

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

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Purchase of linguistic editing services (Georgian language)

The Council of Europe is currently implementing the cooperation project "Strengthening Freedom of Media, Internet Governance and Personal Data Protection" SMIP-GE. In that context, it is looking for Provider(s) for the provision of In that context, it is looking for Provider(s) for the provision of **linguistic editing service (Georgian) of materials, documents and handbooks developed within the project** to be requested by the Council on an as needed basis.

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 either a natural person, 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 - linguistic editing.** 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 – linguistic editing**

Type of contract ▶	Framework contract
Duration ▶	Until 31 January 2023
Deadline for submission of tenders/offers ▶	28 June 2021
Email for submission of tenders/offers ▶	mediaprojectgeorgia@coe.int
Email for questions ▶	mediaprojectgeorgia@coe.int
Expected starting date of execution ▶	30 June 2021

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](#).

A. EXPECTED DELIVERABLES

Background of the Project

The Council of Europe is currently implementing the cooperation project "Strengthening Freedom of Media, Internet Governance and Personal Data Protection" SMIP-GE. The Project aims at strengthening specific legislative and policy frameworks in the field of media, internet and personal data protection.

The Council of Europe is looking for a maximum of two Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise in linguistic editing services.

This Contract is currently estimated to cover up five activities, to be held by 30 January 2023. 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 481.000 EUR 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.

Scope of the Framework Contract

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide the following services:

1. Provision of review, editing and linguistic proofreading of different texts and word produced materials (documents, handbooks presentation papers), developed by the project in Georgian language before publication. The services shall include:
 - a. Language editing which aims at improving the content in terms of the grammar, and linguistic, length, organisation, spelling, style and headers;
 - b. Review of font sizes and styles, formatting and listings tools and space usage, numbering, paragraphs, headings, sub-headings, and unification of the use of word and style content with the table of contents and footnote use when required;
 - c. Provide suggestions for improvements to text author(s) in terms of structure and rationale of the document[s].
2. Quality control for consistency and source when involving references to the Council of Europe standards and other official sources and texts, regarding spelling and language style and checking the consistency of the Georgian publication with the original source.
3. Review of consistency between illustrations or internet link shortcuts throughout the texts under review, numbering of illustrations, tables and notes, and any cross-references to them, as well as the consistency of bibliographical references.
4. Ensuring that the final version of any Georgian language document is in line and compatible with the required publication formats.

The provider will be asked to provide the edited document[s] in both versions: original in track changes and clean version.

In terms of **quality requirements**, the pre-selected Service Providers must ensure, *inter alia*, that:

- The services are provided to the highest professional/academic standard;
- Any specific instructions given by the Council – whenever this is the case – are followed.

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 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).

Unless otherwise agreed with the Council, written documents produced by the Provider shall be in English (see more on requirements for written documents in Articles 3.2.2 and 3.2.3 of the Legal Conditions in the Act of Engagement).

B. PRICE

Tenderers are invited to indicate their price, by completing and sending the table of prices, as attached in Section A to the Act of Engagement. These prices are final and not subject to review. Tenders proposing prices above the exclusion level indicated in the Table of prices will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section C below) the global price corresponding to each deliverable, calculated on the basis of the unit price, as agreed by this Contract.

C. 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:

1. quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
2. availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
3. 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 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;
- the full list of services;
- the price 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.

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

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

(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:

- i. 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;
- ii. 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;
- iii. have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- iv. 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;
- v. are or are likely to be in a situation of conflict of interests.

Eligibility criteria

- i. Minimum 5 years of professional experience in the editing of Georgian materials/publications;
- ii. Excellent oral and written Georgian;

Award criteria

1. Quality of the offer (50%), including:
 - a. Expertise gained from experience in editing products such as books, articles, research and policy papers, baseline and comparative studies, desk reviews, legal advice/opinions, recommendations, handbooks, etc. in Georgian;
 - b. Writing and language skills in Georgian;
 - c. Level of understanding/knowledge of English;
 - d. Previous experience in the relevant type of activity and/or conducting work in international context/ within international organisations.
2. Financial offer (50%).

The Council reserves the right to hold interviews with eligible tenderers.

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

1. A completed and signed copy of the **Act of Engagement**⁴ (See attached);
2. A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility and award criteria ;
3. A motivation letter in English (1 page maximum) highlighting the most relevant expertise in the view of the subject-matter of the tender.
4. 2 (two) referees' contact details (contacts including phone number and e-mail address)

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.

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.

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.

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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