**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / One-off contract)**

**Purchase of services for monitoring the implementation of OMSP grant schemes to be provided to 15 LSGs**

**Contract N° 4708/2021/68**

The Council of Europe is currently implementing joint European Union and Council of Europe Programme “Human Resources Management in Local Self-government - phase 2” (2019 -2022) (“Programme”) in cooperation with the Ministry of Public Administration and Local Self-Government and the Standing Conference of Towns and Municipalities, which is based on the achievements and challenges of the phase 1 (2016-2017). The Programme is also built on the implementation of the Strategy of Public Administration Reform in the Republic of Serbia and its Action Plan and in accordance with the principles of the European Charter of Local Self-Government. The HRM II Programme addresses the most relevant issues of human resources management (HRM) and human resource development (HRD) at local self-government level in the Republic of Serbia which are prescribed in the Law on employees in autonomous provinces and local self-government units, the Law on salaries in autonomous provinces and local self-government units and the Law on national academy for public administration. The Programme started on 19 December 2018 and it will be completed on 19 June 2022.

In that context, it is looking for a Provider for the provision of monitoring the implementation of the financial support (grants) provided to 15 LSGs (See Section A of the Act of Engagement).

1. 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[[1]](#footnote-1), 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 Act of Engagement (See attached). 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: “OMSP Monitoring”.** 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 – OMSP Monitoring”**

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| --- | --- |
| **Type of contract ►** | One-off 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 ►** | 15 December 2021 |
| **Email for submission of tenders/offers ►** | lsg.serbia@coe.int |
| **Email for questions ►** | lsg.serbia@coe.int |
| **Expected starting date of execution ►** | **5 January 2022** |

1. EXPECTED DELIVERABLES

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

1. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

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 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.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement,**[[2]](#footnote-2)** you declare on your honour not being in any of the below situations)

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)).
* **are public companies, institutes or universities financed from the national, local, or regional budget**

*Eligibility criteria*

* Proven working experience in implementation of the EU funded project or related donor projects in local self – governments.
* Proven working experience in cooperation with different stakeholders at national and local level in implementing EU funded projects.
* Proven competency of selected staff in monitoring of EU funded projects or related donor projects.
* Excellent knowledge of English and Serbian language.

*Award criteria*

* Quality of the offer (90%), including:
* Minimum three years of experience in monitoring the quality of results in project implementation.
* Minimum three years of experience in reporting to donors and international organisations on implementation of projects.
* Minimum three years of working experience of selected staff in monitoring and reporting on EU funded projects or related donor projects.
* Proven working experience in financial planning and monitoring budget spending within EU funded projects.
* Financial offer (10%).

The Council reserves the right to hold interviews with eligible tenderers.

Multiple tendering is not authorised.

1. NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

1. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

* **A completed and signed copy of the Act of Engagement[[3]](#footnote-3) (See attached)**
* For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
* A list of all owners and executive officers, for legal persons only;
* **Company’s portfolio clearly indicating eligibility and award criteria**
* **Contact details (name, phone number, e-mail address) of at least three referees/clients indicating successful performance in the last five years in given area**.
* **CVs of selected staff (3 consultants and Monitoring coordinator) - clearly describing the fulfilment of the eligibility and award criteria**

**All documents shall be submitted in English or Serbian, 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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1. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) 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](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-1)
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 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). [↑](#footnote-ref-2)
3. 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-3)