**CALL FOR TENDERS**

for the provision of event management services

**2021/AO/58**

|  |  |
| --- | --- |
| **Object of the procurement procedure ►** | Event management services, which may include renting of the fully equipped conference rooms/halls, catering and accommodation services |
| **Project ►** | Office-wide (Baku Office) |
| **Organisation and buying entity ►** | Council of Europe  Baku Office |
| **Type of contract ►** | **Framework Contract** |
| **Duration ►** | Until 31 December 2022 |
|  | Duration of the Framework Contract shall be extended at the end of the initial term (31/12/2022) and shall thereafter continue for successive annual periods (ie till 31 December of the respective year) until terminated by a party, without penalty, upon not less than 90 days’ written notice to the other party. It shall be renewable until the end date: 31 December 2026 |
| **Expected starting date ►** | 31 December 2021 |
| **Tender Notice Issuance date ►** | 12 October 2021 |
| **Deadline for tendering ►** | 30 November 2021 |

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* [**The TERMS OF REFERENCE** 3](#_Toc445392375)

The TERMS OF REFERENCE describe what will be expected from the selected Providers.

* [**The TENDER RULES** 6](#_Toc445392376)

The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.

* **The ACT OF ENGAGEMENT** **(See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

**HOW DOES A FRAMEWORK CONTRACT WORK?**

**Stage 1:**

**Selection** of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

**Stage 2:**

**Order(s)** are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

**Execution** as from the date of signature of each Order, unless the Order concerned provides otherwise.

**HOW TO SUBMIT A TENDER?**

**Step 1:** Read the **TENDER FILE**

**Step 2:** Complete the **ACT OF ENGAGEMENT** andcollect therequired **SUPPORTING DOCUMENTS**, as listed in section F of the terms of reference (below).

**Step 3:** Send your **TENDER**, in accordance with the Tender Rules

**PART I –TERMS OF REFERENCE**

**CALL FOR TENDERS**

**for the provision of EVENT MANAGEMENT SERVICES**

**2021/AO/58**

1. **Background**

The Council of Europe[[1]](#footnote-1) (hereinafter also referred to as “CoE”, “the Council” or “the Organisation”) through its Office in Baku, Republic of Azerbaijan, organises numerous events and missions annually and currently administers several projects, funded by European Union and/or by the Concil and/or by other CoE Member States. Additional regional projects, with activities carried out in the Republic of Azerbaijan, are managed by the HQ in Strasbourg.

The Council of Europe Office in Baku is looking for a maximum of six providers (provided enough tenders meet the criteria indicated below) per lot in order to support the implementation of the projects and the experts’ missions with a particular expertise in the provision of rent of halls for trainings/workshops, catering and accommodation services.

This Contract is currently estimated to cover some one hundred activities to be held by the end of the respective Framework Contract. 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.

1. **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 - Events for up to 20 participants in a 3- or 4-stars hotel in Baku (with special COVID-19 pandemic related arrangements) | **6** |
| Lot 2 - Events between 21 and 40 participants in a 3- or 4-stars hotel in Baku (with special COVID-19 pandemic related arrangements) | **6** |
| Lot 3 - Events between 41 and 60 participants in a 3- or 4-stars hotel in Baku (with special COVID-19 pandemic related arrangements) | **6** |
| Lot 4 - Events between 61 and 100 participants in 3- or 4-stars hotel in Baku (with special COVID-19 pandemic related arrangements) | **6** |
| Lot 5 - Events for up to 20 participants in a 3- or 4-stars hotel in Baku (without special COVID-19 pandemic related arrangements) | **6** |
| Lot 6 – Events between 21 and 40 participants in a 3- or 4-stars hotel in Baku (without special COVID-19 pandemic related arrangements) | **6** |
| Lot 7 - Events between 41 and 60 participants in a 3- or 4-stars hotel in Baku (without special COVID-19 pandemic related arrangements) | **6** |
| Lot 8 - Events between 61 and 100 participants in a 3- or 4-stars hotel in Baku (without special COVID-19 pandemic related arrangements) | **6** |
| Lot 9 - Events for up to 40 participants in a 5-stars hotel in Baku (with special COVID-19 pandemic related arrangements) | **3** |
| Lot 10 - Events for up to 40 participants in a 5-stars hotel in Baku (without special COVID-19 pandemic related arrangements) | **3** |
| Lot 11 - Events between 41 and 100 participants in a 5-stars hotel in Baku (with special COVID-19 pandemic related arrangements) | **3** |
| Lot 12 - Events between 41 and 100 participants in a 5-stars hotel in Baku (without special COVID-19 pandemic related arrangements) | **3** |
| Lot 13 - Events up to 40 participants outside Baku (no accommodation, with special COVID-19 pandemic related arrangements) | **6** |
| Lot 14 - Events up to 40 participants outside Baku (no accommodation, without special COVID-19 pandemic related arrangements) | **6** |
| Lot 15 - Accommodation services within Baku | **6** |
| Lot 16- Catering services within or outside Baku (outside Provider’s premises, with special COVID-19 pandemic related arrangements) | **6** |
| Lot 17 - Catering services within or outside Baku (without special COVID-19 pandemic related arrangements) | **6** |
| Lot 18 – Provision of the administrative and technical support to the events in or outside Baku (outside the Provider’s premises) | **6** |

* **Lot 1** concerns organisation of events for up to 20 participants in a 3- or 4-stars hotel in Baku (with special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. Provider shall take and apply all the relevant COVID-19-pandemic-related measures and arrangements stipulated in the Act of Engagement or required by the domestic legislation, whichever is stricter.
* **Lot 2** concerns organisation of events between 21 and 40 participants in a 3- or 4-stars hotel in Baku (with special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. Provider shall take and apply all the relevant COVID-19-pandemic-related measures and arrangements stipulated in the Act of Engagement or required by the domestic legislation, whichever is stricter.
* **Lot 3** concerns organisation of events between 41 and 60 participants in a 3- or 4-stars hotel in Baku (with special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. Provider shall take and apply all the relevant COVID-19-pandemic-related measures and arrangements stipulated in the Act of Engagement or required by the domestic legislation, whichever is stricter.
* **Lot 4** concerns organisation of events between 61 and 100 participants in 3- or 4-stars hotel in Baku (with special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. Provider shall take and apply all the relevant COVID-19-pandemic-related measures and arrangements stipulated in the Act of Engagement or required by the domestic legislation, whichever is stricter.
* **Lot 5** concerns organisation of events for up to 20 participants in a 3- or 4-stars hotel in Baku (without special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. The services included into this Lot may be ordered by the Organisation after official termination of the special quarantine regime introduced in Azerbaijan due to the COVID-19 pandemic.
* **Lot 6** concerns organisation of events between 21 and 40 participants in a 3- or 4-stars hotel in Baku (without special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. The services included into this Lot may be ordered by the Organisation after official termination of the special quarantine regime introduced in Azerbaijan due to the COVID-19 pandemic.
* **Lot 7** concerns organisation of events between 41 and 60 participants in a 3- or 4-stars hotel in Baku (without special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. The services included into this Lot may be ordered by the Organisation after official termination of the special quarantine regime introduced in Azerbaijan due to the COVID-19 pandemic.
* **Lot 8** concerns organisation of events between 61 and 100 participants in a 3- or 4-stars hotel in Baku (without special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. The services included into this Lot may be ordered by the Organisation after official termination of the special quarantine regime introduced in Azerbaijan due to the COVID-19 pandemic.
* **Lot 9** concerns organisation of events for up to 40 participants in a 5-stars hotel in Baku (with special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. Provider shall take and apply all the relevant COVID-19-pandemic-related measures and arrangements stipulated in the Act of Engagement or required by the domestic legislation, whichever is stricter.
* **Lot 10** concerns organisation of events for up to 40 participants in a 5-stars hotel in Baku (without special COVID-19 pandemic related arrangements). The services included into this Lot may be ordered by the Organisation after official termination of the special quarantine regime introduced in Azerbaijan due to the COVID-19 pandemic.
* **Lot 11** concerns organisation of events between 41 and 100 participants in a 5-stars hotel in Baku (with special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. Provider shall take and apply all the relevant COVID-19-pandemic-related measures and arrangements stipulated in the Act of Engagement or required by the domestic legislation, whichever is stricter.
* **Lot 12** concerns organisation of events between 41 and 100 participants in a 5-stars hotel in Baku (without special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. The services included into this Lot may be ordered by the Organisation after official termination of the special quarantine regime introduced in Azerbaijan due to the COVID-19 pandemic.
* **Lot 13** concerns organisation of events up to 40 participants outside Baku (no accommodation, with special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. Provider shall take and apply all the relevant COVID-19-pandemic-related measures and arrangements stipulated in the Act of Engagement or required by the domestic legislation, whichever is stricter.
* **Lot 14** concerns organisation of events up to 40 participants outside Baku (no accommodation, without special COVID-19 pandemic related arrangements). This may require rent of properly equipped conference room, coffee breaks, lunch and dinner buffets, sitting dinner, water, drinks and beverages. The services included into this Lot may be ordered by the Organisation after official termination of the special quarantine regime introduced in Azerbaijan due to the COVID-19 pandemic.
* **Lot 15** concerns provision of accommodation services within Baku (single standard and double standard rooms).
* **Lot 16** concerns provision of catering services for the events organised within and outside Baku, but within the territory of the Republic of Azerbaijan. This will include coffee breaks, lunch and dinner buffets. Provider shall take and apply all the relevant COVID-19-pandemic-related measures and arrangements stipulated in the Act of Engagement or required by the domestic legislation, whichever is stricter.
* **Lot 17** concerns provision of catering services for the events organised within and outside Baku, but within the territory of the Republic of Azerbaijan. This will include coffee breaks, lunch and dinner buffets. No special COVID-19-pandemic related arrangements are required. The services included into this Lot may be ordered by the Organisation after official termination of the special quarantine regime introduced in Azerbaijan due to the COVID-19 pandemic.
* **Lot 18** concerns provision of administrative and technical support of events in or outside Baku. This may require various types of assistance to the Organisation’s staff members responsible for organisation of the respective events, including but not limited to: registration of participants, distribution and recollection of documents (e.g. questionnaires), taking pictures of the event and its participants, technical assistance (resolving various technical problems occurring during the event), othe related duties. Note: the legal entity and/or a person fulfilling the above assignments shall not act as and shal not be considered a representative or an agent of the Organisation.

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).

1. **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.

This call for tenders is aimed at selecting a minimum of 1 (one) and a maximum of 6 (five) Providers able to support the Council of Europe for each lot. The expected services are detailed below.

The contract shall be concluded until 31 December 2022 and takes effect as from the date of its signature by both parties. It shall be subject to renewal every year. The contract shall not renew beyond 31 December 2026.

The signature of a framework contract will in no way give rise to an obligation upon the Council of Europe to organise a minimum number of events. Events shall be organised at the sole discretion of the Council of Europe.

The Provider will not in any manner be entitled to represent the Council of Europe, or to act on its behalf. The Provider will remain the sole and unique liable contractor in its relationship with the Council of Europe, irrespective of its relationship with subcontractors and other interested third parties.

The selected Provider shall appoint one (1) or more staff/account manager/contact point to ensure the delivery of the requested services. Also, this/these person(s) (key interlocutor) are to manage the overall framework contract, including responding to order forms (see Article 4.1 of the legal terms and conditions, as reproduced in the Act of Engagement).

The key interlocutor(s) on behalf of the Provider must be available for frequent communication concerning any element of the events and at least one staff member of the Provider acting as contact point must be present in Baku for the duration of the contract to facilitate communication and organisation. This person must be available on request during business hours and during the event itself, to ensure the smooth running of the activity concerned and deal with any problems that arise.

**In terms of the scope of this Framework Contract, it covers all events/activities/missions, which are to be organised on the territory of the Republic of Azerbaijan by the Council of Europe.**

1. **FEES**

Tenderers are invited to indicate their unit fees, by completing the table of fees, as attached in Section A of the Act of Engagement. These fees are final and not subject to review.

1. **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 carried out on the basis of Order Forms submitted by the Council to the selected Service Provider(s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

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.

**Pooling**

For each Order, the Council will choose from the pool of pre-selected tenderers of 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[[2]](#footnote-2) (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 Service 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.

1. **ASSESSMENT**

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations) [[3]](#footnote-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](http://www.sanctionsmap.eu)).

*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):

* Being registered as a company or as an entrepreneur for at least 2 years (company’s or an entrepreneur’s registration certificate or similar document);
* At least 2 years of experience in providing accommodation, venue and catering services for business/project specific events of varying formats, as specified under the respective LOT(s);
* Proven track record of relevant/ similar experience with international organisations/ clients during the last 2 years.

*Award criteria*

* **Criterion 1: Quality (70%), including:**
  + Capacity to meet technical and financial requirements of the requested services as specified under each LOT of the tender file;
  + Сharacteristics of the Provider’s facilities: central location or well connected to the centre or easily accessible location, class of service (e.g. number of stars for hotels and restaurants where relevant for the respective event)
  + Quality of facilities (conference rooms, restaurant halls, accommodation)
  + Quality of services offered (menus for coffee breaks, lunch and dinner buffets, including quantity of portions and catering)
  + Flexible cancellation policy;
* **Criterion 2: Financial (30%), including:**
  + Financial offer.

1. **DOCUMENTS TO BE PROVIDED**

* A scanned copy of the Act of Engagement;[[4]](#footnote-4)
* A list of all owners and executive officers, for legal persons only;
* Company’s registration certificate or entrepreneur’s certificate of registration;
* Authorisation or license in accommodation, food, beverage and tourism services in the Republic of Azerbaijan (if required to provide services under the respective lot(s));
* The company’s profile describing the tenderer’s capacity to meet the requirements of the tender:
  + brief (1-2 page) description of the experience in providing similar services (e.g., accommodating conferences, meetings, round tables organised by international organisations in Azerbaijan etc.);
  + photos and short description of conference room(s), catering and accommodation facilities;
  + Proposed menus for coffee breaks, lunch and dinner, including portions;
* A detailed description of the cancellation policy which the service provider intends to apply to each deliverable.

**All documents shall be submitted in English, French or Azerbaijani (in the latter case simple translation of the respective document into English or French should be provided), 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.**

**\* \* \***

# PART II – TENDER RULES

**CALL FOR TENDERS**

**for the provision of EVENT MANAGEMENT SERVICES**

**2021/AO/58**

**ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY**

* 1. **Name and address**

**COUNCIL OF EUROPE**

Office of the Directorate General of Programmes (ODGP).

* 1. **Background**

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Moscow, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are 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.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.[[5]](#footnote-5)

Further details on the project are provided in the Terms of Reference.

**ARTICLE 2 – VALIDITY OF THE TENDERS**

Tenders are valid for 120 calendar days as from the closing date for their submission.

**ARTICLE 3 – DURATION OF THE CONTRACT**

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

**ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE**

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

**ARTICLE 5 – Content of the tender file**

The tender file is composed of:

* Technical specifications/Terms of reference;
* Tender rules;
* An Act of Engagement, including the Legal Conditions of the contract.

**ARTICLE 6 – LEGAL FORM OF TENDERERS**

The tenderer must be either a natural person or a legal person except consortia.

**ARTICLE 7 – SUPPLEMENTARY INFORMATION**

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English or French, and shall be exclusively sent to the following address: [fieldbaku@coe.int](mailto:fieldbaku@coe.int)

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

**ARTICLE 8 – MODALITIES OF THE TENDERING**

Tenders must be sent to the Council of Europe **electronically.**

**Electronic copies** shall be sent **only to** **[cdm@coe.int](mailto:cdm@coe.int)**. Tenders submitted to another e-mail account will be excluded from the procedure;

**ARTICLE 9 – Deadline for submission of tenders**

The deadline for the submission of tenders is 30 November 2021, by 23:59 CET, as received by the Council at [cdm@coe.int](mailto:cdm@coe.int).

**ARTICLE 10 – ASSESSMENT OF TENDERS**

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

**ARTICLE 11 – NEGOTIATIONS**

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

\* \* \*

**FINAL CHECK LIST**

1. **BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:**

* A scanned copy of the Act of Engagement;[[6]](#footnote-6)
* A list of all owners and executive officers, for legal persons only;
* Company’s registration certificate or entrepreneur’s certificate of registration;
* Authorisation or license in accommodation, food, beverage and tourism services in the Republic of Azerbaijan (if required to provide services under the respective lot(s));
* The company’s profile describing the tenderer’s capacity to meet the requirements of the tender:
  + brief (1-2 page) description of the experience in providing similar services;
  + photos and short description of conference room(s), catering and accommodation facilities);
  + Proposed menus for coffee breaks, lunch and dinner, including portions;
* A detailed description of the cancellation policy which the service provider intends to apply to each deliverable.

1. **HOW TO SEND TENDERS?**

Tenders must be sent to the Council of Europe **electronically.**

**Electronic copies** shall be sent only to [cdm@coe.int](mailto:cdm@coe.int). Tenders submitted to another e-mail account will be excluded from the procedure;

The deadline for the submission of tenders is 30 November 2021, by 23:59 CET, as received by the Council at [cdm@coe.int](mailto:cdm@coe.int).

1. [www.coe.int](http://www.coe.int) [↑](#footnote-ref-1)
2. It must strictly respect the fees indicated in Section A of the Act of Engagement as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the Act of Engagement, the Council of Europe reserves the right to terminate the Contract with the Service Provider, in all or in part. [↑](#footnote-ref-2)
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 en equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three requirements listed above under “exclusion criteria” are met;
   * A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement 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).

   [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)
5. Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int) [↑](#footnote-ref-5)
6. 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. [↑](#footnote-ref-6)