

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)



Purchase of for the provision of online, hybrid and physical event management, catering, and audio-visual equipment in Ireland.

FC.DGII.BH4922.2022.05

The Council of Europe is currently implementing the Project "Barnahus Ireland: Supporting the implementation of the Barnahus model in Ireland". It is co-financed by the EU Structural Reform Support Programme and implemented in close cooperation with the EU DG Reform and the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) for the period 12/08/2022 to 11/02/2025. In that context, it is looking for Provider(s) for the provision of online, hybrid and physical event management, audio-visual equipment, material production, and publishing services in Ireland 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 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 or consortium of legal persons.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: Ireland Barnahus – Event Management tender.** 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: Ireland Barnahus – Event Management tender – Questions.**

Type of contract ▶	Framework contract
Duration ▶	Until 11 February 2025
Deadline for submission of tenders/offers ▶	16 December 2022
Email for submission of tenders/offers ▶	children@coe.int
Email for questions ▶	children@coe.int
Expected starting date of execution ▶	15 January 2023

B. EXPECTED DELIVERABLES

Background of the Project

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](#).

Barnahus is a leading European model for a child-friendly multidisciplinary and interagency response to child sexual abuse.

Ireland successfully implemented the Children First Act 2015, which introduced mandatory reporting of suspected child abuse. In 2019 the DCEDIY provided finance to support the implementation of a pilot “One House” Barnahus project in Galway, which is part of the PROMISE II project. Since January 2022 the centre in Galway, known as Barnahus West, is operational and the Child and Family Agency (Tusla), the Health Service Executive (HSE) and the National Police (An Garda Síochána) are able to provide their services under the same roof. The current project sets to address the challenges faced during the implementation of the pilot and to replicate the Barnahus model in the South (Cork) and the East (Dublin).

The project has two main outputs:

- The three Barnahus sites are initiated: the design and operations are set up, well coordinated and standardised
- The Barnahus model is integrated into practice and staff is confident in its use and in applying interagency processes

In that context, the Council is looking for Providers for the provision of online, hybrid and physical event management, audio-visual equipment, material production, and publishing services in Ireland, to be requested by the Council of Europe on an as needed basis

The Council of Europe is looking for a maximum of 25 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on of online, hybrid and physical event management, audio-visual equipment, material production, and publishing services in Ireland.

For information purposes only, the total budget of the project amounts to 666,667 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.

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
Lot 1 - Travel (Appendix 1)	5
Lot 2 – Accommodation (Appendix 2)	5
Lot 3 – Meetings (Appendix 3)	5
Lot 4 - Catering (Appendix 4)	5
Lot 5 – Videoconferencing and technical equipment (Appendix 5)	5

Lot 1 concerns Travel arrangements, including transportation, transfers, drivers, and car rentals.

Lot 2 concerns Accommodation arrangements and hotel reservations.

Lot 3 concerns Meeting organisation logistics in 5 different locations in Ireland, including meeting rooms, equipment, and event host.

Lot 4 concerns Catering arrangements, including coffee breaks, lunches, and dinners.

Lot 5 concerns videoconferencing and technical equipment arrangements, including providing services for professional videorecording, training on the use of meeting platforms and services and equipment for livestreaming services.

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 deliverables listed in the Act of Engagement (See Section A – Terms of reference and the five Appendices).

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 in the five Appendices. 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 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 quote² (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- The title "proforma invoice"
- Delivery to Council of Europe, Avenue de l'Europe, F. 67075, Strasbourg Cedex. France
- The Service Provider's name and address.
- Tts VAT number.
- The full list of services in ENGLISH and FRENCH.
- The total amount excluding VAT (indicating "VAT=0" or "VAT excluded")

² 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 paragraph: Sale/Service to an exempted organization : Articles 143 and 151 of Council Directive 2006/112/EC. According to Article 2 b) of Directive 2001/115/EC: "Intra-Community service/sale to an exempted organisation: Articles 143 and 151 of Directive 2006/112/EC."
- Date and place of signature

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, 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 or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at www.sanctionsmap.eu).

Eligibility criteria

- Being a registered company specialised in a relevant field to the present tender.
- A minimum of two years of similar experience as requested by the tender.

Award criteria

- Quality of the offer (50%), including:
 - capacity to meet the technical and quality requirements under this Framework Contract.
- Financial offer (50%).

Multiple tendering is not authorised.

F. NEGOTIATIONS

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

G. DOCUMENTS TO BE PROVIDED

³ 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).

- A completed and signed copy of the **Act of Engagement**⁴ (See attached).
- A completed copy of the Lot Appendices the provider wishes to apply for (See attached);
- A list of all owners and executive officers, for legal persons only;
- A short cover letter with a list of relevant examples of experience in providing similar services during the last 1-5 years.

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.

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.