

Call for tender: Senior Consultant services – Public Affairs

03/12/2018



Contents

1. EPF General Information.....	3
2. Purpose of the tender	3
3. Description of services	3
4. Duration and budget.....	3
5. Participation in the tendering procedure	4
5.1. Tender submission	4
5.2. Tender process.....	4
5.3. Tender evaluation	4
5.4. Exclusion criteria	5
5.5. Schedule.....	5
6. Terms of payment.....	5
7. Quality issues	6
8. Confidentiality and conflict of interest	6
9. Terms and conditions.....	6
10. Contact person.....	6
11. Contracting authority.....	7
Annex – EPF Campaign for the 2019 European elections.....	8

1. EPF General Information

The European Patients' Forum (EPF) was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU.

EPF currently represents 72 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients affected by various chronic disease throughout Europe.

Our vision is that all patients with chronic conditions in Europe have access to high-quality, patient-centred health and related care.

2. Purpose of the tender

The purpose of this tender is to select a professional senior consultant in public affairs, PR and communication to actively support EPF in operating a successful 2019 European election campaign. Please see further details of the above activity in the annex.

3. Description of services

The consultant will provide the following services relating to the above initiative, working closely with the EPF Policy Director, Communications Manager and Membership & Capacity Building Manager. The successful consultant will be comprehensively briefed by the EPF team in an initial meeting where the various elements of the different tasks and the timetable will be detailed and agreed as part of the contract.

These include gathering intelligence, circulating developments, advising strategic communications as well as mobilising efforts and aligning members, supporters and other stakeholders for effective engagement, influence, visibility and impact.

The consultant will also provide support for the evaluation and follow-up of the post-elections phase of EPF elections campaign.

4. Duration and budget

The senior consultant role to help with EPF elections campaign will take place during the period running from December 2018 until the summer recess of the European Institutions in July 2019.

The maximum contract price is EUR 10,000 including fees, administrative overheads and VAT.

The work may involve travel to locations outside Belgium. Travel and subsistence, as agreed in further discussions, will be booked and covered by EPF.

5. Participation in the tendering procedure

5.1. TENDER SUBMISSION

Tenderers should submit the following documents:

- The completed submission form
- CV of the consultant
- A list of references
- Examples of previous work

The offer should be submitted to Julien Richard, EPF Communications Manager (julien.richard@eu-patient.eu), with copy to Nicola Bedlington (nicola.bedlington@eu-patient.eu)

5.2. 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.

5.3. 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, 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 (75%) and price (25%).

All applicants will receive acknowledgement of receipt of their tender and will be informed of the outcomes of the selection process within one week 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	Points
Qualitative criteria 1: Knowledge and understanding of EU public health policy and patient advocacy. The tenderer is requested to provide proven results from relevant work in the sector.	25
Qualitative criteria 2: Experience. The tenderer is requested to provide an updated CV highlighting of competences of particular relevance, with at least two examples of successful EU public affairs work as well as a list of references.	25
Qualitative criteria 3: Availability and ability to deliver within timeline. The tenderer must detail his or her average availability in hours per week. He or she is also able to demonstrate the ability to conduct high-quality research and reporting on tight deadlines, and to work independently.	25
Qualitative criteria 4: A cost proposal. Most economically advantageous tender for a maximum budget of €10,000 (inclusive).	25

In addition, applicants must have excellent knowledge of the English language.

5.4. EXCLUSION CRITERIA

Candidates or tenderers 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 tender is open from 3 December to 16 December 2018.

Tender submission and schedule of the work are as follows:

Launch Tender	3 December 2018
Close of the Tender	16 December 2018
Selection of the tenderer	19 December 2018
Signature of the Contract / Briefing session with EPF to agree on the objectives, the methodology, and the process	By 21 December 2018
Start of the assignment	2 January 2019
End of the assignment	31 July 2019

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 price offer and 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 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 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 tenderers whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

10. Contact person

For more information, please contact:

Julien Richard

EPF Communications Manager

julien.richard@eu-patient.eu

11. Contracting authority

European Patients' Forum (EPF)

Chaussée d'Etterbeek 180

1040 Brussels

www.eu-patient.eu

Annex – EPF Campaign for the 2019 European elections

Since its foundation in 2003, EPF has grown in recognition and influence to become the voice of patients in Europe and a key stakeholder, providing the patients' perspective in EU health-related policy debates, projects and programmes. We represent the unique experience and expertise of patients across Europe through representative member organisations bringing together national, regional and local patient organisations in all EU Member States.

Chronic diseases are a recognised policy priority. Over one third of the European population aged 15 years old or above have a chronic disease and two out of three people at retirement age will have at least two chronic conditions. Chronic diseases account for up to 80% of healthcare costs in terms of premature deaths, healthy life years lost, and lost productivity. Half a million premature deaths could be avoided by better prevention and more timely and effective healthcare. Chronic illness impacts negatively on patients' quality of life, education and employment. Health at a Glance: Europe 2016 estimates that the premature deaths of 550,000 working-age people across the EU from chronic diseases cost the economy €115 billion (0.8% of GDP) each year.

Almost 50 million people live with multiple chronic conditions, and that figure is increasing. Multimorbidity poses specific challenges for patients and for healthcare systems, for example in terms of development of new person-centred care models, and shifting care towards the community. Patient advocacy in the European elections is crucial to drive positive change for patients. With 74 members, representing the interests of an estimated 150 million people with chronic diseases, EPF carries the voice of a high proportion of voters.

As in 2014, EPF has launched a campaign for the patients' voice to be heard in the European Parliament elections in 2019. The main objectives of our campaign are to focus policymakers' attention on what matters to patients and position the patient community as an important stakeholder in health political debates.

The successful tenderer will be comprehensively briefed on the rationale behind the campaign, the concept, objectives and key messages in an initial meeting with the EPF Team.