



TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / Framework Contract)

Purchase of services for the implementation of a national awareness raising campaign BH 8710/2020/5

The Council of Europe is currently implementing a project on Combating violence against children in the Republic of Moldova, which aims to strengthen the country's child protection framework and judicial system with focus on the protection of children against sexual violence, promotion of child-friendly justice practices and the rights of the child in the digital environment. The duration of the project is until 31 December 2021. In that context, it is looking for a Provider for the implementation of a national awareness raising campaign on combating violence against children, namely on child sexual exploitation and abuse, 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 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 **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 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: National awareness raising campaign.** 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: National awareness raising campaign.**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2021
Deadline for submission of tenders/offers ▶	18 June 2020
Email for submission of tenders/offers ▶	Victoria.fonari@coe.int
Email for questions ▶	Victoria.fonari@coe.int
Expected starting date of execution ▶	25 June 2020

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

Background of the Project

The Council of Europe is currently implementing a *Project on combating violence against children in the Republic of Moldova* in the framework of the [Council of Europe Action plan for the Republic of Moldova](#). The project builds on the results of the previous CoE project [Protecting children from sexual exploitation and sexual abuse in the Republic of Moldova \(2018-2020\)](#) and aims to support the Moldovan authorities, professionals and civil society in further strengthening the country's child protection framework and judicial system. Project activities will focus on the protection of children against violence, including notably sexual exploitation and abuse, as well as promotion of child-friendly justice practices and the rights of the child in the digital environment. The project duration is 21 months with the implementation period of 1 April 2020 - 31 December 2021.

The Council of Europe is looking for one Provider (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on national awareness campaigns.

This Contract is currently estimated to cover as many activities as possible up to 25 000 Euros, to be held by 30 November 2021. 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.

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.

Scope of the Framework Contract

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

In addition to the orders requested on an as needed basis, the Provider shall keep regular communication with the Council to ensure continuing exchange of information relevant to the project implementation. This involves, among others, to inform the Council as soon as it becomes aware, during the execution of the Contract, of any initiatives and/or adopted laws and regulations, policies, strategies or action plans or information and awareness raising campaigns or any other development related to the object of the Contract (see more on general obligations of the Provider in Article 3.1.2 of the Legal Conditions in the Act of Engagement).

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. Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure. The Council will indicate on each Order Form (see Section D below) the number of units ordered, calculated on the basis of the unit fees, as agreed by this Contract.

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).

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote² (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;

² It must strictly respect the fees indicated in the Act of Engagement. In case of non-compliance with these fees, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

- 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)³

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

- Being a legally registered entity;
- At least 3 years of proven technical knowledge and successful development of awareness/information/promotional campaigns;
- At least 5 years of experience in public relations and media production;
- Previous experience working with international organizations.

Award criteria

- Quality of the offer (70%), including:
 - Demonstrated understanding of the sensitive nature of the topic and capacity to respect the requirements of the assignment;
 - Demonstrated capacity to develop and carry out awareness and informational campaigns of similar nature and size;
 - Quality and relevance of the Outline of activities proposed;
 - Experience in carrying out awareness raising/info campaign in the domain of combating violence against children and other related areas, it will be an asset;
 - Trained and qualified staff, proven staff expertise in the domain of combating violence against children or a related field will be an asset.
- Financial offer (30%):
 - Cost-efficiency of the proposed Outline of activities;
 - Balance between the cost and the number of the activities included in the Outline of activities.

Multiple tendering is not authorised.

³ 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.

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**⁴ (See attached);
- Registration documents;
- Company profile containing the description of relevant experience in the field (experience, human resources, technical and managerial capacity in the related field);
- Outline of activities proposed;
- Price table for each proposed activity in the Outline of activities;
- CVs of the staff to be engaged in the implementation of the awareness raising campaign;
- 3 (three) references with contact details.

All documents shall be submitted in English (except the registration documents, in case these are not available 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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⁴ 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.