

## CALL FOR TENDER

# CALL FOR TENDER TO DESIGN 12 PRODUCTS

## 8 LAY LANGUAGE LEAFLETS & 4 VIDEOS FOR THE COMPAR-EU PROJECT

February 2022

### 1. Background Information

The European Patients' Forum (EPF) is a European patient umbrella organisation. Our members are the backbone of our work: their perspective brings an irreplaceable added value to our policy and advocacy activities. We currently represent 77 patient organisations, encompassing 19 countries and an estimated 150 million patients across Europe.

Our ambition is to become a reference point for the EU, European organisations and other stakeholders such as World Health Organisation (WHO) Europe, healthcare professionals and health minded organisations seeking to co-create better health policy with patients and patient organisations. With our updated Constitution, this aims to include work towards a Wider Europe as a geographical continent rather than as a purely political entity.

[COMPAR-EU is a Horizon 2020 project](#) focusing on self-management in four chronic conditions. Its aim is to identify, compare, and rank the most effective and cost-effective self-management interventions (including prevention and management) for adults living with type 2 diabetes, obesity, chronic obstructive pulmonary disease, and heart failure.



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 754936*

## 2. Rationale, Purpose and Nature of Services

The COMPAREU project is important to patients with long-term conditions/European society in general because developing effective strategies for promoting self-care by patients and citizens is becoming more important. This is because governments increasingly seek to develop healthcare systems that guarantee high quality care whilst facing the challenges of ageing populations, increase in chronic diseases and rapid technological development in the context of constrained finances.

The role of EPF is to lead the workstream on Patient Priorities and Preferences. In this role, we identify what outcomes are most important to patients, and ensure that their views, gender, socioeconomic dimensions are taken into account.

As part of this work, **we have developed lay summaries and leaflets to translate (adapt) the technical reports of the project into language that is accessible for lay-users** including patients but also the wider public. To make these lay language documents truly accessible, they will be translated into several EU languages.

**These materials must also be visually appealing in a way that facilitates their readability.**

This is the purpose of this call for tender.

## 3. Methodology and Functionality

The development of the lay summaries and leaflets has been done in consultation with the COMPAREU project partners and the project's Patient Panel.

This **material is intended for patients and the wider public as a primary audience**, and healthcare professionals and policy makers as a secondary audience.

The services hired will work on **designing attractive and easy to read lay-summaries and leaflets**, while maintaining some elements of the COMPAREU project visual identity.

The materials will be uploaded onto the COMPAREU final project product – the Interactive IT Platform and accessed by various stakeholders.

## 4. Key outcomes

Main deliverable: to develop the design for 8 lay-summaries leaflets and 4 videos by **June 2022**.

**The winner of this tender is expected to:**

- Design 8 leaflets of approximately 1-page A4 (recto-verso) each by end of April 2022
- Design 4 short (white board) videos by mid-May 2022
- Provide a timetable for the delivery of the various designs, starting end March 2022.
- **Wrap up by mid-July 2022**

## 5. Participation in the Tender Procedure

### 5.1 TENDER PROCESS

EPF reserves the right to conduct the tender process and select the successful tender. EPF is not bound contractually or in any way to a bidder to this request for tender until EPF and the successful winner have entered into a written contract.

### 5.2 DOCUMENTS TO BE SUBMITTED

The tender proposal should include:

- An outline of the approach to be undertaken to establishing and delivering the project (concept)
- Details of the individual(s) who will lead, manage and deliver the project and details of their experience
- Detailed breakdown of costs, with a maximum budget allocation of 15 000.00 EURO (all-in).
- Timetable for delivery of the various designs and quality gates for the task
- Background material to demonstrate previous experience and range of work of the consultant(s) and/or of the specific personnel proposed for the work; This can include descriptions and examples of relevant previous work.
- Contact details of two referees;
- A completed Declaration of Interest (DOI) to ensure lack of any conflict of interest

**Applications must be sent by 11 March 2022, 23:59 to Lyudmil Ninov, at [lyudmil.ninov@eu-patient.eu](mailto:lyudmil.ninov@eu-patient.eu)**

**Please contact that email address if there are any queries regarding the call.**

### 5.3 TENDER EVALUATION

Participation in this tendering procedure is open on equal terms to all natural and legal persons fulfilling the above-mentioned eligibility criteria and language requirements. EPF may, at its discretion, extend the closing date and time of the tender.

The selection procedure will be based on the principles of equal treatment, fairness, and transparency and on expertise.

All applicants will receive acknowledgment of receipt of their tender and will be informed of the outcomes of the selection process within 10 days following the deadline date. EPF is not obliged to provide reasons for its decision to shortlist; accept or reject any particular tender.

Offers to tender will be evaluated based on the following criteria:

Criteria	Weight
Credibility and expertise in the field	25
Concept	35
Project/Product planning	20
Price	20

## 5.4 EXCLUSION CRITERIA

Candidates shall be excluded from participation in this procurement procedure if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the EPF can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the EPF or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- following another procurement procedure or grant award procedure financed by the Union's budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

## 5.5 SCHEDULE

The assignment shall start as from the date of signature of both contracting parties and shall be completed by 31.07.2022

Tender submission and schedule of the work are as follows:

Launch of tender	EPF	15 February 2022
Close of tender	Applicants	11 March 2022
Selection of applicant	EPF	18 March 2022
Briefing meeting and contract signature	EPF & Applicant	25 March 2022
End of contract	EPF & Applicant	31 July 2022x

## 6. Terms of payment

Prices must be fixed amounts in Euro and will not be subject to revision.

The amount of VAT should be shown separately on the invoice.

Costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

## 7. Quality issues

In delivering the service the tenderer shall ensure the highest quality standards of which EPF shall be the sole judge.

## 8. Confidentiality and conflict of interest

The Tenderer undertakes that they will not at any time, either before or after the termination of this service, use or disclose or communicate to any person confidential information relating to the affairs of EPF. This restriction shall continue to apply after the termination of the service without limit in point of time.

To ensure the independence of terms of their contract, the applicant tenderers will sign a DOI certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform EPF's Senior Programme Officer, Lyudmil Ninov (contact details below) should this status change.

## 9. Terms and conditions

EPF reserves the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this call for tender at any time prior to the execution of the written contract. EPF reserves the right to waive any formalities in the call for tender process. EPF may respond to questions or provide information from tenderers and is under no obligation to provide such responses or information to all other tenderers.

By submitting a proposal, the tenderer agrees that:

- EPF may copy the proposal for purposes of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party.
- It will not bring any claim or have any cause of action against EPF based in any misunderstanding concerning the information provided or concerning EPF's failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this call for tender.

The accomplishment of a tendering procedure imposes no obligation on the EPF to award the contract. Should the invitation to tender cover several items or lots, EPF reserves the right to award a contract for only some of them.

EPF shall not be liable for any compensation with respect to applicants whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

The estimated date for the signature of the contract will be on 25 March 2022.

## 10. Contact persons and contracting authority

### 10.1 CONTACT PERSONS

For more information, please contact:

Lyudmil NINOV, EPF Senior Programme Officer, [lyudmil.ninov@eu-patient.eu](mailto:lyudmil.ninov@eu-patient.eu)

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### 10.2 CONTRACTING AUTHORITY:

European Patients' Forum (EPF)

Chaussée d'Etterbeek, 180

1040 Brussels – Belgium

[www.eu-patient.eu](http://www.eu-patient.eu)