**EPF Capacity Building Programme**

**HUNGARY**

Annex I:

Tender Submission Form

**Please fill in the form in English and leave the irrelevant parts blank and send it to EPF Senior Programme Officer Walter Atzori** [**walter.atzori@eu-patient.eu**](mailto:walter.atzori@eu-patient.eu) **by 25 May 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 authorised 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 eligibility and selection criteria:

**Part 1 (mid-term review of the strategic plans):**

* Native-level knowledge of the Hungarian language
* Very good working knowledge of English
* Very good understanding of the Hungarian healthcare system
* Strong expertise in developing of strategic plans, including monitoring and evaluation of strategy’s implementation

Preference will be given to tenderers that:

* Have strong expertise delivering training to civil-society organisations
* Can also prove experience in working with patient organisations
* Will propose to implement the programme in a team of at least two people.

**Part 2 (training module on communication):**

* Native-level knowledge of the Hungarian language
* Very good working knowledge of English
* Strong expertise in the area of internal and external communication
* Strong expertise delivering training to civil-society organisations
* Expertise in coaching organisations

Preference will be given to tenderers that:

* Have a good understanding of the Hungarian healthcare system
* Can also prove experience in working with patient organisations
* Will propose to implement the programme in a team of at least two people.

The selection will be done based on expertise (80%) and price (20%).

**Please describe how you fulfil the requirements set out above (indicating if you are submitting your offer for both part 1 and part 2 or one part only.**

|  |
| --- |
|  |

# Technical part

**Please describe how you intend to implement the Task outlined the Call for Tenders.**

|  |
| --- |
| **PART I Revision of Strategic Plans**  **Part II Training on 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)