

**COUNCIL OF EUROPE DEVELOPMENT BANK**

**CONTRACT NOTICE**

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**CALL FOR TENDERS**

**N°CEB /LD/P/2016/03**

**THE SELECTION OF CONSULTANCY SERVICES FOR PROJECT F/P 1789 (2013) IN BiH, CLOSING OF  
COLLECTIVE CENTRES**

**Deadline for submissions, Monday, 5 September 2016 at Noon**

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THE SELECTION OF CONSULTANCY SERVICES FOR PROJECT F/P 1789 (2013) IN BiH, CLOSING OF COLLECTIVE  
CENTRES

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Swift: CEFPPRPP • [www.coebank.org](http://www.coebank.org)

## 1. Assignment

The Council of Europe Development Bank (CEB) is issuing a Call for Tenders in order to select a consultant for **THE SELECTION OF CONSULTANCY SERVICES FOR PROJECT F/P 1789 (2013) IN BiH, CLOSING OF COLLECTIVE CENTRES**, Ref. CEB /LD/P/2016/03.

### 1.1. Preamble

The Council of Europe Development Bank (CEB) is a multilateral development bank with a social vocation. Established on 16 April 1956 in order to bring solutions to the problems of refugees, its scope of action has progressively widened to other sectors of action directly contributing to strengthening social cohesion in Europe.

The CEB represents a major instrument of the policy of solidarity in Europe in order to help its 41 Member States achieve sustainable and equitable growth: it thus participates in financing social projects, responds to emergency situations and, in so doing, contributes to improving the living conditions of the most disadvantaged population groups.

The CEB contributes to the implementation of socially oriented investment projects through four sectorial lines of action, namely:

- strengthening social integration
- managing the environment
- supporting public infrastructure with a social vocation
- supporting Micro, Small and Medium Sized Enterprises (MSMEs)

The CEB is based on a Partial Agreement among Council of Europe Member States and, according to its Articles of Agreement, is subject to the Council's overall authority. Signed on 16 April 1956 by eight countries, the Bank is the first of the Partial Agreements to have been concluded.

The CEB thus operates within the framework of the Council of Europe and supports its priorities but it has its own legal personality.

At the end of 2015, approximately 200 permanent staff members of 30 different nationalities were employed at the Bank all based in Paris. The two official languages are French and English.

### 1.2. Background information

The war in Bosnia and Herzegovina [BiH] ended in November 1995 with the Dayton Paris Accords [DPA]. Unfortunately, twenty years following DPA, over 138 000 persons are still looking for adequate conditions for return or resettlement.

As a step forward to help resolve this protracted situation with the displaced persons, BiH took EUR 60 million loan from the CEB in 2013, to co-finance CEB2 Project (further referred as the Project), with estimated value of **EUR 104 million**, which would provide at least **2 600 housing units** and **5 institutional accommodation centres**, for housing of altogether at least **7 200 internally displaced persons** [IDPs].

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The ultimate beneficiaries of the Project are vulnerable IDP's, i.e. persons with disabilities, serious health conditions, low income, single parents, unaccompanied minors, elderly persons, etc. About 50% of the beneficiaries live in collective centres [CC], about 45% in alternative accommodation [AA], and about 5% are provided with inadequate individual accommodation [IA].

The Project is continuation of a loan to BiH from CEB in 2005, which centred on housing that was successfully completed in 2010.

### 1.3. Assignment description

This Call for Tenders has been prepared for the purpose of inviting firms to participate in the open tender ("Tenderers") in relation to CEB's (the "Client") requirements for the provision of Technical Assistance for the Project Closing of Collective Centres.

The purpose of this service contract is to provide Technical Assistance to PIUs, **mainly in technical and procurement** aspects of sub-projects' preparation and implementation, and as necessary other relevant aspects (social housing financing, administration and maintenance, etc.) of the sub-projects.

#### Budget

The overall estimated budget for this contract is around 300,000 €, excluding taxes.

#### Duration

The contract with the CEB will be for 18 months and could be extended for a duration and amount which may be up to the same duration and amount as the initial contract.

## 2. Provisional timetable

OJEU Contract Notice:	Tuesday, 2 <sup>nd</sup> August 2016
Request for clarifications:	to be send within 13 calendar days from the date of publication
Clarifications issued:	5 calendar days after the deadline for request for clarifications
Submission deadline of tenders:	Monday, 5 <sup>th</sup> September 2016 at Noon*

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*\*all times are in the Paris time zone*

## 3. Qualification Criteria

The Tenderer must provide:

- a) A signed application letter accepting all elements of the tender as contractually binding;
- b) The Applicant shall complete the Qualification Questionnaire to be obtained from CEB's Procurement Department and submit it, together with the following requested supporting information:
  - Documentary evidence of the economic and financial capacity, including the audited financial statements for the last three years (2013-2014-2015), or if not required by the law of the applicant's country, other financial statements acceptable to the Employer:  
*Specific minimum financial capacity required:*

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1. Minimum turnover : 50,000 €/year over the last three years
  2. Pre-tax profit/loss: positive income statements and profit and loss accounts of the last three years.
- Documentary evidence of the professional capacity; document describing the organisational structure of the consulting services and support:  
*Specific minimum level professional capacity required:*
    3. The company/the lead member of consortium is registered to provide engineering services (no geographic limitation)
  - Documentary evidence of projects carried out in the previous 5 years:  
*Specific minimum level prior experience required:*
    4. The company/consortium completed at least two/parts of the projects/contracts in the field of design or construction management or technical assistance related to construction projects in the last 5 years, with the value of provided services at least 30,000 EUR each.

The information about the projects should include the total amount of the value of the project and the date in which the project was finalized, the name of client, contact details for references or confirmation of applicants' claims and the percentage of the project carried out by the applicant (See the Qualification Questionnaire - Annex to the Tender Dossier).

All documents shall be in English. The tender procedure may include interviews that will be held in English. Any written communications through the tender procedure will be held in English.

The performance of the service must be in English and local language of BiH.

- c) The Technical Offer according to the Instructions to Bidders
- d) The Financial Offer ( Contractor's Proposal)

#### 4. How to obtain the tender dossier

Tenderers interested in this tender, **FOR THE SELECTION OF CONSULTANCY SERVICES FOR PROJECT F/P 1789 (2013) IN BiH, CLOSING OF COLLECTIVE CENTRES** should address to the Procurement Department of the CEB only by email to the address [procurement@coebank.org](mailto:procurement@coebank.org) by indicating in the subject of the email the Reference to the Publication of this Call for Tenders. The CEB Procurement Department will then forward the Tender Dossier including the Terms of Reference and the administrative documents to be submitted.

#### 5. Content of the offer

The Applicant (in case of a joint application, each consortium member) shall provide the Statement of Integrity duly completed and signed.

The Applicant shall complete the documents requested and submit it, together with any requested supporting information in 2 (two) separate sealed envelopes marked:

**ENVELOPE A –TECHNICAL OFFER** for THE SELECTION OF CONSULTANCY SERVICES FOR PROJECT F/P 1789 (2013) IN BiH, CLOSING OF COLLECTIVE CENTRES (the envelope will contain all the documents requested excepting the Financial Offer);

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THE SELECTION OF CONSULTANCY SERVICES FOR PROJECT F/P 1789 (2013) IN BiH, CLOSING OF COLLECTIVE CENTRES

**ENVELOPE B – FINANCIAL OFFER** (Contractor’s Proposal) for THE SELECTION OF CONSULTANCY SERVICES FOR PROJECT F/P 1789 (2013) IN BiH, CLOSING OF COLLECTIVE CENTRES.

All documents shall be in English. Any written communication through the tender procedure will be held in English.

All documents submitted shall be regarded as contractually binding for the tenderer therefor the tenderer shall consequently date and sign the files of the offer as well as any document support (including its financial offer), and initial each page of each document.

**6. Additional information, questions before the deadline for submission of tenders**

No additional information will be provided. Any potential bidders that would like to ask questions about this tender should do it in writing by email at [procurement@coebank.org](mailto:procurement@coebank.org) indicating in the subject of their message “FOR THE SELECTION OF CONSULTANCY SERVICES FOR PROJECT F/P 1789 (2013) IN BiH, CLOSING OF COLLECTIVE CENTRES”.

Any questions related to the tender should arrive **within 13 calendar days from the date of publication**. Questions that arrive later than this will not be answered.

The CEB will provide answers to the questions at the latest **5 calendar days after the deadline for request for clarifications** by publishing updates to this notice in the procurement section of the CEB’s website, <http://www.coebank.org>

**7. Acceptance and rejection of tenders**

CEB reserves the right to accept or reject non-substantive defects that might affect tenders. CEB will reject tenders received after the submission deadline, without any penalty or justification.

**8. Modification or cancellation of the tender**

The CEB reserves the right to modify or cancel, at any time, all or part of this tender as necessary, without having to justify its action or incurring any liability to potential tenderers. 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 this tender even if the CEB has been advised of the possibility of damages.

**9. Presentation and submission conditions**

Tenders shall be submitted in 2 (two) sealed envelopes, as explained at Clause 5, before the submission deadline.

The date of reception by the CEB shall serve as evidence in this respect. The inner-envelope shall be marked: “Not to be opened by the mail service” while the outer-envelope shall be marked “Procurement Department - Tender for **THE SELECTION OF CONSULTANCY SERVICES FOR PROJECT F/P 1789 (2013) IN BIH, CLOSING OF COLLECTIVE CENTRES** and be sent to the following address:

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**Council of Europe Development Bank  
Procurement Department  
34 rue Boissière  
75116 Paris - France**

Tenders that arrive after the submission deadline, **Monday, 5 September 2016 at Noon** (Paris time zone), shall be rejected and re-directed unopened to the Sender.

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