

Call for tender: Moderation of conferences

13/03/2015



Contents

1. Purpose of the tender	3
2. EPF - General Information.....	3
3. Descriptions of the conferences	3
3.1. Patient Empowerment on 20-21 May 2015, Brussels	3
3.1.1. Objectives of the conference	3
3.1.2. Target Group	4
3.1.3. Structure and Methodology.....	4
3.2.1. Objectives of the conference	4
3.2.2. Target group.....	5
3.2.3. Structure and Methodology.....	5
4. Description of services	5
5. Participation in the tendering procedure	6
5.1. Tender process.....	6
5.2. Tender evaluation	6
5.3. Exclusion criteria	7
5.4. Schedule.....	7
6. Terms of payment.....	8
7. Quality issues	8
8. Confidentiality and conflict of interest	8
9. Terms and conditions.....	8
10. Contracting authority.....	9

1. Purpose of the tender

The purpose of this tender is to select a professional moderator to facilitate two conferences organised by the European Patients' Forum, hereafter referred to as the "EPF". The reporting of the conferences will be subject to another call for tender.

Being partly funded by an Operating Grant coming from the European Commission's Health Programme 2014-2020, EPF needs to submit a call for tender for the hiring of services.

2. 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 64 members, which are national coalitions of patients organisations and disease-specific patient organisations working at European level, and. 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.

For more information please visit our website: www.eu-patient.eu

3. Descriptions of the conferences

3.1. PATIENT EMPOWERMENT ON 20-21 MAY 2015, BRUSSELS

3.1.1. OBJECTIVES OF THE CONFERENCE

- Launch of the EPF Campaign on Patient Empowerment;
- Explore the concept of empowerment, including key aspects identified in the EMPATHIE study: information to patients and health literacy; the new patient-health professional relationship and shared decision-making; and self-management, including the potential of technology;
- Explore existing good practices, challenges and pitfalls related to empowerment from the perspectives of different stakeholders;
- Reflect on approaches to operationalising and measuring patient empowerment ;
- Show the current evidence-base and identify gaps and opportunities in relation to further research.

3.1.2. TARGET GROUP

The conference will involve 140 participants comprising:

- Representatives of EPF member organisations from across the EU with direct patient advocacy experience (a balanced geographic and disease representation will be sought);
- European health professionals' organisations: doctors both GPs and specialists, nurses, pharmacists, etc. Representatives should be willing to engage as counterparts (joint work) and to foster capacity (education and training) in patient empowerment;
- National health insurance organisations: to engage as counterparts (joint work) and to persuade (education and training);
- Member States' representations and policy-makers at national level: to persuade (facts and tools) to commit to concrete actions on patient empowerment;
- EU-level decision-makers (European Commission, European Parliament): to persuade to commit to concrete actions on patient empowerment;
- Industry and commercial actors, including pharmaceutical and med tech industry.

3.1.3. STRUCTURE AND METHODOLOGY

The conference will last for one and a half days. Please see the draft programme attached.

It will be conducted in English only. Competence in English for those attending the Conference is felt to be a pre-requisite, not only to facilitate the work during the meeting but to enable networking with fellow participants afterwards.

The methodology envisaged to achieve the objectives outlined above is modelled on EPF's successful track record of designing and implementing regional advocacy seminars over the past 5 years. See the list and links to EPF activities in recent years and the EPF website: www.eu-patient.eu.

The conference will be articulated around plenary sessions, 1-2 panel discussions, Q&As and one set of parallel workshops (repeated).

3.2. CROSS-BORDER HEALTHCARE EU CONFERENCE 2 JULY 2015, BRUSSELS

3.2.1. OBJECTIVES OF THE CONFERENCE

- To bring together representatives of the National Contact Points (NCPs), patient leaders from every EU member state, and key stakeholders to discuss the Commission's draft report to Council on the implementation of the cross-border healthcare directive;
- To provide structured feedback from the perspective of the patient community on successes and challenges to date;
- To galvanise links and exchange good practices with regard to cooperation between patient organisation representatives and NCPs;
- To raise awareness across the EU Institutions and member states regarding the realities faced by patients when using the Directive.

3.2.2. TARGET GROUP

The number of the participants for this conference is 75:

- Patient organisations' representatives (members of the informal EU cross-border healthcare Network established by EPF through our series of regional and national events);
- National Contact Point representatives;
- European Commission representatives;
- A limited number of key stakeholders, e.g. health professionals, EU project leaders, researchers.

3.2.3. STRUCTURE AND METHODOLOGY

The conference will last for one day.

It will be conducted in English only. Competence in English for those attending the Conference is felt to be a pre-requisite, not only to facilitate the work during the meeting but to enable networking with fellow participants afterwards. The methodology envisaged to achieve the objectives outlined above is again modelled on EPF's successful track record of designing and implementing regional advocacy seminars over the past 5 years. The conference will include plenary sessions, one panel discussion and one session of parallel working groups.

Please see attached draft programme for more information.

4. Description of services

The successful tenderer will provide high-quality services in the field of moderation/facilitation of the two above described conferences:

- Empowered patients are an asset to society organised on 20-21 May in Brussels (1.5 day)
- EU conference on cross-border healthcare directive organised on 2 July in Brussels (1 day).

The following tasks will need to be carried out:

Before the events:

- Meeting with EPF team to go over the agenda and expected outcomes;
- Assisting in the preparation of parallel workshop sessions (agreeing a methodology with the EPF team);
- Preparatory work with the speakers and workshop rapporteurs; this may include conference call(s);
- Preparing dynamic interactions with the audience and stimulating and inspiring question and answer sessions;
- Preparing an interesting introduction of the speakers;
- Preparing thought-provoking, dynamic and interesting panel discussions;

- Preparing the moderation of one of the working groups.

During the events:

- Chairing the plenary sessions;
- Introduction of the speakers;
- Chairing the panel discussions in plenary session;
- Facilitating the interaction with the audience and encouraging participants to give input;
- Facilitating the question and answer sessions;
- Moderating one of the parallel working groups at each conference.

5. Participation in the tendering procedure

5.1. 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.

5.2. 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 2 weeks 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
Qualitative criteria 1: A cost proposal – most economically advantageous tender for a maximum budget of 5500,00€ VAT inclusive
Qualitative criteria 2: A list of references – Quality of the technical and professional capacity proposed by the tenderer in terms of moderating EU events. The tenderer is requested to provide at least three examples of event moderated.
Qualitative criteria 3: Innovation – the tenderer will demonstrate in the proposal innovative techniques for facilitation of events, including panel debates, question and answer sessions and moderation of workshops.

Qualitative criteria 4: Congruence of proposal with the timeline – Measures in place to ensure timely delivery of the services concerned.

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

5.3. 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.

5.4. SCHEDULE

The assignment shall start as from the date of signature of both contracting parties. and shall be completed by the end of the second conference.

Tender submission and schedule of the work related to the moderations of events:

Launch Tender	EPF	2 April 2015
Close of the Tender	Tenderer	20 April 2015
Selection of the tenderer	EPF	27 April 2015
Briefing meeting	EPF - Tenderer	Week starting on 4 May 2015
Review of the speakers’ briefing	Tenderer	Two weeks before the event
Briefing with conference speakers/moderators and members of panel discussions	Tenderer	One week before the event

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 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's event manager 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.

The estimated date for the signature of the contract will be 4 May 2015.

10. Contracting authority

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