

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / One-off contract)



Purchase of services on prepress, layout, printing, production of visibility products and delivery

Contract N° 8755-2021-2

The Council of Europe is currently implementing (until 31/12/2022) the Project "Combating Violence Against Women in Ukraine (COVAW)". In that context, it is looking for a Provider(s) for the provision of prepress, layout, printing, production of visibility products and delivery services for implementation of the project activities in the framework of the Project "Combating Violence Against Women in Ukraine (COVAW)" (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 addresses indicated in the table below, with the following reference in subject: "Tender_COVAW: 8755-2021-2"**. Tenders addressed to other email addresses **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 2 (days) 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: "Question_COVAW: 8755-2021-2"**.

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 ▶	05 November 2021
Email for submission of tenders/offers ▶	COVAW.Ukraine@coe.int
Email for questions ▶	COVAW.Ukraine@coe.int
Expected starting date of execution ▶	10 November 2021

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 and Technical Specifications** (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**.

Tenderers **subject to VAT** shall also send, for each lot, **a quote (Pro Forma invoice)** on their letterhead 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.

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)

- Being a Private Entrepreneur authorised to provide the services on publishing and other printing production or a duly registered company specialised in the field of printing;
- At least 3 years of relevant experience in providing of publishing and printing.
- Minimum 2 years of experience in preparation of relevant visibility products.

Award criteria

For lot 1:

- Quality of the offer (50%) accuracy and completeness of the proposal, including:
 - Professional experience in the field of printing proven by samples of previously printed publications and graphic materials (books / manuals / other printed items), etc.;
- Financial offer (50%).

For Lot 2:

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.

- Quality of the offer (50%) accuracy and completeness of the proposal, including:
 - Professional experience in the field of production of visibility items including printing services, proven by samples of previously produced visibility materials (banners / branded promotion items, etc.);
- Financial offer (50%).

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 Engagement³ (See attached)**
- **For tenderers subject to VAT only: a quote, describing the financial offer, in line with the requirements of Section C of the Tender File (see above)**
- Registration documents, for legal persons only;

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 (scanned copies of registration documents certifying the type of economic activity of the tenderer) with short summary in English);
- Brief description (or company/tenderer profile) of the experience in provision of the printing and publishing services;
- **For lots 1 and 2:** pictures of samples of previously printed publications and graphic materials (books / manuals / other printed items) or previously produced alike products describing its experience in provision of services in question.
- **For lot 2 only:** Samples of previously produced alike branded visibility materials.

All documents shall be submitted in English, except registration documents (to be submitted in Ukrainian with a short summary in English) 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.