

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

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

**Purchase of IT services for the upgrade and modernization of the government portal responsible for transparency in decision-making:
www.particip.gov.md**

Contract N° BH 9281/2025/10

The Council of Europe is currently implementing a Project on "Advancing Media Freedom in the Republic of Moldova", (January 2025 – December 2028). The project aims to further support strengthening freedom of expression and capacity of the audiovisual regulator, public broadcaster, ongoing institutionalized efforts of Moldovan authorities in countering information disorder, improving media literacy, strengthening the society's resilience against disinformation campaigns as well as implementation of legislation on access to information.

In that context, it is looking for a Provider for the provision of IT services for the upgrade and modernization of the government portal responsible for transparency in decision-making: www.particip.gov.md (See the Business and Technical Requirements in Appendix 1).

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 €171,000 tax exclusive.**

This specific tender procedure aims at concluding a **one-off contract** for the provision of deliverables described in the Business and Technical Requirements. 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 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 - IT upgrade of the government portal**. 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** - IT upgrade of the government portal.**

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 ▶	23:59 CET 8 April 2025
Email for submission of tenders/offers ▶	mediaproject@coe.int
Email for questions ▶	mediaproject@coe.int
Expected starting date of execution ▶	14 April 2025

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 Business and Technical Requirements** (See document attached).

B. FEES

All tenderers are invited to submit a **quote (proforma invoice)**, on their letterhead, indicating their fees.

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 **Euro**, tax exclusive);
- the total amount per type of deliverables (in **Euro**, tax exclusive);
- the total amount (in **Euro**), 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.

C. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Contract, 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;
- 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

Tenderers shall demonstrate that they fulfill the following criteria:

- Being registered as a company;

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).

- Having experience in similar projects within the last 3 (three) years, with the experience in building websites using at least one of the following technologies: Laravel, React, Bootstrap or PostgreSQL;
- Having the technical and professional capacity to perform the contract, including relevant qualifications and expertise of key personnel allocated to the Project:
 - o Project Manager – minimum 3 years of experience in designing and conducting similar works;
 - o Front-end Developers – minimum 3 years of experience in the development of web systems with React and Bootstrap (minimum 2 engineers);
 - o Back-end Developers - minimum 3 years of experience in the development of web systems with PHP, working with PostgreSQL, MySQL database, Laravel 5.7 or newer (minimum 2 engineers);
 - o DevOps Engineer / Architect engineer – minimum 3 years of experience in the development and configuration of web systems and cloud infrastructure (minimum 1 engineer);
 - o Business Analyst – minimum 3 years of experience in business analysis for similar works;
 - o Test engineer – minimum 3 years of experience in testing software systems (minimum 1 engineer).
- The core staff of the implementing company should have excellent knowledge of Romanian (mother tongue level);
- Managerial and support staff should have very good knowledge of English (at least level B2 according to the Common European Framework of Reference for Languages).

Award criteria

- Quality of the offer (70 points), including:
 - Technical solution (20 points): technologies, services, databases, programming frameworks, and libraries to be implemented or upgraded during development;
 - Approach to project implementation (20 points): service management, quality assurance, risk management, customer support services, customer participation strategies, and proposed knowledge transfer activity;
 - Quality of the submitted documentation (15 point): clarity and completeness of documentation and proposed activities, roadmap for deliverables, and overall contract execution plan;
 - Relevant experience (15 points): demonstrated success in delivering similar projects within the past three years.
- Financial offer (30 points).

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 Contract (see document attached)³;
- For tenderers subject to VAT only: a quote, describing their financial offer, in line with the requirements of section B of the Tender File (see Appendix II attached);
- Registration documents for legal persons;
- A list of all owners and executive officers, for legal persons only;
- Profit and loss statement/income statement and balance sheet for the last 2 (two) years;
- The detailed description and plan for the upgrade and modernisation of the government portal responsible for transparency in decision-making: www.particip.gov.md in line with the Business and Technical Requirements and the quality award criteria mentioned above;

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.

- For legal persons, detailed CVs of the personnel allocated to the Project, demonstrating clearly that the tenderer fulfils the eligibility criteria.

All documents shall be submitted in English (except for registration documents, which may be submitted in Romanian), 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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