

TENDER FILE / TERMS OF REFERENCE (Restricted consultation procedure / One-off contract)



Purchase of services for pre-production, production and post-production of video in the framework of the Project "Continued support to the criminal justice reform in Ukraine" Contract N° 8423/2019/287

The Council of Europe is currently implementing the Project "Continued Support to the Criminal Justice Reform in Ukraine", financed by the Danish Government (the CJR Project). In that context, it is looking for a Provider to provide services for pre-production, production and post-production of promotional videos that captures CJR Project's key results, successes and challenges, best practices and activities. (See Section A of the Act of Engagement).

A. TENDER RULES

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1333 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. All tenderers will be informed in writing of the outcome of the procedure.

The tenderer must be either a natural person, or a legal person except consortia.

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 8423/2019/287_Purchase of video production services.** 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 2 (two) 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_Tender 8423/2019/287_Purchase of video production services**

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 ►	24 March 2019
Email for submission of tenders/offers ►	Siuzanna.MNATSAKIAN@coe.int
Email for questions ►	Siuzanna.MNATSAKIAN@coe.int
Expected starting date of execution ►	01 April 2019

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 1333 of 29 June 2011 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** (See attached).

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 **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 Euros);
- the total amount per type of deliverables (in Euros);
- 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 signing the Act of Engagement,² you declare on your honour not being in any of the below situations)

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;
- 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 or are likely to be in a situation of conflict of interests.

Eligibility criteria

- Tenderer should be registered as a natural person or legal person authorized to provide the relevant services in accordance with Ukrainian legislation;
- At least 3 (three) years of experience in recording and editing of personalised and promotional videos for companies and/or public institutions: from the script to the latest digital retouching;
- Knowledge of Ukrainian (native language level) and English (fluent - at least 2 team members) for a team to be assigned.

Award criteria

- Quality of the offer (60%), including:
 - Tenderer's experience in undertaking similar services (40%);
 - Tenderer's capacity (professional team/HR) for undertaking of the current project (20%);
- Financial offer (40%).

Multiple tendering is not authorised.

E. 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 their financial offer**, in line with the requirements of section C of the Tender File (see above);
- Tenderer's registration documents;
- Portfolio of the Tenderer, including short information on the projects accomplished during at least 3 recent years and at least 3 links to the similar videos produced;

² The Council of Europe reserves the right to ask tenderers, at a later stage, to supply 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 above listed exclusion criteria are met, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

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.

- Description of the Tenderer's team proposed to be assigned for undertaking of the project, including CVs (max. 3 pages/CV) of team members and distribution of their duties;
- Contact information of 3 referees (full name, company/organisation, position, e-mail address and phone).

All documents shall be submitted in English (with only exception to registration document).

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.

* * *