

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

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Provision of event management services during a regional workshop on "Asset Recovery through Improved International Cooperation in Europe and Central Asia", to be organised on 27-28 October 2022 in Nur-Sultan, Kazakhstan within the framework of the joint EU/Council of Europe project on "Promoting Transparency and Action against Economic Crime" (CA TAEC).

[Contract N° CA-TAEC-KZ-2022-VENUE-02]

The Council of Europe's Economic Crime and Cooperation Division is currently implementing a Project on "Promoting Transparency and Action against Economic Crime" (CA TAEC) within the framework of the EU and Council of Europe joint initiative "Rule of Law Programme in Central Asia". In that context, it is looking for a Service Provider for the provision of venue, accommodation, catering, audio-visual equipment, visibility services and local transportation during the regional Workshop on "Asset Recovery through Improved International Cooperation in Europe and Central Asia" to be organised on 27-28 October 2022 in Nur-Sultan, Kazakhstan (See 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 (or €5,000 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 Act of Engagement (See attached). For information purposes only, the total budget of the project for cost of conferences is 4,189,886,00 Euros and the total amount of the object of present tender **shall not exceed 55,000 Euros VAT 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.

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.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: "CA TAEC Regional Workshop in Kazakhstan"**. 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 three 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: "CA TAEC Questions – Regional Workshop in Kazakhstan"**

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|--|---|
| 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 ▶ | 19 September 2022 |
| Email for submission of tenders/offers ▶ | contact.econcrime@coe.int |
| Email for questions ▶ | contact.econcrime@coe.int |
| Expected starting date of execution ▶ | 10 October 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).

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 **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 situations²)

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;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
- 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

- Registration as a company specialised in the field of provision of hotel/event organisation services in accordance with the applicable legislation;

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).

- The proposed venue of the training, accommodation and meals should be in the same hotel. (If the Service Provider does not have enough capacity for providing single occupancy rooms to all the event guests, it should propose accommodation in another hotel of similar category nearby and organise transportation from the hotel to the event venue and back in the morning and in the evening if the distance between the two hotels is bigger than 1km)
- Two years of experience in providing hotel and/or event management services in the country.
- The service provider should have technical and human capacity (at least 3 permanent staff members responsible for providing event organisation/management services) to provide all the services contained in the Act of Engagement.

Award criteria

- Quality of the offer (60%), including:
 - Quality of the venue and facilities as well as range of services provided;
 - Level of experience in providing similar services to the ones described in Section A of the Act of Engagement;
 - Cancellation policy for accommodation and meals for participants as well as security arrangement policy.
- Financial offer (40%).
 - Offered price of the contract (the price of services taken individually and together, including any overall handling fee/commission).

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 their financial offer**, in line with the requirements of section C of the Tender File (see above);
- A list of all owners and executive officers, for legal persons only.
- Relevant photos of the conference room, restaurant halls and facilities;
- Samples of proposed menus for coffee breaks, lunches, dinner and reception.

All documents shall be submitted in English or French, 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 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.