



Tender Specifications

for

**Developing a European HIV and STI testing
directory across EU/EEA Member States**

Framework service contract

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Introduction to ECDC

The European Centre for Disease prevention and Control (ECDC) is an agency of the European Union, established by the European Parliament and Council Regulation 851/2004 of 21 April 2004. Its purpose is 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:

- The publication of independent scientific opinions, bringing together technical expertise in specific fields through its various EU-wide networks and via ad hoc scientific panels;
- The provision of technical assistance to EU member states, communication of the Centre's activities and results and dissemination of information tailored to different audiences;
- The development of epidemiological surveillance at the European level and the maintenance of networks of reference laboratories; and
- Early Warning and Response based on 'round the clock' availability of specialists in communicable diseases.

Further information about the Centre can be found on the ECDC website www.ecdc.europa.eu.

The tender process

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 Directive 2014/24/EU and Regulation 966/2012, oblige the ECDC to guarantee the widest possible participation, on equal terms in tender procedures and contracts.

1 Overview of this tender

1.1 Description of the contract

The services required by ECDC are described in the terms of reference in **section 2** of the present tender specifications.

In drawing up a tender, tenderers should bear in mind the provisions of the draft contract in **Annex I**. In particular, the draft contract indicates the method and the conditions for payments to the contractor.

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.

1.2 Timetable

Activity	Date	Comments
Launching of tender	02/06/2016	Dispatch of contract notice to the OJ
Site visit or clarification meeting (if any)	-	Not applicable to this tender
Deadline for request of clarifications	15/07/2016	
Deadline for submission of offers	25/07/2016	At 16:30 local time if hand delivered
Interviews (if any)	-	Not applicable to this tender
Opening session	01/08/2016	
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

1.3 Participation in the tender procedure

This procurement procedure is open to the natural or legal person wishing to bid for the assignment and established in the European Union, European Economic Area and Stabilisation and Association Agreements countries.

Tenderers must not be in any situation of exclusion under the exclusion criteria indicated in section 3.1 of these tender specifications and must have the legal capacity to allow them to participate in this tender procedure (see section 3.2.1).

Please note that any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or ECDC during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his tender and may result in administrative penalties.

1.4 Participation of consortia

A consortium 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 consortium) 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 ECDC.

In addition, each member of the consortium must have access to ECDC's procurement procedures as stated in section 1.3, and provide the required evidence for the exclusion and selection criteria (see section 3). Concerning the selection criteria, 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 member of the consortium will result in the automatic exclusion of that member, and the whole consortium will be excluded.

1.5 Subcontracting

If subcontracting is envisaged, the tenderer must clearly indicate in the tender which parts of the work will be subcontracted. The total value of the subcontracted part of the services cannot represent the total value of the contract value.

If the identity of the subcontractor 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 subcontract.

Where no subcontractor is given, the work will be assumed to be carried out directly by the tenderer.

1.6 Presentation of the tender

Tenders must comply with the following conditions:

1.6.1 Double envelope system

Offers must be submitted in two sealed envelopes. The inner envelope contains 3 separate inner envelopes clearly marked Envelopes A, B and C (see Invitation to tender):

The content of each of these envelopes shall be as follows:

1. Envelope A – Administrative documents

One original and one copy of:

- The signed, dated and duly completed **Tender Submission Checklist** using the template in **Annex VII**;
- The duly filled in, signed and dated **Declaration of honour on exclusion criteria and selection criteria** as requested in section 3.1 and using the standard template in **Annex II**;
- The duly filled in, signed and dated **Legal Entity Form(s)** as requested in section 3.2.1 and using the standard template indicated in **Annex III** as well as the requested accompanying documents;
- The duly filled in, signed and dated **Financial Identification Form**¹ using the template indicated in **Annex III**;
- A statement containing the name and position of the tenderer's **authorised signatory**; and

¹ In the case of a consortium, only **one** Financial Identification Form for the whole consortium shall be submitted, nominating the bank account into which payments are to be made under the contract in the event that the respective tender is successful.

- In case of consortia, a **consortium agreement** duly signed and dated by each of the consortium members specifying the company or person heading the project and authorised to submit a tender on behalf of the consortium (please see section 1.4 of these tender specifications).
2. Envelope B – Technical proposal
 - One original (unbound, signed and clearly marked as “Original”) and four copies (bound and each marked as “Copy”) of the Technical Proposal, providing all information requested in section 4.1.
 3. Envelope C – Financial proposal
 - One signed original and four copies of the Financial Proposal, based on the format in found in **Annex V**.

Tenderers are welcome to submit in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the technical specifications (no additional material) and avoiding plastic folders or binders. This will not affect the evaluation of the tender.

1.6.2 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 not play any role in the consideration of the tender.

1.7 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 **Annex VI**.

1.8 Contacts between ECDC and the tenderers

Contacts between ECDC and tenderers are prohibited throughout the procedure, except in the following circumstances:

1.8.1 Written clarification before the deadline for submission of offers

Requests for clarification regarding this procurement procedure or the nature of the contract should be done **in writing only** through the eTendering website at <https://etendering.ted.europa.eu> in the "questions and answers" tab, by clicking "create a question".

Each request for clarification sent to ECDC should indicate the publication reference and the title of the tender.

The deadline for clarification requests is indicated in the timetable under section 1.2. Requests for clarification received after the deadline will not be processed.

At the request of the tenderer, ECDC may provide any additional information or clarification resulting from the request for a clarification on the eTendering website (see above).

ECDC may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the contract notice or in the tender specifications by publishing a corrigendum.

Tenderers should regularly check the eTendering website for updates.

1.8.2 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 alteration of the terms of the submitted tender.

1.8.3 Visits to ECDC premises

No site visits at ECDC's premises are foreseen for this procedure.

1.8.4 Interviews

The Evaluation Committee will not conduct interviews for this procedure.

1.9 Division into Lots

This tender is not divided into lots. The tenderer must be in a position to provide all the services requested.

1.10 Variants

Not applicable.

1.11 Confidentiality and public access to documents

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

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

- Council Regulation (EC) No. 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents; and
- Council Regulation (EC) No. 45/2001 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.

The tender process will involve the recording and processing of personal data (such as a tenderer's name, address and CV). Such data will be processed pursuant to Regulation (EC) No. 45/2001.

Unless indicated otherwise, a tenderer's replies to questions and any personal data requested by ECDC are required to evaluate the tender in accordance with the tender specifications and will be processed solely for that purpose by ECDC. A tenderer is entitled to obtain access to their 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 the ECDC Data Protection Officer dpo@ecdc.europa.eu. You also have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data

1.12 Contractual details

A draft contract is attached to these technical specifications as **Annex I**.

Signature of the framework contract imposes no obligation on the Centre to order services. Only the implementation of the framework contract through specific contracts/order forms is binding for ECDC.

Each specific contract/order form will contain details of deliverables and timelines for particular services to be provided.

1.13 Electronic exchange of documents

Please refer to the draft contract attached to these technical specifications as Annex I. The related documentation can be found at: http://ec.europa.eu/dgs/informatics/supplier_portal/index_en.htm. Other applications currently under development may be implemented on a voluntary basis during the contract execution.

1.14 Additional information

By virtue of article 134(1)(e) and article 134(4) of the Rules of Application of the Financial Regulation, ECDC reserves the option to launch further negotiated procedure, with the contractor chosen as a result of the present call for tender, for new services consisting in the repetition of similar services during the three years following the signature of the original contract.

2 Terms of reference

The terms of reference will become an integral part of the contract that may be awarded as a result of this tender procedure.

2.1 Introduction: Background to the invitation to tender

HIV continues to be a public health priority in Europe. In 2014, 29 992 people were diagnosed with HIV in the 31 countries of the EU/EEA, with a rate of 5.9 per 100 000 population.²

Sex between men is the main mode of HIV transmission in the EU/EEA. In 2014, 42% of all newly-diagnosed HIV cases were in men who have sex with men (MSM); in 15 countries, more than 50% of all new HIV diagnoses were in this population.² Furthermore, new HIV diagnoses in MSM increased by 44% in the last decade in EU/EEA countries.

Although the median CD4 cell count at time diagnosis among people that acquired HIV has improved over time, rates of late HIV diagnosis are unacceptably high. More than one third of cases in MSM are diagnosed late.²

Many people at high risk of infection have not been tested for HIV in the last year. Testing rates are too low in those populations who are at the greatest risk of HIV infection. In the majority of countries, fewer than half of MSM – and fewer than half of people who inject drugs – were tested for HIV in the last year.³ Furthermore, too few countries have programmes to increase availability and encourage uptake of testing for key populations. Only eight EU/EEA countries report that they have specific programmes that aim to increase HIV testing availability and uptake for MSM.³

In addition, trends of sexually transmitted infections such as gonorrhoea and syphilis have been increasing over recent years, with the largest increases noted among MSM. Early diagnosis, appropriate treatment and partner notifications are the cornerstones for control of sexually transmitted infections.⁴

Greater efforts to improve the uptake of testing and encouraging earlier testing are vital to reduce the proportion of people with HIV who do not know their HIV status or who are diagnosed late and for the control of STI. Low rates of testing and high rates of late diagnosis among key populations suggest that HIV and STI testing programmes are not being delivered at scale and where they are most needed. Programmes fail to reach a sizeable proportion of key populations, and there are several factors which prevent uptake of testing. Higher priority must be given to addressing low rates of HIV and STI testing, high rates of late HIV diagnosis, and undiagnosed HIV infection among the most affected populations.

ECDC is prioritising efforts to support countries in reducing HIV and STI transmission and reducing the number of people who are unaware of their status. In order to achieve these goals, ECDC is undertaking a series of initiatives to promote evidence-based and innovative HIV testing methods, including:

- Updating the ECDC guidance on HIV testing;
- Setting up a portal of good practices for HIV testing services;
- Developing a monitoring and evaluation of HIV testing tool;
- Supporting the European HIV and Hepatitis Testing Week;
- Further developing the European HIV Test Finder.⁵

² ECDC/WHO Europe. HIV/AIDS surveillance in Europe 2014. Stockholm: ECDC; 2015.

³ ECDC. Evidence brief: HIV testing in Europe. Stockholm: ECDC; 2015.

⁴ European Centre for Disease Prevention and Control. Sexually transmitted infections in Europe 2013. Stockholm: ECDC; 2015

⁵ www.aidsmap.com/euHIVtest

2.2 Description of the services & scope of the contract

2.2.1 Contract objectives and scope

The objectives of the contract are to:

1. Support ECDC in identifying accessible HIV/STI testing services across EU/EEA Member States;
2. Publish and maintain an easy to access online directory (Test Finder) to assist people considering to have a test;
3. Promote the online directory via social and other media in order to promote access to and uptake of HIV and STI testing services;
4. Evaluate the impact of the Test Finder.

2.2.2 Description of the work/tasks

- Participate in a kick-off (teleconference) meeting with ECDC within two weeks after contract signature to discuss the project methods and to agree a plan for implementation, including detailed timelines and milestones.
- Using an approved protocol, gather national information to update existing records of HIV/STI testing services across Europe to ensure the accuracy of baseline data, including information on services available at the sites (e.g. full sexual health screen, specialised clinics for gay men/youths).
- Periodically research and add any new HIV/STI services (or remove services that have discontinued) since the last time the dataset was updated (2015).
- Liaise with the European HIV Testing Week Working Group through ECDC, and any other relevant regional networks, to maximise data sourcing and validation; and later, to collaborate on the promotion of the 'Test Finder' resource/directory.
- Ensure consistency and accuracy in recording and presenting of the data.
- The contractor will support ECDC in creating a plan for promotion of the tool, both during European HIV Testing week as well as during other occasions throughout the year.
- Ensure the database is available for use on websites/apps/services as agreed with ECDC.
- Promote the Test Finder through approved civil society networks (i.e. EATG, AAE, Checkpoints, COBATEST, etc.), international/professional bodies (IUSTI, EACS) and ECDC competent bodies for HIV and STI epidemiology so that it is validated and integrated into country-based programmes.

2.2.3 Deliverables, reporting and project schedule

1. Submit an updated project plan including detailed timelines and milestones (including a detailed plan for promoting the tool as well as an evaluation/analysis plan) taking into account comments received during the kick-off teleconference (**Deliverable 1**) within one week of the kick-off meeting.
2. On an annual basis, using an approved protocol, gather updated data to further develop a comprehensive, up to date and accurate 'Test Finder' directory providing the name, address and telephone number, along with hyperlinked website address, email (where possible), other details as agreed with ECDC, and location map/geolocation data of as many STI/HIV testing services across the EU/EEA as possible. To be finalised by mid-October and launched in time for the annual European HIV Testing Week. (**Deliverable 2**)

3. Develop a new multilingual mobile-friendly landing page for the testing listings which can be easily linked to other interested parties and organisation websites. Also develop search capabilities in mobile phone/tablet apps that make use of the individual's location to identify by GPS the closest testing facility. To be finalised by mid-October, in time for European HIV Testing Week. **(Deliverable 3)**
4. The contractor will support ECDC in creating so-called widgets⁶, linked to the European STI/HIV Test Finder, which national STI/HIV contact points could use for promotion of STI and HIV testing initiatives. To be finalised by in October. **(Deliverable 4)**
5. The contractor is expected to evaluate the main activities of the HIV/STI testing initiative, including an analysis of the number of 'clicks' and 'impressions' conducted as a result of the STI/HIV Test Finder during European HIV Testing Week, to feed into an ECDC brief. To be finalised by end of October each year of the duration of this framework contract. **(Deliverable 5)**

2.2.4 Duration of the contract

ECDC wishes to conclude a contract for an **initial period of 12 months** and a **maximum total duration of 48 months**.

2.2.5 Place of performance of the contract

All tasks will be expected to be performed at the contractor's premises.

2.3 Prices

2.3.1 Currency of tender

The Financial Proposal Form in **Annex V** must be used to submit a tender.

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

2.3.2 All-inclusive prices

Prices submitted in response to this tender must be inclusive of all costs involved in the performance of the contract (e.g. to include delivery, supply and installation, maintenance, travel, subsistence, etc.). No expenses incurred in the performance of the services will be reimbursed separately by ECDC.

⁶ A widget is a stand-alone application that can be embedded into third party sites by any user on a page where they have rights of authorship, e.g. a webpage, blog or profile on a social media site. Widgets allow users to turn personal content into dynamic web apps that can be shared on websites where the code can be installed. https://en.wikipedia.org/wiki/Web_widget

2.3.3 Price revision

Prices submitted in response to this tender shall be fixed and not subject to revision for Specific Contracts concluded during the first year of performance of the Framework Contract.

From the beginning of the second year of performance of the Framework Contract, prices may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by notice served no later than three months before the anniversary of the date on which the Framework Contract became effective.

Specific Contracts shall be concluded on the basis of the prices in force on the date on which they are signed. Such prices shall not be subject to revision.

See Article II.20 “Price revision” in Annex I – Draft contract for the formula used for the calculation of the price revision.

2.3.4 Costs involved in preparing and submitting a tender

ECDC will not reimburse any costs incurred in the preparation and submission of a tender. Any such costs must be paid by the tenderer.

2.3.5 Protocol on the Privileges and Immunities of the European Union

The Centre is, as a rule, exempt from all taxes and duties, and in certain circumstances is entitled to a refund for indirect tax incurred, such as value added tax (VAT), pursuant to the provisions of articles 3 and 4 of the Protocol on Privileges and Immunities of the European Union. Tenderers must therefore quote prices which are exclusive of any taxes and duties.

2.3.6 Payments

The distribution of payments and the mandatory reporting is detailed in Annex I – Draft Contract.

2.3.7 Financial guarantees

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 (Annex I). The costs for the guarantee shall be borne by the Contractor.

3 Exclusion and selection criteria

3.1 Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex II), duly signed and dated by an authorised representative of the tenderer, stating that they are not in one of the situations of exclusion listed in the Annex II.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex II before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender.

The contracting authority may waive the obligation for a tenderer to submit documentary evidence if such evidence has already been submitted for another procurement procedure and provided the documents were issued not more than one year earlier and are still valid. In such cases, the candidate or tenderer must declare on his honour that the documentary evidence has already been provided in a previous procurement procedure, provide reference to that procedure, and confirm that there has been no change in the situation.

3.2 Selection criteria

All tenderers shall provide the declaration on their honour (see Annex II), duly signed and dated by an authorised representative of the tenderer, stating that they fulfil the selection criteria applicable to them.

3.2.1 Legal capacity

Requirement

A tenderer is asked to prove that they are authorised to perform the contract under the national law as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

Evidence required

The tenderer shall provide a duly filled in and signed Legal Entity Form (see **Annex III**) accompanied by the documents requested therein.

(Where the tenderer has already signed another contract with ECDC, they may provide instead of the legal entity file and its supporting documents a copy of the legal entity file provided on that occasion, unless a change in his legal status occurred in the meantime).

3.2.2 Economic and financial capacity

Requirement

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

The tenderer must have for each of the past three financial years for which accounts have been closed, an average annual turnover of at least €40,000⁷.

⁷ In the case of tenderers from outside Eurozone, ECDC will calculate amounts of turnovers using exchanges rates for December of the relevant financial year as published in the Official Journal of the European Union: http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm.

Evidence required

For-Profit Organisations (whose primary goal is making a profit) shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available in Annex VIII
- copy of the profit & loss account and balance sheet for the last three years for which accounts have been closed.

Non-Profit Organisations (formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors) shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available in Annex VIII,
- copy of the statement of financial activities and statement of the financial position for the last three years for which accounts have been closed.

Public sector entities (including public universities and international organizations), which according to the law of the country in which they are established are NOT required to publish balance sheets, shall:

- complete line 14 (Revenue) of the Simplified Financial Statement only (version for non-profit organisations) available in Annex VIII,
- provide extracts from their last three budgets (including the current one) as evidence of their average budget amounting to at least €40,000 which satisfy the requirements under the Simplified Financial Statement.

Individuals shall:

- only complete line 14 (Revenue) of the Simplified Financial Statement (version for non-profit organisations), available in Annex VIII
- provide extracts from any available documents (e.g. income tax returns) as evidence on their average income for the last three financial years amounting to at least €40,000 which satisfy the requirements under the Simplified Financial Statement.

When completing the Simplified Financial Statement tenderers are requested to observe the following:

1. It must be signed by the authorised representative of the tenderer or tendering entity.
2. In the case of a consortium submitting an offer, or in cases of subcontracting (if the tenderer relies on the capacities of subcontractor(s) to fulfil economic and financial requirement), the Simplified Financial Statement must be included in the offer for all consortium partners and subcontractors.
3. ECDC reserves the right during the tendering process and before award of contract to request further evidence of the tenderer's compliance with the economic & financial capacity requirement. In this instance copies of official financial statements (e.g. balance sheets and profit & loss accounts or financial position and financial activities statements) for up to three financial years may be requested or any other document enabling ECDC to verify the tenderer's economic and financial capacity.
4. If additional evidence is not provided in response to ECDC's request within the deadline specified, or if the information provided is proved false, ECDC reserves the right to reject the tender as non-compliant with selection criteria.

3.2.3 Technical and professional capacity

Requirement(s)

The tenderer's technical and professional capacity will be evaluated using the following criteria:

- A) Suitability of the organisation and staffing structure available for the activities covered by the contract;
- B) Relevant qualifications in the fields of STI and HIV promotion among MSM (at least with 7 years of experience) and expertise of key personnel allocated to the project: technical experience, knowledge and capability in the area of the study fields as well as the ability to prepare and present clear and concise reports in the English language to international audience;
- C) Involvement in relevant research activities, particularly for the health sector.

Evidence

The following documents or information shall be presented as evidence of compliance with the technical and professional capacity criteria:

- A) Details of the structure of the organisation (including the number of staff) and relevant subcontractors;
- B) Professional accreditations or references held by the tenderer and relevant subcontractors; CVs of the key experts to carry out the study (preferably using the template in **Annex III**), covering work experience, education and training, organisational and technical skills, attesting the drafting and presentation skills;
- C) A list and description of recent activities (in the last 3 years) in the field of STI and *HIV promotion among MSM*; including 2 examples of research projects on subjects related to this tender conducted in an international environment.

4 Award of the contract

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 ECDC under guarantee of impartiality and confidentiality. Each of them has equal voting rights.

4.1 Technical proposal

The assessment of technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the terms of reference. To this end, the technical proposal shall contain the following information to allow evaluation of the tender according to the technical criteria mentioned in section 4.2:

- A description of the approach proposed and the proposed methods to be applied; means to be used to meet the objectives of the terms of reference and assessment of the main issues, limitations, risks of the analyses to be carried out as well as the proposed mitigation measures;
- Work organisation and planning (including major milestones and dates for meetings with ECDC to report on progress, as requested in section 2.2.3 of these tender specifications);
- Description of the involvement of the proposed key experts (roles and responsibilities) to execute the planned activities, in particular to cover the key analyses and investigations of the study.

The information in the technical proposal must be consistent with the terms of reference and must be signed by the tenderer.

4.2 Technical evaluation

The quality of technical offers will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid below.

No	Award criteria	Max points
1	Quality of the description of the objectives and the tasks to be performed, including the organisation of the work to be carried out in order to achieve the objectives	30
2	Quality and coherence of the proposed methodology	40
3	Composition of the team	30
	TOTAL	100

Only tenders scoring **70 points** or more (of a maximum of 100) points against the technical award criteria will have their financial proposal evaluated.

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

4.3 Financial proposal

The financial proposal should be presented in the format found in **Annex V**.

4.4 Choice of the selected tender

The contract will be awarded to the tenderer offering the best value for money, taking into account the awarding criteria listed above. No award criteria and sub-criteria other than those detailed above will be used to evaluate the offer.

The weighting of quality and price will be applied as follows:

$$\text{Score for tender X} = \frac{\text{cheapest price}}{\text{price of tender X}} * \frac{\text{Total quality score (out of 100) for all criteria of}}{\text{tender X}}$$

“Price of tender X” is the total amount indicated in Annex V.

4.5 No obligation to award

Completing the procedure of the call for tenders in no way imposes on the ECDC an obligation to award the contract. 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.

4.6 Notification of outcome

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

If tenderers are notified that a tender has not been successful, tenderers may request additional information by mail. At the discretion of ECDC, 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.

List of Annexes

Annex I — Draft contract

Annex II — Declaration of honour on exclusion criteria and selection criteria

Annex III — Legal entity form, Financial identification form and curriculum vitae template

Annex IV — Authorised signatory form

Annex V — Financial proposal form

Annex VI — Confirmation of offer submission

Annex VII — Tender submission checklist

Annex VIII — Simplified Financial Statements (for profit and non-profit organisations)