

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



Purchase of services on preparation of visibility products for implementing the Information Campaign "Society without prejudices" in the framework of the Council of Europe project "Strengthening the protection of national minorities, including Roma, and minority languages in Ukraine" – Phase II
Contract N° 8750-2021-09-1

The Council of Europe is currently implementing until 31 December 2022 a Project "Strengthening the protection of national minorities, including Roma, and minority languages in Ukraine – Phase II. The current Phase II of the Project aims at strengthening the overall legislative and institutional framework for the protection of national minorities, including Roma, and minority languages, while strengthening the capacities and possibilities for effective participation in the decision-making processes by the national minorities' members and civil society. The Project is implemented in the framework of the Council of Europe Action Plan for Ukraine for 2018-2022.

The Council of Europe, together with many like-minded people and partners at national and local levels, is launching an Information Campaign "Society without prejudices". Through the Ambassadors of the Information Campaign, the Project will talk about the benefits of ethnic diversity for the prosperity of Ukraine.

The Information Campaign is aimed at supporting the visibility of the contribution made by Ukrainian national communities to the development of a multicultural society, to understanding in society, public life and development of Ukraine.

In that context, the Council of Europe is looking for a Provider to prepare all necessary visibility products (four videos and one photobook) for implementing the Information Campaign "Society without prejudices" within the framework of the Project activities (see Section A of the Act of Engagement).

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 **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. Each lot will be awarded to the Provider providing the best value for money for the lot concerned, on the basis of the award 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 consortia of legal and/or natural 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: Tender – Information Campaign.** 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: Questions – Information Campaign.**

Type of contract ▶	One-off contract
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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.](#)

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 ▶	20 October 2021
Email for submission of tenders/offers ▶	yevheniia.sadovka@coe.int
Email for questions ▶	yevheniia.sadovska@coe.int
Expected starting date of execution ▶	25 October 2021

B. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement** (See attached). Please note that each lot concerns a different series of deliverables. Tenderers may tender for one, all or several lots.

C. FEES

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

D. 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)²

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.

Eligibility criteria (Applicable for all lots)

- The tenderer must be specialised in one of the following fields (for legal person and private entrepreneurs): media campaigns, video production, development communication, public relations, journalism, marketing, event management or other related field;
- Minimum 2 years of experience in preparation of relevant visibility products.

Award criteria

For lot 1:

- Quality of the offer (60%), including:
 - Quality of the video product samples (including the quality of image and video content);
 - Professional experience of the proposed team.
- Financial offer (40%).

For lot 2:

- Quality of the offer (60%), including:
 - Quality of the publication samples (including the quality of digital image and printing);
 - Professional experience of the proposed team.
- Financial offer (40%).

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.

² 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.

F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement³ (See attached);**
- Registration documents, for legal persons and private entrepreneurs;
- Company/tenderer profile describing its experience in provision of services in question.
- **For lot 1 only:** Samples of previously produced alike products (links with videos); CVs indicating the relevant professional experience of the proposed team (in Word or PDF format up to 1 page).
- **For lot 2 only:** Samples previously produced alike products (publication layouts and photos); CVs indicating the relevant professional experience of the proposed team (in Word or PDF format up to 1 page).

All documents shall be submitted in English, except registration documents and samples of deliverables, which can be submitted in Ukrainian, 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.