

COUNCIL OF EUROPE DEVELOPMENT BANK

PUBLIC CALL FOR TENDERS

N° 2026/09/CEB/TAM/P-TAM-LD

**FRAMEWORK CONTRACT
FOR THE PROVISION OF CONSULTANCY SERVICES
TO SUPPORT LOAN- AND GRANT-FINANCED PROJECTS**

**Instructions to Tenderers
including
Contract Notice**

Deadline for submissions: 30 November 2026, 14:00 (Paris time zone)

Instructions to Tenderers including Contract Notice

This document informs the market of the intention of the Council of Europe Development Bank (hereinafter referred to as the “CEB” or the “Bank”) to award a contract and invite interested economic operators to participate in the present procurement procedure (hereinafter also referred to as the “Procurement Procedure”). Furthermore, the document defines the procedure for the submission of Offers under this Procurement Procedure.

Article 1. Presentation of the Council of Europe Development Bank

The CEB is a multilateral development bank with a mission to strengthen social integration in Europe. It does so by providing financing and technical expertise for projects with a high social impact in its member states. The Bank provides loans mainly to public authorities and to financial intermediaries such as banks or microfinance institutions. The CEB also provides grants financed from its budget and from trust funds, for the preparation and support to projects. In addition to that the CEB provide grants funded by other donors for the implementation of socially related infrastructure projects in its member states.

The CEB supports socially oriented investment projects through three sectoral lines of action, namely:

- Sustainable and inclusive growth;
- Integration of refugees, displaced persons and migrants; and
- Climate action: developing adaptation and mitigation measures.

In 2025, the CEB approved 54 projects worth €4.5 billion.

At the end of 2025, the Bank employed 242 staff members of 34 nationalities, all based in Paris at the following official address: 55 Avenue Kléber, F-75116 Paris, France. In addition, the CEB had two staff members based in Kyiv, Ukraine.

The official languages of the Bank are English and French.

Article 2. Objectives of this Procurement Procedure

2.1 Scope of the Assignment

The CEB is issuing this Procurement Procedure to establish a pool of Contractors for technical assistance through the establishment of Frameworks Contracts. Such Contractors are foreseen to deliver high-quality expertise and assistance to several CEB sectors of action and cross-cutting areas of focus under the Assignment, as further described in the Terms of Reference (hereinafter also referred to as “ToR”).

The Framework Contracts may potentially represent a higher or lower number of activities, depending on the evolving needs of the CEB.

The Procurement Procedure is not divided into lots. It is expected that Tenderers will bid individually or form consortia to respond to all the areas described in the ToR. It is expected that Contractors sub-contract the areas of expertise on which they do not have prior experience. The Contractors can participate individually, or form consortia to participate in this Procurement Procedure.

2.2 Tender Modality

This Procurement Procedure is a Public Call for Tenders. The CEB intends to select up to eight (8) Contractors with which Framework Contracts will be signed. Subsequently, the CEB will address invitations to bid for the specific Call-Offs to all Contractors that have signed a Framework Contract following this Procurement Procedure.

2.3 Budget

The overall budget is not defined, given the nature and duration of the Assignment. The budget may evolve during the duration of the Assignment depending on the needs of the CEB.

2.4 Contract Duration

The Framework Contracts shall be concluded for a period of three (3) years and may be extended one or several times, subject to performance, for a period of one (1) year at a time but not exceeding a total period of six (6) years.

2.5 Provisional Schedule for the Procurement Procedure

Deadline for request for any clarifications from the CEB	23 November 2026 COB
Last date on which clarifications are issued by the CEB	26 November 2026 COB
Deadline for submission of Tenders	30 November 2026 14:00 (Paris time zone)
Provisional Date for Award Notification	15 January 2027
Provisional Date for Framework Contract signature	From 1 February 2027

2.6 Composition of the Tender File

The Tender File includes:

- Instructions to Tenderers including Contract Notice (this document);

Annexes

- Terms of Reference;
- Evaluation Grid;
- Tender Submission Form;
- Financial Offer Form;
- Draft Contract with Enclosures;
- Contract Acceptance Form (to be completed and signed);
- Code of Conduct;
- Statement of Integrity (to be completed and signed); and
- User guide for submitting a Tender via E-Marchés Publics.

2.7 Access to the Tender File

Prospective Tenderers interested in this Assignment can also download the information required to prepare their Tenders from the electronic platform <https://coebank.e-marchespublics.com>.

A user guide on how to register on E-Marchés Publics has been published on the CEB website ([Tenders | CEB](#)). The documents may also be attached to this document.

Article 3. Exclusion, Eligibility, and Admissibility

3.1 Restrictions for Participation

Any Tenderer and/or proposed expert, having been hired to provide services for the preparation of this Procurement Procedure, such as for the development and/or drafting of Terms of Reference and/or other procurement documents, shall be disqualified from submitting a Tender and participating in the present Procurement Procedure.

The fairness and transparency of the Procurement Procedure require that Tenderers and their proposed experts competing for the Tender do not derive a competitive advantage from having provided previous consultancy services related to the present Procurement Procedure.

3.2 Exclusion Criteria

The CEB, as a rule, requires suppliers to comply with the highest ethical standards during the selection procedure and contract execution. In accordance with these principles, the CEB:

- 1) shall reject a supplier's Tender where it establishes that the supplier engaged in corrupt, fraudulent, coercive or collusive practices to obtain the award of the contract;
- 2) shall reject a supplier's Tender where it is aware that the supplier has been convicted by a final court decision of one of the following: fraud, corruption, money laundering, participation in a criminal organisation or any other unlawful activity;
- 3) may reject a supplier's Tender where the latter:
 - a) is subject to bankruptcy or is being wound up, has suspended his business activities or is having his affairs administered by the courts, has entered into an arrangement with creditors, or is in any analogous situation arising from a similar procedure under national laws or regulations;
 - b) has been convicted of an offence concerning his professional conduct by a judgment which has the force of *res judicata*;
 - c) has been guilty of grave professional misconduct established by any means available to the CEB;
 - d) has not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which the supplier is established or those of the country where the contract is to be performed;
 - e) following another Procurement Procedure, has been declared by a court or an arbitration tribunal to be in serious breach of contract for failure to comply with his contractual obligations;
 - f) has been cross debarred by the Multilateral Development Banks having signed the Agreement for Mutual Enforcement of Debarment Decisions dated 9 April 2010; or
 - g) is guilty of misrepresentation in supplying the information requested by the CEB.

The CEB requires Tenderers participating in a Procurement Procedure to submit as part of their Tender submit a signed Statement of Integrity, whereby they undertake to observe the above principles.

Furthermore, as part of their respective Tenders, interested Tenderers shall declare that **they are in a position to submit** documentary proof or statements required under the law of the country in which the company (or each of the economic operators in a consortium) is effectively established, to show that it is not in any of the exclusion situations listed in **point 2) and point 3) under a), b), c) and d) above**.

Following completion of the evaluation and prior to the notification of the Contract Award decision, the CEB will request the Tenderer(s) concerned to submit documentary evidence demonstrating the correctness of their statements with respect to the Exclusion Criteria. Such evidence shall be provided within seven (7) calendar days of the CEB's request. The evidence, documents or statements shall be dated no more than one (1) year before the date of submission of the Tender. Such request shall not constitute a Contract Award decision or create any entitlement to the award of a Framework Contract.

If the nature of the entity is such that it cannot fall into the exclusion situations and/or cannot provide the documents indicated above (for instance, national public administrations and international organisations), a declaration explaining this situation can be provided instead.

The CEB reserves the right to conduct integrity due diligence checks to verify the information and declarations provided by Tenderers, including, where appropriate, during the execution of the Framework Contract.

3.3 Eligibility and Admissibility Criteria

The Tender Submission Form (Annex) includes the pre-qualification criteria set by CEB in order to assess the Tenderers in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing. Tenderers for this Procurement Procedure shall submit the document **[Tender Submission Form]** duly completed, dated and signed by the person authorised to commit the Tenderer, and any relevant document proving their economic, financial, professional and technical capacity in relation to the following pre-qualification criteria.

Offers from Tenderers who do not meet the minimum requirements (Restriction for Participation, mandatory Exclusion Criteria, and Pre-qualification Criteria) shall be rejected and will therefore not be evaluated.

1. Professional Capacity, Qualifications and Experience:

a) General Prior Experience:

- Experience in managing at least one Framework Contract or similar multi-assignment consultancy contract involving subsequent individual requests of at least one thousand (1000) expert/days over the last ten (10) years; and
- Experience in at least three (3) Focus or Cross-Cutting Areas stipulated in Article 2.1 of the Terms of Reference, demonstrated by minimum three (3) examples of assignments for each selected area in the last ten (10) years.

b) Qualifications of the experts:

- The Tenderer shall demonstrate its capacity to identify, recruit and mobilise suitably qualified technical experts in the Focus or Cross-Cutting Areas listed in Article 2.1 of the Terms of Reference. To demonstrate compliance with this criterion, the Tenderer shall provide a minimum of ten (10) Curriculum Vitae of experts employed by or associated with the Tenderer. The proposed experts shall collectively demonstrate expertise and experience covering the relevant areas of expertise. At least one (1) of the proposed experts should demonstrate professional experience gained while working for a company, international organisation, IFI, public institution or in a context similar to that of the CEB.
- The Tenderer shall designate a Framework Contract Manager who will be responsible for the overall management, coordination and oversight of the Framework Contract and will serve as the primary focal point and interface with the CEB throughout the duration of the Framework Contract.

2. Financial capacity:

- a) Turnover:** *The Tenderer must have a minimum turnover of at least 1,000,000 EUR/year over the last 3 years;*
- b) Profit/loss before taxes:** *The Tenderer must have a positive result for at least 3 years over the last 5 years;*
- c) Solvency:** *The Tenderer must have a financial capacity to provide the required service;*
NB: This is proved by the solvency certificate - a document signed by the Tenderer's bank certifying the financial situation and the existence of an active bank account in their establishment.

Following completion of the evaluation and prior to the notification of the Contract Award decision, the CEB will request the Tenderer(s) concerned to submit documentary evidence demonstrating the correctness of their statements with respect to the pre-qualification criteria. Such evidence shall be provided within 7 (seven) calendar days of the CEB's request. Such request shall not constitute a Contract Award decision or create any entitlement to the award of a Framework Contract. The evidence shall include:

- **For Professional capacity, qualifications and experience:** certificate issued by the contracting authority/client, contract or contract extract, demonstrating the execution of the reference assignment(s) declared in the Tender Submission Form;
- **For Financial capacity:** Balance sheets and profit & loss statements covering years presented in the Tender submission form. These documents shall be produced and/or certified by certified auditors, as required by the law of the country where the Tenderer is established.

Article 4. Selection of Tenderers

This Procurement Procedure is open to all candidates as per the pre-qualification criteria indicated in Article 3.

Only those Tenderers that meet the aforementioned pre-qualification criteria will have their Offer evaluated.

Technical Offers and Financial Offers submitted by the Tenderers that do not meet the pre-qualification criteria will not be evaluated and opened by the CEB.

Article 5. Joint Venture (JV) or Consortium

This Procurement Procedure is open to individual Tenderers or consortia.

The JV or Consortium may collectively meet the pre-qualification criteria of the Tender mentioned in Article 3. Each partner must individually not fall into the exclusion situations listed under Article 3.2. All consortium members are jointly and severally liable for the performance of the contract. The consortium will be represented by a single candidate who will act as the sole representative of the group.

Article 6. Tendering Conditions

6.1 Tenders

Documents shall be presented in English.

Any written communication during the Procurement Procedure will take place in the English language.

All Tenders submitted shall be regarded as contractually binding for the Tenderer and the Tenderer shall consequently date and sign the documents mentioned above, as well as any support document (including its Financial Offer).

The Tender must comprise a **Technical Offer** and a **Financial Offer** and these must be submitted in two separate sub-dossiers (see Article 7.1). Failure to respect the requirements in aforementioned article will constitute a formal error and may result in the rejection of the Tender.

6.2 Tender Validity

Tenders shall have a valid period of **ninety (90) days** from the deadline for submission of Offers.

6.3 Additional information before the deadline for submission of Tenders

If the CEB, either on its own initiative or in response to the request of a candidate, provides additional information on the Tender dossier, it shall send such information in writing to all other candidates at the same time.

All contact between the CEB and the candidates taking part in this procurement procedure will be made through the stated e-procurement platform.

Tenderers may submit questions in writing until **23 November 2026, COB**, through the e-procurement platform E-marchéspublics <https://coebank.e-marchespublics.com>

The CEB has no obligation to provide clarifications to questions submitted after this date.

Any prospective Tenderers seeking to arrange individual meetings with the CEB concerning this Procurement Procedure during the tendering period may be excluded from the Procurement Procedure.

Any clarification to the Tender Dossier will be communicated simultaneously in writing to all Tenderers at the latest by **26 November 2026 COB**.

6.4 Acceptance and Rejection of Tenders

The CEB reserves the right to accept or reject non-substantive defects that might affect Tenders; and

Only Offers respecting the closing date and time shall be accepted for evaluation. Rejection of Tenders received after the submission deadline shall not warrant any penalty or justification.

6.5 Modification or Cancellation of the Procurement Procedure

The CEB reserves the right to modify or cancel all or part of the Procurement Procedure as necessary, without having to justify its action. This shall not entail any right to compensation for (potential or actual) Tenderers.

6.6 Confidentiality

The Procurement Procedure and all information communicated to the candidate within the context of this Procurement Procedure and the Assignment are confidential.

Article 7. Presentation, Submission, Conditions and Content of Tenders

7.1 Presentation and Submission Conditions

Tenders shall be submitted on the e-procurement platform (E-Marchés Publics) **before 30 November 2026, 14:00**, Paris time (CET).

Platform's link: <https://coebank.e-marchespublics.com>

A user guide for submitting a Tender via E-Marchés Publics is included in the Tender Dossier.

The file will be transmitted as a single attachment in an archive in ZIP format not exceeding 20 MB.

The documents included in the Offers shall be provided in Word, PDF or Excel format.

The Tender Dossier must contain two (2) separate sub-dossiers, the first for the technical proposal and the second for the financial bid, respectively named **“Technical Offer”** and **“Financial Offer”**.

Proof of successful submission of the Tender through the e-procurement platform is provided by the system-as a generated confirmation message. The Tenderer must retain this proof until the award notification. If a Tenderer does not receive such a receipt, it must immediately contact the E-Marchés Publics administrator and the CEB at tender@coebank.org.

7.2 Extension of the Tender Submission Date

The CEB may, at its discretion, extend the deadline set for the submission of Tenders, in which case all of the rights and obligations of the CEB and the Tenderers shall be governed by the new deadline.

7.3 Content of the Tender

7.3.1 General Information

The Tenderer shall provide:

- a) The present document (Instructions to Tenderers including Contract Notice) signed accepting all elements of the Tender as contractually binding;
- b) All certificates identifying the Tenderer/any member of consortium, including its name, address, registration number (SIRET number, if a French company), legal form, fields of activity, professional insurance and any other documents which it may deem relevant. Furthermore, all Tenderers shall provide a declaration confirming their respective capability (including all members of consortium and/or subcontractor, if applicable) to submit the documentary proof or statements required under Article 3;
- c) A signed declaration of the legal entity identified in the Tender submission form, using the format attached called **Tender Submission Form**;
- d) An official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
- e) Technical Offer (as described in Article 7.3.2 below);
- f) Financial Offer (as described in Article 7.3.3 below);
- g) **Terms of Reference** - signed;
- h) **Contract Acceptance Form** - completed and signed, as described in Article 8 below; and
- i) **Statement of Integrity form** - completed and signed – to be submitted for each JV/Consortium's member.

7.3.2 Technical Offer

The Tenderer's Technical Offer shall meet all the technical requirements set out in the ToR, the Tender evaluation criteria (see **Evaluation Grid**) and include the following elements:

(1) A **Tender submission form** including:

- A signed **Tender declaration** of the legal entity identified in the Bid submission form, using the format attached in **the Tender Submission Form**.
- Duly **authorised signature**: an authorised representative of the company shall sign the original submission letters in the required format for both the Technical Offer and, the Financial Offer and shall initial all pages of both. The person that signs the Tender submission form should be the one identified in the official document referred to in point 7.3.1.d) above, or, alternatively, a person authorised by the latter in the form of a written power of attorney attached to the Technical Offer.

(2) *Approach and Methodology:*

- A. Tenderers should draw up an **“Approach and Methodology”** note including (maximum 30 pages, font size 11):
- **A1: General outline of the approach proposed for managing the Framework Contract (FWC)**, including amongst others:
 - understanding of and critical assessment of the FWC ToR;
 - identification of key success factors, risks affecting the execution of the Framework Agreement, and mitigation measures;
 - description of the roles, responsibilities and coordination mechanisms of the parties involved in the management and implementation of the FWC and Assignments on the Framework Contractor's side; including Consortium partners (if any), Sector Leader(s), Framework Manager, Technical Quality Controllers, support units, sub-contractors and Assignment project team(s); and
 - The approach should describe the coverage of areas of expertise, including those to be delivered directly by consortium members (if any) and those proposed be subcontracted, together with the relevant experience (for direct coverage) and pre-established arrangements (for sub-contractors, including letters of intent where appropriate), where applicable.
 - **A2: Methodology for reaction to Call-Offs:** (from receipt of Call-Off assignment ToR to submission of Proposal), including, amongst others:
 - confirmation of receipt and interest to Tender;
 - review of the Call-Off assignment ToR and requests for clarification;
 - identification, recruitment and securing of expert availability;
 - measures to ensure sustained participation in Call-Off procedures throughout the duration of the Framework Contract, including resource planning, management of competing assignments and continuity of expert availability; and
 - preparation and submission of proposals.
 - **A3: Methodology for implementing Assignments** (from mobilisation to closure of the Call-Off assignment), including initial mobilisation, preparation of inception reports (where applicable), ongoing technical support to deployed experts, including quality oversight and review of deliverables, reporting and closure of Call-Off assignments.
 - **A4: Methodology for integrating environmental and socially responsible considerations into proposal preparation**, including measures to promote diversity, equality and inclusion in the expert recruitment process and to minimise environmental impact.
 - **A5: Methodology for quality management system**, including amongst others:
 - quality assurance during the preparation of proposals for Call-Off assignments;
 - quality control during implementation of Call-Off assignments and corrective measures (including arrangements for addressing quality, performance and expert availability issues), including reporting;
 - quality review as part of periodic FWC reporting; and
 - the role, involvement and profiles of quality controllers and outline of their profiles.
- B. **Tenderers’ experience, references and key personnel:**
- **B1: A statement of the Tenderer’s qualifications, experience and the Tenderer’s client references** highlighting similar activities to those described in the terms of reference for the areas of expertise in which the Tenderer has direct experience. (maximum 20 pages, font size 11)
 - **B2: Curriculum Vitae (CV) of the Framework Contract manager**, with highlight of experience relevant to the management of such type of contract; experience relevant to one or more areas of the ToR; and experience working for a company, international organisation, IFI, public institution or in a context similar to that of the CEB. CV must be confined to 3 (three) pages.

- (3) Following completion of the evaluation and prior to the notification of the Contract Award decision, the CEB will request the Tenderer(s) concerned to submit, with an accurate translation into English, supporting documents demonstrating the qualifications, skills and experience stated in the CV of the Framework Contract Manager. Such documents shall be provided within seven (7) calendar days of the CEB's request and shall include:
- copies of degrees or diplomas; and
 - documentary evidence of previous experience, such as an employers' certificates or certificate from the entity that awarded the contract with description of the service.

The evaluation of the Technical Offer will be conducted on the basis of the criteria indicated in the **Evaluation Grid**. The Technical Offer can be submitted by the Tenderer in a free format.

7.3.3 Financial Offer

The Financial Offer must be presented in Euro (excluding VAT) and must be made using the form: **Financial Offer Form**.

Tenderers are requested to Offer a maximum daily fee rates for the following categories of expert and working conditions:

- a) Junior expert, homebased working day;
- b) Junior expert, working day on mission in any of the CEB Member Countries;
- c) Senior expert, homebased working day; and
- d) Senior expert, working day on mission in any of the CEB Member Countries.

The maximum daily fee rates will be applicable to all areas of expertise. Senior experts are experts who hold a master's degree and have at least 10 years of experience in the area of expertise of a Call-Off. Junior experts are experts who hold a bachelor's degree and have less than 10 years of experience in the area of expertise of a call off.

The quoted daily fee rates will become contractually binding maximum for the selected Tenderers. During the Call-Offs, the selected Contractors will be obliged to quote the rates that are equal or lower than the contractually binding daily fee rates.

The daily rate concerns the fee for a working day. A working day is considered to be one (1) working day for one (1) Contractor's member of personnel. Normal working time is defined in accordance with the laws and regulations of the country where the services are to be performed. Hours worked beyond normal working hours are not payable.

In the context of the Call-Off assignments, the experts may be required to travel on missions in CEB member countries, which will be expressly indicated in the specific ToR for the Call Offs. In that event, the daily fee rate for missions will apply. Otherwise, the daily fee rate for the homebased working day will be applicable.

The daily rates are expected to cover the salary costs and ALL associated travel, administrative and overhead expenses for the members of personnel.

The Financial Offer form, duly completed and signed, should be submitted as a separate file.

The cost of any element essential to the execution of the contract but not identified in the Tender shall be borne by the Tenderer.

The Tenderer is solely and fully responsible for Value Added Tax (VAT) and any other applicable taxes, fees and duties charged on the services. The Tenderer shall determine on its own responsibility: (i) the place of taxation of the Services, considering that the CEB is a non-taxable person for VAT purposes; and (ii) the applicable VAT system for the services (taxable, refunded or exempt).

The Tenderer shall not invoice or charge the CEB for any VAT, taxes, fees or duties, unless: (a) previously indicated in the Tender; and (b) required to do so by the relevant national authorities after consideration of: (i) the privileges and immunities accorded to the CEB by its Member States; and (ii) the exemption from VAT in the territory of the European Union through Article 151 of EU Directive 2006/112/EC.

Should the Tender feature any erroneous assessment on the taxation of the Services (especially regarding the place of taxation of the Services for VAT purposes), or should the selected Tenderer not complete all formalities required to allow the CEB to benefit from an applicable exemption or refund, the invoiced amount shall be the Contract Price as per Article 5 of the draft contract. In this respect, if VAT is applicable, the Contractor is liable for payment of VAT to the relevant tax authorities. The CEB does not assume any contractual liability arising from any tax audit of the Contractor.

7.4 Alteration or Withdrawal of Tenders

Tenderers may alter or withdraw their Tenders by written notification prior to the deadline for submission of Tenders. No Tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Article 7.1.

7.5 Costs for Preparing Tenders

No costs incurred by the Tenderer in preparing and submitting the Tender shall be reimbursed by the CEB. All such costs shall be borne by the Tenderer.

7.6 Ownership of Tenders

The CEB retains ownership of all Tenders received under this Procurement Procedure. Consequently, Tenderers have no right to have their respective proposals returned to them.

7.7 Additional Services

The CEB may call upon the selected Tenderer to render additional services, under conditions either defined as contractual options or to be defined by mutual agreement with the latter.

7.8 Contract Piggybacking

The CEB reserves the right to share the terms, conditions, and pricing of contracts awarded following this Procurement Procedure with other International Organisations that express interest in leveraging the contract. Subject to the Contractor's agreement, such International Organisations may issue their own contracts and procurement documents for an assignment. It is understood that the CEB shall bear no responsibility or liability for any arrangements made directly between the Contractor and the International Organisations exercising such an option.

Article 8. Compliance with the CEB Draft Contract

The Tenderer must send the **Contract Acceptance Form** with its Technical Offer, indicating the option chosen in the form.

The CEB will not accept amendments proposed after the closing date of the Tender.

The CEB reserves the right to place the Framework Contracts in a phased approach; hence commencing negotiations with Tenderers having made none or few proposed amendments. Tenderers are consequently invited to limit their proposed amendments to the bare necessity (see also Article 14 below).

Article 9. Evaluation of Offers

9.1 Evaluation of Technical Offers

Only those Tenderers that meet the pre-qualification criteria from Article 3 will have their Technical Offers evaluated.

The quality of each technical Offer will be evaluated in accordance with the award criteria and the associated weighting as detailed in the **Evaluation Grid** attached to this Tender dossier. No other award criteria will be used. The award criteria will be examined in accordance with the requirements as indicated in Article 7.3.2 of this document and the **Terms of Reference** of the Tender Dossier.

The evaluation of the Technical Offers will follow the following procedure:

- i. The Tender Evaluation Committee examines the Technical Offers, the Financial Offers remaining secret.
- ii. When evaluating Technical Offers, each member of the Tender Evaluation Committee awards each Technical Offer a score in accordance with the Evaluation Grid laid down in the Tender Dossier.
- iii. The Evaluation Committee members will apply the technical evaluation criteria listed in the evaluation grid. Under no circumstances may the Tender Evaluation Committee or its members change the technical evaluation grid communicated to the Tenderers in the Tender Dossier.
- iv. Each voting member of the Tender Evaluation Committee completes an evaluation grid to record his/her assessment of each Technical Offer in order to establish a general appreciation of strengths and weaknesses of the individual Technical Offers.
- v. The Secretary of the Tender Evaluation Committee calculates the aggregate final score, which is the arithmetical average of the individual final scores. Any Tender falling short of the 60-points threshold is automatically rejected and will not be considered for the evaluation of Financial Offers.
- vi. Clarifications can be requested from the Tenderers should the Technical Offer submitted not be clear enough and precisions would be needed.

The Technical Offer will be evaluated based on the following scale:

Scoring of each sub-criterion on a scale of 0 (being the lowest score) to 5 (being the highest score) as follows:

- 0 = Offer does not include evidence on this criterion
- 1 = Offer responds insufficiently to this criterion
- 2 = Offer responds only partially sufficiently to this criterion
- 3 = Offer responds satisfactorily to this criterion
- 4 = Offer responds very well to this criterion
- 5 = Offer responds in an excellent manner to this criterion

Out of the Tenders reaching the 60-point threshold, The Technical Offer with the highest final score is awarded 100 points, while the other Tenders receive points calculated using the following formula:

$$\text{Technical score} = \frac{\text{Final score of the Technical Offer in question}}{\text{Final score of the best Technical Offer}} \times 100$$

9.2 Interviews

There will not be interviews in the 1st stage (**Selection of Contractor and signature of the Framework Contract**) but interviews may be scheduled in the 2nd stage (**Award of subsequent Call-Offs**).

9.3 Evaluation of Financial Offers

The Financial Offers of the Tenderers having obtained a minimum of 60 points for the average technical score will be opened and evaluated.

Any arithmetical errors will be corrected without penalty to the Tenderer.

When comparing Financial Offers, the different categorise of the daily fee rates will be considered.

The Financial Offer with the lowest of daily fee rate for junior expert, homebased working day, will receive the maximum of 40 points. The other Financial Offers will receive points according to the following formula:

$$\text{Financial score for junior expert homebased} = \frac{\text{Lowest rate for junior expert homebased}}{\text{Rate for junior expert, homebased of the Tender in question}} \times 40$$

The Financial Offer with the lowest of daily fee rate for junior expert, working day on mission in any of the CEB member countries, will receive the maximum of 20 points. The other Financial Offers will receive points according to the following formula:

$$\text{Financial score for junior expert, mission} = \frac{\text{Lowest rate for junior expert, mission}}{\text{Rate for junior expert, mission of the Tender in question}} \times 20$$

The Financial Offer with the lowest of daily fee rate for senior expert, homebased working day, will receive the maximum of 30 points. The other Financial Offers will receive points according to the following formula:

$$\text{Financial score for senior expert, homebased} = \frac{\text{Lowest rate for senior expert, homebased}}{\text{Rate for senior expert, homebased of the Tender in question}} \times 30$$

The Financial Offer with the lowest of daily fee rate for senior expert, working day on mission in any of the CEB member countries, will receive the maximum of 10 points. The other Financial Offers will receive points according to the following formula:

$$\text{Financial score for senior expert, mission} = \frac{\text{Lowest rate for senior expert, mission}}{\text{Rate for senior expert, mission, of the Tender in question}} \times 10$$

The total financial score will be calculated as the sum of points for junior and senior experts.

9.4 Choice of the Selected Tenders

9.4.1 At the First Stage: *Selection of Contractor and signature of the Framework Contracts*

The best value for money is established by weighing the Technical Offer against the Financial Offer on a **weighting 70/30 basis**.

Upon applying weighting ratio, weighted technical and financial scores will be added together to establish the final ranking list. The Frameworks Contracts will be awarded to the top eight (8) Tenderers on the ranking list.

9.4.2 At the Second Stage: Award of Subsequent Call-Offs

Once the Framework Contracts are signed, further competitive procedures will be launched to determine which of the selected Contractor that will be selected to deliver the relevant services under the framework of a subsequent Call-Offs.

For each Call-Off, the invited Contractors will be notified of the Terms of Reference and description of the Call-Off assignment. Each notification will indicate the deadline for the submission of Tenders, which typically will be of ten (10) working days. Call-Off Tenders received after the given deadline shall not be considered.

9.4.2.1. Evaluation of Subsequent Call-Off Offers

The award criteria and weighting for the subsequent Call-Offs will be applied to each Call-Off in order to identify which Offer provides the best value for money.

The quality of each Technical Offer will be evaluated in accordance with the award criteria and the associated weighting as detailed in Article 5 of the Terms of Reference.

The Technical Offer will be evaluated on the basis of the following scale:

Scale:

Scoring of each sub-criterion from 0 to 5 (0 being considered the lowest score and 5 the highest), as follows:

Scoring (on a scale of 0 to 5)

- 0 - Offer does not include evidence to this criterion
- 1 - Offer responds insufficiently to this criterion
- 2 - Offer responds only partially sufficiently to this criterion
- 3 - Offer responds satisfactorily to this criterion
- 4 - Offer responds very well to this criterion
- 5 - Offer responds in an excellent manner to this criterion

Where considered necessary, interviews may be scheduled as part of the evaluation of Offers at the second stage.

The Technical Offer with the highest the aggregate technical score receives 100 points. The other Tenders receive points calculated using the following formula:

$$\text{Technical score} = \frac{\text{Final score of the Technical Offer in question}}{\text{Final score of the best Technical Offer}} \times 100$$

Upon completion of the technical evaluation, the Financial Offers will be evaluated. Any arithmetical errors are corrected without penalty to the Tenderer. The Offered rates for each category of expert will have to be within the contractually binding maximum fees of each selected Contractor.

The Tender with the lowest Offered price receives **100 points**. The others are awarded points according to the following scale:

$$\text{Financial score} = \frac{\text{Lowest Offered price}}{\text{The Offered price of the Tender in question}} \times 100$$

9.4.2.2 Choice of selected Tender in the Framework of Subsequent Call-Offs

The best value for money is established by weighing the Technical Offer against the Financial Offer on the weighting that will be disclosed at the moment of the Call-Off.

For the experts proposed and selected for a specific Call-Off, documentary evidence supporting their qualifications and professional experience, such as copies of degrees or diplomas and certificates from employers or contracting entities confirming the relevant experience and services performed, shall be submitted following notification of selection and prior to signature of the Purchase Order, within the deadline specified in the relevant Call-Off.

Article 10. Confidentiality

The entire evaluation procedure is confidential. The Tender Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Tender Evaluation Committee are bound to secrecy. The evaluation reports and written records, in particular, are for official use only and may be communicated neither to the Tenderers nor to any party other than the CEB.

Article 11. Ethics Clauses / Corruptive Practices

- a) Any attempt by a Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the Tender Evaluation Committee or the CEB during the process of examining, clarifying, evaluating and comparing Tenders will lead to the rejection of its Tender.
- b) The Tenderer shall not be affected by any conflict of interest and shall have no equivalent relation in that respect with other Tenderers or parties involved in the Assignment.
- c) The CEB reserves the right to suspend or cancel the contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract. For the purposes of this provision, refer to the CEB policy on Compliance which can be found at www.coebank.org.
- d) The CEB reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of the Contract, the CEB may refrain from concluding the Contract.

Article 12. Notification of Award

The successful Tenderer(s) will be informed in writing that its/their Tender(s) has/have been accepted.

Prior to the Contract Award decision, the CEB will request from the identified Tenderers to submit, within **seven (7) calendar days**, the documentation specified in **Article 3.2, Article 3.3, and Article 7.3.2, point (3)**. Failure to provide the requested documents or failure to satisfactorily demonstrate compliance with the applicable requirements within the stipulated deadline may result in the Tenderer no longer considered proposed for an award and the **award being Offered to Tenderer(s) with a lower ranking, if applicable**.

The CEB will furthermore, at the same time, inform the remaining unsuccessful Tenderers. A standstill period of ten (10) days will be applied during which Tenderers which can seek clarifications on the evaluation of their Tender or submit complaints in writing, if they consider that they have not been adequately evaluated.

Article 13. Negotiation

No negotiation phase will be conducted during the first stage (Selection of Contractor and signature of Framework Contract). When necessary, a negotiation phase may be initiated during the second stage (Award of subsequent Call-Offs) following the analysis of the Offers on aspects relevant for the specific to the relevant

Call-Off, provided that such negotiations do not alter the material terms and conditions established in the Framework Contract and that could impact the evaluation of the Offer.

Article 14. Signature of the Contract

Upon receipt of the Contract from CEB, and subject to the CEB having received satisfactory evidence substantiating the respective Tenderer's statements pertaining to exclusion situations and pre-qualification criteria, the selected Tenderer(s) shall sign and date the Contract and return it to the CEB within 5 days.

Failure of a selected Tenderer to comply with this requirement may constitute grounds for the annulment of the decision to award the Contract. In such a case, the CEB may award the Framework Contract to another Tenderer or cancel the Procurement Procedure.

The Signature of the Framework Contract is foreseen to be done electronically via the tool *DocuSign*.

Tenderers are hereby informed that the CEB, due to the urgency of some projects, reserves the right to issue Call-Offs as soon as the first Framework Contracts have been placed and to limit the participation to these Contractors.

Article 15. Cancellation of the Procurement Procedure

In the event of cancellation of the Procurement Procedure, Tenderers will be notified by the CEB.

Cancellation may occur when:

- The Procurement Procedure has been unsuccessful, i.e., no qualitatively or financially worthwhile Tender has been received or there is no valid response at all;
- The economic or technical data of the Assignment have fundamentally altered;
- Exceptional circumstances or force majeure render normal performance of the contract impossible;
- There have been irregularities in the Procurement Procedure, in particular where these have prevented fair competition;
- The award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the Tenderer to whom the Contract is to be awarded is objectively disproportionate with regard to the price of the market);
- The assignment associated with the Tender has been fundamentally altered, cancelled, postponed by the Directorate/Office/Division of the Initiator; or
- Any other business reasons.

In no event shall the CEB be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a Procurement Procedure even if the CEB has been advised of the possibility of damages.

Read and approved as contractually binding

On

At

Signature of an authorised representative of the Tenderer and stamp of the Tenderer