

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

Purchase of IT equipment and software with delivery for the Ministry for Recovery, Infrastructure and Transport of Ukraine



Contract N° 9306/2026/1

The Council of Europe is currently implementing the Project "Facilitating housing solutions for the war-affected people in Ukraine. Phase II" (the Project) in the framework of the Council of Europe Action Plan for Ukraine "Resilience, Recovery and Reconstruction" 2023-2026. The Project aims to provide technical and expert support in developing sustainable housing solutions for displaced and war-affected people in Ukraine through an inclusive and participatory approach, including the strong engagement of civil society, internally displaced persons (IDPs) and the war-affected people.

The Ministry for Recovery, Infrastructure and Transport of Ukraine (the Ministry) has addressed the Project with a request to provide IT equipment aimed at modernising its existing technical infrastructure in order to ensure more efficient and uninterrupted performance of its functions, in particular those related to the development of new housing policies based on international human rights standards and European best practices. This request is directly linked to one of the expected results of the Project, namely enhancing digital solutions for the facilitation of housing needs assessment, as well as legal and technical expertise on housing matters. In this context, the provision of reliable and modern IT equipment will enable the Ministry to effectively utilise digital tools, process data, and support evidence-based decision-making. Therefore, such support is crucial for strengthening the Ministry's institutional capacity and resilience, particularly in the context of ongoing challenges caused by the war.

In that context, the Project is looking for a Provider for the provision of IT equipment and software with delivery for the Ministry (the deliverables are described in the Business and Technical Requirements - Appendix III to the Tripartite Contract).

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 €6,000 for intellectual services) and €184,000 tax exclusive.**

This specific tender procedure aims at concluding a **one-off contract** for the provision of deliverables described in the Technical Requirements (Appendix III to the Tripartite Contract). A tender is considered valid for 180 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, 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 - 9306/2026/1**. 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 in English 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 - 9306/2026/1.**

Type of contract ▶	One-off Contract
Duration ▶	Until complete execution of the obligations of the parties (See Article 2 of the Contract)
Deadline for submission of tenders/offers ▶	06 October 2026 16h00 (Kyiv time)

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](#).

Email for submission of tenders/offers ►	housing.solutions@coe.int
Email for questions ►	housing.solutions@coe.int
Expected starting date of execution ►	21 October 2026

B. EXPECTED DELIVERABLES

The expected deliverables are described in the **Business and Technical Requirements** (See Appendix III to the Tripartite Contract).

Delivery deadline: no later than 2 (two) months from the date of signature of the Contract by the Council of Europe.

C. FEES

All tenderers are invited to submit the **Table of Fees – List of Prices**, indicating their fees by completing and signing Appendix IV to the Tripartite Contract.

Tenderers **subject to VAT** shall also indicate:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in **Euros**, tax exclusive);
- the total amount per type of deliverables (in **Euros**, tax exclusive);

the total amount (in **Euros**), 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 submitting a tender, 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 an actual, potential or perceived conflict of interest; a conflict of interests arises where any person has a personal interest which is such as to influence, or appear to influence, the impartial and objective exercise of their responsibilities under this procedure. A personal interest includes any advantage to themselves, their relatives or personal relationships (including based on political or national affinity), business or financial interests or any other interest shared with another party. If tenderers have any personal interests that are relevant to this tender procedure, **they must fully disclose these in a separate document submitted with the tender;**
- are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;

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;
- 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).

- are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
- are subject to restrictive measures applied by the United Nations Security Council or the European Union. In the case of legal persons, the restrictive measures imposed on the tenderer's owner(s) or executives will also exclude the tenderer from participating in this tender procedure.

Eligibility criteria

- The tenderer must be duly registered in accordance with the applicable national legislation as a private entrepreneur or a legal entity and must be authorised to supply IT equipment and software.
- The tenderer must have at least 2 (two) years of experience in the supply of IT equipment and software.

Award criteria

- Quality of the offer (60 points), including:
 - quality of the items proposed – correspondence of the proposed IT equipment and software with technical characteristics indicated in the Business and Technical Requirements (Appendix III to the Tripartite Contract).
- Financial offer (40 points).

Additional rules applicable to the submission and assessment of the bids

The bidders' attention is drawn to the following additional rules governing the assessment of the bids:

- For a consortium to be validly constituted, at least two consortium members must satisfy the eligibility criteria;
- Unless expressly provided otherwise in the tender documents, a bidder may not submit more than one bid for the same procurement procedure. Bidding for more than one lot – where a contract is divided into lots – is allowed;
- In the same procurement procedure, a legal person may not submit a bid and, at the same time, be a member of a consortium also bidding under the same procurement procedure. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the legal person from the procurement procedure;
- The Council reserves the right to reject any bid if, in its sole judgment, the financial offer is abnormally low or high. The Council may request clarification from the bidder before making its determination.

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 **Tripartite Contract** (see document attached)³;
- A completed and signed copy of the **Table of Fees – List of Prices** in line with the requirements of section C of the Tender File (see above) (**Appendix IV** to the Tripartite Contract);
- A **brief portfolio** in English that contains the following sections:
 - description of the Tenderer's at least 2 years' experience of procurement of IT equipment and software, and delivery of services similar to the ones requested in this Tender File;
 - the contact details of at least two relevant referees (current or former clients from the private sector or public entities): name, surname, title, phone number or e-mail address, who can be contacted to provide references on the quality of services previously delivered by the bidder.
- A **list of all owners and executive officers**, for legal persons only;
- Copy of the **registration documents** for legal persons and private entrepreneurs;

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.

- Copy of the **bank certificate** with the account in EUR;
- When relevant, a document disclosing the provider's personal interests that are relevant for this procedure, in compliance with the instructions laid down above under the 'Exclusion Criteria' above (Section 'Assessment').

All documents shall be submitted in English, with the exception of registration documents, which may be submitted in Ukrainian with a short summary in English. Failure to comply with this requirement 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.

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