



Tender Specifications

for

**Network to support Travel and Tropical Medicine related activities at ECDC
Framework Contract**

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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 EEA 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**. In preparing the technical proposal you should bear in mind the award criteria against which it will be evaluated, see **section C.12**.

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 Union 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 Union.

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** below demonstrating that the tenderer is eligible to tender for this contract must be provided.

- Selection criteria documentation

All documentation requested in **section C.11**.

- 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**.

- 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 the nature of the contract should be done in **writing only** and should 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 Participation of consortia and subcontracting

4.1 Participation of consortia

Consortia, may submit a tender on condition that it complies with the rules of competition. A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. Such grouping (or consortia) must specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit a tender. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority. In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria (see **section B.5** and **section C.9**) of these tender specifications). Concerning the selection criteria "technical and professional capacity", the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria. The participation of an ineligible person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

4.2 Subcontracting

The tenderer must indicate clearly, which parts of the work will be sub-contracted. The total value of the sub-contracted part of the services cannot represent the total value of the contract value. If subcontracting is envisaged the volume/proportion of the tender being subcontracted for each subcontractor must be specified in the tender. Sub-contractors must satisfy the eligibility criteria applicable to the award of the contract. If the identity of the intended sub-contractor(s) is already known at the time of submitting the tender, all sub-contractors must provide the required evidence for the exclusion and selection criteria. If the identity of the sub-contractor is not known at the time of submitting the tender, the tenderer who is awarded the contract will have to seek ECDC's prior written authorisation before entering into a sub-contract. Where no sub-contractor is given, the work will be assumed to be carried out directly by the tenderer.

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.

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.1**)

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:

- Regulation (EC) No. 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.
- Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data

Processing your reply to the tender specifications will involve the recording and processing of personal data (such as your name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the tender specifications and will be processed solely for that purpose by ECDC. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to dpo.ecdc@ecdc.europa.eu. You have the right of recourse at any time to the ECDC Data Protection Supervisor for matters relating to the processing of your personal data.

7 Implications of submitting a tender

1. Implications for the tenderer

Submission of a tender implies acceptance of all the terms and conditions set out in the invitation to tender, in the tender specifications 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.

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.

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.

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

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.

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

2. No obligation to award

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.

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 and when should I present my offer?

9.1 Language

Offers must be submitted in one of the official languages of the European Union. ECDC prefers, however, to receive documentation in English. Nonetheless, the choice of language will be ignored for the purposes of considering the tender.

9.2 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

9.3 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
- 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**.

9.4 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**.

10 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.

10.1 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

10.2 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.9**. 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 as defined in **section C.10**. 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.

If tenderers are notified that a tender has not been successful, tenderers may request additional information by fax or mail. At the discretion of the tenderers, this information can be given in a follow-up letter providing further details in writing, such as the name of the tenderer to whom the contract is awarded and a summary of the characteristics and relative advantages of the successful tender. However, ECDC would like to stress that it is not free to disclose any information affecting the commercial interests of other tenderers.

10.3 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.

SECTION C – TERMS OF REFERENCE

1 Timetable

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

Network to support Travel and Tropical Medicine related activities at ECDC.

Publication Reference: OJ/2010/03/16-PROC/2010/011

Activity	Date	Comments
Launching of tender	16/03/2010	Dispatch of contract notice to the OJ
Site visit or clarification meeting (if any)	-	Not applicable to this tender
Last date for clarifications issued by ECDC	26/04/2010	Five working days before deadline
Deadline for submission of offers	03/05/2010	At 16:00 local time if hand delivered
Interviews (if any)	-	Not applicable to this tender
Opening session	10/05/2010 at 10:00 local time	
Date for evaluation of offers	Opening date plus 1 week	Estimated
Notification of award to the selected Tenderer	Evaluation date plus 3 weeks	Estimated
Contract signature	Notification date plus 2 weeks	Estimated

2 General context of the contract

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 website <http://www.ecdc.europa.eu>.

The Centre is open to all nations that share its objectives, and works closely with the 27 EU Member States, with Iceland, Norway and Liechtenstein, which are members of the European Economic Area (EEA), as well as with candidate and potential candidate countries.

Part of ECDC's mandate includes the detection, verification and notification of communicable disease threats. Experience has shown that many of these threats are travel-related. Communicable diseases pose a threat not only to those who are exposed while travelling abroad, but also to the persons who are exposed to returned travellers who carry contagious disease.

Travel advice on risk and risk reduction can be effective in preventing disease in travellers and thus further spread of infection. Medical professionals giving this advice to travellers, but also non-medically trained travellers, travel agents and organizers, airlines and shipping companies, need to ensure access to up-to-date authoritative sources of advice and recommendations. Several structures and agencies issue these recommendations on measures to prevent or reduce adverse consequences for the health of travellers. Nevertheless, most available publications within Europe focus on worldwide (i.e. outside of Europe) travelling and on diseases with worldwide distribution.

Given ECDC's mandate on the prevention and control of communicable diseases within Europe, it is important to also make available recommendations on how to prevent or reduce the risk from communicable diseases to those travelling to or within the EU, EEA or European Free Trade Association (EFTA) countries.

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. This new collaboration is intended to further build on the work of a previous framework contract, the scope of which has now been extended. More information can be found on the ECDC website <http://ecdc.europa.eu/en/activities/diseaseprogrammes/Pages/EUROTRAVNET.aspx> (Ref: 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").

3 Contract objectives and duration

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 the diseases listed in section F.1. However, the tenderer is encouraged to cover additional agents.

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: Up-to-date and practical guidance on how to prevent or reduce the main travel-related communicable disease risks for travellers;

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

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 contracts issued under the framework contract.

4 Requested deliverables

The contractor shall build, maintain and strengthen a multi-disciplinary network of highly qualified experts with demonstrated competence in the diseases covered by these tender specifications, 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, and 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 contractor notifies any changes to the ECDC.

4.1 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.

4.1.1 Overall administration

The contractor 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.

4.1.1.1 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 contractor 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 contractor and reimbursed by ECDC after the meeting and upon presentation of the proof of the actual costs incurred (refer to section F.2).

4.1.1.2 Organisation and delivery of an annual network meeting

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

4.1.1.2.1 Meeting Agenda

The contractor 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.

4.1.1.2.2 Delivery of meeting

The contractor 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 contractor shall organize the invitation, travel and accommodation arrangements for the meeting.
- Organisation of travel for all experts: all costs for the travel of experts to attend the meeting will be covered by the contractor and reimbursed by ECDC after conclusion of the meeting and upon presentation of proof of the actual costs incurred (refer to section F.2).

The meeting language shall be English. The first annual meeting shall be scheduled during the first quarter of 2011.

4.1.1.3 Deliverables

4.1.1.3.1 Meeting Report

Within 20 working days after the completion of the steering committee meeting and annual meeting, the contractor 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.

4.1.1.3.2 ECDC/Network website

The contractor 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 4.1.1.1)
- Agenda and Minutes of Annual Network Meetings (see 4.1.1.2)
- Lessons learnt for event response (see 4.3)
- Meeting/event calendar (regularly updated)
- Science watch: the contractor should, at least monthly, update on significant publications/development regarding diseases covered by this tender, providing insight on the public health relevance from a European perspective.
- Further develop and update the current inventory databases, to be made available by ECDC to the contractor:
 - Inventory of travel medicine resources (infrastructures and functions) in Europe by country;
 - Inventory of global travel medicine resources (infrastructures and functions) of international organizations and main organizations outside Europe;
 - 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;
 - Guidelines used in Europe for giving pre-travel advice on the main preventable travel-related communicable diseases.

All documents should be provided in electronic format and follow the ECDC branding. Therefore, the contractor should work in close collaboration with the ECDC web team.

4.2 WP 2: Guidance on “Travel risks, precautions and vaccination requirements”

The contractor is expected to deliver the below requested deliverables regarding the current situation on travel risks, precautions and vaccination requirements for travel. The target audiences will be medical professionals giving advice to travellers, as well as travellers. Data should be gathered from existing literature and other reliable official sources, and analysed in a systematic manner. The information displayed should be academically based, and yet practical and accessible to non-medically trained travellers. The contractor should adjust to the technical editorial specifications described in section F.3. All documents should be provided in electronic format and follow the ECDC branding. Therefore, the contractor should work in close collaboration with the ECDC web team. The contractor shall keep the requested deliverables updated for the full duration of the contract.

4.2.1 “Information for travellers” section for ECDC disease factsheets

The contractor shall deliver an “information for travellers” section for each ECDC disease factsheet during the first year of the contract. Where not already existing, for each disease the contractor shall complete and add information relevant for travellers and for those giving travel advice, with a worldwide focus. Where such information is already provided, further development and updates as necessary should be provided. For each disease, the information displayed should include:

- Geographic risk for human disease: The geographical distribution on national, and if possible regional level, of the diseases should be revised. The contractor should display detailed and precise static maps of human disease risk distribution if available and relevant, in a format compatible with ECDC templates which will be provided, and in collaboration with other ECDC-funded networks (e.g. VBORNET). Raw data for preparing the maps should be made available to ECDC.
- Details on the prevention, transmission and possible symptoms and signs:
 - Education on the prevention and self-treatment of travel-related disease risks;
 - Required and recommended vaccinations specific to the traveller;
 - Specific preventive recommendations for travellers with specific needs (e.g. the immunocompromised, pregnant women, children), particular leisure activities or occupational groups, long-term travellers and expatriates.

4.2.2 Travel health country information for travel within EU/EFTA

The contractor shall deliver travel health country information web pages (in html format) for travel within the EU for publication on the ECDC website during the second year of the contract, and ensuring updates on a yearly basis for the duration of the framework contract. The scope will include the 27 EU member states (including overseas countries and territories (OCT's), refer to section F.4), EU candidate countries (Croatia, Former Yugoslav Republic of Macedonia, Turkey) and EEA/EFTA countries (Iceland, Norway and Liechtenstein). The country web pages should provide a comprehensive state-of-the-art guidance, containing information relevant for travellers and for those giving travel advice. The following should be covered:

- Useful contacts for health care in each territory and links to general information on the country of interest for travellers;
- Country specific travel-related disease risk information, academically based, and yet practical and accessible to non-medically trained travellers or members of the travel industry. Links to ECDC reports on epidemiological information should be included;
- The contractor should also describe the risk for travellers from diseases/groups of diseases which may pose a risk for travellers regardless of their geographical distribution, e.g. influenza, mosquito-borne diseases, etc.;
- Education on the prevention and self-treatment of travel-related disease risks;
- Required and recommended vaccinations specific to the traveller;
- Importance of screening/assessment of returned travellers (e.g. from OCT's, section F.4) for selected infectious diseases;
- Specific communicable disease risks and preventive recommendations for travellers with specific needs (e.g. the immuno-compromised, pregnant women, children), particular leisure activities or occupational groups, long-term travellers and expatriates (e.g. from OCT's, section F.4);
- Useful links to ECDC and other sources of updated news on communicable disease outbreaks of importance for travellers.

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

For the entire duration of the contract, the contractor 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 contractor 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. The 24/7 system shall be in place one month after the signature of the contract, although the tenderer is encouraged to start the system as soon as possible.

4.3.1 Participation in the preparation of ECDC's Annual "Threat" Report (ECDC©)

The contractor shall develop a specific section on travellers' health for the ECDC "annual threat report", describing the main travel-related risks observed during the year for European citizens. This section should be no longer than three pages, and should be delivered to ECDC by 31 March each year for the duration of the contract. In addition, commenting of other related sections of the annual threat report can be requested. Authorship of the full report will remain in ECDC hands.

4.3.2 Participation in ECDC's epidemic intelligence meeting

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

4.3.3 Ad hoc advice/guidance for risk assessment and risk communication

The contractor shall provide, on ad hoc basis, timely advice on questions regarding diseases covered by these tender specifications and assist in risk assessment 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. Following specific events, the contractor will provide updates of the relevant disease factsheet(s) as needed.

4.3.4 Participation in the Epidemic Intelligence System (EPIS)

The contractor shall actively contribute to the Epidemic Intelligence System (EPIS), an ECDC IT platform for technical risk assessment and risk communication. It is foreseen that EPIS will become 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 Early Warning and Response System (EWRS). Upon activation of the EPIS by ECDC, the contractor is expected to animate a moderated forum for network members to discuss issues arising from epidemic intelligence activities related with the topic.

4.3.5 Periodical epidemiological update on selected communicable disease health threats

The contractor will provide a monthly update for dissemination on the ECDC website, on the worldwide epidemiological situation of a number of diseases, considering the risk for introduction and spread in EU/EFTA territory, such as (but not exclusively):

- Dengue
- Chikungunya
- Poliomyelitis
- Cholera

The update should include epidemiological information on cases and outbreaks gathered in a systematic manner from official and non-official sources of information assessed for its public health importance. ECDC will provide a minimum list of sources to be reviewed by the contractor. If the contractor detects unusual outbreaks of these diseases which could be relevant for the EU/EFTA, these will be communicated to ECDC as soon as possible on an ad-hoc basis. The first update is expected to be delivered by contract month 3. The contractor should work in close collaboration with the ECDC who will agree on the content and layout of the updates. The updates will follow the ECDC branding and will be provided in electronic format.

5 Publication rights

Ownership of all material produced under this framework contract will belong to ECDC. The right to any scientific publication shall rest solely with ECDC. However, ECDC recognizes the importance of scientific publications to collaborators and should the contractor wish to publish material generated under this contract, ECDC agrees to discuss terms of authorship, co-authorship and/or acknowledgement of the contractor on a case-by-case basis.

6 ECDC technical supervision, support and co-ordination of the work

The assignment shall be guided by and in agreement with ECDC. ECDC will provide input through discussion with the contractor during meetings, teleconferences and email exchange. A plan for regular communication shall be agreed prior to commencement of services.

While most of the work will be done at the contractor's premises, it is expected that the work will be performed in close collaboration with the ECDC's reference person in the Preparedness and Response Unit through regular updates per e-mail and/or telephone.

7 Prices

Prices must be quoted in EUR.

Prices should be quoted free of all duties, taxes and other charges including VAT, as ECDC is exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union.

The estimated budget for the future framework contract is 180,000 EUR/year (One hundred and eighty thousand euro per year). Tenderers must provide unit prices for each expert profile etc specified in **section D.4 - Financial proposal**.

Prices will be indexed as set out in the model contract.

8 The proposal

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

The tenderer is encouraged to build a consortium, bringing together 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.

8.1 Content of the technical proposal

As described in **section B.1** your offer must consist of three elements. One of these elements is the technical proposal. The technical proposal must be consistent with the terms of reference and contain all information requested in **section C**.

The technical proposal forms the content of Envelope A (see **section B.9**).

8.2 Content of the financial proposal

The financial proposal must be based on the format found in **section D.4**.

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.

9 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.

9.1 Economic and financial capacity

The tenderer must be able to prove that he/she is in a stable financial position.

Evidence of this capacity must be provided by:

- A statement of the undertaking's overall turnover in the past two 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 tenderer is unable to provide the references requested by ECDC, he may prove his economic and financial standing by any other document which ECDC considers appropriate.

9.2 Technical capacity

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

Expertise and experience

Experience of the team mobilized by the tenderer in the area of travel and infectious diseases medicine:

The tenderer should provide a description of the team that would work on the writing of the technical documents and provide copies of the team members' Curriculum Vitae. Team members are expected to have an adequate mix of relevant experience on national and international level.

The tenderer shall provide evidence of technical expertise in information management e.g. from previous projects and publications/reports/internet sites, as regards to database development and management, data processing for presentations and publications. Evidence of good communication skills with the scientific community and the general public (e.g. conceptual work, guiding documents, and fact sheets) is expected.

Evidence of this capacity must be provided by:

- Proven knowledge of infectious diseases 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 diseases and travel medicine: past and current;
- Experience in travel medicine: pre-travel advice but also clinical management of the returned traveller;
- Short description of previous involvement in European projects and existing collaborations related to travel medicine;
- Epidemic Intelligence activities: experience in supporting outbreak and cluster detection, verification and investigation. Evidence of this capacity must be provided by:
- Relevant contacts in the EU/EFTA Member States and other international bodies in this field.

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

The tenderer should submit the following documents:

- Statement of the tenderer's language abilities. All 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 produced by the team (in national and international journals, including bulletins, books, book chapters, etc) on the topic of this assignment will be considered in the evaluation.

Technical capabilities

The tenderer should submit the following documents:

- Statement of the technical equipment and material which the tenderer can use to provide the services indicated in these tender specifications.
- 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 tenderer and the size of the management staff during the last three years.

9.3 Professional capacity

Evidence of this capacity must be provided by:

- 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.

10 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 Contract will be awarded to the tender offering the best value for money, which will be the one with the best quality-price ratio, taking into account the awarding criteria listed below. No award criteria and sub criteria other than those detailed below will be used to evaluate the offer. The qualitative score obtained for the technical criteria will be divided by the total price of the tender as follows:

$$\text{Ratio for tender X} = \frac{\text{quality points for tender X}}{\text{price of tender X}}$$

The tenders will be evaluated following the award criteria outlined below producing a total score out of 100 points.

Award criteria 1: Level of expertise in the field of communicable diseases and travel medicine at a European level - 35 points

Level of state of the art knowledge in travel and infectious diseases medicine, as well as level of experience relevant to the diseases proposed. Previous and current work in travel medicine and infectious diseases at a European level will guide the evaluation of this tender.

(The above aspects are of the same relative value)

Award criteria 2: Technical quality of proposal - 30 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.

(The above aspects are of the same relative value)

Award criterion 3: Project team and management – 25 points

- Allocation of resources and expertise extra- and intra-muros;
- Coordination and mobilization of the support team;
- Management and administration of the services;
- Realistic timelines for completion of tasks.

(The above aspects are of the same relative value)

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

The ability of the tender to put in place the 24/7 duty system within 6 weeks after signing the contract.

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

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

Minimum attainment per 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 70% after the evaluation process will be considered to be of insufficient quality and eliminated from the following phase.

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. The forms in annex are:

Annex 1) Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest

Annex 2) Tenderer's administrative data

Annex 3) Financial identification and legal entity forms

Annex 4) Financial proposal

Annex 5) Checklist

Annex 6) Confirmation of offer submission

ANNEX 1. DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

TO BE COMPLETED AND SIGNED BY THE TENDERER

The undersigned: _____

- in his/her own name (if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator)
- or
- representing (if the economic operator is a legal person)

official name in full (only for legal person): _____

official legal form (only for legal person): _____

official address in full: _____

VAT registration number: _____

declares that the company or organisation that he/she represents he/she:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement 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) is not a subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.

In addition, the undersigned declares on their honour:

- g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- k) that the information provided to ECDC within the context of this invitation to tender is accurate, sincere and complete;
- l) that in case of award of contract, they shall provide the evidence that they are not in any of the situations described in points a, b, d, e above.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under art 133 and 134 b of the Implementing Rules (Commission Regulation 2342/2002 of 23/12/02), which may be applied if any of the declarations or information provided prove to be false.

Full name	Date	Signature
-----------	------	-----------

ANNEX 2. TENDERERS ADMINISTRATIVE DATA

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)	

ANNEX 3. FINANCIAL IDENTIFICATION AND LEGAL ENTITY FORMS

The financial identification and legal entity forms are to be downloaded from the following websites:

Instructions:

http://ec.europa.eu/budget/library/execution/instructions_fich_le_en.pdf

Financial identification:

http://ec.europa.eu/budget/library/execution/financial_identification/fich_sign_ba_gb_en.pdf

Legal entities:

For individuals: http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pp_en.pdf

For private companies: http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pris_en.pdf

For public entities: http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pub_en.pdf

ANNEX 4. FINANCIAL PROPOSAL

Company: _____

Date: _____

Signature: _____

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

Prices should be quoted free of all duties, taxes and other charges including VAT, as the ECDC is exempt from such charges under Article 3 and 4 of the Protocol on the Privileges and Immunities of the European Union. (See Section B.1).

The total price must be fixed and **include all costs** (project management, quality control, training of the contractor's staff, support resources, etc.) and **all expenditure** (management of the firm, secretarial services, social security, salaries, etc.) incurred directly and indirectly by the contractor in performance of the tasks. In particular, unit prices for services provided on the contractor's premises and in **the Contracting Authorities' premises in Stockholm must also include travel and accommodation costs**.

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

ANNEX 5. 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 B.5**.
- the evidence documentation related to the selection criteria found in **section C.11**.
- 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.9**.
- the outer envelope bears the information mentioned in **section B.9**.

Name:

Signature:

Date:

ANNEX 6. 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.

Network to support Travel and Tropical Medicine related activities at ECDC

Publication Reference: OJ/2010/03/16-PROC/2010/011

Attn: ECDC, Attention to the Procurement Office

Fax: Fax: +46 8 586 01 001

Email: procurement@ecdc.europa.eu

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

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

Tenderer name:

email:

Telephone number:

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.

SECTION F – Additional information

1 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)
 29
 Plague
 Phlebovirus 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

2 Reimbursements

Maximum travel cost within EU/EFTA
 Maximum travel cost outside EU/EFTA

€ 800
 € 4,000

DESTINATION	Daily subsistence allowance in euros	Hotel ceiling in euros
Austria	95	130
Belgium	92	140
Bulgaria	58	169

Cyprus	93	145
Czech Republic	75	155
Denmark	120	150
Estonia	71	110
Finland	104	140
France	95	150
Germany	93	115
Greece	82	140
Hungary	72	150
Ireland	104	150
Italy	95	135
Latvia	66	145
Lithuania	68	115
Luxembourg	92	145
Malta	90	115
Netherlands	93	170
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	115	180
United Kingdom	101	175

3 Technical Editorial Specifications

The manuscript should conform to the uniform requirements for manuscripts submitted to biomedical journals as detailed in: Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. Med Educ. 1999; 33(1):66-78 or: <http://www.icmje.org/index.html>

The language of the manuscript will be English (UK spelling).

References

Citations should be numbered in the in the order of appearance in the text. Reference numbers should appear in square brackets [1] in the text. References cited in a table or figure legend should be numbered so that they will be in sequence with references cited in the text.

References should be formatted in the Vancouver style:

#. Author of article AA, Author of article BB, Author of article CC. Title of article. Abbreviated Title of Journal. Year;vol(issue):page number(s).

If there are more than six authors, the first six authors should be listed followed by et al.

Permissions

It will be the contractor's responsibility to secure all permissions and pay any necessary fees to reproduce third party copyright material. This includes material that is accessed via the internet or other digital delivery systems.

4 EU Overseas Countries and Territories (OCT)

EU Member State	OCT
United Kingdom	Anguilla Bermuda British Antarctic Territory British Indian Ocean Territory British Virgin Islands Cayman Islands Falkland Islands Montserrat Pitcairn South Georgian and South Sandwich Islands Saint Helena Turks and Caicos Islands
France	French Polynesia French Southern and Antarctic Lands Mayotte New Caledonia St Pierre and Miquelon Wallis and Futuna
The Netherlands	Aruba Netherland Antilles
Denmark	Greenland