



CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN THE AREAS OF PRISON MANAGEMENT, REHABILITATION OF OFFENDERS, PROBATION, PROVISION OF HEALTH CARE (INCLUDING MENTAL HEALTH CARE) IN PRISONS AND TREATMENT OF PATIENTS IN PSYCHIATRIC INSTITUTIONS (INCLUDING FORENSIC PATIENTS)

2021/AO/30

Object of the procurement procedure ►	Provision of consultancy services in the areas of prison management, rehabilitation of offenders, probation, provision of health care (including mental health care) in prisons and treatment of patients in psychiatric institutions (including forensic patients)
Project ►	Strengthening the prison and probation reforms, provision of health care and treatment of patients in closed institutions in the Republic of Moldova
Organisation and buying entity ►	Council of Europe Directorate General Human Rights and Rule of Law Action against Crime Department Criminal Law Co-operation Unit (CLCU)
Type of contract ►	Framework Contract
Duration ►	Until 29 February 2024
Expected starting date ►	06 August 2021
Tender Notice Issuance date ►	03 June 2021
Deadline for tendering ►	25 June 2021

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This Tender File contains:

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES** 10
The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The ACT OF ENGAGEMENT (See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

HOW DOES A FRAMEWORK CONTRACT WORK?

STAGE 1:

SELECTION of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

STAGE 2:

ORDER(s) are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

EXECUTION as from the date of signature of each Order, unless the Order concerned provides otherwise.

HOW TO SUBMIT A TENDER?

STEP 1: Read the **TENDER FILE**

STEP 2: Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section F of the terms of reference (below).

STEP 3: Send your **TENDER**, in accordance with the Tender Rules

PART I –TERMS OF REFERENCE

CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN THE AREAS OF PRISON MANAGEMENT, REHABILITATION OF OFFENDERS, PROBATION, PROVISION OF HEALTH CARE (INCLUDING MENTAL HEALTH CARE) IN PRISONS AND TREATMENT OF PATIENTS IN PSYCHIATRIC INSTITUTIONS (INCLUDING FORENSIC PATIENTS) 2021/AO/30

A. BACKGROUND

On 01 March 2021 the Council of Europe (CoE) has started a new Project – “**Strengthening the prison and probation reforms, provision of health care and treatment of patients in closed institutions in the Republic of Moldova**” (hereinafter “the Project”), financed through the Council of Europe Action Plan for the Republic of Moldova for 2021-2024. The Programme represents a continuation of the Component II of the Programme “Promoting a human right compliant criminal justice system in Republic of Moldova” (hereinafter “HRCCJ Programme”) and builds on the achievements of previous CoE Action Plans for the Republic of Moldova, notably, on the results of the projects implemented between 2015 and 2020: the HRCCJ Programme (March 2018 – February 2021), the Project “*Support of the Criminal Justice Reforms in the Republic of Moldova*” (2015 – 2018) as well as on the achievements of *the Norwegian Mission of Rule of Law Advisers to Moldova (NORLAM)* activities in country completed in June 2017.

The Project **aims** at supporting the enhancement of the prison management practices, the improvement of the quality of the provision of health care to inmates (including mental health care), supporting the probation in raising its profile, promoting the value of community sanctions and measures among all actors of the criminal justice system and strengthening of treatment programmes and protocols for patients in psychiatric establishments (including forensic patients).

The Project will contribute to achieving the following **Outcomes**:

OUTCOME 1: Management of prisons is further improved to better support the prisoners’ rehabilitation

OUTCOME 2: Quality of the provision and organisation of health care services (including mental health care) for inmates are further enhanced in line with European standards

OUTCOME 3: Strengthened institutional capacity of Probation Service and multidisciplinary cooperation with other actors through more effective implementation of community sanctions and measures in support of offenders’ social reintegration

OUTCOME 4: Strengthened treatment of patients in psychiatric establishments (including forensic patients) in line with European standards

The Project activities will involve prison, probation, psychiatric institutions staff and forensic medical experts in a comprehensive and systematic manner and provide competence building and competence verification measures across these parts of the criminal justice system. Cross sector inter-institutional coordination will be in place to make sure all justice chain actors are aware of, understand and correctly implement the changes in the system.

The Council of Europe is looking for up to 80 Provider(s) (provided enough tenderers meet the criteria indicated below) in order to support the implementation of the Project with a particular expertise in the areas of prison management, rehabilitation of offenders, probation, provision of health care (including mental health care) in prisons and treatment of patients in psychiatric institutions (including forensic patients).

This Contract is currently estimated to cover up to *80 activities*, to be held by *29 February 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 *1,200,000 Euros* and the total amount of the object of present tender should in principle not exceed *150,000 Euros* 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.

B. LOTS

The Project has a duration of 36 months and targets 5 interactive and inter dependable areas of intervention: the improvement of prison management, the rehabilitation of prisoners and offenders, the organisation of health care services (including mental health care) for inmates, a more effective and targeted implementation of community sanctions and measures in support of offenders' social reintegration and the strengthening of treatment of patients in psychiatric establishments (including forensic patients) in line with European standards.

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: prison management and administration	20
Lot 2: rehabilitation of prisoners and offenders	20
Lot 3: provision of health care services (including mental health care) in prisons	15
Lot 4: probation	15
Lot 5: treatment of patients in psychiatric establishments (including forensic patients)	10

Lot 1 concerns consultancy services in one or more of the following areas: prison management, including management and reorganisation of tasks in chosen pilot prisons, prison regimes; dynamic security, interpersonal communication skills, conflict prevention, pro-social modelling, working with vulnerable groups of prisoners; prevention of inter-prisoner violence; preventing the spread of subculture; training for working with juveniles; prison human resources development, prison staff performance management; initial and continuous training of the prison staff; competency-based training; professional development of prison management and leadership; capacity of the prison training centre to deliver competency-based training.

Lot 2 concerns consultancy services in one or more of the following areas: progressive change of regimes in prison; integrated approach to offender management; risk and needs assessment tool (for prison and probation); individual sentence planning; resocialisation programmes for juveniles and women; treatment of vulnerable groups of prisoners.

Lot 3 concerns consultancy services in one or more of the following areas: organisation of health-care (including mental health care) in prisons; functioning of the Prison Medical Service in prisons; ethics for medical staff in prison; training and professional development of multidisciplinary teams in prison (medical and non-medical prison staff); development of a Prison Health Care training course; mental health care, suicide and self-harm prevention; developing technical specifications for medical equipment and devices, procurement of medical equipment and devices.

Lot 4 concerns consultancy services in one or more of the following areas: institutional development of the probation service; probation tasks; alternative measures to imprisonment, initial and continuous training of probation officers; integrated approach to offender management; pre-sentence reports, electronic monitoring (evaluation of needs, procurement and administration).

Lot 5 concerns consultancy services in one or more of the following areas: treatment of patients in psychiatric establishments (including forensic patients); treatment programmes and protocols for patients in psychiatric establishments; safeguards during treatment for patients; psycho-social programmes and protocols, including psycho-social rehabilitation programme for patients (counselling, family reintegration; employment, etc.); risk and needs assessment tools and devising individual plans, including criteria for their evaluation; continuity of medical and social care in the community; training of prison staff on working with forensic patients.

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).

Tenderers may tender for one, several or all lot(s).

C. SCOPE OF THE FRAMEWORK CONTRACT

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide the types of deliverables as described under the non-exhaustive list below:

Lot 1: prison management and administration	<ul style="list-style-type: none"> - Prepare legal opinions, legal expertise, comments, recommendations, reports on legal acts, by-laws, institutional internal rules and regulations and policy documents (drafts and in force); - Conduct needs assessment on specific activities (lato sensu – training needs, piloting models of prison management etc.) and documents (lato sensu – curricula, guidelines, laws etc.); - Provide technical expertise for development/use of specific tools; - Provide expertise and written contributions on pilot initiatives; - Participate and provide written contributions to working group drafting sessions for development of specific documents and materials on given topics; - Draft strategies, action plans, policy documents on specific topics; - Draft standard operational procedures; - Draft training curricula, training modules and training materials, manuals, guidebooks, operational guidelines, guidelines; - Deliver trainings on specific topics and based on developed training materials; - Deliver presentations to the conferences, round-tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe.
Lot 2: rehabilitation of prisoners and offenders	<ul style="list-style-type: none"> - Prepare legal opinions, legal expertise, comments, recommendations, reports on legal acts, by-laws, institutional internal rules and regulations and policy documents (drafts and in force); - Conduct needs assessment on specific activities (lato sensu – training needs, risk and needs, treatment programmes, protocols, etc.) and documents (lato sensu – curricula, risk and needs assessment tools, guidelines, laws etc.); - Provide technical expertise for development/use of specific tools; - Provide expertise and written contributions on pilot initiatives; - Participate and provide written contributions to working group drafting sessions for development of specific documents and materials on given topics; - Draft strategies, action plans, policy documents on specific topics; - Draft treatment programmes, risk and needs; - Draft training curricula, training modules and training materials, manuals, guidebooks, operational guidelines, guidelines; - Deliver treatment and risk and needs programmes; - Deliver trainings on specific topics and based on developed training materials; - Deliver presentations to the conferences, round-tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions; - Provide written contribution, technical advice and expertise for procurement of necessary equipment on specific needs; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe.
Lot 3: provision of health care services (including mental health care) in prisons	<ul style="list-style-type: none"> - Prepare legal opinions, legal expertise, comments, recommendations, reports on legal acts, by-laws, institutional internal rules and regulations and policy documents (drafts and in force); - Conduct needs assessment on specific activities (lato sensu – training needs, treatment programmes, provision of health care in prisons, including mental health care etc.) and documents (lato sensu – strategies, policy documents, curricula, guidelines, laws etc.); - Provide technical expertise for development/use of specific tools; - Provide expertise and written contributions on pilot initiatives; - Participate and provide written contributions to working group drafting sessions for development of specific documents and materials on given topics; - Draft strategies, action plans, policy documents on specific topics; - Draft treatment programmes, standard operational procedures; - Draft training curricula, training modules and training materials, manuals, guidebooks, operational guidelines, guidelines;

	<ul style="list-style-type: none"> - Deliver trainings on specific topics and based on developed training materials; - Deliver presentations to the conferences, round-tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions; - Provide written contribution, technical advice and expertise for procurement of necessary equipment on specific needs; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe.
Lot 4: probation	<ul style="list-style-type: none"> - Prepare legal opinions, legal expertise, comments, recommendations, reports on legal acts, by-laws, institutional internal rules and regulations and policy documents (drafts and in force); - Conduct needs assessment on specific activities (lato sensu – training needs, risk and needs etc.) and documents (lato sensu – curricula, guidelines, laws etc.); - Provide technical expertise for development/use of specific tools; - Provide expertise and written contributions on pilot initiatives; - Participate and provide written contributions to working group drafting sessions for development of specific documents and materials on given topics; - Draft strategies, action plans, policy documents on specific topics; - Draft training curricula, training modules and training materials, manuals, guidebooks, operational guidelines, guidelines; - Deliver trainings on specific topics and based on developed training materials; - Deliver presentations to the conferences, round-tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions; - Provide written contribution, technical advice and expertise for procurement of necessary equipment and furniture on specific needs; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe.
Lot 5: treatment of patients in psychiatric establishments (including forensic patients)	<ul style="list-style-type: none"> - Prepare legal opinions, legal expertise, comments, recommendations, reports on legal acts, by-laws, institutional internal rules and regulations and policy documents (drafts and in force); - Conduct needs assessment on specific activities (lato sensu – training needs, risk and needs, treatment of patients in psychiatric institutions (including forensic patients), psycho-social rehabilitation, etc.) and documents (lato sensu – risk and needs assessment tools, programmes, protocols, etc.); - Provide technical expertise for development/use of specific tools; - Provide expertise and written contributions on pilot initiatives; - Participate and provide written contributions to working group drafting sessions for development of specific documents and materials on given topics; - Draft strategies, action plans, policy documents on specific topics; - Draft treatment programmes, standard operational procedures; - Draft training curricula, training modules and training materials, manuals, guidebooks, operational guidelines, guidelines; - Deliver trainings on specific topics and based on developed training materials; - Deliver presentations to the conferences, round-tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe.

The above list is not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above list of expected services, but related to the field of expertise object of the present Framework Contract.

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).

D. FEES

Tenderers are invited to indicate their unit fees, by completing the table of fees, as attached in Section A of 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 E below) the global fee corresponding to each deliverable, calculated on the basis of the daily fees, as agreed by this Contract.

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

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out on the basis of Order Forms submitted by the Council to the selected Service 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 for the relevant lot 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 quote¹ (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

¹ It must strictly respect the fees indicated in Section A of the Act of Engagement as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the Act of Engagement, the Council of Europe reserves the right to terminate the Contract with the Service Provider, in all or in part.

An Order Form is considered to be legally binding when the Order, signed by the Service 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.

F. ASSESSMENT

Exclusion criteria (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; are or are likely to be in a situation of conflict of interests.

Eligibility criteria

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section G):

For lot 1:

- University degree in the relevant field (law/political studies or human rights /social studies/prison studies/ management/ human resources);
- At least 5 (five) years of professional experience in one or more of the following areas: prison management, including management and reorganisation of tasks, prison regimes, dynamic security, interpersonal communication skills, conflict prevention, pro-social modelling, working with vulnerable groups of prisoners; prevention of inter-prisoner violence, preventing the spread of subculture, working with juvenile prisoners/offenders, prison human resources development, prison staff performance management, initial and continuous training of the prison staff, competency-based training, professional development of prison management and leadership, development of the capacities of prison training centre to deliver competency-based training, review and comment on legislation and internal regulations;
- Oral and written English at least at C1 level (self-assessed, with reference to the Common European Framework of Reference for Languages).

For lot 2:

- University degree in the relevant field (psychology/ general medicine/psychiatry/prison studies/law/social sciences/political science or human rights);
- At least 5 (five) years of professional experience in one or more of the following areas: progressive change of regimes in prison, integrated approach to offender management, risk and needs assessment tools (prison and/or probation), individual sentence planning for prisoners, resocialisation programmes and treatment of vulnerable groups of prisoners, review and comment on legislation and internal regulations;
- Oral and written English at least at C1 level (self-assessed, with reference to the Common European Framework of Reference for Languages).

For lot 3:

- University degree in the relevant field (medicine/psychiatry/psychology/law/social studies and human rights/management of health care)

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 requirements listed above under "exclusion criteria" are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met.

- At least 5 (five) years of professional experience in one or more of the following areas: organisation of health-care (including mental health care) in prisons, functioning of the Prison Medical Service in prisons, ethics for medical staff in prison, training and professional development of multidisciplinary teams in prison (medical and non-medical prison staff), mental health care, suicide and self-harm prevention, development of a Prison Health Care training course, development of technical specifications of medical equipment and devices, procurement of medical equipment and devices, review and comment on legislation and internal regulations;
- Oral and written English at least at C1 level (self-assessed, with reference to the Common European Framework of Reference for Languages).

For lot 4:

- University degree in the relevant field (law/social sciences/psychology/political science or human rights/management /human resources);
- At least 5 (five) years of professional experience in one or more of the following areas: institutional development of the probation service, probation tasks, alternative measures to imprisonment, initial and continuous training of probation officers, integrated approach to offender management, pre-sentence reports, electronic monitoring (evaluation of needs, procurement and administration), review and comment on legislation and internal regulations;
- Oral and written English at least at C1 level (self-assessed, with reference to the Common European Framework of Reference for Languages).

For lot 5:

- University degree in the relevant field (medicine/psychiatry/psychology/law/social studies and human rights/management of health care)
- At least 5 (five) years of professional experience in one or more of the following areas: treatment of patients in psychiatric establishments (including forensic patients), treatment and protocols for patients in psychiatric establishments (including for forensic patients), safeguards during treatment for patients, psycho-social rehabilitation programmes and protocols, risk and needs assessment tools and devising individual plans, medical and social care in the community, training of prison staff on working with forensic patients, review and comment on legislation and internal regulations;
- Oral and written English at least at C1 level (self-assessed, with reference to the Common European Framework of Reference for Languages).

Award criteria

- *Criterion 1:* Financial offer (10%)
Quality of the offer (90%), including:
 - *Criterion 2:* Thematic expertise in the relevant area, including the knowledge of the standards and recommendations of the Council of Europe in the areas covered by this call (50%);
 - *Criterion 3:* Previous similar assignments with international organisations (30%);
 - *Criterion 4:* Knowledge of the national and/or regional context in the areas covered by this call (10%).

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

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

- **One** completed and signed copy of the Act of Engagement³;
- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria (4 pages maximum);
- A Motivation letter demonstrating the tenderer's understanding of the Council of Europe needs and describing how the tenderer meets the requirements described under the Terms of Reference above (1page maximum);
- At least two examples of previous work / deliverables, either by indicating the reference or by including the link to publications, legal assessments, analyses, reports, studies, etc. relevant to the experience the tenderer claims (in English);
- 3 (three) relevant references, from previous employers or clients (name, surname, phone number or e-mail).

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 must be sent in one single PDF file. All scanned documents / attachments should also be .pdf files. The file should be submitted in one e-mail, with attachments not exceeding 5 MB.

All documents shall be submitted *in English*. If any of the documents listed above are missing or not submitted in English, 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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PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN THE AREAS OF PRISON MANAGEMENT, REHABILITATION OF OFFENDERS, PROBATION, PROVISION OF HEALTH CARE (INCLUDING MENTAL HEALTH CARE) IN PRISONS AND TREATMENT OF PATIENTS IN PSYCHIATRIC INSTITUTIONS (INCLUDING FORENSIC PATIENTS)

2021/AO/30

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate General I Human Rights and Rule of Law
Criminal Law Cooperation Unit
Action against Crime Department
COUNCIL OF EUROPE
F-67075 Strasbourg Cedex

1.2 Background

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Moscow, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are 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.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.⁴

Further details on the project are provided in the Terms of Reference.

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

ARTICLE 3 – DURATION OF THE CONTRACT

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

ARTICLE 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;
- Tender rules;
- An Act of Engagement, including the Legal Conditions of the contract.

ARTICLE 6 – LEGAL FORM OF TENDERERS

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

ARTICLE 7 – SUPPLEMENTARY INFORMATION

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: PolicePrisons.Projects@coe.int

This address **is to be used for questions only**; for modalities of tendering, please refer to the below Article.

ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent **only** to cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 25 June 2021 as evidenced by the date of the sent email, or by the receipt of delivery provided by the dispatching company.

ARTICLE 10 – ASSESSMENT OF TENDERS

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

ARTICLE 11 – NEGOTIATIONS

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

* * *

⁴ Available on the website of the Council of Europe Treaty Office: www.conventions.coe.int

FINAL CHECK LIST

1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- **One** completed and signed copy of the Act of Engagement;
 - A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria (4 pages maximum);
 - A Motivation letter demonstrating the tenderer's understanding of the Council of Europe needs and describing how the tenderer meets the requirements described under the Terms of Reference above (1 page maximum);
 - At least two examples of previous work / deliverables, either by indicating the reference or by including the link to publications, legal assessments, analyses, reports, studies, etc. relevant to the experience the tenderer claims (in English);
 - 3 (three) relevant references, from previous employers or clients (name, surname, phone number or e-mail).
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2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent only to cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;

The deadline for the submission of tenders is 25 June 2021 as evidenced by the date of the sent email, or by the receipt of delivery provided by the dispatching company.