



TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / Framework Contract)

Purchase of dubbed versions of the Start to Talk video clips

The Council of Europe is currently implementing a Project on preventing sexual abuse and harassment in sport, the so called [Start to Talk initiative](https://www.coe.int/en/web/sport/start-to-talk). As a part of this initiative the Council of Europe has produced a film about sexual abuse of children in sport. <https://www.coe.int/en/web/sport/start-to-talk> or <http://starttotalk.org>

In that context, it is looking for Provider(s) for the provision of dubbing services of the Start to Talk video clips to be requested by the Council on an as needed basis.

A. TENDER RULES

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1333 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.**

This specific tender procedure aims at concluding a **framework contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

The tenderer must be a legal person except consortia.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: Tender: Dubbed versions of START TO TALK video clips**. Tenders addressed to another email address **will be rejected**.

The general information and contact details for this procedure are indicated on this page. You are invited to use the CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least 5 (five) working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: "Tender: Dubbed versions of the Start to Talk video clips"**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2019
Deadline for submission of tenders/offers ▶	30 November 2018
Email for submission of tenders/offers ▶	start.to.talk@coe.int
Email for questions ▶	start.to.talk@coe.int
Expected starting date of execution ▶	07 December 2018

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 1333 of 29 June 2011 on the procurement procedures of the Council of Europe](#).

B. EXPECTED DELIVERABLES

Background of the Project

“Start to Talk” is a Council of Europe call for action to public authorities, the sport movement and other stakeholders to take the necessary prevention and protection measures to stop child sexual abuse. As a part of this initiative the Council of Europe has produced a film about sexual abuse of children in sport. <https://www.coe.int/en/web/sport/start-to-talk> or <http://starttotalk.org>

The Council of Europe is looking for a maximum of 3 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on dubbing video clips.

This Contract is currently estimated to cover up to 15 dubbed versions of the Start to Talk video clips, to be held by 31.12.2019. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Contract may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of the project amounts to 500.000 Euros and the total amount of the object of present tender **shall not exceed 55,000 Euros tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

Scope of the Framework Contract

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide the deliverables listed in the Act of Engagement (See Section A – Terms of reference). This list is considered exhaustive.

The following points have to be taken into consideration when producing the new voicing version of the Start to Talk video clip:

1. There is a long and short version of the clip. The short version is a cut of the long version. The Provider must therefore use the cut of the long version voicing to produce the short version.
2. The master version of the video clip is in English and contains voices of three children. The video clip must be dubbed by three native speakers and the voices mixed with the original music and ambience audio.
3. As in the English version, a voice line will have to be added in synchronisation with the actual voices for both versions.
4. The new language versions of the clip shall have the same technical standards/quality as the original version in terms of e.g. fading in/ fading out, speaking rate/ pauses etc. Furthermore, the voicing versions to be produced shall have the same empathy as the original version ie..no reading out of the script. In that purpose, the Provider is asked to send an existing sample of each actor to be validated by the Council of Europe prior to production of each language version.
5. There should be no restrictions to how the “Start to Talk” video clips can be used in the respective language version. The Council of Europe should have the rights to distribute the video including through the internet, cinema and sport events, in national and international television. The Service Provider will secure all rights on behalf of the Council of Europe from the actors for distribution in all media.
6. The dubbing shall be under the direction of an artistic director who should guide the actors.
7. The draft dubbed versions have to be validated by the Council of Europe.
8. The dubbed versions have to be delivered in the same format as the original English version.

Lastly, the Service Provider will have to apply the current national legislation on safeguarding of children in the respective countries, and sign a consent form (by the parent/ guardian and the actor) if persons under the age of 18 are involved in the dubbing of the clip.

The Council of Europe will provide:

- the scripts of the language versions to be made, including the texts and logos to be included in the last frame. The Provider is invited to check the script and propose changes if deemed necessary;
- the clean versions of the film.

In addition to the orders requested on an as needed basis, the Provider shall keep regular communication with the Council to ensure continuing exchange of information relevant to the project implementation. This involves, among others, to inform the Council as soon as it becomes aware, during the execution of the Contract, of any initiatives and/or adopted laws and

regulations, policies, strategies or action plans or any other development related to the object of the Contract (see more on general obligations of the Provider in Article 3.1.2 of the Legal Conditions in the Act of Engagement).

Unless otherwise agreed with the Council, written documents produced by the Provider shall be in English (see more on requirements for written documents in Articles 3.2.2 and 3.2.3 of the Legal Conditions in the Act of Engagement).]

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.

The Council will indicate on each Order Form (see Section D below) the number of units ordered, calculated on the basis of the unit fees, as agreed by this Contract.

D. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider (s) electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

Pooling

For each Order, the Council will choose from the pool of pre-selected tenderers the Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

- quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
- availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
- price.

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within 3 working days after its reception. If a Provider is unable to take an Order or if no reply is given on his behalf within that deadline, the Council may call on another Provider using the same criteria, and so on until a suitable Provider is contracted.

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote² (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive .

Signature of orders

An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council's Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

E. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)³

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;

² It must strictly respect the fees indicated in the Act of Engagement. In case of non-compliance with these fees, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

³ The Council of Europe reserves the right to ask tenderers, at a later stage, to supply an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three above listed exclusion criteria are met, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

- are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
- are or are likely to be in a situation of conflict of interests.

Eligibility criteria

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section F):

- Provide proof/ documents listed in section F
- Proven track record of at least three years' experience in providing high quality dubbing projects;
- Able to provide at least two references for past dubbing projects.

In the event of more than three (3) eligible bids being received, the providers will be assessed against the following criteria in order to determine which providers will be offered the framework contract:

Award criteria

- Quality of the offer (60%), including:
 - Quality of the people who will be involved in the dubbing process of the video clip, and their experience in similar services;
 - Technical means;
 - Capacity to meet the deadlines indicated in the Act of Engagement;
 - Access to native speakers
 - Number of languages provided.
- Financial offer (40%).

Multiple tendering is not authorised.

F. DOCUMENTS TO BE PROVIDED

- A completed and signed copy of the **Act of Engagement**⁴ (See attached). In the event that the Provider cannot agree to the Council of Europe's standard Legal Conditions, as reproduced in the Act of Engagement, this should be indicated. The provider should specify which clause(s) it is unable to accept, and propose alternative(s);
- A company presentation detailing the company's prior experience (in similar services) and the experience of each person who will be involved in the dubbing of the video clip
- A note detailing the methodology proposed for the dubbing of the video-clip, including the artistic direction, how the involvement of native speakers is guaranteed and the technical means used.
- A zip file / internet link(s) with at least 2 recent films/video clips dubbed
- Contact details for at least 2 referees/previous clients
- Where possible, an example of the Provider's standard agreement with an actor used in a dubbing project.
- (European) languages which can be provided; the following language versions of Start to Talk are already available in English, French, Spanish, Dutch, German, Georgian, Greek and Portuguese.

All documents shall be submitted in English or French, failure to do so will result in the exclusion of the tender. If any of the documents listed above are missing, the tender will not be considered.

The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.

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⁴ The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.