

## TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / One-off contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

### Purchase of IT support to setting up of the management information system for the probation service in Armenia

The Council of Europe is currently implementing until 31 December 2022 will implement a Project "Support the scaling-up of the probation service in Armenia" which is a part of the Council of Europe Action Plan for Armenia 2019-2022. The overall purpose of the Project is to provide continued support to the national authorities in their efforts to further build capacities of the probation service. One of the expected outcomes of the Project is the introduction of the management information system. The system should enhance efficiency, transparency and accountability of the probation service and substantially contribute to the further development of the probation institute in Armenia. In that context, it is looking for a Provider for the provision of information technology equipment in support to the establishment of the management information system for the probation service in Armenia (the deliverables described in greater detail in the Business and Technical Requirements – Appendix I).

#### 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 Europe<sup>1</sup>, 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 **one-off contract** for the provision of deliverables described in the Business and Technical Requirements (See Appendix I). 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.

The tenderer must be 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 - Purchase of IT support to setting up of the management information system for the probation service in Armenia.** 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 - Purchase of IT support to setting up of the management information system for the probation service in Armenia.**

<b>Type of contract</b> ▶	One-off contract
<b>Duration</b> ▶	Until complete execution of the obligations of the parties (See Article 2 of the Contract)
<b>Deadline for submission of tenders/offers</b> ▶	<b>8 July 2022</b>
<b>Email for submission of tenders/offers</b> ▶	<a href="mailto:tender.armenia-BH8670@coe.int">tender.armenia-BH8670@coe.int</a>
<b>Email for questions</b> ▶	<a href="mailto:tender.armenia-BH8670@coe.int">tender.armenia-BH8670@coe.int</a>
<b>Expected starting date of execution</b> ▶	01 August 2022

<sup>1</sup> 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](#).

## B. EXPECTED DELIVERABLES

The expected deliverables are described in **the Business and Technical Requirements** (See Appendix I).

## C. FEES

All tenderers are invited to submit a **quote (proforma invoice)**, on their letterhead, indicating their fees.

Tenderers **subject to VAT** shall also send a **quote (Pro Forma invoice)** on their letterhead including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in **Euros**, tax exclusive);
- the total amount per type of deliverables (in **Euros**, tax exclusive);
- the total amount (in **Euros**), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive.

Should the Provider be willing to further break down its financial offer, it is invited to do so on a separate sheet, attached to the other supporting documents.

Tenders proposing fees above the exclusion level, which is **51,000 EUR for all expected deliverables**, will be **entirely and automatically** excluded from the tender procedure.

Payment of the Provider's fees will be divided in accordance with the following:

- **100%**: within 30 days upon acceptance of the final deliverables by the Council and the Recipient and on presentation of an invoice in Euros.

## D. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the **Declaration of Agreement (Appendix IV)**, you declare on your honour not being in any of the below situations).<sup>2</sup>

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 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*

- Being a registered company specialised in the retail of IT equipment;
- Proven ability to provide new, non-refurbished IT equipment;
- Having at least 2 references for successful implementation of relevant contracts related to delivery, installation of IT equipment in 2017-2022.

<sup>2</sup> 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).

*Award criteria*

- Quality of the offer (40%), including:
  - Technical specification of the IT equipment;
  - Capacity to meet prescribed deadlines, deliver and install equipment;
  - Relevance of previous professional experience.
- Financial offer (60%).

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

Tenderers are invited to submit:

- **A completed and signed copy of the Contract<sup>3</sup> (Appendix II)**
- A completed and signed copy of the Declaration of Agreement (Appendix IV)
- A quote, describing their financial offer, in line with the requirements of section C of the Tender File (see above);
- Registration documents for legal persons;
- Technical proposal, including:
  - Detailed technical specifications of proposed IT equipment;
  - Delivery, Installation and Testing Plan;
- A statement from the manufacturer that the offered IT equipment is new and non-refurbished, if available;
- Two references from previously delivered satisfactory services within the set deadlines (in 2017-2022).
- A list of all owners and executive officers, for legal persons only;

**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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<sup>3</sup> The Contract must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Contract 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.