

Question: "What "the exclusive level" means and consists of? (Tenders proposing fees above the exclusion level indicated in the Table of fees...)"

Answer: Please refer to the Tender File, section C. FEES "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. These fees are final and not subject to review. Tenders proposing fees above the exclusion level indicated in the Table of fees will be entirely and automatically excluded from the tender procedure." Tenderers are invited to propose fees up to the "exclusion level" indicated in the Table of fees.

Question: "The Exclusion Level for the Fee indicated in the box on page 2 of the Act of Engagement is EUR 1500. The first page of the provided Terms of Reference indicates the range for purchase of consultancy services between EUR2000 and EUR55000 tax exclusive. Could you please clarify what is the monthly exclusion level in this case."

Answer: The range for purchase of consultancy services between EUR 2000 and EUR 55000 tax exclusive determines the type of procurement procedure used for this project for these services. As indicated in the Tender file, "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 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 €55,000 tax exclusive". As indicated in the Tender File, section C FEES, "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. These fees are final and not subject to review. [Tenders proposing fees above the exclusion level indicated in the Table of fees will be entirely and automatically excluded from the tender procedure.]"

Question: Could you please also advice if the bidder will be considered for the given position without a providing a sample of legal or policy analysis as part of the application package.

Answer: Please refer to section G. DOCUMENTS TO BE PROVIDED of the Tender File: "All documents shall be submitted in English, 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."

Question: Does it mean that the contract is for lump fee per month in the amount of 2000 euro?

Answer: Please refer to Section A of the Act of Engagement (Fees): "The fees indicated will be applicable throughout the duration of the Framework Contract per month".

Question: How a bid then is assessed, given that that financial offer is part of assessment (10 %)?

Answer: The bidders are invited to propose their own estimate of a lump sum fee for all of the required services, per month, up to the indicated exclusion level. The amount proposed by each tenderer is weighted together with other factors when the decision on the selection is being made.