

**COUNCIL OF EUROPE DEVELOPMENT BANK**

**CORRIGENDUM TO CONTRACT NOTICE**

---

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

N°CEB /ITP/P-RHP/2018/07

**FINANCIAL MANAGEMENT AND ACCOUNTING SUPPORT TO THE REGIONAL HOUSING  
PROGRAMME (PHASE II)**

-

**APPOINTMENT OF CONSULTANTS**

**Submission Deadline of Expressions of Interest  
Tuesday 2 October 2018, 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 provide support in the fields of financial management and accounting 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**

Provide support to the partner countries of the Regional Housing Programme (RHP) in establishing and maintaining effective and accountable RHP financial management and accounting for the implementation of the programme.

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

The Assignment is intended to provide Technical Assistance to the four Partner Countries for the implementation of the Regional Housing Programme in financial management and accounting, all other areas of support are covered by other assignments.

## 1.4 Expected Results

The Consultant shall, as part of this Assignment:

1. Provide adequate support to the PCs in financial management and accounting.
2. Ensure, where relevant, that all financial and accounting weaknesses identified through the CEB-initiated verifications are followed up and addressed.
3. Provide support to the PCs in RHP financial management and accounting, including preparation for undergoing internal and external audits.
4. Provide advice and support to the PCs in engaging and working with third parties in assignments such as carrying out Expenditure Verification on sub-projects, or facilitating closure of sub-projects.
5. Assist PCs in the adoption and use of processes and procedures for financial management and accounting.
6. Update financial management and accounting sections of the Project Implementation manual if deemed necessary.

## 1.5 Budget and duration of the contract

### Budget

The maximum available budget is 300,000 Euros.

### Duration

The initial duration of the contract with the CEB will be 32 months.

It will include the provision of consultant services for that period of time, according to the requirements indicated in the Terms of Reference. 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.

## 1.6 Provisional timetable

Publication of the Call for Expression of Interest	Tuesday 7 August 2018
Publication of corrigendum to the Call for Expression of Interest	Tuesday 11 September 2018
Deadline for request for any clarifications from the CEB	Tuesday 18 September 2018
Last date on which clarifications are issued by the CEB	Tuesday 25 September 2018
Submission deadline of the Expression of Interest	Tuesday 2 October 2018, 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>Pre-Qualification Criteria</b>	<b>Pre-Qualification Sub-Criteria</b>		<b>Description</b>
<b>Economic and financial criteria</b>	1	Turnover	Minimum 1 MEUR/year over the last 3 years (2015, 2016, 2017) auditing projects
	2	Pre-tax profit/loss	Positive results at least 3 years over the last 5 years (2013, 2014, 2015, 2016, 2017)
<b>Experience</b>	3	General prior experience	The tenderer shall have carried out a minimum 5 audits of EU funded projects in the last 10 years.
	4	Projects in the fields related to this contract	Minimum two external audits with/for the European Commission and or the EU's Court of Auditors finalised during the last 7 years.
<b>Logistics and capacity</b>	5	Presence in the region	The lead members of the consortium has had an office for at least 5 years in 2 of the following countries: Bosnia & Herzegovina, Montenegro and Serbia

### **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 re-examined 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 prequalification questionnaire**

Any interested bidder can request the prequalification questionnaire and other annexes requesting so at [procurement@coebank.org](mailto:procurement@coebank.org) before 18 September 2018. Any request coming after that date will not be responded.

- a) Standard documents that must be submitted:

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 “**FINANCIAL MANAGEMENT AND ACCOUNTING SUPPORT TO THE REGIONAL HOUSING PROGRAMME (PHASE II)**”.

Any questions related to this tender should arrive by **Tuesday 18 September 2018**. 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 **Tuesday 25 September 2018** 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 **FINANCIAL MANAGEMENT AND ACCOUNTING SUPPORT TO THE REGIONAL HOUSING PROGRAMME (PHASE II)**”, and be sent to the following address:

**Council of Europe Development Bank  
Procurement Department  
55 avenue Kléber  
75116 Paris - France**

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

## **Article 12. Award criteria**

After the evaluation of Expressions of Interest the CEB will establish 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. The award criteria which will be used by the CEB to take the final decision on which candidate is selected for the assignment will be quality and price where quality will account for 80% of the weight in the decision of the award while price will weight for 20%.