**Cross-border healthcare roundtable  
  
Conference Moderator**

Tender Submission Form

Please fill in this form in English and leave the irrelevant parts blank and send it before 12 November 2017 to Ms. Anna Trzcinska, EPF Events Officer at anna.trzcinska@eu-patient.eu and in cc. to Mr. Kostas Aligiannis, Junior Project Officer at kostas.aligiannis@eu-patient.eu Please attach your Curriculum Vitae (CV) which needs to be no longer than 4 pages.

# 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** |  |

# Technical Part

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:** | Understanding of the nature and purpose of this service by being familiar with EPF’s work and also having experience with managing conferences discussing chronic conditions in the recent years. | **25 points** |
| **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 3 examples of events already moderated. | **25 points** |
| **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. | **25 points** |
| **Qualitative criteria 4**: | A cost proposal – most economically advantageous tender for a maximum budget of EUR 3000,00 VAT inclusive. | **25 points** |

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

|  |
| --- |
| **1 - Understanding of the nature and purpose of this service by being familiar with EPF’s work and also having experience with managing conferences discussing chronic conditions in the recent years.** |
| **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 3 examples of events already moderated.** |
| **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.** |

# Financial part

**Please provide details regarding your financial offer (which will be scored as a part of 4th award criteria):**

1. **Personnel costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the trainer** | **Daily rate in Euros** | **Number of days** | **Total in Euros (specify if VAT inclusive)** |
| Person 1 |  |  |  |
| Person 2 |  |  |  |
| **TOTAL:** | | | |

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)