

REQUEST FOR OFFERS

1. Name and address of the Contracting Authority

College of Europe, registered address: 84, Nowoursynowska street , PL 02-797 Warsaw
e-mail address: n4cb_procurement@coleurope.eu

2. Background

The College of Europe, invites submissions of offers for the preparation of a **Feasibility Study on the Expansion of the College of Europe's Educational Offer to Ukraine** under the project "*Natolin4Capacity Building – Phase II (N4CB-II)*", financed by the European Union.

3. Procedure

This procedure is conducted as a **request for offers**.

The provisions of national public procurement law do not apply.

The procedure is conducted in accordance with the principles of transparency, equal treatment, non-discrimination, and proportionality.

4. Description of the subject of the request

Preparation of a Feasibility Study concerning the possible expansion of the educational activities of the College of Europe in Ukraine. The detailed scope of services is defined in the **Terms of Reference (Annex 1)**.

5. Deadline for completion of the assignment

The contractor shall complete the entire assignment within a **maximum of 14 weeks** (including a 2-week inception phase, as specified in the Terms of Reference) from the date of contract signing.

6. Deliverables

Deliverables shall be prepared in **English and Ukrainian** as specified in the Terms of Reference.

7. Requested documents/statements

The Offer must include completed and signed Offer Form, signed by the authorised representative(s) together with:

- declaration of honour (absence of exclusion, conflict of interest),
- statement on personal data processing,
- company registration extract (issued no earlier than 3 months before submission of this Offer),
- supporting documents (proofs and references),
- CVs of proposed experts,
- declaration of an Offerer who is a natural person, if applicable,
- any other documents required in the Terms of Reference.

8. Eligibility

1. Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping consortium of tenderers) who are effectively established in a member state of the European Union or in an eligible country or territory. Participation is also open to international organisations.
2. The Offerer must come from the Member States of the European Union, Ukraine, the Western Balkan countries, Georgia and Moldova, the contracting parties to the Agreement on the European Economic Area, as well as from countries which, due to the size of their economies – provide Ukraine with support comparable to that provided by the European Union and for which the Commission has established the principle of mutual access to external assistance in Ukraine in accordance with Regulation (EU) 2024/792 of the European Parliament and of the Council of 29 February 2024 establishing the Instrument for Ukraine).
3. The Contracting Authority reserves the right to request that the contractor present the relevant documentation/evidence to demonstrate that none of the exclusions applies.

9. Selection criteria

Eligibility and selection criteria, including required experience and expert profiles, are described in detail in the **Terms of Reference (Appendix 1)**

The Offerer shall demonstrate compliance with these requirements by submitting:

- proofs confirming experience in similar assignments,
- CVs of the proposed experts,
- statement confirming availability of required language skills.

The evaluation of experience and expertise will be conducted in accordance with the criteria and requirements defined in the Terms of Reference.

10. Validity of the offer

The Offerer shall be bound by their proposal for 30 days from the submission deadline.

11. Description of offer preparation

1. Each Offerer may submit one offer.
2. The Contracting Authority does not accept submission of variant offers
3. The offer shall be prepared in English and be submitted electronically to the following address: n4cb_procurement@coleurope.eu
4. The content of the offer form should correspond to the content of the request for offers. The Offerer should attach to the offer a set of statements and documents required by this Request.
5. All costs related to the preparation and submission of the offer shall be incurred by the Offerer.
6. The offer form must be signed by a person (persons) authorised to represent the Offerer.
7. Offerers presenting the offer jointly shall establish an attorney (leader) to represent them in the tendering proceedings, or in the proceedings and for the purpose of executing the contract. Power of attorney shall be attached to the quotation form.
8. Signatures affixed by the Offerer or person(s) authorised to represent the Offerer shall bear a legible name or a stamp. Authorisation of the persons signing the offer must be directly derived from the documents attached to the offer.
9. Any corrections or amendments to the text of the offer must be initialled by the person(s) authorised to represent the Offerer.
10. The Offerer may amend or withdraw their offer. Amendments to or withdrawals of the offer submitted by the Offerer shall be effective only if made before the deadline for submission of quotations.
11. Any amendment or withdrawal of the submitted offer shall be made in writing in the form of a notification signed by the Offerer's authorised representative via email to: n4cb_procurement@coleurope.eu.
12. The Contracting Authority may extend the deadline for the submission of offers by informing about it in the same way as this request for offers was made available.

12. Information on communication between the Contracting Authority and Offerers, submission of statements or documents, and an indication of persons authorised to contact the offerers

Any questions regarding the request for offers should be addressed to the Contracting Authority by email at n4cb_procurement@coleurope.eu no later than **2 working days before the submission deadline for offers**.

13. Evaluation criteria

A. Price - 40 points (50%)

The price will be evaluated according to the following formula:

$$A = (\text{Lowest price} / \text{Price of the evaluated offer}) \times 40$$

The lowest priced offer will receive the maximum number of points.

B. Experience of the Offerer – max 20 points (25%)

The Offerer shall demonstrate experience in conducting feasibility studies or feasibility-type analyses.

Points will be awarded as follows:

Number of relevant assignments (completed within the last 7 years)

- At least 3 assignments **10 points**
- 4–5 assignments **15 points**
- 6 or more assignments **20 points**

Relevant assignments are understood as feasibility studies or similar analyses (similar analysis should include the following elements: practical focus, multi-dimensional evaluation approach, decision-oriented, risk and constraint assessment) of:

- education and training systems,
- public administration,
- institutional development,
- EU integration or related policy areas.

Only assignments supported by proof documents submitted together with the Offer will be taken into account.

C. Human Resources (Key Experts) - max 20 points (25%)

The evaluation will assess the relevance and quality of the proposed team.

Points will be awarded as follows:

- expert team meets minimum requirements defined in the Terms of Reference - **10 points**
- at least 2 key experts demonstrate experience in at least 2 EU-related or public sector projects - **15 points**
- at least 2 key experts demonstrate experience in at least 2 EU-related projects AND at least 1 expert demonstrates experience in the Ukrainian context - **20 points**

Final Score

The final score will be calculated as: **Z = A + B + C**

The offer with the highest total score will be selected

The Offerer shall indicate the total price of the offer in EUR net. The price shall include all costs necessary for the implementation of the contract.

14. Place and date of submitting a tender

The offer shall be submitted in electronic form at: n4cb_procurement@coleurope.eu . The deadline for submission of offers is **June 8 2026, 12:00 CET** (the date of delivery of the Offer counts).

Offers received by the Contracting Authority after the deadline will not be considered by the Contracting Authority.

15. Contract award notification and execution of contract with contractor

4. The Contracting Authority will inform the Offerers by e-mail of the selection of the most advantageous Offer, providing the name of the entity or the Offerer's name and surname. The selected contractor will be invited to sign the contract.
5. The Contracting Authority reserves the right to select the next most advantageous Offer if the Offerer, whose Offer is selected as the most advantageous, refuses to conclude the contract.
6. The Contracting Authority will inform the Offerer whose Offer was selected about the date and place of signing the contract.

16. General conditions of the contract

7. The draft contract is attached to as Appendix 2 of the Request for Offers.
2. It is assumed that the provisions of the draft contract that have not been questioned before the submission of the Offer will be accepted by the Contractor without reservations at the time of its signing.

3. The contract will be signed by the parties at the Contracting Authority's seat. The Contracting Authority provides for the possibility of the Contractor signing the contract in the form of registered correspondence or by means of qualified electronic signatures.

17. Cancellation of the procurement procedure

1. The Contracting Authority reserves the right to cancel the procurement process without stating the reason.
2. In the event of a cancellation of the call, Contracting Authority shall not be liable for the costs of the cancelled procurement process.