

TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure/ One-off contract)

Purchase of consultancy services for a study on the feasibility of a new European legal instrument on the profession of lawyer [Contract N° (if any)]

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

The Council of Europe is currently exploring the possibility of drafting a new European legal instrument on the profession of lawyer with the view to enhancing the level of protection offered to lawyers in respect of the independent and secure exercise of their profession. In this context, it is looking for a Provider for consultancy services to prepare a feasibility study on the possible added-value and effectiveness of such a new instrument (See Section A of the Act of Engagement).

A. TENDER RULES

This tender procedure is a competitive bidding procedure which, **in accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe¹**, requires that 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.

This specific tender procedure aims at concluding a **one-off 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 either a natural person, or 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: "Consultancy services - profession of lawyer: feasibility study"**. 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 Council of Europe 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: DGI-CDCJ@coe.int - "Consultancy services - profession of lawyer: feasibility study"**.

| | |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Type of contract ▶ | One-off contract |
| Duration ▶ | Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement) |
| Deadline for submission of tenders/offers ▶ | 15 March 2020 |
| Email for submission of tenders/offers ▶ | DGI-CDCJ@coe.int |
| Email for questions ▶ | DGI-CDCJ@coe.int |
| Expected starting date of execution ▶ | 10 April 2020 |

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](#).

B. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

C. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

Tenderers **subject to VAT** shall also send **a quote (Pro Forma invoice)** on their letterhead including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services to be provided;
- 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 .

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement,² you declare on your honour not being in any of the below situations)

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;
- 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

- Legal profile:
 - Academic, researcher, legal professional, former judge at the European Court of Human Rights
 - University degree in law or in political sciences, social sciences or other related fields
- At least 10 years of professional experience
- Experience or knowledge of current problems facing lawyers in relation to their independence and protection
- Good knowledge of existing international legal instruments in relation to the independence of lawyers and their protection, in particular the European Convention on Human Rights, and the case-law of the European Court of Human Rights
- Good knowledge of the mechanisms relating to the development of international legal instruments, in particular those of the Council of Europe, including their preparation, adoption and signature/ratification processes
- Excellent research, analytical and drafting skills; good communication skills
- Very good knowledge of French or English
- Financial offer not exceeding the level set out in the act of engagement.

² 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.

Award criteria

- Quality of the offer (90%), including:
 - Relevance of the experience of the tenderer in the field(s) covered by this tender, including the knowledge of existing Council of Europe instruments and other international instruments (50%);
 - Research, analytical, drafting and communication skills; good communication skills (40%).
- Financial offer (10%).

The Council reserves the right to hold interviews with eligible tenderers.

Multiple tendering is not authorised.

E. NEGOTIATIONS

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

F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement**³ (See attached)
- For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
- Registration documents, for legal persons only;
- A detailed CV demonstrating clearly that the tenderer fulfils the eligibility criteria, including relevance of his or her experience;
- Contact details of 3 (three) references;
- A sample, not exceeding three pages (i.e. an extract), of an article, legal opinion, report, or other professional writing recently drafted and providing evidence for experience in and knowledge of the issues covered by the call, in English or French by the tenderer;
- A motivation letter, not exceeding one page, describing how the tenderer meets the requirements of the expected services (see Section B above).

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 Council of Europe reserves the right to reject the tender.

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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³ 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.