



CALL FOR TENDERS

FOR THE PROVISION OF EVENT ORGANIZATION SERVICES IN ADDIS ABABA, ETHIOPIA

2018/AO/45

Object of the procurement procedure ►	Event organization services for the “African Forum on Cybercrime: Policies and Legislation, International Cooperation and Capacity Building”, organized in Addis Ababa, ETHIOPIA, on 16-18 October 2018
Project ►	3148 Global Action on Cybercrime Extended (GLACY+)
Organisation and buying entity ►	Council of Europe Cybercrime Programme Office (C-PROC)
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)
Expected starting date ►	01 October 2018
Tender Notice Issuance date ►	01 August 2018
Deadline for tendering ►	31 August 2018

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- **APPENDICES:**
 - **Appendix I - Terms of Reference that contains detailed description of the services and the Table of Fees which indicates the applicable fees throughout the duration of the contract**
 - **Appendix II - Declaration on the exclusion criteria**
 - **Appendix III - Legal provisions which will be applicable between the Council of Europe and the selected Provider**

HOW DOES A ONE-OFF CONTRACT WORK?

SELECTION of one qualified Provider through a call for tenders and signature of a One-off contract with the selected Provider.

EXECUTION as from the date of signature of the contract, unless the contract provides otherwise.

HOW TO SUBMIT A TENDER?

STEP 1: Read the **TENDER FILE**

STEP 2: Sign the **Declaration** (see Appendix II), fill in the Table of Fees from the **Terms of Reference** (see Appendix I) and collect the required **SUPPORTING DOCUMENTS**, as listed in section F of the terms of reference (below).

STEP 3: Send your **TENDER**, in accordance with the Tender Rules

PART I –TERMS OF REFERENCE

CALL FOR TENDERS

FOR THE PROVISION OF EVENT ORGANIZATION SERVICES IN ADDIS ABABA, ETHIOPIA 2018/AO/45

A. BACKGROUND

The Council of Europe and the European Union, through the GLACY+ project on Global Action on Cybercrime Extended (GLACY+), assist countries worldwide to create the necessary capacities to implement the “Budapest Convention on Cybercrime” and to cooperate internationally within the framework of this treaty.

With the growing relevance of information and communication technologies for societies around the world, and thus their vulnerability to threats such as cybercrime, a major capacity building effort is required to enable criminal justice authorities to investigate, prosecute and adjudicate offences against and by means of computers as well as other offences entailing electronic evidence.

According to recent statistics, the African Continent has the fastest growth rates in Internet penetration, with digital connectivity that has almost tripled in the last 5 years. Along with such an increase in the digital landscape, both governments and private sector entities in Africa have been experiencing an equally increasing trend of cyber-attacks, which reflects and sometimes amplifies what is registered at the global level.

The cross-border nature of such threats demands that States prioritize developing policies and legislation that allow for efficient and effective international cooperation, in respect to both the prevention and repression of criminal acts committed via the Internet.

One of the expected outcomes of the GLACY+ project is to promote international cooperation among countries on cybercrime and electronic evidence. To achieve this, the cooperation and support of other international and regional organisations is necessary to support countries in a consistent and effective manner.

As a joint organizational effort of African countries, regional and international organizations, the **African Forum on Cybercrime: Policies and Legislation, International Cooperation and Capacity Building** will focus on three major areas: (a) cybercrime policies and national legislation; (b) international cooperation against cybercrime; (c) strengthening criminal justice authorities. The purpose of this international forum, which will take place in Addis Ababa (ETHIOPIA) on 16-18 October, is to facilitate the exchange of knowledge and experience on matters related to cybercrime and electronic evidence between criminal justice authorities from all 55 African countries. The event is expected to bring up to 450 participants and will be hosted with the support of the *African Union Commission* in the [African Union Conference Center](#).

The *Council of Europe* is looking for one Provider (provided at least one tender meets the criteria indicated below) in order to support the organization of this continental forum, with a particular expertise in event organization services.

B. EXPECTED SERVICES

The expected deliverables are described in the **Terms of Reference** (See Appendix I).

C. FEES

Tenderers are invited to indicate their fees, by completing the table of fees, as attached in the **Terms of Reference**. These fees are final and not subject to review.

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote¹ (Pro Forma invoice) 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 **Terms of Reference**, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the **Terms of Reference**, tax exclusive);
- the total amount (in the currency indicated on the **Terms of Reference**), 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.

D. HOW WILL THIS ONE-OFF CONTRACT WORK?

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out in compliance with the description of deliverables as provided in the **Terms of Reference**. The Provider will be responsible for providing any deliverable before the deadline(s) fixed in the **Terms of Reference**.

E. ASSESSMENT

Exclusion criteria and conflict of interests See Declaration in Appendix II:

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;
- 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

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section F): The Service Provider must be either:

- a registered company specialised in the field of international event organization/ event management; or
- a 4*/5* hotel able to provide the deliverables listed in the **Terms of Reference**
- Track record of delivering event management services of the type and size described in the **Terms of Reference**, including at least 2 events organised in Ethiopia in the last 5 years.

Only tenders submitted in English shall be deemed eligible.

Award criteria

- Criterion 1: Technical quality (60%), including:
 - Proposed methods of undertaking the work – provide highest quality services in line with the specifications included in the **Terms of Reference** and identify alternative suitable solutions under changing circumstances (e.g. accommodating all participants in a single hotel, variety of catering options, capacity to ensure transport/transfer logistics etc.);

¹ 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.

- Capacity to adapt to the context – ensure the highest level of flexibility possible for the services provided (e.g. room cancellation policies, early/late check-in/check-out availability, deadlines for confirming the final number of dinners/lunches/coffee breaks based on confirmed participants etc.).
 - Capacity to meet the Council of Europe's contractual requirements
- Criterion 2: Financial offer (40%), including:
 - Ensure that the best discounted rates are provided for all services, in accordance with the quantity requested.

Multiple tendering is authorised. Each tenderer may propose one or more tenders, but not more than 3 (three) tenders per tenderer.

F. DOCUMENTS TO BE PROVIDED

- A completed and signed Declaration on Exclusion Criteria (see Appendix II)
- Completed Tables Fees from the Terms of Reference (see Appendix I)
- A full description of the technical proposal in line with the requirements of the call for tenders, specifying in particular how the Provider meets the security requirements outlined in the **Terms of Reference**;
- A copy of company's registration documents;
- References from 3 clients for the bidder's events management activities.

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.

E. CONTRACTUAL REQUIREMENTS

Tenderers will find below in Appendix III a copy of the Council of Europe's standard Legal Conditions for this type of contract.

Tenderers are invited to read these conditions, and to specify in their offer any of these clauses which they are unable to accept, together with a justification for this, and a proposal of alternative clause(s).

Alternatively, tenderers may provide a copy of their own standard legal conditions. However, tenderers should note that capacity to meet the Council's contractual requirements is one of the award criteria to be taken into account when the Council assesses tenderers' offers. Tenderers should also note that any contract signed following this consultation will have to contain the following clauses: Article 3.6 (Disclosure of the terms of the contract), Article 3.7 (Use of name) and Article 11 (Disputes). Moreover, the Council reserves the right to ask for the contract proposed by the selected Provider to be amended in order to protect the Council's interests, to meet the requirements of its status as an international organisation, and to keep a fair balance between the parties.

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PART II – TENDER RULES

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ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Cybercrime Programme Office (C-PROC)

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 about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, 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.²

Further details on the project are provided in the Terms of Reference.

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

ARTICLE 3 – DURATION OF THE CONTRACT

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

ARTICLE 4 – 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 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;
- Call for Tender;
- Appendices, containing Declaration on the exclusion criteria and conflict of interests and standard Legal Conditions of the Council of Europe.

ARTICLE 6 – LEGAL FORM OF TENDERERS

The tenderer must be a legal person except consortia.

ARTICLE 7 – SUPPLEMENTARY INFORMATION

General information can be found on the website of the [Council of Europe](#) and [Cybercrime Programme Office](#).

Other questions regarding this specific tendering procedure shall be sent at the latest **one week before the deadline for submissions of tenders**, in English, exclusively sent to the following address:

cybercrime@coe.int and shall contain the reference of the call (2018AO45) in the subject line.

ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the *Council of Europe* **both electronically and in paper hardcopy**.

Electronic copies shall be sent only to cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure.

Paper hardcopies shall be sent 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
**CALL FOR PROVISION OF EVENT ORGANIZATION
SERVICES IN ADDIS ABABA, ETHIOPIA
2018/AO/45**
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 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is **31 August 2018** as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.

ARTICLE 10 – ASSESSMENT OF TENDERS

Tenders shall be assessed in accordance with Rule 1333 of 29 June 2011 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

² 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:

- **A completed and signed Declaration on Exclusion Criteria (see Appendix II)**
 - **A completed table of fees on the Template from the Term of Reference (see Appendix I)**
 - A full description of the technical proposal in line with the requirements of the call for tenders.
 - A copy of company's registration documents;
 - 3 references from 3 clients for the bidder's events management activities
-

2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **both electronically and in paper hardcopy**.

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