**EPF Capacity Building Programme Phase IV**

**ROMANIA**

Annex I:

Tender Submission Form

**Please fill in the form in English and leave the irrelevant parts blank and send it to EPF Capacity Building Officer Selena Imerovic Hodzic** [**selena.imerovic@eu-patient.eu**](mailto:selena.imerovic@eu-patient.eu) **by 20 October 2016 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** |  |

# Description of your competences and expertise vis-à-vis the requirements

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: expertise in strategic planning, including mid-term reviews of Strategic Plans and strategic communication** |
| **Qualitative criteria 2**: **strong experience in fundraising** |
| **Qualitative criteria 3**: **expertise in planning and implementing trainings and coaching** |
| **Qualitative criteria 4**: **working experience with patients’ organisations** |

Tenderers may submit their offers for either the first part ‘Strategic Planning/Mid-term review of Strategic Plans’ or only for the second part ‘Strategic Communication’, however please note that the preference will be given to those to tenderers that can prove experience in all needed areas.

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

|  |
| --- |
| 1.  2.  3.  4. |

# Technical part

**Please describe how you intend to implement the Tasks related to the Strategic Planning/Mid-Term review of Strategic and Strategic Communication of the Call for Tenders.**

|  |
| --- |
| 1. Strategic Planning, Mid-Term Review of Strategic Plans 2. Strategic Communication |

# Financial part

**Please provide details regarding your financial offer:**

1. **Personnel costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the trainer** | **Daily rate in Euros** | **N. days** | **Total in Euros (specify if VAT inclusive)** |
| Person 1 |  |  |  |
| Person 2 |  |  |  |
| Person 3 |  |  |  |

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)