



PART V – ACT OF ENGAGEMENT

Services of evaluation of the ROMED Programme

2015/AO/72

- This **Act of Engagement** must be **completed and signed in two copies** by the bidder:
 - Complete the table under Article 2.2;
 - Complete the table under Article 7.1;
 - Complete the table of fees (See Appendix);
 - Print the completed Act of Engagement, with its Appendix **in two copies**, and sign both (in the appropriate box under Article 7.1).
- One set of **all the requested documents** (see Article 6 of the present Act of Engagement) must be attached;
- Documents referred to above must be **sent to the Council of Europe in accordance with Article 7.2 of the Tender Rules** (See **Part II** of the present tender file);
- **Selected provider(s)** will receive one copy of the Act of Engagement signed by the Council of Europe (see Article 7.2 of the present Act of Engagement);
- **Rejected tenderer(s)** will be informed in writing.

Type of contract:	Simple contract
Type of tendering procedure:	International public call for tenders / Tenders Board

ARTICLE 1 – OBJECT OF THE CONTRACT

This tendering procedure is an international public call for tenders. It aims at concluding a simple contract for the provision of evaluation services for the ROMED Programme.

ARTICLE 2 – IDENTIFICATION OF THE PARTIES**2.1 Details of the buying entity:****Council of Europe**

DG Democracy

Support Team of the Special Representative of the Secretary General for Roma issues

Avenue de l'Europe

F - 67075 STRASBOURG Cedex

2.2 Details of the Provider:

(The Provider shall complete the following table)

CONTACT DETAILS	Name and Address:	<i>Click here to enter the official name (and surname if the Provider is a natural person)</i>	VAT number:	<i>Click here to enter VAT number (if any)</i>
		<i>Click here to enter the full address</i>	Country of registration:	<i>Click here to enter the country of registration (if applicable)</i>
			Registration number:	<i>Click here to enter the registration number (if applicable)</i>
			Email:	<i>Click here to enter the email address of the Provider</i>
Phone number:	<i>Click here to enter phone number(s) of the Provider, with international dialling code</i>	Fax number:	<i>Click here to enter fax number(s) of the Provider, with international dialling code</i>	
BANK DETAILS	Account holder	<i>Click here to enter account holder</i>	Full bank account number (RIB):	<i>Click here to enter full bank account number (RIB)</i>
	IBAN Code:	<i>Click here to enter IBAN Code.</i>	SWIFT Code:	<i>Click here to enter SWIFT Code</i>
	Bank name:	<i>Click here to enter the bank name</i>	Bank address:	<i>Click here to enter the bank address</i>

ARTICLE 3 – DURATION OF THE CONTRACT

The contract is concluded until 15 July 2016 and takes effect as from the date of its signature by both parties.

ARTICLE 4 – PERIOD OF VALIDITY OF THE BIDS

The Provider agrees with the period of validity of the bids as specified in Article 4 of the Tender Rules (See **Part II** of the tender file).

ARTICLE 5 – DECLARATIONS OF THE PROVIDER

5.1 Accuracy and reliability of information submitted

The undersigned agrees that the information provided in the bid may be audited by the Council of Europe or verified by any means.

The undersigned undertakes to update Council of Europe with significant information changes within a reasonable time. Significant information changes include, but are not limited to change of legal status, ownership, name and address, loss of license of registration, filing bankruptcy, suspension or debarment by any national or local governmental agency or assimilated.

The undersigned agrees that failure to provide accurate and reliable information required by this Act of Engagement may result to exclusion of the bid from the tendering procedure and/or terminating all contracts signed as a result of the tendering procedure.

5.2 Exclusion criteria

The undersigned, declare that the Provider:

- has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- is not 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 subject to a procedure of the same kind;
- has not received a judgment with *res judicata* force, finding an offence that affects its professional integrity or serious professional misconduct;
- does comply with its obligations as regards payment of social security contributions, taxes and dues, according to its applicable statutory provisions.

ARTICLE 6 – DOCUMENTS TO BE SUBMITTED

The Provider declares being informed that its bid will only be assessed if it contains the following documents:

- **Two completed and signed copies** of the Act of Engagement;
- A brief description of previous assignments carried out in the subject areas covered by the contract, indicating the objectives, summary of activities undertaken, amount, date and recipient;
- At least 3 (three) final reports of comparable evaluations recently carried out;
- Contact details of references expected to support claims of knowledge, skills and experience;
- Registration documents and a brief profile description (preferably not longer than one A4 page), including the description of the nature of business, field of expertise, licenses, certifications, accreditations;
- A **technical proposal**, including:
 - CV(s) of person(s) in charge of the execution of the contract;
 - Evaluation Plan and Approach (preferably between 10 and 30 pages), see details in the Tender Rules.
 - In case of an evaluation team, describe also the roles and responsibilities of each evaluator; demonstrate convincingly that they have the ability to undertake evaluations and evaluation-related assignments in a context comparable to that of the Council of Europe;
- The **table of fees**, duly completed (See Appendix to the Act of Engagement). Tenders proposing **at least one** fee above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

ARTICLE 7 – SIGNATURE OF THE PARTIES**1. For the Provider**

By signing the Act of Engagement, the Provider accepts without conditions all the terms of the applicable General and Special Conditions, provisions of which are not negotiable.

Name of the Provider:	<i>Click here to enter the name of the Provider</i>
Name of the Signatory*:	<i>Click here to enter the name of the signatory</i>
Place of signature:	<i>Click here to enter the place of signature</i>
Date of Signature:	<i>Click here to enter the date</i>
Signature:	

* The Signatory shall have the authority to sign on behalf the Provider.

2. For the Council of Europe

On behalf of the Secretary General of the Council of Europe

Name of the person entitled to sign on behalf of the Secretary General:	
Place of signature:	
Date of Signature:	
Signature:	
PO Number	

The Provider shall complete the left Table only.
The Table on the right is reserved for the Council of Europe.

APPENDIX – TABLE OF FEES(Please indicate the proposed fee for each deliverable. **Incomplete tables will not be considered.**)

<p style="text-align: center;">DELIVERABLES</p> <p style="text-align: center;">For more details on the expected services, please refer to the Technical Specifications.</p>	<p style="text-align: center;">FEES</p> <p style="text-align: center;">(in Euros without taxes)</p> <p style="text-align: center;">Indicate in this column your proposed fee per item, as specified below, without exceeding the exclusion level indicated in the next column.</p>	<p style="text-align: center;">EXCLUSION LEVEL</p> <p style="text-align: center;">Tenders proposing at least <u>one</u> fee above the exclusion level indicated below will be <u>entirely and automatically</u> excluded from the tender procedure.</p>
<p><i>Inception report</i> To be submitted by 27 February 2016</p>	<p style="text-align: center;"><i>Click here to enter your proposed fee</i></p> <p style="text-align: center;"><i>Indicate a lump sum</i></p>	<p style="text-align: center;">7000 €</p>
<p><i>Interim Evaluation Report</i> To be submitted by 30 April 2016</p>	<p style="text-align: center;"><i>Click here to enter your proposed fee</i></p> <p style="text-align: center;"><i>Indicate a lump sum</i></p>	<p style="text-align: center;">10000 €</p>
<p><i>Draft Evaluation Report</i> To be submitted by 15 May 2016</p>	<p style="text-align: center;"><i>Click here to enter your proposed fee</i></p> <p style="text-align: center;"><i>Indicate a lump sum</i></p>	<p style="text-align: center;">8000 €</p>
<p><i>Final Evaluation Report</i> To be submitted by 30 June 2016</p>	<p style="text-align: center;"><i>Click here to enter your proposed fee</i></p> <p style="text-align: center;"><i>Indicate a lump sum</i></p>	<p style="text-align: center;">22000 €</p>
<p><i>Final Synthesis Evaluation Report</i> To be submitted by 15 July 2016</p>	<p style="text-align: center;"><i>Click here to enter your proposed fee</i></p> <p style="text-align: center;"><i>Indicate a lump sum</i></p>	<p style="text-align: center;">7000 €</p>
<p><i>Total operational costs for the evaluation</i> (incl. travels, board and lodging, communication, interpretation, translation etc.)</p>	<p style="text-align: center;"><i>Click here to enter your proposed fee</i></p> <p style="text-align: center;"><i>Indicate a lump sum</i></p>	<p style="text-align: center;">40000 €</p>

Indicate a lump-sum for each of the deliverables listed above.

The Council of Europe will cover travel and subsistence expenses for meetings with the Evaluation Reference Group and for one travel journey and respective subsistence expenses to and from each of the countries under evaluation. The payment/reimbursement of these expenses will be based on the Council of Europe's relevant rules.