

## TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / Framework Contract)

### Purchase of video production services, graphic design services and age appropriate illustrations



The Council of Europe is currently implementing and will implement until 11 July 2029 a Project on "Enhancing Foreign Language Education Quality in Türkiye". In that context, it is looking for Provider(s) for the provision of video production services, graphic design services and book illustrations to be requested by the Council on an as needed basis.

#### A. TENDER RULES

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<sup>1</sup>, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €6,000 for intellectual services) and €171,000 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 180 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 either a natural person, a legal person or consortium of natural and/or legal person.

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 – consultancy on visibility and communication.** 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 3 (three) 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: Questions - consultancy on visibility and communication**

<b>Type of contract ▶</b>	Framework contract
<b>Duration ▶</b>	Until 11 July 2027
<b>Deadline for submission of tenders/offers ▶</b>	10 July 2025 23h59 CET
<b>Email for submission of tenders/offers ▶</b>	<b>ankara.office@coe.int</b>
<b>Email for questions ▶</b>	<b>ankara.office@coe.int</b>
<b>Expected starting date of execution ▶</b>	17 July 2025

<sup>1</sup> 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](#).

## B. EXPECTED DELIVERABLES

### Background of the Project

The project "Enhancing Foreign Language Education Quality in Türkiye" aims to enhance the quality and effectiveness of foreign language education in Türkiye and improve its compliance with international and European standards, in line with the Council of Europe's objective of assisting member states in implementing plurilingualism and intercultural education, as supported by the Council's European Centre for Modern Languages (ECML). In line with Quality Education, the goals of the project are;

- to align foreign language education policy and practice with the Common European Framework of Reference for Languages (CEFR) by developing policy recommendations and designing nationally administered paper-based language proficiency tests,
- to strengthen the institutional capacity of the Ministry of National Education by improving foreign language teachers' implementation of the CEFR in teaching, learning, and assessment through a digital toolbox, and enhancing the skills of the BoE and Turkish and Language Education Research and Development Center (TLE R&D) staff
- to raise wider awareness of the CEFR among teachers, learners, as end beneficiaries, and their parents. Activities planned to achieve these goals will be conducted with particular attention to gender equality (e.g., by having an equal number of male and female participants in activities) and through partnerships (e.g., by cooperating with universities).

The Council of Europe is looking for a maximum of 15 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on provision of consultancy on video producing, graphical design and age-appropriate illustration.

This Contract is currently estimated to cover up to 107 activities, to be held by July 2029. 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 5,403,333 Euros and the total amount of the object of present tender **shall not exceed 171,000 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.

### Lots

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
<b>Lot 1: Video production and content creation</b>	<b>5</b>
<b>Lot 2: Graphic design</b>	<b>5</b>
<b>Lot 3: Age-appropriate illustration</b>	<b>5</b>

**Lot 1** concerns the production of a series of videos, including filming, animations, dubbing, editing, and final delivery. The service provider will be responsible for supplying the necessary technical equipment, producing high-quality footage, and ensuring that the videos align with the project's themes.

**Lot 2** concerns the development of distinct graphical design concepts for a variety of promotional and educational materials. The provider is expected to carry out tasks including the design of the written and visual project outputs including brochures/leaflets, project reports, posters, roll-ups, spiders etc. and creating visually engaging content, infographics in different formats.

**Lot 3** concerns to create relevant and age-appropriate illustrations for textbooks, storybooks, and exam materials. The service provider will be required to design illustrations that enhance the content, making it more engaging and educational. This includes creating illustrations for exam questions, student activities, and promotional materials like stickers and clip-art.

The Council will select the abovementioned number of Provider(s) per lot, provided enough tenders meet the criteria indicated below. Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

## Scope of the Framework Contract

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide the following deliverables and to comply with the following specifications and requirements:

### Under Lot 1: Video production and content creation

#### 1- **Video production and content creation:**

- Developing the conceptual framework of the stories to be told in the videos with detailed scenarios, storylines and scripts that align with the project's communication goals and target audience.
- Developing thematic concepts for each human interest story.
- The provider must supply the necessary technical equipment for field filming, including high-definition cameras, lighting equipment, and audio recording tools.
- The videos should be shot in various locations, with a focus on storytelling, capturing human interest stories in a clear and engaging manner and proper use of institutional visibility elements (e.g., logos, disclaimers, credits).
- The videos must adhere to the agreed-upon project theme, with a professional tone, style, and narrative flow.
- Animations may be requested depending on the needs of the project. The provider should be able to produce animations or collaborate with animation experts.

#### 2- **Duration:**

- Each video should be between 3-5 minutes in length.
- The series will consist of approximately 10 videos, with each video focusing on a different human interest story.

#### 3- **Video Editing:**

- The provider must edit the raw footage to produce polished final videos, ensuring seamless transitions, appropriate background music, and engaging visuals.
- The final videos must include appropriate titles, captions, and credits as requested by the project team.

#### 4- **Dubbing, subtitles and sign language:**

- The provider is responsible for dubbing the videos into the required languages (e.g., Turkish, English) if necessary.
- Subtitles must be included for accessibility purposes, in both the original and translated languages.
- Each video should include sign language at least in Turkish.

#### 5- **Revisions and Feedback:**

- The project team will review the videos and may request revisions. The provider must accommodate these changes promptly.
- The provider is responsible for making any revisions requested until the work is completed.

#### 6- **File Formats and Delivery:**

- The final videos must be delivered in high-quality formats suitable for online and offline viewing (e.g., .mp4, .mov).
- The provider must deliver the videos within the agreed-upon deadlines, ensuring timely submission for review and approval.

#### 7- **Intellectual Property:**

- In compliance with Article 3.2 of the legal conditions, the provider cedes irrevocably and exclusively to the Council throughout the entire world and for the entire period of copyright protection, all rights on the Deliverable(s) produced as a result of the execution of the present contract. Such rights shall include in particular the right to use, reproduce, represent, publish, adapt, translate and distribute – or to have used, reproduced, represented, published, adapted, translated and distributed - in any

country, in any language, in any form and on any kind of support, including on a CD-ROM or the Internet, the said Deliverables, or any part thereof. The provider shall not use, reproduce, or distribute the content, raw footage, or final products for any other purpose or to any third party without prior written permission from the Council of Europe.

**The potential technical equipment to be used by the provider may include the following;**

- a. Cameras and Filming Equipment:
  - Main Camera: (e.g., 4K resolution)
  - Backup Cameras: (Smaller format cameras, action cameras, etc.)
  - Lenses: Prime lenses, zoom lenses, wide-angle lenses, etc. (various focal lengths))
  - Camera Stabilizers/Gimbals: (Professional handheld stabilizers or gimbals)
  - Drone: (For aerial shots)
- b. Lighting Equipment:
  - Key Light: (Softboxes, LED panel lights)
  - Back Light: (Small, portable backlight units)
  - Fill Light: (Reflectors, LED panels)
  - Outdoor Lighting: (Portable LED lights for outdoor shoots)
- c. Audio Equipment:
  - Microphones:
    - Lavalier Microphones
    - Boom Microphones
    - Wireless Lapel Microphones
  - Audio Recorder:
  - Windshields and Pop Filters: (For preventing wind noise and improving audio quality.)
- d. Studio and Location Equipment:
  - Studio Space (if applicable): (Soundproofing, lighting setups, backdrop options, etc.)
  - Visual Effects (VFX) Equipment: (Green screen, shooting tables, VFX software tools)

The provider is not expected to own all listed equipment but must ensure availability of equivalent professional-grade tools suitable for the requested video production.

## **Under Lot 2: Graphic design**

### **1- Design Concept Development:**

- The provider must develop design concepts to be used across various materials.
- These concepts should be adaptable to different printable and digital formats for promotional items such as bookmarks, story cards, posters, digital flashcards, sticker sheets, and flyers etc.

### **2- Editing and Customization:**

- The provider is responsible for editing project reports and documents in digital format, including promotional items such as printable story booklets, branded notepads, and journals etc.

### **3- Design Adaptability:**

- The provider must ensure that the selected design concepts can be adapted for a range of materials and purposes, both print and digital, maintaining consistency across all formats.

### **4- Final Design Delivery:**

- The provider is required to revise and deliver all final design files in line with the feedback received from the Council of Europe and the Ministry of National Education.
- The final files should include high press-quality PDFs and Photoshop (PSD) files for use in various applications.

### **5- Revisions and Feedback:**

- The project team will review the design concepts and may request revisions. The service provider must promptly accommodate these changes.
- The provider is responsible for making any revisions requested until the work is completed.

### **6- File Formats and Delivery:**

- The final designs must be delivered in high-quality formats suitable for print and digital use, ensuring compatibility with all intended platforms.
- Delivery of all final design files must be within the agreed-upon timelines, with adequate time allocated for feedback and revisions.

**7- Intellectual Property:**

- In compliance with Article 3.2 of the legal conditions, the provider cedes irrevocably and exclusively to the Council throughout the entire world and for the entire period of copyright protection, all rights on the Deliverable(s) produced as a result of the execution of the present contract. Such rights shall include in particular the right to use, reproduce, represent, publish, adapt, translate and distribute – or to have used, reproduced, represented, published, adapted, translated and distributed - in any country, in any language, in any form and on any kind of support, including on a CD-ROM or the Internet, the said Deliverables, or any part thereof. The provider shall not use, reproduce, or distribute the content, raw footage, or final products for any other purpose or to any third party without prior written permission from the Council of Europe.

**Under Lot 3: Age-appropriate illustration****1- Age appropriate illustrations for project outputs:**

- The provider must design illustrations for exam questions and self learning materials etc. materials produced within the scope of the project.
- Illustrations should be engaging, educational, and aligned with the complexity and context of the project outputs.

**2- Illustration for Story and Textbooks:**

- The provider is responsible for producing relevant illustrations for storybooks and textbooks, ensuring that the visuals enhance the narrative and aid in understanding.
- Illustrations should be age-appropriate and aligned with the themes and educational objectives of the exam questions, self-learning materials and teacher materials etc.
- Colourful test papers should contain engaging activities and attractive illustrations to motivate young learners at this level.
- Illustrations should help develop students' visual literacy and attract their attention.

**3- Illustration Adaptability:**

- The selected illustrations must be adaptable to both print and digital formats to ensure consistency across different mediums.
- The designs should be versatile and suitable for various contexts, whether in textbooks, storybooks, or supplementary materials etc.
- The illustrations should include, where appropriate, drawings, stickers, clip-art, and other visual elements that support learning.

**4- Revisions and Feedback:**

- The project team will review the illustrations and may request revisions. The provider must accommodate these changes promptly.
- The provider is responsible for making any revisions requested until the work is completed.

**5- Final Illustration Delivery:**

- The provider is required to deliver high-quality final illustrations in the agreed formats (e.g., .jpeg, .png, .tiff, or .psd) suitable for print and digital use.
- All illustrations must be delivered within the agreed-upon timelines, with adequate time allocated for feedback and revisions.
- Carefully constructed text illustrations should generally enhance learners' performance on a variety of text-dependent cognitive outcomes.

**6- Intellectual Property:**

- In compliance with Article 3.2 of the legal conditions, the provider cedes irrevocably and exclusively to the Council throughout the entire world and for the entire period of copyright protection, all rights on the Deliverable(s) produced as a result of the execution of the present contract. Such rights shall include in particular the right to use, reproduce, represent, publish, adapt, translate and distribute – or to have used, reproduced, represented, published, adapted, translated and distributed - in any country, in any language, in any form and on any kind of support, including on a CD-ROM or the Internet, the said Deliverables, or any part thereof. The provider shall not use, reproduce, or distribute the content, raw footage, or final products for any other purpose or to any third party without prior written permission from the Council of Europe.

The above list is not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above list of expected services, but related to the field of expertise object of the present Framework Contract for the lot concerned.

In terms of **quality requirements**, the pre-selected Service Providers must ensure, *inter alia*, that:

- The services are provided to the highest professional/academic standard;
- Any specific instructions given by the Council – whenever this is the case – are followed.

If contracted by the Council of Europe, the deliverables shall be provided personally by the persons identified in the offer of the Provider whose CVs have been presented to the Council of Europe (See section E. below), in accordance with the terms as provided in the present Tender File and Act of Engagement

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. Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section D below) the global fee corresponding to each deliverable, calculated on the basis of the unit fees, as agreed by this Contract.

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

Once the selection procedure is 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), by post or 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 for the relevant lot 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 2 (two) 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 quote<sup>2</sup> (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

---

<sup>2</sup> It must strictly respect the fees indicated in the Financial Offer attached to the original Provider's tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider's tender, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

- 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)<sup>3</sup>

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, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- 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 an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- have been involved in mismanagement of the Council of Europe funds or public funds;
- are or appear to be in a situation of conflict of interest;
- are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;
- are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe
- are subject to restrictive measures applied by the United Nations Security Council or the European Union. In the case of legal persons, the restrictive measures imposed on the tenderer's owner(s) or executives will also exclude the tenderer from participating in this tender procedure.

#### ***Eligibility criteria for the Lots***

1. Bachelor's degree within the fields of graphical design, media, communication and similar.
2. Minimum 3 years of experience in the fields covered by the lot/s the bidder is bidding for.

The above eligibility criteria will be assessed **on the basis of the documents listed in the table and, where relevant, on the basis of other supporting documents** listed in Section G.

<sup>3</sup> The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

- 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 and sixth above listed exclusion criteria are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met;
- For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;
- For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport).

**For legal persons only:** legal persons are requested to include in their bids the profiles of **a maximum of 1** natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors. **Each natural person included in the bid will be assessed against the above eligibility criteria.** The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles met the eligibility criteria.<sup>4</sup>

**For consortia only:** each consortium member **will be assessed against the eligibility criteria above.** Consortium members who are legal persons are requested to provide the profiles of a maximum of 1 natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors.

**Each natural person included in the bid submitted by a consortium – whether as an individual consortium member or as a natural person attached to a legal person – will be assessed against the above eligibility criteria.** The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles meet the eligibility criteria.<sup>5</sup>

### ***Award criteria for Lot 1 - Video production and content creation:***

The award criteria aim at assessing the quality of a bid in order to **identify the bid/s offering the best value for money**. Eligible bids will be assessed against the following award criteria:

- Quality of the offer (80 points), including:

#### 1- Relevance of Professional Experience:

The extend of the professional experience in video production and content creation in producing several different communication materials within internationally funded projects and in similar contexts. (25 points)

#### 2- Experience working with the international organisations and public institutions. (15 points)

#### 3- Quality of Online Samples:

The quality of the three online samples submitted along with the offer will be a significant factor in the evaluation. (40 points)

- Financial offer (20 points).

The above award criteria will be assessed based on the bidder's capacity, as outlined in the supporting document, or on the basis of a consolidated assessment of the combined capacity of all eligible profiles or consortium members if the bid is submitted by a legal person or a consortium.

### ***Award criteria for Lot 2 - Graphic design:***

The award criteria aim at assessing the quality of a bid in order to **identify the bid/s offering the best value for money**. Eligible bids will be assessed against the following award criteria:

- Quality of the offer (80 points), including:

---

<sup>4</sup> If awarded a contract, legal persons undertake to entrust the execution of order forms only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, the legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay.

<sup>5</sup> If awarded a contract, consortium members who are legal persons undertake to entrust the execution of order forms only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, consortium members who are legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay.



1. Relevance of Professional Experience:  
The extend of the professional experience in graphical design in producing several different communication materials within internationally funded projects and in similar contexts. (25 points)
  2. Experience working with the CoE, other international organisations, and public institutions. (15 points)
  3. Quality of Online Samples:  
The quality of the three online samples submitted along with the offer will be a significant factor in the evaluation. (40 points)
- Financial offer (20 points).

The above award criteria will be assessed based on the bidder's capacity, as outlined in the supporting document, or on the basis of a consolidated assessment of the combined capacity of all eligible profiles or consortium members if the bid is submitted by a legal person or a consortium.

### ***Award criteria for Lot 3 - Age-appropriate illustration:***

The award criteria aim at assessing the quality of a bid in order to **identify the bid/s offering the best value for money**. Eligible bids will be assessed against the following award criteria:

- Quality of the offer (80 points), including:
  1. Relevance of Professional Experience:  
The extent of professional experience in illustration—particularly book illustration—and in graphic design for the production of various communication materials within internationally funded projects or similar contexts. (25 points)
  2. Experience working with the CoE, other international organisations, and public institutions. (15 points)
  3. Quality of Online Samples:  
The quality of the three online samples submitted along with the offer will be a significant factor in the evaluation. (40 points)
- Financial offer (20 points).

The above award criteria will be assessed based on the bidder's capacity, as outlined in the supporting document, or on the basis of a consolidated assessment of the combined capacity of all eligible profiles or consortium members if the bid is submitted by a legal person or a consortium.

### ***Additional rules applicable to the submission and assessment of the bids***

The bidders' attention is drawn to the following additional rules governing the assessment of the bids:

- Council reserves the right to hold interviews with prima facie eligible tenderers;
- Unless expressly provided otherwise in the tender documents, a bidder may not submit more than one bid for the same procurement procedure. Bidding for more than one lot – where a contract is divided into lots – is allowed;
- In the same procurement procedure, natural person may not submit a bid on his/her own behalf and, at the same time, be included in a bid submitted by a legal person or a consortium. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the natural person from the procurement procedure;

- In the same procurement procedure, a legal person may not submit a bid and, at the same time, be a member of a consortium also bidding under the same procurement procedure. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the legal person from the procurement procedure

#### F. NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

#### G. DOCUMENTS TO BE PROVIDED

- **A completed and signed copy of the Act of Engagement<sup>6</sup>** (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria, including proof of a bachelor's degree and a minimum of three years of relevant experience;
- Motivation letter;
- A list of all owners and executive officers, for legal persons only;
- List of previous works, including an online portfolio featuring at least three relevant samples completed within the last three years;
- Three references per lot.

**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.**

**Documents may be submitted via file sharing services such as WeTransfer, Dropbox, OneDrive, etc.). In this case, the link must mandatorily remain active for at least 30 days after the deadline for the submission of the bids. Failure to ensure this may lead to the bid being excluded from the procurement procedure.**

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

\* \* \*

---

<sup>6</sup> 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.