COUNCIL OF EUROPE DEVELOPMENT BANK

COMPETITIVE DIALOGUE

N°2023-11/CEB/TAM/P-CS

SUPPLY, INTEGRATION, TRAINING AND MAINTENANCE OF A FINANCE MANAGEMENT ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Prior information notice: Information Meeting

Confirmation deadline: 1st September 2023, 12:00 noon (Paris time)
1. **Presentation of the Council of Europe Development Bank (CEB):**

The Council of Europe Development Bank (CEB) is a multilateral development bank with an exclusively social mandate. Created in 1956 to provide solutions to the problems of refugees, it has since adapted to changing social priorities, to better contribute to strengthening social cohesion in Europe.

The CEB is a major instrument of European solidarity policy, helping its 43 Member States to achieve sustainable and equitable growth: it helps to finance social projects, responds to emergency situations and thereby contributes to improving the living conditions of the least-favoured populations.

The CEB supports social investment projects through three lines of action:
- Investing in people and developing human capital;
- Promoting inclusive and resilient living environments;
- Supporting employment and economic and financial inclusion.

The CEB is the result of a Partial Agreement between the member states of the Council of Europe and, by virtue of its Statute, is subject to the Council's "high authority". The Bank was the first of the Partial Agreements to be signed by eight countries on 16 April 1956.

The CEB therefore acts within the framework of the Council of Europe and supports its priorities. It nevertheless has a separate legal personality and full financial autonomy.

The Bank has around 213 staff of 32 different nationalities, based in Paris at the following official address: 55 Avenue Kléber, FR-75116 Paris, France. In spring 2021, the CEB opened an office in Ankara, Turkey, where 6 members of staff are working on a 4-year project.

The institution’s two official languages are French and English.

2. **Purpose of the Information Meeting:**

As part of its project to integrate an Enterprise Resource Planning (ERP) system, the Council of Europe Development Bank (CEB) is organising an **Information Meeting**, scheduled for **5 September 2023**, on the subject of a Competitive Dialogue to be launched for the supply, integration, training and maintenance of a finance and management ERP system.

3. **Background information:**

The CEB is considering making its first acquisition of an ERP finance and management system to support budgetary control, cost accounting, purchasing, expense processing and settlement, asset management and possibly travel management. It is envisaged that the ERP solution could be Cloud-based and include one or more software solutions, supplied by one or more vendors.

The new global system will have to be integrated with various CEB information systems.

The purpose of this meeting is to present the details of the Competitive Dialogue, as well as the specific requirements related to the CEB project. Participants will have the opportunity to interact with the IT and Procurement teams and to ask questions and obtain clarifications on all aspects of this envisaged procedure.

4. **Objectives of the Competitive Dialogue:**

- Evaluate the various ERP solutions available on the market to meet the specific needs of the CEB;
- Select an editor-integrator pairing for the supply, integration, training and maintenance of the finance and management ERP;
- Guarantee transparency and fair competition throughout the process.
5. **Key information about the Information meeting:**

The information meeting will take place, in hybrid format, on **5 September 2023** at the premises of the Council of Europe Development Bank (CEB) as follows:

- **Address:** 34, rue Boissière, 75116 Paris
- **Date:** Tuesday 5 September 2023
- **From:** 2.30 pm to 4 pm

And via a Zoom link to be announced at a later date.

During this meeting, the CEB will present its requirements and expectations for the finance and management ERP system.

Participants are invited to attend with a multi-disciplinary team, including technical and functional experts and sales representatives. However, as the capacity of our meeting room is limited, face-to-face participation will be limited to a **maximum of two people**; other team members will have to join the meeting by connecting remotely to the Zoom link.

6. **Agenda:**

- Presentation of the project and its objectives;
- Summary of functional and technical requirements;
- Presentation of the Competitive Dialogue process;
- Presentation of evaluation criteria;
- Questions and answers.

To confirm your attendance at the information meeting, please send an e-mail with the subject line "2023-11-CEB-TAM-P-CS_ERP Finance-Gestion_(Information Meeting)" to Tenders@coebank.org **before 12:00 (Paris time) on 1st September 2023.**

7. **Preliminary timetable for the Competitive Dialogue:**

- **Information meeting:** **5 September 2023**
- **Publication of the invitation to tender:** **15 September 2023**
- **Submission of initial bids:** **5 October 2023**
- **Evaluation of bids and selection of the 5 qualified candidates:** **18 October 2023**
- **Invitation to dialogue:** **18 October to 1st December 2023**
- **Final tender documents sent to qualified candidates:** **4 December 2023**
- **Submission of revised final bids:** **11 December 2023**
- **Final evaluation and selection of the successful tenderers:** **11 to 15 December 2023**

If you are interested in attending this information meeting, we would be grateful if you could confirm the names of the people who will be taking part.

Please note that the persons announced will have to show an identity card to the security staff to gain access to our offices.

We thank you for your interest in our project and look forward to your attendance at the information meeting and your active participation in the Competitive Dialogue. Your expertise and innovative solutions will be invaluable assets for our organisation.

Yours sincerely

**Procurement Division**
Council of Europe Development Bank (CEB)