

Call for tender: Logistical Support for the European Patients' Forum's Events 2026

18/02/2026

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1. Purpose of the Tender

The purpose of this tender is to recruit an external consultant (freelancer) or consulting company to provide logistical and organisational support for three in-person events organised by the European Patients' Forum (EPF) in 2026.

EPF launches this call for tender in line with its internal procurement rules for the recruitment of external service providers.

The objective of this tender is to ensure the professional, efficient and smooth logistical organisation of three events of varying sizes taking place in July, September and October/November 2026. EPF will be responsible for the content, agenda, speakers and overall programme design. The selected contractor will provide logistical support only.

2. EPF - General Information

The European Patients' Forum (EPF) was founded in 2003 and aims to empower the patient community to bring about changes to policies and programmes that directly affect them, securing their rights as equal citizens in the EU.

EPF currently represents 82 members, which are national coalitions of patients' organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients affected by various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic and/or lifelong conditions in the EU have access to high quality, patient-centred equitable health and social care.

3. Description of Services

The successful tenderer will provide high-quality logistical event management services for three in-person events in 2026:

- Event 1 – July 2026 – Skills Training Course for Young Patient Advocates (STYPA) – 3-day event, approximately 30-40 participants
- Event 2 – September 2026 – Anti-Microbial Resistance (AMR) Hackathon – 1-day event, approximately 70 participants TBC
- Event 3 – October/November 2026 – EPF Youth Congress – 2-day event, approximately 100–120 participants TBC

The events will take place in Brussels.

The following tasks will need to be carried out:

Pre-event preparation

- Venue research, comparison and liaison if needed (based on EPF specifications)
- Liaison with suppliers (venue, catering, AV, etc.)
- Budget tracking and financial monitoring of logistical costs
- Development of logistical timelines/task lists and run-of-show documents
- Registration system setup and participant management
- Management of travel and accommodation if required
- Preparation of badges, signage and printed materials
- Ensuring accessibility (mobility and dietary) requirements are met

On-site event coordination

- On-site coordination with venue and onsite and offsite suppliers (incl. travel & accommodation)
- Management of the registration desk
- Coordination with technical providers
- Time management support and smooth running of the programme
- Troubleshooting and rapid problem-solving

Post-event support

- Follow-up with suppliers
- Collection and verification of invoices
- Logistical reporting to EPF

The tenderer must demonstrate proven experience in organising professional events (30–150 participants), strong coordination skills, troubleshooting, good communication and excellent command of English.

4. Participation in the Tendering Procedure

4.1 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.

4.2 TENDER EVALUATION

Participation in this tendering procedure is open on equal terms to all natural and legal persons fulfilling the abovementioned eligibility criteria and language requirements. EPF may, in 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 (70%) and price (30%).

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

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

Qualitative award criteria
Qualitative criteria 1: Relevant experience (20%) Demonstrated experience in organising events of comparable size and complexity
Qualitative criteria 2: Methodology and approach (20%) Clarity, feasibility and appropriateness of the proposed approach for delivering the services
Qualitative criteria 3: Profile of the consultant/team (30%) Experience, skills and availability of the proposed consultant(s)

The financial proposal will account for 30% of the total evaluation score. Applicants must have excellent knowledge of the English language.

4.3 EXCLUSION CRITERIA

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

- a) 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;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the EPF can justify;

- d) 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;
- e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- f) following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

4.4 SUBMISSION REQUIREMENTS

Tenders must include:

- Profile of the consultant/company
- Description of relevant experience (maximum 3 examples)
- Proposed methodology
- Financial proposal (per event or global fee, clearly itemised)
- Contact details of two references

Tenders must be submitted electronically to: info@eu-patient.eu
 Subject line: “Tender - Event Logistics Support 2026”

Deadline: 11.03.2026

4.5 SCHEDULE

The assignment shall start as from the date of signature of both contracting parties and shall be completed by end 2026, following the final event.

Tender submission and schedule of the next steps:

Launch Tender	EPF	18.02.2026
Close of the Tender	Tenderer	11.03.2026
Selection of the tenderer	EPF	23.03.2026
Briefing meeting	EPF - Tenderer	30.03.2026

5. 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.

Payments will be made upon delivery of agreed services and receipt of invoice, according to the contractual arrangements to be defined with the selected tenderer.

6. Quality Issues

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

7. 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 winning tenderer will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform EPF's Interim Executive Director, Valentina Strammiello, should this status change.

8. Terms and Conditions

EPF reserve 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 tenderers 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 3 April 2026.

9. Contracting Authority

European Patients' Forum (EPF)
14 rue des Deux Eglises
B - 1000 Brussels - Belgium
www.eu-patient.eu