**CALL FOR TENDERS**

for the provision of INTELLECTUAL SERVICES IN THE IMPLEMENTATION OF CEPEJ INTERGOVERNMENTAL ACTIVITIES AND COOPERATION PROGRAMMES

**2023/AO/104**

|  |  |
| --- | --- |
| **Object of the procurement procedure ►** | PROVISION OF INTELLECTUAL SERVICES IN THE IMPLEMENTATION OF CEPEJ INTERGOVERNMENTAL ACTIVITIES AND COOPERATION PROGRAMMES |
| **Project ►** | CEPEJ programme of activity, including intergovernemental and cooperation activities  |
| **Organisation and buying entity ►** | Council of EuropeDirectorate General for Human Rights and Rule of Law (DG1)European Commission for the Efficiency of Justice (CEPEJ) |
| **Type of contract ►** | **Framework Contract** |
| **Duration ►** | Until 31 March 2026Renewable until 31 March 2028 |
| **Expected starting date ►** | 01 April 2024 |
| **Tender Notice Issuance date ►** | 15 December 2023 |
| **Deadline for tendering ►** | 31 January 2024 |

**TABLE OF CONTENTS**

This Tender File contains:

* [**The TERMS OF REFERENCE** 3](#_Toc445392375)

The TERMS OF REFERENCE describe what will be expected from the selected Providers.

* [**The TENDER RULES** 6](#_Toc445392376)

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** andcollect therequired **SUPPORTING DOCUMENTS**, as listed in section G 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 INTELLECTUAL SERVICES IN THE IMPLEMENTATION OF CEPEJ INTERGOVRNMENTAL ACTIVITIES and COOPERATION PROGRAMMEs**

**2023/AO/104**

1. **Background**

The European Commission for the Efficiency of Justice (CEPEJ) was established by the Committee of Ministers of the Council of Europe in to improve the quality and efficiency of the European judicial systems and strengthen the court users’ confidence in such systems. The CEPEJ develops practical measures and tools to improve the efficiency and quality of the public service of justice for the benefit of its users aimed at policy makers and judicial practitioners. It also works to optimise judicial time management and to promote the quality of the public service of justice, as well as the implementation of European standards in the field of justice.

The CEPEJ is thus responsible for:

a. developing tools for measuring and analysing the functioning of justice and ensuring that public policies of justice are geared towards greater efficiency and quality,

b. obtaining an in-depth knowledge of the timeframes of proceedings for reaching optimum and foreseeable judicial time,

c. promoting quality of judicial systems and courts,

d. developing targeted co-operation at the request of a member or partner State and promoting among the stakeholders in the member or partner States the implementation of the measures and the use of the tools designed by the CEPEJ,

e. analysing and developing relevant tools on emerging issues such as the use of cyberjustice and artificial intelligence in judicial systems as regards the efficiency and quality of judicial systems,

f. strengthening relations with users of the justice system, as well as national and international bodies.

As well as, implementing co-operation programmes (including Joint programmes with the European Union) for promoting the concrete implementation of the CEPEJ methodology and tools by justice decision-makers and in courts, as an integral part of the CEPEJ’s own activities.

Mainly with the financial support of the European Union, the CEPEJ is increasingly engaged in supporting member states and other beneficiaries in their reforms to strengthen the efficiency and quality of their justice systems. At the moment, the CEPEJ is currently implementing EU/CoE joint cooperation programmes in EU Member States (Bulgria, Latvia, Malta), in the Western Balkans (Albania, Kosovo[[1]](#footnote-1)\* and reginal project), in Eastern Partnership countries (Azerbaidjan, Georgia, the Republic of Moldova and regional project) and with Southern Mediterranean countries (Morocco). More programmes are expected to start in 2024 and the current contract may be used to assist the implementation of the latter too.

As a consequence, the activities to be implemented under the intergovernmental activities as well as cooperation programmes are primarily focused on judicial statistics, judicial time management, quality, court management, cyberjustice, alternative dispute resolution especially mediation, enforcement, etc.

The Council of Europe is looking for a maximum of 170 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the creation of new or revision of existing CEPEJ instruments as well as implementation of projects with a particular expertise on *judicial statistics, judicial time management, quality, court management, cyberjustice, alternative dispute resolution especially mediation, enforcement, etc, during the period of validity of the contract*.

This Contract is currently estimated to cover up to *200 (100 per year)*. 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.

1. **LOTS**

The present tendering procedure aims to select Provider(s) to support the implementation of the intergovernmental activities and projects and is divided into the following lots:

|  |  |
| --- | --- |
| Lots | Maximum number of Providers to be selected |
| Lot 1: Evaluation and judicial statistics | 35 |
| Lot 2: Efficiency and judicial time management | 35 |
| Lot 3 : Quality of justice and other related issues | 35 |
| Lot 4 : Cyberjustice | 35 |
| Lot 5 : Alternative dispute resolution especially mediation | 30 |

Lot 1 concerns: Lot 1 concerns: Consultancy services relating to the evaluation of the functioning of the different aspects of the justice system at the institutional and court levels, relevant data collection and analysis notabely with the support from IT tools, and by using CEPEJ indicators and in particular performance indicators, in view of formulation of strategies and specific actions to improve the efficiency and the quality of judicial systems.

Lot 2 concerns: Consultancy services relating to the efficiency of courts and public prosecution services, in particular issues related to judicial time management with a view to support the development and implementation of appropriate modalities and tools for analysing and improving the quantitative and qualitative situation regarding time management (case-flows, workloads, backlogs and timeframes of judicial proceedings, for example as regards baklog reduction plans, implementation of case weighting and workload measurement tools and through the setting up of dashboards).

Lot 3 concerns: Consultancy services relating to the evaluation of the quality of the judiciary and courts and formulation of strategies to improve the quality of judicial services with the development and implementation of various concrete tools for the policy makers and for the courts. This concerns for example guidelines and training on court management (for judges and court staff), human resources, judicial communication with media and the public, quality of judicial decisions, evaluation of judges, gender equality in the recruitment and promotion of judges, sustainable developement, organisation and accessibility of court premises, role of experts and use of languages in judicial proceedings, enforcement of court decisions, satisfaction surveys for court users, access to justice and legal aid, court security etc.

Lot 4 concerns: Consultancy services relating to the development, deployment, and adaptation/updating of cyber-justice tools such as videoconferencing, judicial e-Auctions, elecrtronic court filing, the digitalisation of case management and of judicial services overall, as well as on the use of Artificial Intelligence (AI) in courts and assessment of the Operationalisation of the European Ethical Charter on the Use of Artificial Intelligence in Judicial Systems and Their Environment.

Lot 5 concerns: Consultancy services relating to the development, adaptation and implementation of alternative dispute resolution tools in particular mediation tools to support mediation stakeholders (including judges, court staff, and lawyers) and policy makers in improving the recourse and quality of mediation. This concerns for example activities related to training and qualification in mediation, access to mediation, awareness-raising of the judiciary, users of justice and the general public, as well as piloting innovative approaches to offering mediation services, mediation law-making, improving the collection and analysis of mediation statistics etc.

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).

Provider(s) may apply for one or several lots.

1. **SCOPE OF THE FRAMEWORK CONTRACT**

Throughout the duration of the Framework Contract, applicable to each lot, pre-selected Providers may be asked to:

Contribute to the implementation of CEPEJ programme of activity, including intergovernemental activities and cooperation activities :

* Providing advice, opinions and expertise: by conducting assessments, needs analyses, surveys, identification of challenges; by identifying and developing indicators, collecting and analysing quantitative and qualitative data, and defining measures and means of evaluation;drawing up comparative analyses, mapping of good practices, legal opinions, reports and recommendations; by contributing to the drafting of guidelines, guides, handbooks, toolkits, action plans, or other appropritate tools;
* Contributing to the capacity building of member States and project beneficiaries: tailor-made assistance, advice, training, training of trainers and other forms of support; provision of tools and methodologies for the implementation of priority reforms aimed at developing new capacities and skills;
* Participating in peer-to-peer exchanges: visits, round tables, expert working groups, workshops, seminars, conferences (identify challenges, propose solutions and provide arguments to resolve difficulties);
* Providing, as appropriate, presentations and explanations on the CEPEJ's tools and methodology and on the means of their implementation at different levels with a view to improving the efficiency and quality of justice;
* Participating in in CEPEJ working group meetings and plenary meetings, missions to beneficiary countries, visits to institutions and courts, meetings and exchanges with justice sector stakeholders, including judges and judicial staff as well as representing CEPEJ in other fora. Consultations with the CEPEJ Secretariat and working groups, as well as within the expert team when relevant, may involve e-mail exchanges, videoconferences and/or meetings in Strasbourg, France or partner countries.

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 for the lot concerned.

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).

1. **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.

1. **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 of the relevant lot the Provider 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 quote[[2]](#footnote-2) (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**

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.

1. **ASSESSMENT**

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations) [[3]](#footnote-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, 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;
* 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](http://www.sanctionsmap.eu)).

*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):

* Graduate university degree in law, public administration, political science, statistics, social sciences, mathematics, telecommunication, information technologies or a related fields;
* At least five (5) years' professional experience in fields related to the objectives of the actions to be carried out in the implementation of the CEPEJ's intergovernmental activities and/or cooperation projects;
* Minimum proficient level (C1) of knowledge of English or French (oral and written with reference to the Common European Framework of Reference for Languages (CEFR)).

Only bids submitted in English or French will be considered eligible.

*Award criteria per lot:*

1- Lot (1) Evaluation and judicial statistics:

* Criterion 1 (60%): Relevant professional experience demonstrating a capacity to contribute to CEPEJ intergovernmental activities and/or cooperation projects at international level in the field of evaluation of the functioning of judicial systems, including : collection and analysis of qualitative and quantitative data;
* Criterion 2 (30%): Knowledge of the main indicators used in evaluation of judicial systems, in particular CEPEJ indicators;
* Financial criterion: 10%.

2- Lot (2) Efficiency and judicial time management:

* Criterion 1 (60%): Relevant professional experience demonstrating a capacity to contribute to CEPEJ intergovernmental activities and/or cooperation projects at international level in the field of judicial efficiency and time management, including: development and implementation of means and tools for improving efficiency and time management in courts and public prosecution services, at central and/or court level and/or judge level;
* Criterion 2 (30%): Knowledge of the CEPEJ's main tools in the field of CEPEJ-SATURN's work, in particular case weighting, workloads of judges and prosecutors, dashboards, time management and backlog reduction.
* Financial criterion: 10%.

3- Lot (3) Quality of justice and related issues:

* Criterion 1 (60%): Relevant professional experience demonstrating a capacity to contribute to CEPEJ intergovernmental activities and/or cooperation projects at international level in the field of quality of justice, including: Court management; Human Resources; Evaluation of judges; Quality of judicial decisions; Judicial communication; Gender equality in the recruitment and promotion of judges; Sustainable development, accessibility and security of courts; Satisfaction surveys for court users; Enforcement of court decisions; Role of experts and qualityof language (translation and interpretation) in proceedings; etc.
* Criterion 2 (30%): Knowledge of the CEPEJ's main tools in the field of the CEPEJ-GT-QUAL's work, in particular the Checklist for promoting the quality of justice and the courts, the Guide on communication with the media and the public for courts and prosecuting authorities, Handbook for conducting satisfaction surveys aimed at Court users in the Council of Europe's member States, etc.
* Financial criterion: 10%.

4- Lot (4) Cyberjustice :

* Criterion 1 (60%): Relevant professional experience demonstrating a capacity to contribute to CEPEJ intergovernmental activities and/or cooperation projects at international level in the field of cyberjustice, including the development, deployment and adaptation of cyberjustice tools, including: digitisation of case management systems; digitisation of judicial services; use of artificial intelligence and ethical standards in connection with judicial systems.
* Criterion 2 (30%): Knowledge of the CEPEJ's main tools in the field of the CEPEJ-GT-CYBERJUST's work, in particular the guidelines for cyberjustice, the ethical charter on the use of artificial intelligence in judicial systems, the guidelines on remote hearings and on e-filing;
* Financial criterion: 10%.

5- Lot (5) Alternative dispute resolution especially Mediation:

* Criterion 1 (60%): Relevant professional experience demonstrating a capacity to contribute to CEPEJ intergovernmental activities and/or cooperation projects at international level in the field of alternative dispute resolution particularly in the development, adaptation and implementation of mediation, including: training and qualification; access to mediation; awareness-raising of judicial actors and users, improving the collection and analysis of mediation statistics;
* Criterion 2 (30%): Knowledge of the CEPEJ's main tools in the field of mediation , in particular the guidelines and the toolkit for the development of mediation;
* Financial criterion: 10%.

The Council reserves the right to hold interviews with tenderers.

**Multiple tendering is not authorised.**

1. **DOCUMENTS TO BE PROVIDED**
* **One** completed and signed copy of the Act of Engagement;[[4]](#footnote-4)
* A list of all owners and executive officers, for legal persons only;
* A CV clearly demonstrating, at the minimum, that the bidder satisfies the eligibility criteria;
* For legal persons only: CVs of the persons proposed to be assigned to the contract demonstrating, at the minimum, that each of them comply with the eligibility criteria;
* A letter of motivation highlighting the bidder’s professional experience in carrying out similar activities and possible awareness of the tools of the Council of Europe and the CEPEJ in the field of justice.

**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.**

**\* \* \***

# PART II – TENDER RULES

**CALL FOR TENDERS**

**for the provision of**

**OF INTELLECTUAL SERVICES IN THE IMPLEMENTATION**

**OF CEPEJ INTERGOVERNMENTAL ACTIVITIES AND COOPERATION PROGRAMMES**

**2023/AO/104**

**ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY**

* 1. **Name and address**

**COUNCIL OF EUROPE**

Directorate General for Human Rights and Rule of Law (DG1)

European Commission for the Efficiency of Justice (CEPEJ) Avenue de l’Europe

67075 Strasbourg, France

* 1. **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, 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.[[5]](#footnote-5)

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.

**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 or French, and shall be exclusively sent to the following address: **cepej@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 with reference no. **2023/AO/104** in the subject field. 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 **31 January 2024 by 23:59 CET**.

**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.

\* \* \*

**FINAL CHECK LIST**

1. **BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:**
* **One completed and signed copy of the Act of Engagement;**
* **A list of all owners and executive officers, for legal persons only;**
* **A CV clearly demonstrating, at the minimum, that the bidder satisfies the eligibility criteria;**
* **For legal persons only: CVs of the persons proposed to be assigned to the contract demonstrating, at the minimum, that each of them comply with the eligibility criteria;**
* **A letter of motivation highlighting the bidder’s professional experience in carrying out similar activities and possible awareness of the tools of the Council of Europe and the CEPEJ in the field of justice.**
1. **HOW TO SEND TENDERS?**

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

Electronic copies shall be sent only to cdm@coe.int with reference no. **2023/AO/104** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is **31 January 2024 by 23:59 CET**.

1. \* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. 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 en equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three and sixth 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;
	* 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). [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)
5. Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int) [↑](#footnote-ref-5)