

**TENDER FILE / TERMS OF REFERENCE
(Restricted consultation procedure / Framework contract)**

Production of training materials (inc. audio/video materials, transcription, and presentations) for the EU/CoE joint ProS4+ project on safety, security and service at football matches and other sports events



The Council of Europe (CoE) is currently implementing a joint project co-funded by the European Union (EU) entitled "[Promoting and Strengthening the Council of Europe Standards on Safety, Security and Service at Football Matches and Other Sports Events](#)" (ProS4+).

The 18 months project started on 1 July 2018 and will end on 29 February 2020. The project's overall objective is to improve the competence of the governmental agencies as well as sports events organisers in ensuring that standards set out by the European Convention on Spectator Violence and Misbehaviour at Sports Events and in particular at Football Matches ETS 120 (T-RV) and the new 2016 Council of Europe Convention on an Integrated Safety, Security and Service Approach at Football Matches and Other Sports Events CETS 218 (Saint-Denis Convention) as well as the Recommendation of the Standing Committee Rec(2015)1 are properly integrated into the national policies and practices of the European countries.

The project is divided into five-sub projects in order to assist the development and implementation of systems and procedures aligned with European best practices and standards for spectator safety, security and service. One of the expected achievements under Sub-project 2 of the project is to develop "country-model" training seminars involving the decision makers and the practitioners involved in the field of safety, security and service at football matches and other sports events. It is aimed at making the Council of Europe Standing Committee Recommendation (2015)1, reading together with the new 2016 Council of Europe Saint-Denis Convention, more accessible and easier to use so that they can reach a large group of stakeholders.

In this context, the Council of Europe has launched this call for bids for the production of training materials and a training programme. Based on the information provided by the Council of Europe, the Provider is expected to:

- Design, develop, test and deploy the training programme and the relevant materials in English;
- Deliver the training seminars in the respective Countries as requested by the Council of Europe.

The work is described in detail below.

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 **framework contract** for the provision of deliverables described in the Act of Engagement (See attached). Unless national legislation prescribes otherwise, deliverables executed on-site will be considered as performed in the country where the event takes place, and deliverables executed in writing will be considered as performed at the place where the Provider is

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](#).

established. 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.

All forms of natural and legal persons are accepted, including consortia. If the tenderer is a consortium, its members shall designate in their tender one party to act as a lead entity with authority to legally bind the members of the consortium jointly and severally. This shall be duly evidenced by a notarised agreement among all the member entities. The lead entity shall act for and on behalf of all member entities comprising the consortium, and shall be the sole signatory of the contract on behalf of the Provider if the consortium is awarded the contract. The lead entity, as identified in the tender, shall not be changed throughout the contract duration without the prior written consent of the Council. Furthermore, neither the lead entity nor the member entities of the consortium can submit another tender, either in its own capacity; nor act as lead entity or member entity for another consortium submitting another tender. In case any member of the consortium does not conform to the exclusion criteria published in this call, the consortium shall be excluded.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject:** Call for Tenders for the training materials in the field of safety and security at sports events. 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.**

B. GENERAL INFORMATION

Type of contract ▶	Framework 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 ▶	28 October 2019
Email for submission of tenders/offers ▶	sport.pros4@coe.int
Email for questions ▶	sport.pros4@coe.int
Expected starting date of execution ▶	08 November 2019

C. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

D. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**. The consultants will be paid on the basis of calculation of working days requires for each assignment. The daily rate will be set at no more than 550 euros. 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.

Tenderers **subject to VAT** shall also send a quote (**Pro Forma invoice**) on their letterhead in line with the requirements of **Section F of the Tender File** (See below).

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 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 for each individual assignment 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 3 (three) 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 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 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 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:

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.

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.

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- 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 or are likely to be in a situation of conflict of interests.

Eligibility criteria

- Being a registered company or freelance producer specialised in development of e-learning training tools;
- Being able to demonstrate at least 3 (three) years of experience of producing training programme for international organisations or national public administrations or other similar institutions.

Award criteria

- Quality of the offer (90%), including:
 - Qualifications of the people who will be involved in the production and their experience in similar services (experience in developing training materials in the field of international standards such as Conventions and recommendations)
 - Experience in developing training materials in relation to the standards in sport would be desirable
 - Quality of the technical brief and relevance of the proposed methodology
 - Capacity to meet the deadlines
 - Ability to work in a European / international context
- Financial offer (10%)
 - Scoring of the financial offers shall be done on the basis of the price inclusive of VAT.
 - The Council reserves the right to hold interviews with eligible tenderers.

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement⁴ (See attached)**
- **[For tenderers subject to VAT only] A quote (i.e. a Pro Forma invoice), on the letterhead of the tenderer, in line with the applicable legislation and listing:**
 - the Provider's full name and address;
 - the VAT number of the Provider (if any);
 - the full list of deliverables;
 - the fee per deliverable (in Euros, tax exclusive);
 - the total amount (in Euros, tax exclusive) and;
 - specific payment modalities (if any, e.g. modalities of advance payment).
- **Registration documents**, for legal persons only
- **A technical brief detailing the methodology proposed to provide the service**
- **A company/entity presentation** with the experience (in recent similar services) of each person who will be involved in the production process of online learning tool

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.

- **Documents detailing the recent services provided** in the field of training programmes, particularly in the field of sports where relevant
- **3 (three) referee's contact details**

All documents shall be submitted in English. If any documents listed above are missing, the Council of Europe reserves the right to reject the tender.

The Council of 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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