

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

Purchase of Audio Visual and IT Equipment Contract N° BH8689_DCLs_Audio Visual and IT

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

The Council of Europe project on *Strengthening Democratic Citizenship Education in Albania*, funded by the Swedish International Development Cooperation Agency (Sida), with duration until May 2026, will implement Democratic Cultural Labs (DCLs) in the premises of 17 (seventeen) pilot schools participating in the project. In that context, it is looking for a Provider for the provision of *Audio Visual and IT Equipment* to be requested by the Council on an as needed basis. (The deliverables are described in greater detail in the Technical Requirements Annex I), 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 €6,000 for intellectual services) and €171,000 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 180 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 – VC 2449_Audio Visual and IT Equipment for the Democratic Cultural Labs** . 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 – VC 2449_Audio Visual and IT Equipment for the Democratic Cultural Labs.**

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|---|---------------------------------|
| Type of contract ▶ | Framework contract |
| Duration ▶ | Until 31 May 2026 |
| Deadline for submission of tenders/offers ▶ | 31 August 2025 23h59 CET |
| Email for submission of tenders/offers ▶ | tender.tirana@coe.int |
| Email for questions ▶ | Education.tirana@coe.int |
| Expected starting date of execution ▶ | 30 September 2025 |

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 implementing the project [Strengthening Democratic Citizenship Education in Albania](#) (SDCE), funded from Swedish International Development Cooperation Agency (Sida), to enhance democratic education in Albania. The project is expected to last until May 2026. A key initiative of the project is the establishment of seventeen (17) Democratic Culture Labs (DCLs) in schools in Tirana, Durrës, Kavaja, Divjaka, Vlora, Devoll, Elbasan, Tropoja, Vau i Dejës, Lezha and Shkodra engaged in the project, fostering democratic participation, critical thinking, and active citizenship.

The project aims to integrate democratic values into education, addressing the improvement of civic engagement of young people. It aims to support school democratic governance by providing the possibilities to engage young people in human rights promotion initiatives and enhance democratic processes. The Democratic Culture Labs (DCLs) are designed to be used as interactive spaces for students during the citizenship class and as well as during initiatives, projects, exhibitions, competitions, and peer learning activities among students.

The Council of Europe is looking for one Provider in order to support the implementation of the project with a particular expertise in delivering audio visual and IT equipment and services. The specifications of the expected deliverables are described in **the Technical Requirements** (See document attached).

This Contract is currently estimated to establish 17 Democratic Cultural Labs (DCLs), to be held by *December 2025*. 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 DCLs, depending on the evolving needs of the Organisation.

For information purposes only, the total budget allocated for this purchase amounts up to *45,000* Euros and the total amount of the object of present tender **shall not exceed 171,000 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 Provider may be asked to provide the deliverables listed in the Act of Engagement (See Section A – Terms of reference). This list is considered exhaustive.

B. FEES

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review.

The Council will indicate on each Order Form (see Section C below) the number of units ordered, calculated on the basis of the unit fees, 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, by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote² (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);

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

- the 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.

The bidder is informed that the equipment ordered under this framework contract is to be delivered to the schools involved in the implementation of the project. The bidder acknowledges and accepts that the delivery of the equipment is subject to the specific requirements outlined in Articles 3.1 and 3.2 of the Legal Conditions (Section C of the Act of Engagement).

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 situations)³

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, 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 currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;
- 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 subject to restrictive measures applied by the United Nations Security Council or the European Union. In the case of legal persons, the restrictive measures imposed on the tenderer's owner(s) or executives will also exclude the tenderer from participating in this tender procedure.

Eligibility criteria

- Being a registered company specialised in the field of Audio Visual and IT equipment;
- A minimum of three years prior experience in supplying and installing audiovisual and IT equipment;

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 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).

- Must offer equipment matching the technical specifications and have qualified personnel for installation and support.

Award criteria

- Quality of the offer (40 points), including:
 - Adherence to technical specifications and industry standards (20 points);
 - Reliability of post-installation support and maintenance (15 points);
 - Value-added or innovative solutions for enhanced performance (5 points).
- Financial offer (60 points).

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 IN PDF FORMAT

- **A completed and signed copy of the Act of Engagement**⁴(See attached);
- A list of all owners and executive officers, for legal persons only;
- Registration documents for natural persons and/or legal persons;
- Company profile and/or website;
- CV of the IT Technicians (for the installation, configuration and the training); ⁵
- Detailed technical description for each equipment; ⁶
- User manuals in English, and preferable the Albanian version of all manuals in electronic format⁷;
- A simplified guide in Albanian language for the use of the equipment.⁸

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.

The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.

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⁴ The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.

⁵ See in detail the Technical Requirements, article 2.2

⁶ See in detail the Technical Requirements, article 3.4

⁷ See in detail the Technical Requirement, article 4

⁸ See in detail the Technical Requirement, article 4