

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / One-off contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Purchase of fully equipped training/workshop halls, catering and accommodation services in Balti and Cahul, Republic of Moldova, for several events to be organised within the framework of the Council of Europe Project on "Strengthening the human rights compliant criminal justice system in the Republic of Moldova" during September – November 2022
Contract: BH8767/2022/11

The Council of Europe is currently implementing a Project on "Strengthening the human rights compliant criminal justice system in the Republic of Moldova" (hereinafter – the SHRCCJ Project). During September – November 2022 the SHRCCJ Project will organise several trainings on the provision of legal aid services to refugees and asylum seekers for paralegals and legal aid lawyers and seminars on fundamental safeguards against torture and ill-treatment for the staff from the places of detention.

In that context, the Council of Europe is looking for a Provider to support the implementation of the above-mentioned activities by providing the appropriate venues, catering and accommodation services, in strict compliance with the COVID-19 preventive measures applicable at the time of the event in the Republic of Moldova and in line with the rules on COVID-19 prevention established by the national authorities and the Council of Europe, including but not limited to correct use of masks for the providers' staff, hygienic measures, such as proper cleaning, hand-sanitizer, physical distancing, etc., as set out in Section A of the Act of Engagement.

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 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. Each lot will be awarded to the Provider providing the best value for money for the lot concerned, on the basis of the award criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

The tenderer must be a legal person.

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 - Training, catering and accommodation in Balti and Cahul, Republic of Moldova, SHRCCJ.** 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 – Tender - Training, catering and accommodation in Balti and Cahul, SHRCCJ.**

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 ▶	22 August 2022
Email for submission of tenders/offers ▶	aliona.cojocaru@coe.int
Email for questions ▶	aliona.cojocaru@coe.int
Expected starting date of execution ▶	12 September 2022

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 **Section A of the Act of Engagement** (See attached). Please note that each lot concerns a different series of deliverables. Tenderers may tender for one, all or several lots.

Background of the SHRRCCJ Project

The Council of Europe is currently implementing a Project on "Strengthening the human rights compliant criminal justice system in the Republic of Moldova". During September – November 2022 the SHRRCCJ Project will organise the following events:

1. **one training** on the provision of legal aid services to refugees and asylum seekers for paralegals on **19-20 September 2022 in Balti Republic of Moldova**;
2. **one training** on the provision of legal aid services to refugees and asylum seekers for legal aid lawyers on **10-11 October 2022 in Balti, Republic of Moldova**;
3. **one training** on the provision of legal aid services to refugees and asylum seekers for legal aid lawyers on **24-25 October 2022 in Cahul, Republic of Moldova**;
4. **one cascade seminar** on fundamental safeguards against torture and ill-treatment for the staff of the places of detention subordinated to the Ministry of Internal Affairs (MIA) on **18-19 October 2022 in Cahul, Republic of Moldova**;
5. **one cascade seminar** on fundamental safeguards against torture and ill-treatment for the staff of the places of detention subordinated to the Ministry of Internal Affairs (MIA) on **1-2 November 2022 in Balti, Republic of Moldova**.

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, for each lot, **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 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 .

D. 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)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;

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.

- are or appear to be in a situation of conflict of interest.

Eligibility criteria

- Being registered as a company specialised in the field covered by this call;
- Proven experience of the tenderer in the areas covered by this call;
- Availability to execute the assignment on the dates indicated in the Terms of Reference.

Award criteria

For Lot 1:

- Quality of the offer (80%), including:
 - Relevant experience of the tenderer in the areas covered by this call (20%);
 - Capacity to meet the requirements and deadlines indicated in the Terms of Reference and Act of Engagement (40%);
 - Flexibility of the cancellation policy (20%);
- Financial offer (20%).

For Lot 2:

- Quality of the offer (80%), including:
 - Relevant experience of the tenderer in the areas covered by this call (20%);
 - Capacity to meet the requirements and deadlines indicated in the Terms of Reference and Act of Engagement (40%);
 - Flexibility of the cancellation policy (20%);
- Financial offer (20%).

For Lot 3:

- Quality of the offer (80%), including:
 - Relevant experience of the tenderer in the areas covered by this call (20%);
 - Capacity to meet the requirements and deadlines indicated in the Terms of Reference and Act of Engagement (40%);
 - Flexibility of the cancellation policy (20%);
- Financial offer (20%).

For Lot 4:

- Quality of the offer (80%), including:
 - Relevant experience of the tenderer in the areas covered by this call (20%);
 - Capacity to meet the requirements and deadlines indicated in the Terms of Reference and Act of Engagement (40%);
 - Flexibility of the cancellation policy (20%);
- Financial offer (20%).

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 Act of Engagement³ (See attached)**
- For tenderers subject to VAT only: a quote, describing the financial offer, in line with the requirements of Section C of the Tender File (see above);
- Registration documents (scanned);
- 1 letter of reference from previous clients, attesting to your experience in the field in question for this call (scanned);
- Cancellation policy;
- Samples of the menus, pictures of the rooms (accommodation) and pictures of the conference room/s with indication of total area in sq.m.

All documents shall be submitted in English (*except for the registration documents and the letter of reference*), 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.

* * *

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.