

PRO-STEP project

Final Conference Moderator

Tender Submission Form

Please fill in this form in English and leave the irrelevant parts blank and send it before 19 August 2017 to Ms. Valentina Strammiello, EPF Programme Manager at valentina.strammiello@eu-patient.eu and Mr. Lyudmil Ninov, EPF Project Officer - lyudmil.ninov@eu-patient.eu. Please attach your Curriculum Vitae (CV) which needs to be no longer than 4 pages.

1. Information on the tenderer

The tender is submitted by

Name of the tenderer¹	
Address	
City	
Postcode	
Country	
Website	
E-mail	

¹ Please indicate the official name of the company/organisation/institution etc.

Only if the tenderer is a natural person indicate his/her name: in this case the information for 'contact person' and for the 'person authorised to represent the tenderer and to sign the contract' must be left blank.

The contact person for this tender is:

Name	
Position/function	
Office address	
Telephone	
Fax	
E-mail	

The person authorized to represent the tenderer and to sign the contract is:

Name	
Position/function	
Office address	
Telephone	
Fax	
E-mail	

2. Technical Part

As mentioned in the call for tender participation is open on equal terms to all natural and legal persons who meet the following criteria:

Qualitative award criteria		
Qualitative criteria 1:	Understanding of the nature and purpose of this service by being familiar with EPF's work and also having experience with managing conferences discussing chronic conditions in the recent years.	25 points
Qualitative criteria 2:	A list of references – quality of the technical and professional capacity proposed by the tenderer in terms of moderating EU events. The tenderer is requested to provide at least 3 examples of events already moderated.	25 points
Qualitative criteria 3:	Innovation – the tenderer will demonstrate in the proposal innovative techniques for facilitation of events, including panel debates, question and answer sessions and moderation of workshops.	25 points

Qualitative criteria 4:	A cost proposal – most economically advantageous tender for a maximum budget of EUR 4000,00 VAT inclusive.	25 points
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Please describe how you fulfil the requirements set out above.

<p>1 - Understanding of the nature and purpose of this service by being familiar with EPF's work and also having experience with managing conferences discussing chronic conditions in the recent years.</p>
<p>2 - A list of references – quality of the technical and professional capacity proposed by the tenderer in terms of moderating EU events. The tenderer is requested to provide at least 3 examples of events already moderated.</p>

3 - Innovation – the tenderer will demonstrate in the proposal innovative techniques for facilitation of events, including panel debates, question and answer sessions and moderation of workshops.

3. Financial part

Please provide details regarding your financial offer (which will be scored as a part of 4th award criteria):

1. Personnel costs

Name of the trainer	Daily rate in Euros	Number of days	Total in Euros (specify if VAT inclusive)
Person 1			
Person 2			
TOTAL:			

2. Other Costs involved in implementing the task: Please specify