

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

Purchase of website design and development services in Armenia **Contract N° BH8090-2024-005**



The Council of Europe is currently implementing and until 31/12/2024 will implement a Project on "Protection of Human Rights in Biomedicine II" funded by the Council of Europe Action Plan for Armenia 2023-2026. In that context, it is looking for a Provider for the provision of website design and development services for the Ethics Committee for Healthcare professionals in Armenia (the deliverables are described in greater detail in the Business and Technical Requirements).

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 €55,000 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: BH8090-2024-005 – Website design and development.** 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 - BH8090-2024-005 – Website design and development.**

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 ▶	30 June 2024 23:59 Yerevan time
Email for submission of tenders/offers ▶	tender.armenia-BH8090@coe.int
Email for questions ▶	tender.armenia-BH8090@coe.int
Expected starting date of execution ▶	8 July 2024

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

C. 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 **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.

The bidder understands and agrees that the fees proposed shall include the full assignment of all intellectual property rights related to the deliverables.

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the contract and the **Declaration of Agreement**, 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;
- 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

- At least 5 years of experience of website design and development services;
- At least 3 successfully completed projects using the similar technical parameters that are required by the present call for tenders during the last three 3 years;
- Experienced staff, with the following roles:

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).

1	Product manager	Minimum of 5 years' experience in the implementation of Web Portals. Experience in project management. Experience in web software design, installation, and technical support. Experience in working with state/governmental projects. Experience in serving international clients. Product Manager will be the single point of contact for the client throughout the contract period.
2	UX Specialist	Knowledge off toolset: Figma, Adobe XD , InVision Studio , Axure, Miro etc. Work with software requirements specification and create design deliveries according to the requirements. Create user personas, empathy maps, site maps, wireframes, do clickable prototype. Incorporate UI/UX practices for desktop & mobile applications
3	UI (Graphic) Designer	UI Designer: Knowledge off toolset: Adobe Photoshop, Adobe Illustrator etc. Follow UI trends, present visualization, knowledge of Material Design international standards, present visualization, create original graphic designs if required.
4	Front-end developer	Minimum 3 years of experience. Experience in front-end and back-end systems including database development task. Proficiency in HTML, CSS, JavaScript, and jQuery, others.
5	Back-end developer	Minimum 3 years of experience. experience in front-end and back-end systems including database development task. Proficiency in HTML, CSS, JavaScript, and jQuery, others.
6	QA/ Testing Specialist	Minimum 2 years of experience. Experience of providing input into technical frameworks and strategies. Experience of building out technical testing solutions adhering to frameworks and standards. Understanding of testing across the full Software Development lifecycle. Ability to document and troubleshoot errors
7	Business Analyst	Minimum 3 years of experience in analysing business processes with focus on digitalization. Experience in working with state/governmental projects Experience in working with state/governmental projects

The Bidder is not obliged to assign each role to separate team member. One team member can combine roles.

Award criteria

Quality of the offer (60%), including

- team composition, project methodologies, including the use of industry standard project management methodologies would be an asset) (30%)
- quality of the services provided by the Tenderer, as evidenced by sample website(s) design and development provided in accordance with the technical parameters defined in Appendix I. Business and Technical Requirements (30%)

Financial offer (40%).

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 **Contract (see document attached)**³;
- A **completed** and **signed** copy of the **Declaration of Agreement (see document attached)**;
- 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;
- A description of the tenderer's offer corresponding to award criteria and in line with the requirements of Appendix I. Business and Technical Requirements;
- Examples of three websites designed and produced during the last 3 years that correspond to the requirements listed in Appendix I. Business and Technical Requirements;
- For natural persons a detailed CV in English, preferably in the Europass format, demonstrating clearly that the tenderer fulfils the eligibility criteria. Where the tenderer is a legal person, this shall include the CV of the person(s) who will be assigned to carry out the work.
- Minimum two references (only name, position, phone numbers and emails).

All documents shall be submitted in English, 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 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.