

Call for tender: Photographer/Videographer

21/03/2019

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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 diseases 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 photographer and videographer to undertake communications work related to **EPF's Congress on patient involvement on 12-14 November 2019**, for the European Patients' Forum, hereafter referred to as "EPF". This activity arises from the EPF 2019 Work Programme.

3. Description of services

The successful applicant will work closely with the EPF Communications team to produce:

- 1- Talking heads with board and team members – which should take place during EPF's AGM on 13-14 April 2019 – to capture the essence of why the Congress is happening. These videos will be used on EPF's digital communication channels until November to promote the event, create awareness and interest and generate registrations. The final files will be used for individual and combined form files.
- 2- Produce an after-movie of the event, which encapsulate a short but complete narrative report of the event. The videos should reflect and capture the unique, positive and collaborative spirit of the event – as described in the event's concept note – which focuses on advancing meaningful patient involvement for better health outcomes.
- 3- Photographing the three days of Congress to document all event details described in the agenda.

The final videos and photos will be consistent in style and aligned with EPF Congress branding. Branded items such as branded phones for the hand microphone are therefore welcome.

The successful candidate will be comprehensively briefed by the EPF team during a preliminary meeting where the various elements of the different tasks will be agreed upon, and a final timetable will be set in stone.

4. Time frame

The timings below are indicative. Finalised timings for the different tasks will be discussed and agreed upon during a preliminary meeting with EPF, and circulated once more.

The duration of the assignment is approximately 30 days and includes the second half of April for producing talking head videos, as well the second half of November for producing the after movies of the event.

Task	Description	Timing
1	Production and delivery of talking heads for communication and marketing purpose	April 2019
2	Production and delivery of the after movie of the event	November 2019
3	Production, selection, retouching and delivery of photos	November 2019

5. Participation in the tendering procedure

The tender should include fees, subcontracting, administrative overheads and VAT.

6.1. TENDER SUBMISSION

Tenderers should submit the following documents:

- The completed submission form;
- CV(s) of people involved in implementing the tasks;
- 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 Valentina Strammiello, EPF Senior Programme Manager (valentina.strammiello@eu-patient.eu)

6.2. 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.

6.3. 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 (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: A cost proposal. Most economically advantageous tender.	25
Qualitative criteria 2: Demonstrated excellence in sound and video recording/photos shooting, editing of the tenderer as well as experience with similar high-level events in a professional capacity. The tenderer is requested to provide at least two examples of previous work as well as a list of references.	25
Qualitative criteria 3: Proactivity, creativity and ability to convey the essence of the congress and a compelling sense that it is “the congress to go to”.	25
Qualitative criteria 4: Congruence of proposal with the timeline. Measures in place to ensure timely delivery of the services concerned.	25

Applicants must have excellent knowledge of the English language and understanding of EU public health policy and/or patient advocacy.

6.4. 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 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;
- f) 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.

6.5. SCHEDULE

The tender is open **from 22 March to 3 April 2019**.

Tender submission and schedule of the work are as follows:

Launch Tender	22 March 2019
Close of the Tender	3 April 2019
Selection of the tenderer	4 April 2019
Signature of the Contract / Briefing session with EPF to agree on the objectives, the methodology, and the process	6 April 2019
Start of the assignment	13 or 14 April 2019
Delivery of talking heads	End of April 2019
Continuation of the assignment	12-14 November 2019
End of the assignment	30 November 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 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.

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)
Chaussee d'Etterbeek 180
1040 Brussels
www.eu-patient.eu

Annex – EPF 2019 Congress

To meet the challenges of chronic conditions, care models must urgently become more person-centred and co-ordinated, rather than fragmented and disease-focused. Meaningful patient involvement is an underused resource in the development of innovative, patient-centred healthcare design and delivery at all levels, and thus improving the effectiveness, efficiency and long-term sustainability of healthcare systems.

Patient-centredness and patient centricity are now very much in vogue. There are innumerable time-consuming, and resource intensive conferences talking about just that, without moving forward policies or practice- and without involving patients in a meaningful way.

EPF has identified an opportunity to hold a different sort of congress, driven by patients and the patient community themselves, that can help to bring about real and lasting change in attitudes, knowledge and resources for participants, and inter alia, the environments in which they work. The congress will result in tangible learning outcomes, supported by educational materials. It is built on the premise that the patient's own unique experiential knowledge is a hugely untapped resource in medicines discovery, advances in new technology, health systems strengthening, and the cultural shift towards patient and citizen's empowerment.

Congress date: November 2019

Venue: Central Brussels

Congress duration: three days (two half-days and one full day).

Number of participants: approximately 300

Target audiences: policymakers (European, national), industry (pharmaceutical, medtech, ICT), diverse healthcare professionals/practitioners, academic researchers, think tanks, other relevant stakeholders and patient organisations.

Objectives:

- To provide participants with insights and knowledge about how patient organisations function, thus enhancing trust and collaboration;
- To explore together the nexus between meaningful patient engagement in different areas of the health system;
- To explore opportunities and barriers for meaningful patient involvement, drawing lessons from areas where patient involvement is more established;
- To generate practical recommendations and guidance on meaningful patient involvement for policymakers and practitioners.