



CALL FOR TENDERS

FOR THE PROVISION OF EVENT MANAGEMENT (Lots 1.1 to 1.7) AND VISIBILITY AND PRINTING (Lot 2) SERVICES IN GEORGIA

2018/AO/25

Deadline for tendering ►	21 May 2018
Services ►	Events management and publication and visibility services in Georgia
Programme/Project/Sector ►	Office-wide (Georgia Office)
Organisation ►	COUNCIL OF EUROPE Office of the Director General of Programmes Council of Europe Office in Georgia
Type of contract ►	Framework agreement with minimum 3 and maximum 5 Providers
Estimated starting date ►	1 July 2018
Duration ►	until 30 June 2019 (renewable until 30 June 2022)
Issuance date ►	20 April 2018

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The Terms of reference describe what will be expected from the selected Providers.

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The Tender rules explain the procedure through which bids will be submitted by the tenderers and assessed by the Council of Europe.

The ACT OF ENGAGEMENT (See attached) is the document by which each tenderer accepts the legal conditions and presents a tender. This document includes the legal provisions which will be applicable between the Council of Europe and the selected Providers throughout the duration of the framework agreement.

HOW DOES A FRAMEWORK AGREEMENT WORK?

STAGE 1:

PRE-SELECTION of qualified providers through a call for tenders and signature of a framework agreement with all the pre-selected providers.

STAGE(S) 2:

COMPETITIVE PROCEDURES (CALL-OFFS) are organised among the pre-selected providers each time a need arises.

HOW TO SUBMIT A TENDER FOR THE PRE-SELECTION STAGE?

1. Read the tender file to make sure YOU UNDERSTAND WHAT IS EXPECTED
2. COMPLETE THE ACT OF ENGAGEMENT and collect the required supporting documents
3. SEND THE DOCUMENTS to the CoE Tenders Board: Formalities to be respected are detailed in the Tender Rules and summarised in the final check-list (See on last page).

PART I – TERMS OF REFERENCE

FRAMEWORK AGREEMENT

FOR THE PROVISION OF EVENT MANAGEMENT (LOTS 1.1 to 1.7) AND VISIBILITY AND PRINTING SERVICES (LOT 2) IN GEORGIA

2018/AO/25

I. Background

The Council of Europe¹ (hereinafter “the Council”) is an international organisation, based in Strasbourg and encompasses 47 European States. It was set up on 5 May 1949 to promote democracy, human rights and the rule of law, and to develop common responses to political, social, cultural and legal challenges in its member States.

Its Office in Tbilisi (Georgia) has organised roughly 80 events in 2015, 170 in 2016, 150 in 2017 for about 15 projects, including projects funded by its member States and the European Union.

The Office in Georgia is currently managing 8 projects. The Council of Europe requires event management and related services to be provided in all regions of Georgia where it currently foresees events in the scope of these projects will take place.

The Council of Europe also requires provision of publication and visibility services for the mentioned projects.

These events/activities consist of public events (e.g. conferences, high level meetings) or technical or expert meetings (e.g. seminars, trainings), all aimed at supporting the implementation of the projects concerning Human Rights, Democracy, Rule of Law and Good Governance. They may involve from 5 to 250 persons, depending on the event/activity and on the project. The precise requirements shall be stipulated during the call-off procedure (See Section VI below).

These events/activities may be jointly organised with public partners or with members of the civil society. In terms of geographical scope, this call for tenders is aimed at covering exclusively events/activities to be organised in Georgia.

Tenderers are informed that each time a specific need covered by the framework agreement will occur, all the selected providers will be consulted and asked to provide tenders on the services requested through a subsequent competitive procedure – call off (see Section VI below)

This call for tenders is aimed at selecting the maximum number of service providers per lot as indicated in the table below. The providers must be able to support the Council of Europe in the organisation of such events/activities. The expected services are detailed below.

The agreement shall be concluded until 30 June 2019 and takes effect as from the date of its signature by both parties. Each lot shall be subject to automatic renewal every year, up to a maximum of 4 (four) years for the entire duration of contract. The contract shall not renew beyond 30 June 2022 and will terminate automatically on that date.

The tendering procedure is divided into 8 (eight) lots, all governed by the Tender Rules (See Part II), and listed below in Section II. Tenderers have the possibility of tendering for one, for several or for all of the lots (See Article 7 of the Act of Engagement). Details of how tenders will be assessed are found in Section V below.

¹ www.coe.int

Lots 1.1 to 1.7 concern the provision of conference facilities, catering, accommodation, transport, and other events organisation services which are detailed in Section II. Expected services. The lots are designed to cover each of the regions in Georgia where the Council of Europe foresees that it may hold events during the term of the Framework Agreement.

Lot 2 is for the provision of items of publicity, visibility, and general printing work. The scope is outlined under Section II. Expected services (See below).

Tenderers may submit a tender for one, several or all lots. They shall specify which lot(s) they are tendering for in the Act of Engagement. The Tenderers will be evaluated separately for each lot. The Council of Europe reserves the right to select Tenderers for all or only some of the lot(s) for which they have submitted a tender, subject to the maximum number of providers for each lot.

LOTS ▼	MAXIMUM NUMBER OF PROVIDERS TO BE SELECTED ▼
LOT 1.1 Conference/Catering/Accommodation/Transport in Tbilisi	5
LOT 1.2 Conference/Catering/Accommodation/Transport in Imereti	3
LOT 1.3 Conference/Catering/Accommodation/Transport in Kakheti	3
LOT 1.4 Conference/Catering/Accommodation/Transport in Kvemo Kartli, Shida Kartli and Mtskheta-Mtianeti	3
LOT 1.5 Conference/Catering/Accommodation/Transport in Racha-Lechkhumi, Kvemo Svaneti and Samegrelo-Zemo Svaneti	3
LOT 1.6 Conference/Catering/Accommodation/Transport in Samtskhe-Javakheti	3
LOT 1.7 Conference/Catering/Accommodation/Transport in Adjara and Guria	4
LOT 2: Visibility and Publicity items	4

Subsequent call-offs

Tenderers are informed that each time a specific need covered by the framework agreement will occur, all the selected suppliers for the lot concerned will be consulted and asked to provide tenders on the services requested through a sub-sequent competitive procedure (called "Call-off"), in accordance with Article 4 of the Legal Conditions (see the Act of Engagement).

Further information on the subsequent call-off procedure is found in Section VI below.

The signature of a framework agreement will in no way give rise to an obligation upon the Council of Europe to organise a minimum number of events or order minimum number of printing/visibility materials. Events shall be organised and printing/visibility materials ordered at the sole discretion of the Council of Europe and call-off procedures will be announced accordingly as and when the need arises.

II. Expected services

A. Scope of the Lots

Service providers should be able to provide, directly or as an intermediary, the following categories of services:

FOR LOTS 1.1 TO 1.7 (CONFERENCE/CATERING/ACCOMMODATION/TRANSPORT) ▼

In order to tender for a lot, selected providers must be able to provide all of the following services upon request, either in an individual capacity or through subcontracts with reputable partners:

1. Conference/Meeting room and related materials and resources

The selected providers may be requested to provide the following services:

- Renting of conference/meeting rooms from 5 to 250 persons capacity;
- Setting up the room, including setting up tables and chairs according to Council of Europe requirements (Conference Style, Auditorium Style, Banquet Style, Hollow Square Style, Classroom, U-Shape Style and others);
- Preparing basic organisational materials such as signs with contributors' names;
- Taking a register of attendance, distributing name badges to participants;
- Providing participants with bottles of water, pens, paper for notes;
- Distribution to participants and contributors of visibility items provided by the Council;
- Installation in the room of visibility elements (banners, flags etc.)
- Providing on-site technical and computer equipment (incl. computer, screening equipment, beamer, microphones and earphones);
- Providing on-site technical and computer support at the event;
- Abiding to all health and safety regulations at the event site;
- Providing on-site printing facilities for A4 format documents (meeting agendas, etc.).

2. Accommodation

The selected providers may be requested to provide the following services:

- Providing accommodation for attendees and contributors according to Council of Europe needs and requirements (i.e. single, double, standard, business rooms and others);
- To clearly indicate deadlines for changes/final confirmation of bookings and liability in case of last-minute cancellations or "no-shows";
- To indicate the cost of B/B, H/B and F/B where requested;
- To indicate costs of additional meals and refreshment (coffee, tea, water);

Accommodation may be requested anywhere in the region covered by the relevant lot. The precise requirements shall be stipulated during the call-off procedure.

3. Catering

The selected providers may be requested to provide the following services:

- Organising and/or providing catering services for finger food, lunches, coffee breaks and/or dinners, including all equipment, waitress services, invitations and etc. (if necessary);

Catering may be requested anywhere in the region covered by the relevant lot. The precise requirements shall be stipulated during the call-off procedure.

The selected Provider shall ensure that Health and Safety and hygiene standards required by national legislation are strictly followed.

4. Transfer/Transport services

The selected Providers may be requested to provide the following services:

- Providing transfer services between meeting places and transport hubs (airport, train station) for individuals and groups (this may include local transport within the region, transfer services from Tbilisi and other cities, transfer services to/from abroad if necessary);
- Providing transport services to and from event venues (all costs should be included: petrol, highway tolls, parking, accommodation/per diems when necessary).

The Provider or its sub-contractor should be able to provide on short notice replacements for vehicles or drivers in case technical failures, accidents, illness or similar unforeseen events prevent the agreed service delivery.

For more information about the Council of Europe security requirements during transfer/transportation, see Section II. E below.

LOT 2: VISIBILITY AND PUBLICITY ITEMS ▼

Services requested may include:

- Production of visibility materials (including bags, pens, folders, banners, USBs; notebooks, etc. including or excluding branding of these items);
- graphic design, editing and other preparations for printing in BW and/or color;
- Production of printed materials and resources in BW and/or color;
- Different types of binding services;
- Delivery of materials to Council of Europe Office in Georgia or other location as stipulated during the call-off procedure.

Any other services related to printing or design requested by project teams.

The Provider(s) will not in any manner be entitled to represent the Council of Europe, or to act on its behalf. The Provider(s) will remain the sole and unique liable contractor in their relationship with the Council of Europe, irrespective of their relationship with subcontractors and other interested third parties.

B. Security requirements

Conference/Catering/Accommodation

With respect to services to be provided under Lots 1.1 to 1.7 above, the Provider shall be responsible for compliance with the following security standards in the implementation of all call-offs concluded under the framework agreement.

All premises, wherever located, where the Council organises events and/or accommodation, must comply with the following basic requirements, unless otherwise specified by the Council of Europe in a subsequent call-off:

- Security staff on regular duty;
- A CCTV system shall cover public areas of the premises (e.g. hotel);
- A functioning fire alarm system;
- At least one fire evacuation exit from the premises (e.g. hotel) in addition to the main staircase;
- Clearly marked fire evacuation routes;
- Smoke detectors installed in all premises (e.g. hotel) and conference rooms;
- Fire extinguishers placed on all floors of the premises (e.g. hotel) and in public areas near conference rooms.

If specific security concerns related to the organisation of an event have been identified by the Council of Europe, the national authorities, or the Provider, the Council may:

- decline offers in response to call-offs on the basis of specific security concerns;
- request Providers to submit offers of accommodation or conference facilities from a list of premises where the Council of Europe has conducted a security risk assessment. Where relevant, this list shall be provided to Providers at the time of the relevant call-off.

If an event is organised in premises separate to the accommodation, the above standards also apply to that specific event site.

Where the Provider or its sub-contractor provides an airport pick-up or other transportation service, the selection of the transportation company/drivers should not be done on an ad hoc basis. The Provider or its sub-contractor should have an established working relationship with the company/drivers and be able to rely on their services. In general, the requirements listed for transportation below shall be complied with. Any failure to comply with these standards shall be notified to the Council of Europe when tendering for call-offs and may lead to rejection of the offer.

Transfer/transportation

Under Lot 1.1 – 1.7, when the Council of Europe requests Providers to submit offers for transportation services, then Providers must ensure the following requirements are met:

- All drivers shall have a valid driving licence for the respective vehicle class as prescribed by the applicable national legislation;
- All drivers shall have at least 5 (five) years of professional driving experience;
- The drivers are selected via a testing process by the relevant transportation companies;
- The vehicles are not more than 7 (seven) years old and must have had annual technical check-ups;
- All drivers shall be aware of and observe professional ethics in dealing with clients.

The Council of Europe may ask for proof that these requirements are met during any subsequent call-offs, both during the selection procedure and during performance of the contract.

In exceptional circumstances, the Council may accept a driver with less professional experience or an older vehicle provided all other requirements are met, and the unavailability of services meeting the standard requirements has been explicitly brought to the attention of the Council of Europe prior to the performance of the services.

The Council of Europe can refuse the services of a particular driver if there is concern that their ability to carry out their duties safely may have been impaired, affected or influenced by illness, fatigue or injury or any other reason. The Council of Europe can refuse the services to be delivered by a particular vehicle if there is a concern that at the moment when the service needs to be delivered, the vehicle in question is not deemed fit for the purpose.

Where the Council considers necessary, it may request a higher or lower level of security than listed above. In such cases, the call-off for the relevant services will provide details of specific security measures valid only for the event(s) concerned. If no specific measures are provided in the call-off concerned, the above list remains valid.

C. Miscellaneous

The above services are not exhaustive, and the Council may request other related services to be provided in the context of events organised under the scope of this framework agreement.

The provision of services of interpretation and translation does not fall within the scope of this call for tenders. The Council shall contract interpreters by other means to perform these tasks. The Council of Europe shall also be responsible for the provision and set-up of equipment to be used by the interpreters. However, the provider(s) and their subcontractors shall make all reasonable endeavours to facilitate the set-up and operation of the interpretation services.

The selected Providers will be expected, for each event, to submit any document that proves that the event took place, including but not limited to provision of photographs taken at the event, an attendance sheet broken down into half days specifying the location, date(s) and time(s) of the event(s) or activity(ies), to be individually signed by each attendee and the Provider.

Meetings with the Provider may be held on a regular basis at the Council of Europe premises in Tbilisi to monitor and evaluate the services provided.

III. Management of the Framework Agreement

A. Within the Council of Europe

The framework agreement will be managed by the Council of Europe Office in Tbilisi, which will be the primary contact point between the Council of Europe and the Providers, even in cases where call-offs are launched to cover the needs of the Council of Europe Headquarters.

Throughout the duration of the framework agreement, selected Providers will be in contact with members of Council of Europe staff to coordinate events in the context of individual call-offs.

B. Within the selected Providers

Each service provider shall designate one contact point (key interlocutor) to manage the overall framework agreement, including responding to call-offs. (See Article 2, Act of Engagement)

The key interlocutor on behalf of the Provider must be available for frequent communication concerning any element of the events for which the Provider has won a call-off contract.

The key interlocutor will coordinate and verify/ensure the delivery of the requested services. They must be available on request during business hours and during the event itself, to ensure the smooth running of the activity concerned and deal with any problems that arise.

IV. Invoicing

All payments shall be made against invoices. It shall be possible in certain circumstances for pre-payments or deposits to be made, where this is in line with the tenderer's usual business practice and necessary for the proper performance of the contract.

Service providers are informed that the Council of Europe is VAT exempted in Georgia on the basis of Memorandum of Understanding between Government of Georgia and the Council of Europe concerning the Council of Europe Office in Georgia and its legal status, additionally Council of Europe is eligible for VAT exemption in Georgia for the purchase of goods and services for the joint projects co-financed by the European Union. Services shall therefore be invoiced VAT excluded, unless otherwise requested. The invoicing requirement will be specified on each call-off.

In addition to the invoice, the selected Providers will be expected, for each event, to submit any document that proves that the event took place, including but not limited to provision of photographs taken at the event, an attendance list (see Section II. A. above) broken down into half days specifying the location, date(s) and time(s) of the event(s), to be individually signed by each attendee and the Provider.

V. Assessment of the tenders

A. Exclusion criteria

Tenderers shall be excluded from participating in the tender procedure for all lots 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;
- 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.

B. Eligibility criteria

- For Lots 1.1 to 1.7:

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

- ▶ Being registered as a company providing hotel and/or event management services;
- ▶ 3 years of experience in providing similar services in the country concerned with minimum of 20 medium scale (50-100 participants) events organized/serviced per year;
- ▶ Sufficient financial capacity, namely an annual turnover of €120000 (one hundred and twenty thousand) over the last 2 years of reference;
- ▶ Sufficient human capacity to execute the contract, namely at least 2 permanent staff members responsible for providing event organization/management services (excluding human capacity of subcontractors).

- For Lot 2:

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

- ▶ Being registered as a company providing publishing, design and production of visibility item services;
- ▶ 3 years of experience in providing similar services in the country concerned;
- ▶ Sufficient financial capacity, namely an annual turnover of €30000 (thirty thousand) over the last 2 years of reference;.
- ▶ Sufficient human capacity to execute the contract, namely at least 2 permanent staff members responsible for communication with customers and management of the orders (excluding human capacity of subcontractors).

C. Award criteria

Only in the event that after the application of the eligibility criteria to the tenders received there remain more providers than the maximum number announced in this call for each lot, the Council of Europe shall proceed with a scoring of the eligible tenderers, on the basis of the following criteria:

- For Lots 1.1 to 1.7:

The following criteria will be assessed on the basis of all supporting documents listed in Section V.D:

- ▶ (40%) A successful track record of delivering similar services to public bodies and/or international organizations in the last 3 years;
- ▶ (40%) Technical capacity to guarantee that the requirements of the Council will be met, including but not limited to:
 - The service quality control mechanism proposed by the tenderer;
 - The cancellation policy of the tenderer;
- ▶ (20%) Human capacity to guarantee that the requirements of the Council will be met, including:
 - The experience of the contact person (as referred to under Section III.B above) in relevant field;

- For the contact person very good knowledge of Georgian and English languages.
- For Lot 2:

The following criteria will be assessed on the basis of all supporting documents listed in Section V.D:

- ▶ (40%) A successful track record of delivering similar services in the past 3 years;
- ▶ (40%) Technical capacity to guarantee that the requirements of the Council will be met, including but not limited to:
 - the service quality control mechanism proposed by the tenderer;
 - the scope of services offered by the tenderer;
 - the technical equipment and computer software used by the tenderer;
 - the availability of the tenderer at short notice;
- ▶ (20%) Human capacity to guarantee that the requirements of the Council will be met, including:
 - The experience of the contact person (as referred to under Section III.B above) in relevant field;
 - For the contact person, very good knowledge of Georgian and English languages.

D. Documents to be provided

Tenderers are advised to mention all aspects of their offer relevant to the eligibility award criteria in the documents requested below.

All tenderers shall deliver, when submitting their tender:

- Two completed and signed copies of the Act of Engagement²;
- Completed and signed Tender Proposal Form;
- Proof of authorisation of the signatory of the Act of Engagement to represent the tenderer;
- A copy of the audit financial statements of the company, or any equivalent document, for the past 2 financial years (profit and loss account) and auditor's/accountant's report indicating the annual turnover over the last 2 years of reference according to the company's practice;
- A copy of registration documents of the company.

To ensure that the requirements for English language proficiency are met, the Council of Europe may additionally ask for certificates or references proving the proficiency of key members of staff when this is required in the context of the Framework Agreement or subsequent call-offs.

Except for the Act of Engagement, for which two copies are required, one copy of each document is sufficient. All documents shall be submitted in English.

VI. Signature of the framework agreement and subsequent call-offs

A. 1st stage: Pre-selection and signature of a framework agreement

The Council of Europe will select a minimum of 3 (three) Providers per lot, up to a maximum as indicated in the table in Section I above, provided that there are sufficient candidates satisfying the exclusion and eligibility criteria.

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

In case the number of eligible tenderers exceeds the maximum number of providers to be selected (see Section V above), the Council of Europe will give preference to tenderers who score the highest on the basis of the award criteria (see Section V.C above).

Successful pre-selected Providers are not ranked at this stage except for the purposes of pre-selection as described above.

A signed copy of the Act of Engagement will be returned to the selected Providers. The framework agreement will subsequently be considered as concluded between the Council of Europe and these selected Providers.

B. 2nd Stage: Award of subsequent call-offs

Once the framework agreements are signed, further competitive procedures – call-offs will be launched once the need in organisation of a specific event or a number of specific events will arise. For these call-offs, only the selected Providers will be invited to submit tenders. Each call-off will determine which of the selected Providers will provide the event management services for specific event or for a number of specific events.

For each call-off, the selected Providers will be notified of the terms of reference, and, where relevant, additional tender rules and additional legal conditions applicable. Providers will be asked to provide, to the extent possible, all the necessary services for the event/activity concerned (See Section II above, for more information on the type of services expected). Each notification will indicate the deadline for the submission of tenders, along with all supporting documents, taking into account the complexity of the call-off concerned. Tenders received after the deadline shall not be considered.

For details of the call-off procedure, see Article 4.1 of the legal terms and conditions (as reproduced in the Act of Engagement).

The Council reserves the right to contract with third parties if the offers presented by the pre-selected Providers do not satisfy the applicable professional standards, do not cover the entire scope of the Council of Europe's needs or if no suitable offer is presented.

The award criteria (See Section C below) will be applied to each call-off in order to identify which offer provides the best value for money.

C. Award criteria and weighting for the subsequent call-offs

For each call-off, the Council of Europe will provide a detailed list of required deliverables, including technical, quality and human resources requirements, and any additional special conditions applicable. Pre-selected Providers must follow the requirements of the call-off. The Council reserves the right to consider any bids which fail to meet the requirements as stipulated in the call-off as unacceptable and therefore to exclude them from the call-off.

Bids will be assessed against the following award criteria. The criteria will be assessed on the basis of all documents requested in the relevant call-off, as well as the supporting documents listed in Section V.D, where relevant:

- For lots 1.1 to 1.7:
 - ▶ (50%) Capacity to provide the requested services, including:
 - the technical requirements of the call-off (including security and cancellation policy);
 - the quality requirements of the call-off;
 - the human resources allocated to the event(s).
 - ▶ (50%) Financial offer: the cost of individual services and the overall handling fee/commission.

- For lot 2:
 - ▶ (60%) Capacity to provide the requested services, including:
 - the technical requirements of the call-off ;
 - the quality requirements of the call-off;
 - the human resources allocated to the order(s).
 - ▶ (40%) Financial offer: the cost of individual services and the overall handling fee/commission.

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PART II – TENDER RULES

FRAMEWORK AGREEMENT

FOR THE PROVISION OF EVENT MANAGEMENT AND VISIBILITY AND PRINTING SERVICES IN GEORGIA

2018/AO/25

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Office of the Director General of Programmes

Council of Europe Office in Georgia

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 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Graz, 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 1333 of 29 June 2011 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.³

Further details on the projects are provided for in the Terms of reference.

ARTICLE 2 – PLACE OF PERFORMANCE AND FULFILMENT

Unless national legislations prescribe otherwise:

- Deliverables provided exclusively in writing will be considered as performed at the place where the provider is established;
- Other deliverables will be considered as performed where the event takes place.

ARTICLE 3 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission. The same rule applies to tenders in response of any subsequent call-off.

ARTICLE 4 – DURATION OF THE FRAMEWORK AGREEMENT

The duration of the framework agreement is set out in Article 3 of the Act of Engagement.

ARTICLE 5 – 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 6 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Terms of reference;
- Tender rules;
- Legal terms and conditions;
- An Act of Engagement.

ARTICLE 7 – LEGAL FORM OF TENDERERS

All forms of legal persons are accepted except consortia.

ARTICLE 8 – SUPPLEMENTARY INFORMATION

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

Other questions regarding the present call for tenders shall be sent at the latest one week before the deadline to tender, in English or French, shall be exclusively addressed to the following email address tendertbilisi@coe.int and shall contain the reference of the call (2018/AO/25) in subject.

ARTICLE 9 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe in the form of:

- 1 electronic copy to be sent only to the following address cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;
- AND
- 1 paper hardcopy in A4 format (21x29,7 cm) by post, as specified below.

Tenders shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the Tenders Board, showing the file reference number and object, as follows:

COUNCIL OF EUROPE
For the attention of the Tenders Board
EVENT MANAGEMENT AND VISIBILITY AND PRINTING
SERVICES GEORGIA – 2018/AO/25
B.P. 7
F – 67075 STRASBOURG Cedex
France

Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.

ARTICLE 10 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 21 May 2018 as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.

* * *

³ 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:

- Two completed and signed copies of the Act of Engagement⁴;
- Completed and signed Tender Proposal Form;
- Proof of authorisation of the signatory of the Act of Engagement to represent the tenderer;
- A copy of the audit financial statements of the company, or any equivalent document, for the past 2 financial years (profit and loss account) and auditor's/accountant's report indicating the annual turnover over the last 2 years of reference according to the company's practice;
- A copy of registration documents of the company.

2) TENDERS MUST BE SENT TO THE COUNCIL OF EUROPE IN THE FORM OF:

- 1 electronic/scanned copy to be sent only to the following address cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;

AND

- 1 paper hardcopy in A4 format (21x29,7 cm) by post, as specified below. Tenders submitted to another address will be excluded from the procedure.

Tenders shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the Tenders Board, showing the file reference number and object, as follows:

COUNCIL OF EUROPE
For the attention of the Tenders Board
EVENT MANAGEMENT AND VISIBILITY AND PRINTING SERVICES
GEORGIA – 2018/AO/25
B.P. 7
F – 67075 STRASBOURG Cedex
France

Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.

The deadline for the submission of tenders is 21 May 2018 as evidenced by the postmark, or by the receipt of delivery provided by the delivery company.

⁴ 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 above listed requirements are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met.