

Call for tender: Consultant services – Report on the added-value of patient organisations

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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 67 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.

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.

2. Purpose of the tender

The purpose of this tender is to select a professional Consultant **to conduct research, analyse data and write a report on the added-value of patient organisations** for the European Patients' Forum, hereafter referred to as the 'EPF'.

The publication arises from the EPF 2017 Work Programme, which has received funding from the European Commission in the framework of its Health Programme 2014-2020.

3. Background to the publication

3.1 OBJECTIVES OF THE PUBLICATION

Patient organisations make a unique contribution to the public health debate, voicing the experience and expertise of the healthcare users, their constituents. This important contribution should be recognised.

The objective of this report is to:

- Spell out the contribution of patient organisations to:
 - Representing and voicing the concerns of a specific population that would otherwise not be represented;
 - European and national policy-making, through their involvement in experts groups and advocacy activities;
 - Research, through their participation to European and national research projects, or through their own initiatives;
 - Building the skills of individuals and organisations, through their educational programmes;

- Support to individuals, through the organisations' support services and the information they produce and share.
- Provide information on the funding of patient organisations and their activities, and notably on their funding mix and the share the resources they receive from the European budget represents within their budget.
- Analyse the role of patient organisations as partners in the health sphere and the contribution they make to the work of other stakeholders.

We plan to use this report for the following activities:

- Promoting the recognition of the role of patient organisations in Europe;
- Advocating for continued and increased support for patient and public health organisations, notably in the framework of the future EU budget planning;
- Establishing patient organisations as a natural policy partner at national and European level.

3.2. TARGET AUDIENCE

- European and national decision-makers: European Commission, European Council, European Parliament, National Ministries of health
- Health stakeholders: associations of healthcare professionals, insurers and payers, NGOs working in the public health sector
- Patient organisations (as an advocacy tool)

3.3. STRUCTURE AND METHODOLOGY

The report will be based on:

- **The results of a survey conducted in September 2016 – February 2017** among patient organisations. This survey aimed at collecting information about the different activities and collaborations patient organisations engaged in. EPF will provide this data;
- **Interviews with selected patient organisations** – to be conducted by the Consultant in cooperation with EPF;
- **Interviews with health stakeholders** – to be conducted by the Consultant in cooperation with EPF;
- Further desk research if necessary.

4. Description of services

The successful tenderer will provide high-quality of the data collected and write a compelling and objective report. The successful tenderer shall deliver following deliverables based on the following tasks:

Task	Description	Deliverables description	Estimated due date
Task 1	Analysis of the results of EPF survey;	NA	NA
Task 2	Interview with 3-4 patient organisations – to be determined with EPF	Transcript of the interviews	30 April
Task 3	Interview with 4 to 5 health stakeholders – to be determined with EPF	Transcript of the interviews	30 April
Task 4	Propose an outline for the report, to be validated by EPF	Draft outline	24 March 2017
Task 5	Conduct additional desk research if necessary	NA	NA
Task 6	Drafting of the report	First draft report, subject to EPF comments	30 April 2017
Task 7	Revisions	Final report	12 May 2017

Format of the report:

- The expected length of the report is 15-20 pages, all parts included.
- The report must be draft on the EPF template using the EPF style guide.

5. Participation in the tendering procedure

The maximum contract price is EUR 6.000 including fees, administrative overheads and VAT.

The duration of the assignment is around 3 months. The minimum total number of days for the service is 12.

There is no travel and subsistence costs planned for this contract.

6. Participation in the tendering procedure

6.1. TENDER SUBMISSION

Tenderers should submit the following documents:

- The completed submission form (see annex);
- CV/s of people involved in implementing the Tasks;

- A list of references and examples of work;
- The offer should be submitted to Camille Bullot, EPF Membership & Stakeholder Relations Manager (camille.bullot@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 for a maximum budget of 6000€, VAT included.	25
Qualitative criteria 2: A list of references and examples of work – Demonstrated quality of the technical and professional capacity proposed by the tenderer in terms of drafting reports of EU events. The tenderer is requested to provide at least two examples of publications	25
Qualitative criteria 3: Demonstrated knowledge of the European health scene. Experience of working with patient organisations a plus.	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 25 January 2017 to 17 February 2017.

Tender submission and schedule of the work are as follows:

Launch Tender	EPF	25 January 2017
Close of the Tender	Tenderer	17 February 2017
Selection of the tenderer	EPF	22 February 2017
Signature of the Contract / Briefing session with EPF Membership & Stakeholder Relations Manager to agree on the objectives, the methodology, and the process;	EPF - Tenderer	23-24 February 2017
Start of the assignment	Tenderer	27 February 2017
End of the assignment	Tenderer	12 May 2017

7. 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.

8. Quality issues

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

9. 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 Camille Bullot, Membership & Stakeholder Relations' Manager should this status change.

10. 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.

11. Contact person

For more information, please contact:

Camille Bullo
Membership & Stakeholder Relations Manager
camille.bullo@eu-patient.eu
Tel: +32 (0)2 274 08 61

12. Contracting authority

European Patients' Forum (EPF)
Rue du Commerce 31
1000 Brussels
www.eu-patient.eu

In witness whereof this Contract has been entered into the day and year set out below:

Signed by the European Patients' Forum:

on the day of 20.....

Signed by the Tenderer:

on the day of 20.....