**EPF Capacity Building Programme 2018**

**Empowering Leadership and Positive Governance Module**

Annex II:

Tender Submission Form

Please fill in the form in English and leave the irrelevant parts blank and send it to Elena Balestra , EPF Membership and Capacity Building Officer by the 5th of March EOB together with a CV of people involved in implementing the action.

# Information on the tenderer

**The tender is submitted by**

|  |  |
| --- | --- |
| **Name of the tenderer[[1]](#footnote-1)** |  |
| **Address** |  |
| **City** |  |
| **Postcode** |  |
| **Country** |  |
| **Website** |  |
| **E-mail** |  |

**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** |  |

# 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:** | Relevance of the experience and expertise of the proposed team to the thematic of Empowering Leadership and Positive Governance including their assigned roles | **20 points** |
| **Qualitative criteria 2**: | Understanding of the nature and purpose of this service as well as patient organisations’ capacity building needs on this thematic in its current context | **15 points** |
| **Qualitative criteria 3**: | Relevance, feasibility and quality of the detailed methodology proposed, including the work plan | **20 points** |
| **Qualitative criteria 4**: | Financial offer – best price within the maximum ceiling | **45 points** |

**Please describe how you fulfil the requirements set out above.**

|  |
| --- |
| **1 - Understanding of the nature and purpose of this service, with the focus on patient organizations’ capacity building needs in Empowering Leadership and Positive Governance in its current context** |
| **2 - Relevance of the experience and expertise of the proposed team to the capacity building module topic, including their assigned roles** |
| **3 - Quality and relevance of the detailed methodologies proposed, with the work plan:** |

# 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:** | | | |

1. **Other Costs involved in implementing the task: Please specify**

|  |
| --- |
|  |

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. [↑](#footnote-ref-1)