consortium” as:

Consortium:

*A consortium is a group made up of two or more individuals, companies or governments that work together toward achieving a specific objective, such as a public contract. The objective and the relationship between the group members **must** be laid down in a **consortium agreement**.*

Evidence should therefore be provided of the existence of a consortium agreement.

The Council of Europe’s procurement procedures also require that the name of the bank account holder on the Act of Engagement should be the same as the name of the provider.

¹ The activities of the Council of Europe are governed by its [Statute](#) 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](#).

The Terms of Reference state that under **Section A: Tender Rules** that:
'A tender is considered valid for 120 calendar days as from the closing date for submission'.

- Can you please clarify this point?

The Tender Validity Period as mentioned in the tender is **the period within which the Undertaking is required to enter into contract with the successful tenderer**. In this specific case it means that a Framework Contract should be signed with the selected providers within this period.

To clarify further: all tenders (quotes) received will be considered valid for a maximum period of 120 days as from 7 September 2021. During this timeframe, all tenders will be examined, and all **successful tenderers** will be invited to sign a Framework Contract with the Council of Europe. (The Act of Engagement completed by tenderers is effectively a draft Framework Contract.)

The signature of the Framework Contract by both parties is legal confirmation of their agreement to the unit fee quoted in the Act of Engagement, which will remain valid until the initial end date of the Framework Contract of 31 December 2022, and which may be renewed tacitly on an annual basis until 31 December 2025.

The Terms of Reference state under **Section C: Fees** that:
Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement.

- On page 3 of the Act of Engagement, the column states only a unit daily fee should be stated. On this basis is it necessary to indicate here the number of consultancy days expected and a total fee sum based on the daily rate indicated, or just the daily rate in Euros ?

Please provide a daily consultancy unit rate in Euros where possible. (Without VAT and/or travel expenses.)

- As no specifications have been indicated for the materials to be used, would it be possible to provide the table of fees with some different price ranges, depending on the details of the project?

An indication of prices ranges, along with details of the services on offer, may be provided **in red** in the table **below** each relevant Lot. Providers are nonetheless asked to indicate an **average daily unit fee** in the right-hand column for the purpose of assessing the tender.

The Terms of Reference state under **Section G** that the required documents to be submitted include:
'A completed and signed copy of the Act of Engagement'

- Must the Act of Engagement be signed in writing? Or can the name be printed on the form?

We require a hand-written signature on the Act of Engagement. We can accept an inserted scanned signature, provided that the application is sent from the personal e-mail address of the applicant. A PDF version of the signed Act of Engagement should be sent.

The Terms of Reference state under **Section G** that the required documents to be submitted include:
'A detailed CV demonstrating clearly that the tenderer fulfils the eligibility criteria'

- Should the CVs of all the members of the team involved in the projects be submitted? Or will a detailed presentation on the company suffice?

A detailed presentation on the company will be sufficient for technical services. Individual CVs are required in the case of intellectual services. If in doubt, please submit both.

In the case of a larger technical contract order, we reserve the right to request the CVs and/or detailed background experience of the members of the proposed project team.

The Terms of Reference state under **Section G** that the required documents to be submitted include: **'A list of all owners and executive officers, for legal persons only'**

- What is required here exactly?

An extract from the tendering organisation's/company's official registration should be sufficient.

The Terms of Reference state under **Section G** that the required documents to be submitted include: **'2 to 3 (two to three) suitable and relevant samples of the work in line with the assignments described in the selected lot'**

- Can I provide links to work that I have done? Or are actual documents are required?

We would prefer to receive 2-3 samples of work as separate low-resolution attachments. If only high-resolution files are available, please include a clearly-labelled list of 2-3 hyperlinks on a separate document entitled **'Samples of Work'**.

Should you wish to share details of additional work, these may be included on the same list. However, please do indicate clearly the 2-3 examples of your work that you would like us to look at specifically for the purpose of this Call.

The Terms of Reference state under **Section G** that the required documents to be submitted include: **'A brief presentation of the ideas for ONE of the possible assignments'**.

- What is required here? Can you provide an example please?

Tenderers are requested to provide a brief presentation of how they would approach an example of the work / assignment listed, along with the potential tasks associated with it. (For example, something which they would like to showcase and present to us in detail.)

Alternatively, tenderers may present how they approached a relevant piece of work / past assignment which has already been completed.

The text provided does not need to be particularly long, and it is expected that presentations submitted will vary considerably according to Lot. For example, a half-page presentation may be quite sufficient for Lots 2 or 3. Additional detail may be given, in which case tenders are kindly requested to present their text in bullet point format.

In the case of Lots 4 and 5, tenderers are welcome to provide additional technical detail.

Tenderers are requested to submit a brief presentation for **each Lot** they are applying for.

- What is considered to be an 'assignment'?

A piece of work which is listed in the Lot (for example, an article, short film, interview, study, etc.)

- Should the assignment relate to an entire Lot? Or to a specific point of a chosen Lot?

A presentation of ideas for **one point** under **each Lot** applied for is sufficient.

Since tenders for each Lot will be assessed separately, it is advisable to submit a **separate** presentation for each Lot applied for.

- Are there any requirements regarding the presentation? Should we propose specific topic, material format, production process and budget?

Tenderers are at liberty to choose whatever they wish to present. Detailed presentations are welcome, however we would ask that they are clearly laid out to facilitate assessment by the panel of evaluators.

QUESTIONS ABOUT LOT 1:

Support to the CoE exhibition “Free to Create – Create to be Free”

Are tenderers invited to/expected to select and suggest possible artists? Or only to advise the Committee on the artists and artworks proposed by member States?

Artists and artworks are suggested by the respective member State. The selected tenderer will help with processing the artwork into the digital exhibition, and will also take part in progress presentations on the exhibition to meetings of the Steering Committee for Culture, Heritage and Landscape ([CDCPP](#)), as well as upon request by the Council of Europe Secretariat.

Is the exhibition the central event to which all the other programmes and events are articulated to? Or is it part of a whole programme of independent events (panel talks, publications, interviews...)? If the latter, will these events be published on the same platform?

Building on the 2020 Manifesto on the Freedom of Expression of the Arts and Culture in the Digital Era, the exhibition is indeed the central activity to which additional initiatives may be added in the future. However, as this is a growing platform, ideally developing to an archive on freedom of expression, independent events flanking the central digital exhibition might be presented on the platform at a later stage as well.

We understand from the [project platform](#) that three artists have been selected to participate so far: Tewa Barnosa and Nasan Tur and Aleksander Crnogorac.

- Are there any other artists from the member States that have been selected?

The member States are in the process of selecting artists and art works to be contributed to the exhibition. The Council of Europe does not select any artists or their works. The member States are free to appoint a curatorial board or other experts to select the contributions for their countries. The Council of Europe receives these proposals (2 artworks per country). Once it is approved, the successful tenderer(s) will take care of the submission of the artwork, integrate it into the existing design and content-structure of the exhibition platform and will communicate on the new submissions.

- When is the deadline for the member states to submit their artists and for the curators to select them?

There is no formal deadline for member States to contribute their artwork and as a digital initiative, the exhibition is an ongoing project.

- What is the ultimate envisioned date for the exhibition to be at its full?

The exhibition develops at its own speed and there is no formal date set for all member States to be represented.

Is the website architecture and therefore the exhibition organisation definitive? (Circulation between the works of art, focuses, thematic itineraries...)

The structure of the website is definitively set. Content-wise, the platform reacts flexibly on future thematic focuses or possible synergies within the artworks. Yet, there is no curated circulation between the submitted artworks, and the Council of Europe is not curating the exhibition along thematic focuses, but asks participants to connect to the overall topic of artistic freedom as a human right.

It is mentioned: ‘The digital #exhibition will be accessible everywhere and specifically made available in museums and other relevant cultural institutions in interested participating States’.

We understand that you are willing to transpose the digital exhibition in museums and cultural institutions of the member states.

- Are these exhibitions still in digital format, or do you think they could be developed in a physical space?

The relevant cultural institutions, universities, museums are invited to present the digital exhibition also in physical spaces. For this we are in the process of developing a “presentation mode”, a so-called “kiosk-version” of the website, that shows the platform in an auto-run-mode. Whether this is purely digital, or some works (primarily video-works) of the exhibition are shown also separately and how this is installed site-specifically is up to the curators at the institutions.

- Do you expect tenders to propose some possible venues and negotiate with them? In that case, as December 2022 might be too close to organise such an event, are tenders engaged further on until the exhibition in its physical form is done?

There are no plans for a physical exhibition, given the nature of the project and the current circumstances.

QUESTIONS ABOUT LOT 2:

Provision of policy work and follow-up activities on Council of Europe conventions in the field of culture and heritage, including the provision of articles (preparation of news items, social media posts, thematic articles/reviews, writing of thematic articles related to the culture and cultural heritage topics and activities)

I would like to understand better what the provision of policy work may entail other than writing thematic articles, news items and social media posts. At first glance, this Lot appears to be more suitable to communications professionals than researchers-academics. **Could you please let me know what kind of applicant profile you would welcome for Lot 2?**

As our needs vary widely in this area, we strongly welcome tenders from applicants with a **wide range** of profiles and fields of expertise. Tenderers are invited to provide as much information as possible about their experience, and to provide samples of their work as appropriate.

What would be the workflow for these materials? Would the tenderer require political/legal expertise in order to prepare policy documents? Or would these documents be provided by the Council of Europe and the tenderer should prepare materials and activities from them?

Tenderers bidding to provide advice and support in relation to policy and conventions are expected to have the relevant academic and in-service expertise in the field of culture and heritage.

In the case of thematic articles, whilst a certain level of experience and expertise in the field of culture and heritage is preferred, experience in and quality of writing will take precedence when assessing the tender submitted.

With regard to producing a thematic article for a website, for example, we do occasionally provide the writer with source materials to enable them to produce an article which is suitable for a specific target audience.

QUESTIONS ABOUT LOT 3:

Provision of expert support in either of the following fields:

1. culture, heritage and artificial intelligence

2. culture, nature, environment, sustainable heritage and climate change

No specific questions were received with regard to Lot 3, with the exception of questions about the required documents to be submitted which have been answered under queries regarding Terms of Reference Section G above.

QUESTIONS ABOUT LOT 4:

Production of promotional audio-visual material (films, trailers, animated videos) on the specific topic of culture, cultural heritage, environment

Deliveries are set at 20 days for the first draft and 30 days for the final version. Would it be possible to set the delivery dates on each Order Form? As every material needs a different time of production and feedback.

Realistic deadlines can be re-negotiated on a case-by-case basis, depending on the complexity of the project undertaken, as well as the needs of the commissioning programme. However, in urgent cases, if it becomes clear prior to issuing the Order Form that an imperative deadline cannot be met, we reserve the right to seek the services of an alternative Provider.

QUESTIONS ABOUT LOT 5:

1. Conducting of interviews with participants of events organised by the Culture and Cultural Heritage Secretariat of the Council of Europe

2. Provision of video recordings on conferences/events held on the topic of culture, cultural heritage and environment

One day of filming with two cameras and two cameramen is much more expensive than one editing day. Is the daily rate to be indicated as an average, but ultimately not representative?

Please provide an average 'person day' unit rate in the right-hand column where possible. (The rate should be exclusive of VAT and/or travel expenses.) The unit rate is required for the purpose of assessing the tender and for making cost comparisons with other tenders.

Depending on the logistical and financial resources allocated by the Council of Europe, will the chosen tenderer be able to propose the number of "events/films" and techniques to be used (use of a tripod and/or steadicam)?

The Council of Europe would welcome proposals for different filming techniques to be used in specific cases, depending on the requirements of a particular project, as well as the budget available.

A cost plan and technical plan would be discussed and agreed with the selected Provider in advance of each individual project.

The Call states "the final video must be in HD or 4K format", We can do both formats but the price varies a bit. Should we average or present you both prices (-/+ between 10/15%)?

Please provide both rates as part of your presentation.

Tenderers are welcome to provide, in addition, a detailed description and quote for the project sample that they wish to showcase, including different quotes and costs for a variety of filming techniques, editing and formats.

Since the needs for each project will differ widely, these would be discussed in detail with the selected tenderer prior to the issuing of an Order Form.