

# TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)

## Purchase of catering services and rent of meeting rooms for the events

### FC.DGII.VC2964.2022.02



The Council of Europe is currently implementing a Project on Ensuring child-friendly justice through the effective operation of the Barnahus-Units in Finland. It is co-financed by the EU Structural Reform Support Programme and implemented in close cooperation with the EU DG Reform and the Finnish National Institute of Health and Welfare (THL) for the period 1/9/2021 to 29/2/2024 with possibility to extend.

Barnahus is a leading European model for a child-friendly multidisciplinary and interagency response to child sexual exploitation and abuse. In 2019, Finland initiated its own nationwide Barnahus project to be implemented around the core of five university hospital expert units specialising on forensic psychology/psychiatry (Barnahus-units). The EU-CoE Joint Project Barnahus in Finland sets to support the Finnish authorities in addressing the needs and challenges identified since the launch of their project so as to reduce significant existing delays in the pre-trial and judicial processes involving children.

In that context, it is looking for Provider(s) (see below) for the provision of catering services and rent of meeting rooms for the events to be requested by the Council on an as needed basis.

#### 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 Europe<sup>1</sup>, 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 **framework 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 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 – Catering and Rooms – Barnahus Finland.** 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 - Catering and Rooms – Barnahus Finland.**

Type of contract ►	Framework contract
Duration ►	Until 12 May 2023, tacitly renewable for a further term of one year
Deadline for submission of tenders/offers ►	<b>23 May 2022</b>
Email for submission of tenders/offers ►	<b>children@coe.int</b>

<sup>1</sup> 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 questions ►	children@coe.int
Expected starting date of execution ►	15 June 2022

## B. EXPECTED DELIVERABLES

### Background of the Project

The Council of Europe is currently implementing a Project on Ensuring child-friendly justice through the effective operation of the Barnahus-Units in Finland. It is co-financed by the EU Structural Reform Support Programme and implemented in close cooperation with the EU DG Reform and the Finnish National Institute of Health and Welfare (THL) for the period 1/9/2021 to 29/2/2024.

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The Council of Europe is looking for a maximum of 20 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on providing catering and rent of meeting rooms for the events.

This Contract is currently estimated to cover up to 10 activities, to be held by 12/05/2024. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Contract may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of the project amounts to 660,000 Euros and the total amount of the object of present tender **shall not exceed 55,000 Euros tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

### Lots

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Catering	10
Lot 2: Rent of meeting rooms	10

**Lot 1** concerns provision of catering services during small- medium- and large-scale meetings, including coffee breaks, meals, and waiter services, in Helsinki, Finland.

Expected deliverables:

- **Coffee breaks**, including coffee, tea and refreshments can be organised on site at the premises where the event takes place, e.g at a hotel/conference center or at the premises of a partner institution. In the latter case bidders shall indicate the price of waiter service. Bidders shall indicate the cost per person per coffee break for the following categories of meeting: up to 10 participants (small scale event) 10-50 participants (medium-scale) and 50-160 (large-scale).
- **Meals:** Lunch and dinners (with water/soft drink and coffee/tea):  
Lunches may be organised on site or off premises in restaurants within walking distance of the meeting venue.  
Dinners may be organised on site or off premises in restaurants within reasonable walking or transport distance of the meeting venue.

- **Services for receptions, lunches and dinners:** Bidders shall indicate the handling fees to the Council for the reservation, selection, organisation and supervision of the requested services. Prices indicated in the offers shall be applicable whenever the catering services are organised (on site or off premises) in Finland.  
The selected Provider shall ensure that health and safety and hygiene standards required by national legislation are strictly followed.

**Lot 2** concerns rent of meeting rooms, including meeting rooms, event managers, equipment rentals, etc., in Helsinki, Finland.

- **Availability and seating capacity of meeting rooms:** The number of participants per meeting will vary: up to 10 (technical workshops, focus groups and bilateral meetings), 10-50 (medium-scale seminars, press conferences, steering committees) and 50-160 (large conferences). Bidders shall indicate the cost of a meeting room per day and half day and include the provision of water. The venues must be suitable for the installation and use of interpretation boxes and interpretation equipment.
- **Setting up the room,** including: setting up tables and chairs according to Council of Europe requirements (Conference Style, Auditorium Style, Banquet Style, Hollow Square Style, Classroom, U-Shape Style, Podium, Stage construction and Head Table).
- **Logistical/Conference technology/support services:** A registration desk with the necessary personnel shall be provided to welcome, register and direct participants. Provide attendance list and ensuring its signature by participants and contributors on each day of the event. Prepare and install basic organisational material such as signs/name tags. Computer(s) with internet connection, printer(s), projectors/beaners, projection screens, laptop(s), flipcharts and other relevant technical/IT equipment shall be provided. Upon request, the bidders shall be able to connect all necessary equipment, install microphones no later than two hours before the event, place self-standing banners and put water bottles and glass/plastic cups, papers and pens for participants on the tables. Provide on-site technical and computer assistance at the event. Bidders shall include the cost per item per half and full meeting day and foresee an on-call technician.

The Council will select the abovementioned number of Provider(s) per lot, provided enough tenders meet the criteria indicated below. Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

### Scope of the Framework Contract

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide the deliverables listed in the Act of Engagement (See Section A – Terms of reference). This list is considered exhaustive.

#### C. FEES

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review.

#### D. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider (s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

### Pooling

For each Order, the Council will choose from the pool of pre-selected tenderers the Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

- quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
- availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
- price.

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within 2 (two) working days after its reception. If a Provider is unable to take an Order

or if no reply is given on his behalf within that deadline, the Council may call on another Provider using the same criteria, and so on until a suitable Provider is contracted.

### **Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote<sup>2</sup> (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive .

### **Signature of orders**

An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council's Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

### **E. ASSESSMENT**

#### *Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)<sup>3</sup>

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.

#### *Eligibility criteria*

- Being a Private Entrepreneur or a duly registered company specialised in the field of providing catering (for Lot 1) or rent of meeting rooms (for Lot 2) services;
- Proven track record of relevant/similar experience with private companies and/or public authorities, international organisations;
- At least 1 year of relevant experience.

#### *Award criteria*

- Quality of the offer (50%), including:
  - Accuracy and completeness of the proposal;
  - Quality of the provided relevant examples produced by the Provider.

<sup>2</sup> It must strictly respect the fees indicated in the Financial Offer attached to the original Provider's tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider's tender, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

<sup>3</sup> 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.

- Financial offer (50%).

Multiple tendering is not authorised.

#### F. NEGOTIATIONS

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

#### G. DOCUMENTS TO BE PROVIDED

- A completed and signed copy of the **Act of Engagement**<sup>4</sup> (See attached);
- Registration documents, for legal persons only;
- Portfolio of the company containing the description of relevant experience in the field of providing catering (for Lot 1) or rent of meeting rooms (for Lot 2) services;
- For **Lot 1**: examples of proposed menus, with photos;
- For **Lot 2**: examples of proposed meeting rooms, with photos.

**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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<sup>4</sup> 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.