

TENDER SPECIFICATIONS

OJ/2008/07/08-PROC/2008/019

Travel Medicine in Europe: existing structures, functions and added-value of ECDC. Building a network to support Travel and Tropical Medicine related activities at ECDC.

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Section A - Introduction

1. What is the ECDC?

The European Centre for Disease prevention and Control (ECDC) was established by the European Parliament and Council Regulation 851/2004 of 21 April 2004 to identify, assess and communicate current and emerging threats to human health from communicable disease. Within this broad mission statement, the main technical tasks of the Centre fall into the following four categories:

1. Scientific opinions, bringing together technical expertise in specific fields through its various EU-wide networks and via ad hoc scientific panels;
2. Technical assistance and communication about its activities and results, and disseminating information tailored to meet the needs of its different audiences
3. Epidemiological surveillance and networking of laboratories, i.e. the development of epidemiological surveillance at European level and the maintenance of networks of reference laboratories
4. Early Warning and Response based on 'round the clock' availability of specialists in communicable diseases.

Details of the Centre's mandate and functions are set out in the above referenced Regulation, accessible through the ECDC web site www.ecdc.europa.eu

2. What is a tender?

For its organisation and functioning the ECDC is in constant need of goods and services. 'Tendering' is the structured way to consult the market for the purchase of these goods and services.

The purpose of competitive tendering for awarding contracts is two-fold:

- to ensure the transparency of operations;
- to obtain the desired quality of services, supplies and works at the best possible price.

The applicable regulations, namely directives **92/50/EEC**, **93/36/EEC** and **93/37/EEC**, oblige the ECDC to guarantee the widest possible participation, on equal terms in tender procedures and contracts.

3. Who can participate in this tender?

This procurement procedure is open to the natural or legal person wishing to bid for the assignment and established in the EU, the EEA, and ECDC partner country or any other country covered by the WTO Government Procurement Agreement¹.

¹ **More information can be found at the following link:**
http://www.wto.org/english/docs_e/legal_e/legal_e.htm#procurement

Section B - Guidelines and general information related to this tender

1. What should my offer consist of?

Tenderers must submit an offer that comprises of the following **3** elements:

A. Technical proposal

The technical proposal must be consistent with the terms of reference and contain all information requested in **section C.3**. In preparing the technical proposal you should bear in mind the award criteria against which it will be evaluated, see **section C.6**.

B. Financial proposal

The financial proposal must include a detailed financial breakdown based on the format found in **section D.4**. Prices must be quoted in EURO using the conversion rates published in the C series of the Official Journal of the European Communities on the day when the invitation to tender was issued. This information is also available on the Website of the European Central Bank at the following URL: <http://www.ecb.int/stats/eurofxref/>

The tenderer is responsible for the proper application of the rules on taxes, duties, charges (including VAT) at the place where he is taxable. Prices must be quoted free of all duties, taxes and other charges (including VAT) as the ECDC is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities.

C. Supporting documentation

The supporting documentation is an important part of your offer and must be complete to guarantee that your technical proposal will be evaluated. The supporting documentation must contain the following **4** elements:

- *Eligibility documents*

The documents required in **section B.5.1** below demonstrating that the tenderer is eligible to tender for this contract must be provided.

- *Selection criteria documentation*

All documentation requested in **section C.5**.

- *Tenderer administrative information*

This information is necessary to allow the ECDC to produce the contractual documentation in the event you be awarded the contract. This information is particularly important for payments, since payments will be made by bank transfer to the account indicated by the tenderer in the standard forms. The standard forms to be used can be found in **section D.2**.

- *Checklist*

The checklist found in **section D.5** must be included as a cover page of your technical proposal.

2. Contacts between ECDC and the tenderer

2.1 Written clarification before the closing date for submission of tenders

Requests for clarification regarding this procurement procedure or regarding the nature of the contract can be sent by mail, fax or email to:

ECDC
Attn: Procurement Office
171 83 Stockholm, Sweden
Fax: +46 8 30 57 46
email: procurement@ecdc.europa.eu

The deadline for clarification requests is indicated in the timetable under **section C.1**. Each request for clarification sent to ECDC should indicate the PROC reference number and the title of the tender.

ECDC will provide additional information resulting from the request for a clarification. Please note that you should check regularly the ECDC website as any clarifications will be available for download. The ECDC website is found on http://ecdc.europa.eu/Competitions/calls_tender.html. Moreover, in case ECDC discovers an error, a lack of precision, an omission or any other type of clerical defect in the text of the contract notice or in the tender specifications, ECDC will also inform candidates by publishing a corrigendum on its website.

2.2 Oral clarification before the closing date for submission of tenders

Where a site visit at ECDC's premises or a meeting is deemed necessary before the closing date for submission of tenders in order to clarify certain aspects of the tender, the ECDC shall make the necessary arrangements and inform or invite candidates. The costs incurred in attending shall be borne by the tenderer. The ECDC may, however, decide that the query would be more efficiently dealt with by means of a written clarification.

In case a meeting or visit is taking place, the dates are indicated in the timetable under **section C.1**.

2.3 Contacts between ECDC and tenderers after the closing date for submission of tenders

If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the submitted tender must be corrected, the ECDC may contact the tenderer, although such contact may not lead to any alternation of the terms of the submitted tender.

3. Can I offer something that varies from what is requested in the terms of reference?

In the absence of any such indication in the tender specifications your offer should not deviate from the services requested.

4. Can a consortium of companies submit an offer?

Joint offers from consortia of service providers are permitted provided that conditions for adequate competition are observed. The consortium must clearly indicate which service provider will be carrying out which tasks as well as who has been appointed by the others as the lead partner.

5. Do I comply with all formal requirements to be eligible for tendering?

5.1 Exclusion criteria and non conflict of interest

Candidates or tenderers shall be excluded from participation in 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 contracting authority 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 contracting authority 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 Communities' financial interests;

(f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

The ECDC shall accept as satisfactory evidence that the candidate or tenderer to whom the contract is to be awarded is not in one of the situations described in point (a), (b) or (e) above, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. The ECDC shall accept, as satisfactory evidence that the candidate or tenderer is not in the situation described in point (d) above, a recent certificate issued by the competent authority of the State concerned.

The contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract:

(a) are subject to a conflict of interest;

(b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;

(c) find themselves in one of the situations of exclusion listed above.

All Tenderers must certify that they are not in one of the situations listed above by signing the attached Exclusion Criteria & Non Conflict of Interest Form (**see section D**). Only the successful Tenderer will be required to submit the proving documents, before signing the Contract.

6. Confidentiality & public access to documents

In the general implementation of its activities and for the processing of tendering procedures in particular, ECDC observes the following EU regulations:

- EU Council Directive 95/46 of 24 October 1995 and EU Council Regulation 45/2001 of 18 December 2000 on the protection of individuals with regard to processing of personal data by the Community institutions and the free movement of such data.
- EU Council regulation 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

7. Where do I find the standard provisions ECDC applies in its contracts?

In drawing up your offer, you should bear in mind the provisions of the draft contract (see **section E**). In particular, the draft contract indicates the method and the conditions for payments to the contractor.

Submission of a tender implies acceptance of all the terms and conditions set out in the invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

8. May ECDC request a financial guarantee from the Contractor?

ECDC may require a pre-financing guarantee or a performance guarantee from the Contractor chosen as a result of this tendering procedure. When such guarantee is requested, the specific conditions related to the provision of a guarantee are included in the draft contract (**section E**). The costs for the guarantee shall be borne by the Contractor.

9. How should I report on my progress?

In order to ensure that public funds are being spent correctly, the Contractor chosen as a result of this tendering procedure may be required to submit reports on the progress of the assignment. If applicable, the nature and frequency of these reports is detailed in the terms of reference (see **section C.2**).

10. How and when should I present my offer?

10.1 Language

Offers must be submitted in one of the official languages of the European Union. Both the technical proposal and the financial proposal should be signed and perfectly legible in order to rule out any ambiguity.

10.2 Dates and postal address

The offer should be postmarked not later than the date indicated in the timetable in **section C.1** or submitted by hand not later than **16.00 hrs** of the date indicated in **section C.1**.

The offer is to be submitted to the following address:

ECDC
Attn: Procurement Office
171 83 Stockholm, Sweden
Address for visits: Tomtebodavägen 11A, Solna

10.3 Double envelope system

Offers must be submitted in accordance with the **double envelope system**,

The **outer envelope or parcel** should be sealed with adhesive tape and signed across the seal and carry the following information:

- the project title "**Title**"
- the name of the Tenderer
- the indication "Offer - Not to be opened by the internal mail service".
- the address for submission of offers (see above)
- the date of posting (if applicable) should be legible on the outer envelope

The **three innermost envelopes** are:

Envelope A, containing one original (unbound, signed and clearly marked as “Original”) of the **Technical Proposal** and four copies (bound and each marked as “Copy”).

Envelope B, containing one signed original and four copies of the **Financial Proposal**.

Envelope C, one original copy of the **supporting documentation**.

10.4 Confirmation of offer submission

In order to keep track of offers due to arrive, tenderers who do not hand deliver their offers are requested to complete and return the form found in **section D.6**.

11. How will my offer be evaluated?

Offers are opened and evaluated by a committee, possessing the technical and administrative capacities necessary to give an informed opinion on the offers. The committee members are nominated on a personal basis by the ECDC under guarantee of impartiality and confidentiality. Each of them has equal voting rights.

11.1 Offer opening session

The main aim of the opening session is to check whether the offer received is compliant with the following formal requirements:

- ✓ Not submitted later than the submission deadline
- ✓ The envelope containing the offer is sealed
- ✓ Written in an EU language
- ✓ Signed
- ✓ Contains a technical and financial proposal and supporting documentation
- ✓ Submitted in the number of copies required

11.2 Offer evaluation session

Offers complying with the formal requirements checked during the offer opening session will be evaluated in two stages:

1. The evaluation committee first discusses the eligibility and capacity of the tenderer to perform the contract in view of the Selection Criteria as defined in **section C.5**. If one of the relevant criteria listed under the Selection Criteria is not positive, the offer may not be further evaluated.
2. Each committee member evaluates the technical proposal and awards a score against the Award Criteria (**section C.6**). Weighting the technical quality against the price, the economically most advantageous offer is established.

The offer evaluation procedure is confidential. The evaluation committee’s deliberations are held in closed session and its decisions are collective. The members of the evaluation committee are bound to secrecy.

The evaluation reports and written records are for official use only and may not be communicated neither to the tenderers nor to any party other than the ECDC, the European Anti-Fraud Office and the European Court of Auditors.

11.3 Interviews

If interviews are required for this tender then the date will be indicated in **section C.1**. If no date is indicated then this implies that no interview is necessary.

The costs for attending the interview shall be borne by the tenderer.

Other information

Tenderers are expected to examine carefully and respect all instructions and standard formats contained in these specifications and the invitation to tender. An offer which does not contain all the required information and documentation may be rejected.

The tenderer shall be bound by his offer for a period of 6 months following the closing date for submission of offers.

Where a maximum budget is mentioned in the terms of reference, any tenderer submitting a financial proposal exceeding this budget may be rejected.

All documents presented by the tenderer become the property of the ECDC and are deemed confidential.

ECDC will not reimburse expenses incurred in preparing and submitting offers.

Completing the adjudication or the procedure of the call for tenders in no way imposes on the ECDC an obligation to award the contract. The ECDC shall not be liable for any compensation with respect to tenderers whose offers have not been accepted, nor shall ECDC be liable when deciding not to award the contract.

Each tenderer will be informed in writing about the outcome of the call for tender.

Section C – Specific information related to this tender

1. Timetable

The timetable for this tender and the resulting contract is as follows:

Travel Medicine in Europe: existing structures, functions and added-value of ECDC. Building a network to support Travel and Tropical Medicine related activities at ECDC.

OJ/2008/07/08-PROC/2008/019

Activity	Date	Comments
Launching of tender	08/07/2008	Call for Tender sent out
Site visit or clarification meeting (if any)		Not applicable for this tender
Last date for clarifications issued by ECDC	02/09/2008	Minimum five working days before deadline
Deadline for submission of offers	09/09/2008 16:00 local time	
Interviews (if any)		Not applicable for this tender
Opening session	15/09/2008 at 10:00	
Date for evaluation of offers	19/09/2008	Estimated
Notification of award to the selected tenderer	Evaluation date plus 2 weeks	Estimated
Contract signature	Notification date plus 2 weeks	Estimated

2. Terms of reference

The purpose of these Terms of Reference is to give instructions and guidance to candidates about the nature of the offer they will need to submit and to serve as the contractor's mandate during project implementation. The Terms of Reference ensure that the project will be properly conceived by the contractor, that the work is carried out on schedule and that resources will be properly used.

The Terms of Reference will become part of the contract that may be awarded as a result of this tender.

2.1 Introduction

The Parliament and council regulation 851/2004 establishing a European Centre for Disease Prevention and Control (ECDC) called to strengthen the capacity of the European Union for the prevention and control of infectious diseases that may spread within, or to the European Union. Details of the Centre's mandate and functions are set out in the above referenced Regulation, accessible through the ECDC web site <http://www.ecdc.europa.eu>. The centre is open to all nations that share its objectives, currently has 33 member countries. These are the 27 Member States; three candidate countries (Croatia, Former Yugoslav Republic of Macedonia, Turkey) and Iceland, Norway and Liechtenstein, which are members of the EEA-EFTA.

Part of ECDC's mandate includes the detection, verification and notification of possible threats. ECDC experiences have proved that part of these threats is related to travel of people, either holiday makers or migratory movements. There are several bodies in the EU and outside EU dealing with travel medicine and it is important for ECDC to evaluate the possible added value of the institution being involved in the field. ECDC has to deal with situations that require a proficient knowledge of tropical diseases as well as the skills on how to improve response to them.

To fulfil these tasks, ECDC seeks to establish collaboration with a body that can support ECDC in this field. This may include "remote" assistance, providing advice, support and surge capacity and/or mobilization of experts in the field.

2.2 Purpose of the assignment

ECDC wishes to conclude a framework contract with a body or network of clinical experts in tropical and travel medicine that will support ECDC for detection, verification, assessment and communication of communicable diseases that can be associated with travelling and specifically with tropical diseases.

The scope of the assignment must include at least diseases listed in **section D.7**. However, the tenderer is encouraged to cover additional agents.

The framework contract shall be concluded for an initial period of two years, with a possibility of an extension once for a period of two years (2+2). The services will be provided in accordance with the framework contract, terms of reference and specific orders placed under the framework contract.

Tenderers shall submit an offer for all the work packages (WP) as described below:

WP 1: Secretariat and information management of the network

WP 2: Travel medicine resources review

WP 3: Support to ECDC's Epidemic Intelligence and Response activities

The offer should reflect the activities covered by each work package for a one year period, corresponding to a specific order placed under the framework contract on a yearly basis.

The tenderer is encouraged to build a consortium, joining different network partners.

For each of the work packages, the tenderer shall propose a separate structured budget and a price schedule covering the intended one year of activities. Be aware that ECDC will not provide a template for this purpose.

2.3 Requested Deliverables

The tenderer shall build, maintain and strengthen a multi-disciplinary network of highly qualified experts with demonstrated competence in the diseases covered by this tender, ideally in the field of travel advice, tropical medicine, clinical diagnosis of the returned traveller, and detection, identification and management of imported infections.

The network shall reflect a good geographic representation within the European Member States, the EEA-EFTA. The number of experts per country shall reflect the relevance of these diseases in each of the EU-

EEA-EFTA countries. However, over representation can be accepted if a clear technical justification is provided.

The composition of the network shall be flexible and able to change according to new demands (e.g. new, emerging diseases), provided the proposed new members fulfil the conditions of these terms of reference and specifications and provided the tenderer notifies any changes to the ECDC.

2.3.1. WP 1: Secretariat and information management of the network

The secretariat will be responsible for the overall administration of the project (including the financial oversight), the maintenance of a directory of the network members and their expertise, the organisation of meetings of the Steering Committee and annual meetings of the network members and the preparation and update of documents/deliverables for dissemination on the ECDC website.

2.3.1.1. Overall administration

The tenderer shall provide the financial administration of the project. The secretariat is in charge of all aspects related to the follow-up of the project with ECDC. In particular under WP1, the network secretariat should provide all reports and documents required by the management of the project.

2.3.1.2. Organisation and delivery of Steering Committee meetings

The project will be steered by a Steering Committee. The composition of the Steering Committee includes a representative of each work package in the project plus two members of the network. The tenderer shall organize at minimum two meetings of the Steering Committee per year, to which an ECDC representative needs to be invited. One of the meetings shall coincide with the annual meeting of the network (see below). The meeting agenda and meeting reports shall be posted on ECDC's webpage. The travel costs will be covered by the tenderer and reimbursed by ECDC after the meeting and upon presentation of the proof of the actual costs incurred (refer to Article II.7 "Reimbursements" of the draft contract).

2.3.1.3. Organisation and delivery of an annual network meeting

The tenderer shall organize an annual one-day meeting of the network (maximum number of 45 participants). The tenderer shall plan and prepare the organisation of the meeting after agreement with the ECDC on the scope, programme and list of participants.

- Meeting Agenda

The tenderer will develop a meeting agenda able to provide sufficient opportunity to support networking activities between the members and to discuss the activities and results of each of the work packages within this framework contract. It will also allow exchange of expertise opinion on selected topics (identified in collaboration with the ECDC) to further improve the work of the network and any other item that ECDC suggests.

- Delivery of meeting

The tenderer will ensure the delivery of the full meeting, including:

- Organisation of the meeting: the annual network meeting will take place in ECDC, Stockholm unless one of participating institutions provides a facility for organising the meeting free of charge. The tenderer shall organize the invitation, travel and accommodation arrangements for the meeting.
- Organisation of travel for all experts: all costs to the travel of experts to come to the meeting will be covered by the tenderer and reimbursed by ECDC after conclusion of the meeting and upon presentation of proof of the actual costs incurred (refer to Article II.7 "Reimbursements" of the draft contract).

The meeting language shall be English. The first annual meeting shall be scheduled during the first quarter of 2009.

2.3.1.4 Deliverable:

- Meeting report

Within 20 working days after the completion of the meeting, the tenderer shall submit to ECDC a meeting report including the main discussion points, conclusions and recommendations, as well as the list and contact details of the participants and facilitators and the meeting program.

- ECDC/Network website

The tenderer shall prepare and update following documents that will be posted on the ECDC website, acknowledging the participants:

- Agenda and Minutes of Steering Committee Meetings (see 2.3.1.2.)
- Agenda and Minutes of Annual Network Meetings (see 2.3.1.3.)

- Lessons learnt for event response (see 2.3.3)
- Meeting/event calendar (regularly updated)
- Science watch: the tenderer should, at least monthly, update on significant publications/development regarding diseases covered by this tender.

All documents should be provided in portable document web format (pdf) and follow the ECDC branding. Therefore, the tenderer should work in close collaboration with the ECDC web team.

2.3.2 WP 2: Travel medicine resources review

The contractor will provide specific reports and documents regarding current situation of Travel Medicine in Europe, substantively:

2.3.2.1 Updated inventory of travel medicine resources (infrastructures and functions) in Europe by country, as example:

- National competent bodies (if any).
- National Health System travel health clinics and international vaccination centres.
- Major private travel health clinics.
- Travel health-care providers serving special groups such as migrants, asylum seekers, tourists, professional travellers (military, seafarers).
- Existing collaboration or networking of travel or tropical medicine institutions at a national and European level.
- Institutions in charge of training in Travel Medicine.
- Professional societies or associations dealing with travel medicine in Europe.
- Isolation wards (P3-P4 agents).
- Repatriation services.

2.3.2.2 Updated inventory of global travel medicine resources (infrastructures and functions) of international organizations and main Organizations outside Europe such above.

2.3.2.3 Updated inventory of global travel medicine products issued on a regular basis by travel medicine professionals to assess and manage the risks to health associated with travel to any country in the world:

- International or national bodies issuing travel health guidelines, advice or updated health threat information.
- Web-, text-, and journal-based resources offering country-specific health and safety information.
- Updated web servers providing information and discussion on outbreak surveillance of tropical medicine and travel-related clinical cases.
- Scientific peer-reviewed journals specialized in travel medicine.
- Any other product

2.3.2.4 Make a review of the current guidelines used in Europe (EU Member States, Associated, Candidate and EEA/EFTA countries) for giving pre-travel advice on the main preventable travel-related communicable diseases.

- Data should be gathered in a systematic manner, with a detailed geographical plot for each disease or group of diseases.
- As a minimum, the following areas should be covered:
 - a. Recommendations for the administration of specific vaccines for vaccine-preventable illnesses.
 - b. Advice on avoidance of vectors to prevent vector-borne illnesses.
 - c. Malaria prevention and treatment.
 - d. Prevention and self-treatment of traveller's diarrhoea.
 - e. Others that can be of relevance in travel medicine

- It should cover information available not only from official European state bodies, but also from additional sources issuing up-to-date evidenced based recommendations.

2.3.2.5 Deliverable

Tenderer shall deliver a report on the previous activities. The report shall include a discussion in which all the collected data will be assessed to evaluate if there is or not a consistency in the information available to those giving pre-travel advice in the EU. The report will also offer conclusions regarding the necessity or not of establishing a European consensus on these guidelines. The tenderer shall identify gaps in the national capacities of EU Member States, Associated, Candidate and EEA/EFTA countries. In addition, the report shall identify areas where ECDC, or expertise and resources in other countries pooled by ECDC, could strengthen the existing travel medicine resources in order to give a European added value and cover the gaps identified. That report shall be produced once a year.

First report is expected to be delivered 12 months after the signature of the Tender.

The tenderer shall keep the inventory databases updated in the future (Update the database once a year).

2.3.3. WP 3: Support to ECDC's Epidemic Intelligence and Response activities

For the entire duration of the tender the tenderer shall actively participate in the epidemic intelligence activities (support outbreak and cluster detection, verification and investigation) and give advice and guidance for risk assessment and risk communication. For this purpose the tenderer shall maintain a 24/7 on call duty system (generic dial-in number and email address) through which the ECDC can access all year round the expertise within the network. 24/7 System shall be in place three months after the signature of the contract, although the tenderer is encouraged to start the system as soon as possible.

2.3.3.1. Participation in the preparation of ECDC's Annual "Threat" Report (ECDC[®])

The tenderer shall be working closely with ECDC in the preparation of relevant chapters from the Annual Threat Report. Writing contribution to the Threat annual report shall be sent to ECDC within 20 days after the reception of the request. Authorship of the report will remain in ECDC hands. Participation of relevant members of the network will be acknowledged

2.3.3.2. Participation in ECDC's epidemic intelligence meeting

The tenderer shall assure that appropriate expert(s) can participate upon request via telephone or videoconference in the epidemic intelligence "roundtable" meeting in which information on ongoing events is reviewed. This virtual meeting should not exceed 30 minutes unless a threat requires specific attention.

2.3.3.3. Ad hoc advice/guidance for risk assessment and risk communication

The tenderer shall provide, on ad hoc basis, timely advice on questions regarding diseases covered by this tender and assist in risk assessment, preparation of fact sheets and risk communication. This could also include questions that might emerge while preparing policy documents, papers for meetings or answering to consultations. Providing answers (by e-mail) to request of advice for risk assessment and risk communication shall be sent accordingly to the urgency of the event.

2.3.3.4. Participation in the Epidemic Intelligence System (EPIS)

The tenderer shall actively participate in/contribute to the EPIS, a platform for technical risk assessment and risk communication that will be linked to the Early Warning and Response System (EWRS) IT application. It is foreseen that EPIS becomes a collaborative communication tool that facilitates the exchange of technical information on specific events between the Member States. EPIS will have customisable and moderated portals per community (thematic forums, alert forums, event specific forums) and allow for the combination of 'event-based' and 'indicator-based' surveillance as input and for signals to the EWRS. Upon activation of the EPIS by ECDC, the tenderer is expected to animate a moderated forum for network members to discuss issues arising from epidemic intelligence activities related with the topic.

3. Content of technical proposal

As described in **section B.1** your offer must consist of three elements. One of these elements is the technical proposal, which must clearly contain the following information.

Experience of the team mobilized by the tenderer

*Tenderers should give a description of the team from the tenderer that would be working with ECDC. Tenderers should describe how team will be organised and how they will ensure successful organization of services to be rendered. (See also **section C.5.2**).*

Specific experience in rendering services as specified in the requested deliverables.

Tenderers should provide evidence of previous experience in providing such services, in particular in travel-medicine related public health events.

Modality of delivery of services

Tenderers should describe how they propose to deliver the products referred in the working packages 1, 2 and 3, including the timeline for the different activities.

4. Content of the financial proposal

The tenderer is encouraged to provide a very detailed structure of all calculations related to the financial proposal, which must be based on the format found in **section D.4**. However, please be aware that ECDC will not provide a full template for this purpose.

For each of the work packages, the tenderer shall propose a separate structured budget and a price schedule covering the intended one year of activities.

As mentioned in **section B.1**, the ECDC is exempt from all duties, taxes and other charges, including VAT. **For this reason all prices given in the financial breakdown should be free of VAT and other taxes or duties.**

The estimated budget for the future Contract is 120,000 EUR/year.

5. Selection criteria

The Tenderer must submit evidence of his capacity to perform the contract. The evaluation committee will examine the offers to ensure that the information requested in the selection criteria has been provided and that the Tenderer fulfils all these criteria. Offers which fail to include some of the information requested, may be rejected outright.

In the case of a consortium submitting an offer, each member of the consortium must provide the required evidence. For 'technical capacity' the evidence provided by each member of the consortium will be checked at consortium level to ensure that the consortium fulfils the criteria.

5.1 Economic and financial capacity

The tenderer must be able to prove that he is in a stable financial position. Evidence of this capacity must be provided by:

- Statements of the undertaking's overall turnover and its turnover in respect of services to which the contract relates for the previous 3 financial years
- Annual accounts, balance sheet or extracts there from where publication of the balance sheet is required under company law in the country of establishment.

If, for any valid reason, the service provider is unable to provide the references requested by the contracting authority, he may prove his economic and financial standing by any other document which the contracting authority considers appropriate.

5.2 Technical capacity

The Tenderer must have the following technical capacity to perform the contract:

- Expertise and experience

Level of the experience of the team mobilized by the tenderer in the area of travel medicine:

The tenderer should provide a description of the team that would be working with ECDC and provide copies of the team members' Curriculum Vitae. Relevant experience on a national or international level will be positively evaluated.

The tenderer shall provide evidence of technical expertise in information/data management e.g. from previous projects and publications/reports/internet sites as regards to information management including database development and management, data processing for presentations and publications. Good communication skills with the public health community and the general public (e.g. conceptual work, guiding documents, and fact sheets). Excellent English writing skills are requested.

Evidence of this capacity must be provided by:

- Proven knowledge of Tropical and Travel Medicine: relevant documents/publications (e.g. journals, books, guiding documents and fact sheets), links to websites developed, teaching and research;
- Experience with data management;
- Clinical experience in infectious and tropical diseases: past and current;
- Experience in travel medicine: pre-travel advice but also clinical management of the returned traveller;
- Epidemic Intelligence Activities (experience in supporting outbreak and cluster detection, verification and investigation).

Tenders from consortiums of undertakings or groups of service providers must specify the role, qualifications and experience of each of the members of the consortium or group. In such cases, one of the tenderers must be designated as the main contractor.

▪ Languages abilities

Statement of the tenderer's language abilities. Most of the work will be performed in English. The tenderer must demonstrate a strong ability to draft and operate in this language and provide examples of previous work.

Publications done by the team members (in national and international journals, including Epidemiological bulletins, books, book chapters, etc) on the topic object of this activity will be considered in the evaluation.

▪ Technical capabilities

Statement of the technical equipment and material which the tenderer can use to provide the services indicated in this call for tenders.

Statement describing the services which can be provided by tenderers directly and those which they plan to subcontract.

Statement of the average annual workforce of the service provider and the size of the management staff during the last three years.

5.3 Professional capacity

Evidence of this capacity must be provided by:

- The tenderer must provide evidence of enrolment (declaration or certificates) in one of the professional trade registers, in its country of establishment.
- If the tenderer is not required or permitted to enrol in such a register for reasons of his statute or legal status, an explanation should be provided.

6. Award criteria

Once the tenderer has demonstrated the appropriate capacity to perform the contract on the grounds of the selection criteria, the offer will be assessed on the basis of the award criteria.

The award criteria serve to identify the tender offering the best value for money, which will be the one with the best quality-price ratio. The quality of each offer will be evaluated in accordance with the award criteria

and the associated weighting. No award criteria and sub criteria others than those detailed below will be used to evaluate the offer.

Award criteria 1: Capacity of the tender in this field - 25 points

The tender shall prove state of the art knowledge in the diseases proposed in this tender as well as experience relevant to the areas covered by the different work packages. Previous experience/participation in outbreak investigations on a national, European and/or international level as well as previous and current work in travel medicine and tropical diseases will guide the evaluation of this tender.

Evidence of this capacity must be provided by:

- Relevant national and international publications of the network members;
- Short description of previous involvement in European projects and existing collaborations;
- Relevant contacts in the Member States and other International bodies in this field.

Award criteria 2: Technical quality of proposal - 40 points

- Understanding of the context, objectives and tasks within ECDC's mandate;
- Credibility and understanding of the work to be carried out;
- Quality of the proposed methodology;
- Quality of the proposed tools and techniques.

Award criterion 3: Operational and managerial structure, including proposed SLA – 25 points

- Coordination and mobilization of team and possible subcontractors;
- Management and administration of the services;
- Work plan details for completion of tasks;

Award criterion 4: Earliness in putting into function the 24/7 on call duty system – 10 points

The tenderer shall provide evidence of the capacity to put into place and maintain the mentioned 24/7 on call duty system from a proposed date (three months after the signature of the contract at the latest). The evaluation of the tender will be inversely proportional to the amount of time taken to do so since the signature of the contract.

1. Capacity of the tender in this field	25 points
2. Technical quality of proposal	40 points
3. Operational and managerial structure, including proposed SLA	25 points
4. Earliness in putting into function the 24/7 on call duty system	10 points

The total qualitative score obtained for the 4 award criteria will be divided by the total price.

The sum of all criteria gives a total of 100 points.

Minimum attainment per award criterion

Offers scoring less than 60% for any award criterion will be deemed to be of insufficient quality and eliminated from further consideration.

Minimum attainment overall

Offers scoring less than 60% after the evaluation process will be considered to be of insufficient quality and eliminated from the following phase.

7. Subcontracting

If the tenderer plans to use subcontractors for any part of the work then names and details (e.g. company details or CV of individuals) should be given of these companies or individuals. The subcontractor should also provide a legible copy of any official document showing the legal entity's name, address and registration number given to it by the national authorities.

The tenderer should also describe the arrangements it will put in place to ensure its subcontractors deliver a high quality service to ECDC. Tenderers should also indicate the mechanisms whereby new subcontractors can be identified who will deliver services under the best conditions, notably in terms of value for money.

Section D - Standard Forms

The standard forms are to be completed and provided as part of your offer. Any specific documents required by the forms should also be provided.

- 1) Exclusion criteria & non conflict of interest**
- 2) Tenderer's administrative data**
- 3) Legal entity and financial identification**
- 4) Financial proposal**
- 5) Checklist**
- 6) Confirmation of offer submission**
- 7) Minimum list of diseases to be covered by the tender**
- 8) Allowances**

1. Exclusion criteria & non conflict of interest form



EXCLUSION CRITERIA & NON CONFLICT OF INTEREST FORM

TO BE COMPLETED AND SIGNED BY THE TENDERER

Procurement title:
The undersigned:
Name of the individual/company/organisation:
Legal address:
Registration number:
VAT number:
Name and position of the signatory of this form (authorised to represent the tenderer vis-à-vis third parties and acting on behalf of the aforementioned company or organisation):
.....

In response to your letter of invitation to tender for the above contract, I/we hereby declare that I/we:

- Am/are not in any of the situations excluding me/us from participating in contracts which are mentioned below and I will produce the corresponding certificates if so requested;
- 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 contracting authority 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 contracting authority 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 Communities' financial interests;
- (f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

I/we acknowledge that I/we understand that the contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;

- (c) find themselves in one of the situations of exclusion listed above
- Agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interests;
- Will inform the Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the contract;
- Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this and other contracts funded by the Authority.

In the event that my/our tender is successful, I/we undertake to provide the proof usual under the law of the country in which I/we are established that I/we do not fall into the exclusion situations listed in section B.5 of the tender specifications. The date on the evidence or documents provided will be no earlier than 180 days before the deadline for submission of tenders and, in addition, I/we will provide a sworn statement that my/our situation has not altered in the period which has elapsed since the evidence in question was drawn up.

I/we also understand that if I/we fail to provide this proof within 15 calendar days after receiving the notification of award, or if the information provided is proved false, the award will be considered null and void.

Signature of the tenderer or of authorised representative

.....
 Full name Position Date Signature

2. Tenderers administrative data

2.1 Address and contact details

Tenderer Name	
Address	
Post Code	
Tel	
Fax	
Email	
Web Site (if applicable)	
Legal Status	
Contact person for this tender	
Legal signatory(ies)	

3. Legal entity and financial identification

Legal entity file:

a) http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pp_en.pdf (for individuals)

b) http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pris_en.pdf (for Private entities or NGO's)

c) http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pub_en.pdf (for public entities)

Bank Account file:

http://ec.europa.eu/budget/library/execution/financial_identification/fich_sign_ba_gb_en.pdf (one form for all legal entities)

Instructions:

http://ec.europa.eu/budget/library/execution/instructions_fich_le_en.pdf (one form for all legal entities)

4. Financial Proposal

Price schedule

Company: _____
 Date: _____
 Signature: _____

**Travel Medicine in Europe: existing structures, functions and added-value of ECDC.
 Building a network to support Travel and Tropical Medicine related activities at ECDC –
 OJ/2008/07/08-PROC/2008/019**

Tasks	No of people involved	No of working hours	Hourly rate	Price (EUR)
WP 1				
Core staff				
Supporting staff				
...				
Administrative costs				
Other costs if applicable (to be specified)				
WP 1 Subtotal:				
WP 2				
Core staff				
Supporting staff				
Administrative costs				
Other costs if applicable (to be specified)				
Other costs if applicable (to be specified)				
WP 2 Subtotal:				
WP 3				
Core staff				
Supporting staff				
Meeting arrangements				
Administrative costs				
Other costs if applicable (to be specified)				
WP 3 Subtotal:				
Total:				

Please note that this pricelist represents the minimal requirement for financial reporting. All additional costs shall be clearly listed. All prices shall be in EUR.

Name: _____
 Signature: _____
 Date: _____

3. Checklist

The checklist must be used to ensure that you have provided all the documentation for this tender and in the correct way. This checklist should be signed and included in envelope **A** of your offer.

You must submit your offer in one envelope which contains 3 separate inner envelopes clearly marked envelope **A**, **B** and **C**.

Please Tick ✓ the boxes provided

Envelope 'A' must contain

- one original signed copy and 4 copies of the technical proposal.
- this checklist signed and dated.

Envelope 'B' must contain

- one original signed copy and 4 copies of the financial proposal based on the format found in **section D.4**.

Envelope 'C' must contain

- the evidence as described in section **section B.5.1**.
- the evidence documentation related to the selection criteria found in **section C.5**.
- administrative data following the format found in **section D.2**.

You should also ensure that:

- your offer is formulated in one of the official languages of the European Union.
- both the technical and financial proposals of the offer are signed by the tenderer or his duly authorised agent.
- your offer is perfectly legible in order to rule out any ambiguity.
- your offer is submitted in accordance with the double envelope system as detailed in **section B.10**.
- the outer envelope bears the information mentioned in **section B.10**.

Name: _____

Signature: _____

Date: _____

4. Confirmation of offer submission

In order to keep track of offers due to arrive, tenderers who do not hand deliver their offers are requested to complete and return this form by fax or email.

Title:

**Travel Medicine in Europe: existing structures, functions and added-value of ECDC.
Building a network to support Travel and Tropical Medicine related activities at ECDC –
OJ/2008/07/08-PROC/2008/019**

Attn: ECDC, To attention of the Procurement Office

Fax: Fax: +46 (0) 8 30 57 46

Email: procurement@ecdc.europa.eu

I have submitted an offer for this tender on ___/___/2008 using the following delivery service:

- Registered mail
- Express mail
- Courier Service
- Other _____

Tenderer name:	
Email:	
Telephone N°:	

7. Minimum list of diseases to be covered by the tender

African Trypanosomiasis or Sleeping Sickness

Alphavirus causing human disease (Ross River, Barmah Forest and other *Alphavirus*)

Arenavirus causing human disease (Machupo, Guanarito, Junin)

Amebiasis

American Trypanosomiasis or Chagas Disease

Anthrax

Avian influenza

Brucellosis

Campylobacter infections

Chickenpox (*Varicella*)

Chikungunya fever

Cholera

Coccidioidomycosis

Cryptosporidiosis (*Cryptosporidium* infection)

Cyclosporiasis (*Cyclospora* infection)

Dengue Fever

Diphtheria

Filariasis

Flavivirus causing human disease (Saint Louis encephalitis, Japanese encephalitis, Tickborne encephalitis,

West Nile, Murray Valley and other *Flavivirus*)

Giardiasis (*Giardia* infection)

Haemophilus influenzae meningitis

Hantavirus infection

Henipavirus causing human disease (Nipah, Hendra)

Hepatitis A, B, C and E

Histoplasmosis

HIV/AIDS and other sexually transmitted infections

Human papillomavirus (HPV)

Influenza

Leishmaniasis (*Leishmania* infection)

Legionellosis

Leptospirosis

Listeriosis

Lyme disease

Malaria

Measles

Meningococcal disease

Mumps

Onchocerciasis (river blindness)

Plague
Phlebotomus causing human disease (Sand Fly Fever Naples, Sand Fly Fever Sicilian, Toscana, and others)
 Pneumococcal disease
 Poliomyelitis
 Rabies
 Ross River Virus Infection
 Rickettsial Infections
 Rotavirus
 Rubella (German measles)
 SARS (Severe Acute Respiratory Syndrome)
 Schistosomiasis
 Smallpox
 Tetanus
 Tuberculosis
 Tularemia
 Typhoid fever
 Viral hemorrhagic fevers (e.g., Ebola, Marburg, Lassa, Rift Valley, Congo-Crimean Haemorrhagic Fever)
 Whooping cough (*B. pertussis*)
 West Nile Virus
 Yellow Fever

8.

Maximum travel cost within Europa		€	800
Maximum travel cost outside Europa	(USA, Canada, ...)	€	4,000

DESTINATIONS	Daily allowance	Maximum hotel price
	in €	in €
Germany	93	115
Austria	95	130
Belgium	92	140
Bulgaria	58	169
Cyprus	93	145
Czech Republic	75	155
Denmark	120	120
Spain	87	125
Estonia	71	110
Finland	104	140
France	95	150
Greece	82	140
Hungary	72	150
Ireland	104	150
Italy	95	135
Lettonia/Latvia	66	145
Lithuania	68	115
Luxemburg	92	145
Malta	90	115

Netherland	93	170
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Sweden	97	160
United Kingdom	101	175

The Contractor will be paid the country specific flat rate for subsistences indicated, for each participant and actual meeting-day (working-day), upon presentation of proof of participation.

However, hotel arrangements can be made also for the night before the starting day of the meeting;

SECTION E – DRAFT CONTRACT

The draft contract is provided solely for information. Tenderers should note that in the case that their offer is successful the resulting contract will be based on this draft contract.