

**COUNCIL OF EUROPE DEVELOPMENT BANK**

**CONTRACT NOTICE**

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**PUBLIC CALL FOR TENDERS  
CALL FOR EXPRESSION OF INTEREST**

N°CEB /ITP/P/2017/10

**TECHNICAL ASSISTANCE TO THE REGIONAL HOUSING PROGRAMME (PHASE II)**

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**APPOINTMENT OF CONSULTANTS**

**Submission Deadline of Expressions of Interest  
Friday 21 July 2017, Noon\***

## **Article 1. Assignment**

The Council of Europe Development Bank (CEB) is issuing a call for tenders in order to select consulting service providers to advise and support the implementation of changes to the CEB's organisation provide technical assistance to the Regional Housing Programme (RHP).

### **1.1. Preamble**

The CEB is a multilateral development bank with a social vocation. Established on 16 April 1956 as a partial agreement of the Council of Europe 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 Bank has its own legal personality and is governed by the Third Protocol of the General Agreement on privileges and immunities of the Council of Europe and its Articles of Agreement (available on [www.coebank.org](http://www.coebank.org)).

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 "Joint Regional Programme on Durable Solutions for Refugees and Displaced Persons" (the "Regional Housing Programme" or the "RHP") is a joint initiative of Bosnia and Herzegovina, Croatia, Montenegro and Serbia (each a "Partner Country"; "PC" and together the "Partner Countries").

The aim of this regional initiative, which is an integral part of the "Sarajevo Process on refugees and displaced persons" (the "Sarajevo Process") initiated in 2005, is to contribute towards resolving the protracted displacement situation of the most vulnerable refugees and displaced persons (DPs) following the 1991-1995 conflicts on the territory of former Yugoslavia, including internally displaced persons ("IDPs") in Montenegro from 1999, by, inter alia, providing them with durable housing solutions.

The RHP Fund Donors are: the European Commission, USA, Germany, Italy, Norway, Switzerland, Denmark, Turkey and Luxembourg. The Czech Republic, Cyprus, Hungary, Romania and the Slovak Republic have also made donations outside of the RHP Fund, to cover various RHP-related expenses, such as events or publications.

### **1.2. Object of the Contract**

Assist partner countries of the Regional Housing Programme (RHP) in the provision of durable housing solutions.

### **1.3. Scope of Work**

The Assignment is intended to provide Technical Assistance to the Partner Countries for the implementation of the Regional Housing Programme in all areas with the exception of financial management and accounting.

### 1.3.1. Objective

The Project objective is to assist the Partner Countries in the provision of durable housing solutions - contributory factor to the integration of refugees, IDPs and other displaced/ vulnerable groups into national and local communities as well as improve living conditions of current refugee population upgraded through provision of housing and related services of an appropriate standard.

### 1.3.2. Expected Results

The Consultant is to assist the Partner Countries in the implementation of specific Country Housing Projects within the joint Regional Housing Programme, so as to provide sustainable housing solutions in line with international best practice and to benefit those most in need.

#### Deliverables:

In order to ensure that the resources available within the TA contract are managed in an efficient and effective way with emphasis on the delivery of results, the operation is divided into Work Packages (WP). Each WP is composed of a set of activities aimed at achieving specific results with clearly defined outputs. The activities are divided into four Territorial WPs and three Regional WPs.

The Consultant will report to the CEB on the progress of the assignment. Reporting shall be done in writing, in the English language, and include **Inception Report, Monthly Summary Reports, Quarterly Progress Reports, a Draft Final Report and a Final Report.**

### 1.4. Budget and duration of the contract

#### Budget

The maximum available budget is 6.5 million Euros.

#### Duration

The initial duration of the contract with the CEB will be 36 months.

It will include the provision of consultant services for that period of time, according to the requirements indicated in the Terms of Reference, and other experts, as needed. CEB reserves the option to extend the contract for new services consisting in a repetition of similar services as those included in the contract. In such case the duration and amount of the new contract would never be higher than the duration and amount of the original contract.

### 1.5. Provisional timetable

Publication of this Call for Expression of Interest	Thursday 22 June 2017
Deadline for request for any clarifications from the CEB	Thursday 06 July 2017, Noon*
Last date on which clarifications are issued by the CEB	Thursday 13 July 2017
Submission deadline of the Expression of Interest	Friday 21 July 2017, Noon*

\* All times are in the time zone of Paris, France

## Article 2. Pre-Qualification Criteria (PQQ)

The **Pre-qualification Questionnaire** (Annex 1) sets out the information required by CEB in order to assess the Applicants in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing. To be shortlisted, companies interested in that tender need to demonstrate that they fulfil the following selection criteria which are set out in the table hereafter:

<b>PQQ Evaluation Criteria</b>	<b>PQQ Sub-Criteria</b>		<b>Weighting</b>
<b>Economic and financial criteria</b>	1	Turnover	Minimum 5 MEUR/year over the last 3 years (2014, 2015, 2016)
	2	Pre-tax profit/loss	Positive results at least 3 years over the last 5 years (2012,2013,2014,2015, 2016)
<b>Experience</b>	3	General prior experience	Minimum 5 projects, each of /above 1 MEUR finalized in the last 10 years.
	4	Projects in the fields related to this contract	Minimum 2 projects of a value at least 1 MEUR with activities in fields of engineering (construction management, design, supervision) finalized in the last 10 years.
	5	Projects in countries of the Western Balkans	Minimum 2 projects of a value at least 500,000 EUR with activities in the Western Balkan countries finalized during the last 7 years
<b>Logistics and capacity</b>	6	Presence in the region	At least one of the members of the JV/Consortium has had an office for at least 3 years (during the last 10 years period) in one of the following countries: Serbia, Croatia, Bosnia & Herzegovina, Montenegro.

## Article 3. Limitation of the number of applicants invited to tender

This call for tenders is open to all candidates as per the qualification criteria indicated in Article 2.

The CEB will carry out an evaluation of the Expressions of Interest on the basis of the submitted offers with the aim of identifying the best offers.

It is expected that, based on the submissions of Expressions of Interest, CEB will set up a shortlist of no more than 8 Applicants. If more than 8 legal entities qualify then the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are (in order of precedence):

1. Experience: Number of projects valid for sub-criterion 4 (see PQQ).
2. Experience: Aggregated value of the projects valid for sub-criterion 4 (see PQQ).

All Applicants that expressed interest, as well as any other firm that specifically so requests, shall be provided with the final short list of Applicants.

#### **Article 4. JV or Consortium**

The JV or Consortium must collectively meet the administrative requirements of the tender mentioned in Article 5c. Each partner must also meet these requirements individually. All group members are jointly and severally liable for the performance of the contract. The group will be represented by a single candidate who will act as sole representative of the group.

#### **Article 5. Content of the Expression of Interest - how to obtain the tender file**

The Applicant (in case of a joint application, each consortium member) shall submit the following supporting documents and information:

- a) The **Statement of Integrity** (Annex 2) duly completed and signed;
- b) A signed **Pre - Qualification Questionnaire** (Annex 1), filled in with the required information;
- c) Interested companies in the tender need to demonstrate that they are not in one of the following situations:
  - Criminal convictions – for the tenderer itself (at the technical proposal phase this will be requested from individuals nominated as consultants)
  - Bankruptcy.

Interested companies can use any means at their disposal to show that they are not in such situations, preferably court certifications on absence of criminal convictions and declarations or court certificates in relation to the absence of bankruptcy procedures against the company. If a company cannot obtain those certifications, it could be replaced by a sworn/solemn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in the country of establishment. CEB reserves the right to request the original certifications prior to the signature of the contract.

Expressions of Interest from bidders which fail to demonstrate that they are not in the above mentioned situations will not be evaluated.

The documentary proof or statements may be in original or copy. If copies are submitted, the originals must be provided to the CEB upon request. Tenderers are reminded that the provision of false information in this tender procedure may lead to their exclusion from this tender procedure.

#### b) Other documents

All certificates identifying the tenderer, including its name, address, registration number (SIRET number if French company), VAT registration number, legal form, fields of activity, professional insurance and any other documents which it may deem relevant;

The offers, all correspondence and documents related to the tender exchanged by the tenderer and the CEB must be written in English.

This Expression of Interest is open to all candidates as per the pre-qualification criteria indicated in Article 2 above.

The CEB will carry out an evaluation of Expressions of Interest with the aim of identifying the 8 best candidates which will be put in a shortlist. The shortlisted candidates will be invited to participate in the tender, which will include written submission of offers and interviews where the offer and the profile of the expert/s proposed for the assignment will be presented and discussed.

### **Article 6. Additional information before the deadline for submission of expressions of interest**

Any potential bidders that would like to ask questions about this tender should do it in writing by email to [procurement@coebank.org](mailto:procurement@coebank.org), indicating in the subject of their message “*TECHNICAL ASSISTANCE TO THE REGIONAL HOUSING PROGRAMME (PHASE II)*”.

Any questions related to this tender should arrive by **Thursday 06 July 2017, Noon\***. The CEB has no obligation to provide clarifications after this date. Questions that arrive later than this will not be answered. The CEB will provide answers to the questions received by **Thursday 13 July 2017** at the latest.

### **Article 7. Acceptance and rejection of Expressions of Interest**

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

### **Article 8. Modification or cancellation of the call for Expressions of Interest**

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 bidders. 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.

### **Article 9. Confidentiality**

All information communicated to the Applicant within the context of the call for tenders or the assignments are confidential.

### **Article 10. Extension of the submission date**

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

### **Article 11. Presentation and submission conditions**

Applicants' Expression of Interests shall be submitted in double sealed envelope, before the submission deadline.

The date of reception by 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 *TECHNICAL ASSISTANCE TO THE REGIONAL HOUSING PROGRAMME (PHASE II)*”, and be sent to the following address:

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

Tenders that arrive after the submission deadline shall be rejected and re-directed unopened to the Sender.