

COUNCIL OF EUROPE DEVELOPMENT BANK

PUBLIC CALL FOR TENDERS

CONTRACT NOTICE

N° 2019/04/CEB/TAM/P/CS

**TECHNICAL ASSISTANCE TO PREPARE A FEASIBILITY STUDY FOR SOCIAL & AFFORDABLE
HOUSING DEVELOPMENT IN LITHUANIA**

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APPOINTMENT OF CONSULTANTS

Submission Deadline of Expressions of Interest: 20 May 2019, 2 pm (Paris time)

Article 1. Presentation of the Council of Europe Development Bank (CEB) and object of the contract

1.1. Presentation of the of the Council of Europe Development Bank (CEB)

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 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.

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 2017, 206 permanent staff members of 33 different nationalities were employed at the Bank all based in Paris. The two official languages are French and English.

1.2. Object of the Contract

The Council of Europe Development Bank (CEB) is issuing a Public Call for Tenders (“Call for Tenders”) in order to select consulting service providers to provide Technical Assistance to prepare a feasibility study for Social and affordable housing development in Lithuania.

The objective of this assignment is to prepare:

1. A feasibility study (FS) for social and affordable housing programme based on a financially sustainable housing system, and
2. Within the framework of the programme, to prepare the proposal for one pilot project to be financed by CEB, which could be scaled up and replicated.

The FS will contribute to formulate a long-term policy for the affordable and social housing and update of the Lithuania’s housing strategy and will evaluate alternative affordable and social housing schemes in terms of housing needs, financial structure, institutional context, legal environment, and fiscal aspects.

The FS should also compare the alternative affordable housing schemes based on uniform criteria, and propose the best solutions.

The FS will include the integrated analyses and evaluation of **alternative housing schemes** based on research evidence and international experience.

This feasibility study for Social and affordable housing development in Lithuania is financed by the Spanish Social Cohesion Account.

1.3. Scope of Work

The scope of work consists of five (5) tasks, including:

- i.) Study on the housing sector,
- ii.) Overview of the existing social housing policy measures,
- iii.) Review of long-term housing strategy,
- iv.) Evaluation of optional social and affordable housing schemes that will constitute the programme,
- v.) Proposal for housing programme including one bankable pilot project.

The work on tasks includes desktop research review of relevant documents and statistics, analyses of data at government level relevant to different existing social and affordable housing programmes, interviews and focus group meetings with the experts at different government ministries, agencies and municipalities.

The key experts shall spend at least 40% of their time in Lithuania.

1.3.1. Objective

The overall objective is to prepare a Feasibility Study (in line with developed Terms of Reference) in order to support the Lithuanian Authorities in developing sustainable social and affordable housing programme.

1.3.2. Expected Results

During the course of the assignment, the consultant will prepare the inception report and the feasibility report consisting of i.) Baseline Study and ii.) Housing Programme Recommendations, including a proposal for a bankable pilot project.

1.4. Budget and duration of the contract

- **Budget**

The maximum available budget is 190,000 Euros.

- **Duration**

The initial duration of the contract with the CEB will be (6) six months.

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

06 May 2019
20 May 2019, 2 pm*

* 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:

PQQ Evaluation Criteria	PQQ Sub-Criteria		Weighting
Economic & financial criteria	1	Turnover	Minimum 200 000 EUR/year over the last 3 years
	2	Pre-tax profit/loss	Positive results at least 3 (three) years over the last 5 years
Experience	3	Prior Experience	Experience in preparation of prefeasibility studies, feasibility studies, strategies, policies, or similar related to public or private investments: minimum (3) three contracts, with total sum of at least 150 000 EUR
	4	Projects in the fields related to this contract	Minimum 1 contract with activities in fields of studies, strategies, policies, preparation of investment projects, or similar strictly related to housing completed in the last 5 (five) years.

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 4 (four) Applicants. If more than 4 (four) legal entities qualify then the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the 4 (four) 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 requests so, 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?

Any interested bidder can request the **Statement of Integrity** (Annex 1) and the **Pre-Qualification Questionnaire** (Annex 2) requesting so at procurement@coebank.org before **10 May 2019**. Any request coming after that date will not be responded.

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 1) duly completed and signed;
- b) A signed **Pre-Qualification Questionnaire** (Annex 2) filled in with the required information.

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.

- c) 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 4 (four) 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 proposals.

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, indicating in the subject of their message “**Technical Assistance to prepare a Feasibility Study for Social & Affordable Housing Development in Lithuania**”.

Any questions related to this tender should arrive by **Tuesday 14 May 2019, Noon***. The CEB has no obligation to provide clarifications to questions that would be submitted after this date.

The CEB will provide answers to the questions received by **Thursday 16 May 2019** 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 Interest shall be submitted in a 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 – Call for Expression of Tender for Technical Assistance to prepare a Feasibility Study for Social & Affordable Housing Development in Lithuania**", and be sent to the following address:

Council of Europe Development Bank (CEB)

To the attention of: Procurement Division
55 Avenue Kléber
F-75116 Paris, France

Please note that any tender received after the deadline for submission shall be returned unopened. The date of shipping/posting of the tender will not be considered acceptable.

Please provide also a digital copy on a USB key/stick.

Article 12. Evaluation criteria

Tenders that will be submitted by the shortlisted applicants in the context of the invitation to bid will be evaluated on the basis of quality and price.

The weighting between quality and price will be on 70/30 basis.