

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

Purchase of a hardware

Contract N° BH 8093-2023-01



The Council of Europe is currently implementing a Project "Support to the effective execution of the judgments of the European Court of Human Rights in Armenia".

The Project is a part of the continuous endeavour of the Council of Europe to support Armenia in the effective implementation of the European human rights standards with a specific focus on the problem of excessive length of proceedings, late or non-execution of national court's judgments, effective judicial control over the pre-trial stage of the proceedings, right to freedom assembly, and effective investigations into allegations of ill-treatment and deprivation of life. This project is built on the results achieved through the Council of Europe Project "Support for the execution by Armenia of judgments in respect of Article 6 of the European Convention on Human Rights" implemented in 2021-2022 which aimed at ensuring the convention compliant execution of European Court's judgments in respect of Article 6 of the European Convention. Within the framework of the Project a digital platform was created with the appropriate software for the interagency committee to oversee the execution of the judgments in Armenia. In order to provide the proper functioning of the software, a hardware with specifications indicated in Appendix 1 is needed.

In that context, the Council of Europe is looking for one Provider (provided at least one tender meets the criteria indicated below) in order to support the implementation of the Project with provision of the hardware (the deliverables described in detail in the Technical Specifications – Appendix I).

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 Technical Specifications (See Appendix I). 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 either a legal person or consortia 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: Purchase of hardware N° BH 8093-2023-01.** 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 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 - Purchase of hardware N° 8093-2023-01.**

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 ►	24 March 2023 (24:00 ARM time)
Email for submission of tenders/offers ►	tender.armenia-bh8093@coe.int
Email for questions ►	tender.armenia-bh8093@coe.int
Expected starting date of execution ►	12 April 2023

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](#).

A. EXPECTED DELIVERABLES

The expected deliverables are described in **the Technical Specifications** (See Appendix I).

B. FEES

All tenderers are invited to submit a **quote (proforma invoice)**, on their letterhead, indicating their fees. The **quote (proforma invoice)** is an integral part of the trilateral 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.

Should the Provider be willing to further break down its financial offer, it is invited to do so on a separate sheet, attached to the other supporting documents.

Tenders proposing fees above the exclusion level indicated in the Technical Specifications (Appendix I) will be **entirely and automatically** excluded from the tender procedure.

C. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the **Declaration of Agreement (Appendix IV)**, 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;
- are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;
- 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 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

- A registered company with at least 2 years of experience in the field of selling or importing hardware devices

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).

- Full compliance of the hardware proposed with the minimum technical requirements laid down in the Technical Specifications (Appendix I)

Award criteria

- Quality of the offer (30%), including:
 - deadline to provide the hardware
 - Length of the warranty period
- Financial offer (70 %):
 - Price of the hardware.

Multiple tendering is not authorised.

D. NEGOTIATIONS

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

E. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Contract³ (Appendix II);**
- A completed and signed copy of the **Declaration of Agreement (Appendix IV);**
- A quote, describing their financial offer, in line with the requirements of section C of the Tender File (see above);
- Registration documents for legal persons;
- A list of all owners and executive officers, for legal persons only;

All documents shall be submitted in English*, failure to do so will result in the exclusion of the tender.

***Only the registration documents showing that the Tenderer is entitled to perform relevant commercial activities in Armenia can be provided in Armenian.**

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 Contract must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Contract 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.