

## Competitive bidding procedure / Framework contract

Call for Provision of Communication Consultancy Services for the Global Education Week

Responses to questions sent to [nscinfo@coe.int](mailto:nscinfo@coe.int)

### 1. Question 1 (06/04/2023)

I have checked the list of required documents, and I have gotten confused a bit. I want to apply as an **individual consultant** for this position.

G. DOCUMENTS TO BE PROVIDED IN PDF

- **A completed and signed copy of the Act of Engagement**
- A motivation letter and detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A list of all owners and executive officers, for legal persons only;  
If consortia or agency, a document designating the coordinator and describing the role of each members of the team for the deliverables requested.
- A portfolio with pertinent campaign projects in line with thematic mentioned in the eligibility criteria, examples of audiovisual productions.
- A document (1 page) describing the methodology proposed, demonstrating that the event is understood, as well as the stakeholders involved, and the objectives of the event.

(Source : TENDER FILE / TERMS OF REFERENCE P.4)

### 2. Question 2 (18/04/2023)

**Est-ce que vous avez un budget max. par an ? Ou indicatif ?**

(English free translation from french: Do you have a max. budget per year? Or indicative?)

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 Europe, 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.

(Source: Term of reference p1)

**Nonetheless, for your information, the North-South Centre has a maximum budget of €50,000 tax included for the whole duration of the contract. Should the deliverables be taxable in a EU country, and in case the Provider is able to tax-free invoicing in accordance with Article 2 b) of Council Directive 2001/115/EC, the amount to be considered is €50,000 tax exclusive.**

### **3. Question 3 (18/04/2023)**

#### **Est-ce qu'il y a des frais de voyage qu'on devrait inclure pour la Semaine d'Éducation ou la réunion annuelle de la GEN ?**

(English free translation from French: Are there any travel expenses that should be included for Education Week or the annual GEN meeting?)

#### **4.4 Other expenses**

- 4.4.1. In the event of the Provider being required to travel for the purposes of the contract, and provided the Terms of reference do not stipulate that the fees already include travel and subsistence expenses, the Council undertakes, subject to its prior agreement, to reimburse travel and subsistence allowances in compliance with the Council's applicable Rules.<sup>1</sup>
- 4.4.2. Travel expenses referred to under 4.4.1 will be reimbursed on the basis of the rail fare (first class) or air fare (tourist class) upon presentation of an invoice on the letterhead of the relevant vouchers. Subsistence expenses (including travel expenses within the locality visited) will be reimbursed at the applicable daily rate.
- 4.4.3. In the event of the Provider being required to travel for the purposes of the contract, the duration of the Provider's travel and stays will be covered by an insurance policy with the insurers CHARTIS (Policy No. 2.004.761). A telephone helpline is available in case of emergency (+ 32 (0)3 253 69 16). The said insurance will cover specific risks related to travel and stay of the Provider (including medical costs related to unforeseen illness or accident, repatriation, death, cancellation of journey or flight, theft or loss of personal possessions). The insurance policy does not cover persons over 75 years of age.

(Source: Act of engagement p8)

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<sup>1</sup> CM/Del/Dec(2010)1089/11.3 appendix 9  
[https://search.coe.int/intranet/Pages/result\\_details.aspx?ObjectId=09000016805ceb14](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=09000016805ceb14)