

# **Call for Tender – Team Development Facilitator for Stichting EUPATI Foundation**

**21 November 2022**

**STICHTING EUPATI FOUNDATION EUROPEAN PATIENTS'  
ACADEMY ON THERAPEUTIC INNOVATION (EUPATI)**

**C/O PGOSUPPORT, DALTONLAAN 600, 3584BK UTRECHT, NETHERLANDS**

**[WWW.EUPATI.EU](http://WWW.EUPATI.EU) - [INFO@EUPATI.EU](mailto:INFO@EUPATI.EU)**

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## Stichting EUPATI Foundation – General Information

Stichting EUPATI Foundation, the European Patients' Academy (EUPATI), is a pan-European programme implemented as a public-private partnership by a collaborative multi-stakeholder consortium from the pharmaceutical industry, academia, not-for-profit, and patient organisations. EUPATI was developed and implemented as a flagship project of the Innovative Medicines Initiative (<http://www.imi.europa.eu/>) and is today established as an independent non-profit Foundation. EUPATI has already trained over 250 patient experts on medicines development, clinical trials, medicines regulations, health technology assessment. Additionally, EUPATI offers and maintains the Toolbox on Medicine Development, and coordinates a network of national platforms for patient advocates.

While based in the Netherlands, EUPATI Secretariat functions remotely, and the currently 9-10 team members work part/full time from their homes across different European countries. It is therefore of utmost importance that the team members have the adequate tools for communication and teamwork, adapted to this remote working environment. Throughout regular teambuilding sessions and meetings, the team has developed team values and culture, as well as knowledge of different personality and communication styles. These accomplishments will now need to be established and maintained within the team, with the help of an external facilitator.

## Purpose of the Tender

The purpose of this call is to identify a Team Development Facilitator to propose a **suitable annual team development plan** and to **facilitate online and face-to-face activities/workshops** for the Stichting EUPATI Foundation Secretariat. The selected Facilitator will propose a suitable team development plan for Stichting EUPATI Foundation and deliver online session(s) and a face-to-face workshop for the secretariat. See more information about the tasks in section 'Description of Services'.

## Description of Services

The following tasks will need to be carried out:

- Review of the outcomes from past team development activities;
- Develop an annual team development plan for the EUPATI Secretariat (up to 10 individuals);
- Deliver online session(s) (3 hours) and deliver a face-to-face workshop for the secretariat (6 – 8 hours);
- Prepare a report summarizing the outcomes of the above-mentioned activities.



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## Participation in the Tendering Procedure

### Tender Process

EUPATI reserves the right to conduct the tender process and select the successful tender. EUPATI is not bound contractually or in any way to a bidder to this request for tender until EUPATI and the successful winner have entered into a written contract.

### Documents to be submitted

The tender proposals should include:

- Written proposal for delivering the tasks described in the section 'Description of Services';
- Curriculum vitae of the Facilitator;
- Detailed costs.

Document applications must be sent by **30 November 2022, 23:59 CET** to Maria Duterte, Executive Director via e-mail ([maria.dutarte@eupati.eu](mailto:maria.dutarte@eupati.eu)).

### Tender evaluation

Participation in this tendering procedure is open on equal terms to all legal persons fulfilling the above-mentioned eligibility criteria. EUPATI may, at its discretion, extend the closing date and time of the tender. The selection procedure will be based on the principles of equal treatment, fairness and transparency and on expertise (60%) and price (40%).

All applicants will receive acknowledgement of receipt of their tender and will be informed of the outcomes of the selection process within 30 days following the deadline date. EUPATI is not obliged to provide reasons for its decision to shortlist; accept or reject any particular tender. Applicants must have excellent knowledge of the English language.

### Exclusion Criteria

Candidates shall be excluded from participation in this procurement procedure if:

- 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;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the EUPATI can justify;
- 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



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- country in which they are established or with those of the country of EUPATI or those of the country where the contract is to be performed;
- 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 Union's financial interests;
  - following another procurement procedure or grant award procedure financed by the Union's budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

## Contract Price and Terms of Payment

Quotes for performing this Service are invited from interest parties.

All Prices must be fixed amounts in EUR including VAT and will not be subject to revision.

Costs incurred in preparing and submitting tenders are borne by the applicants and cannot be reimbursed.

## Quality Issues

In delivering the service the applicant shall ensure the highest quality standards of which EUPATI shall be the sole judge.

## Confidentiality and Conflict of Interest

The successful applicant undertakes that they will not at any time, either before or after the termination of this service, use or disclose or communicate to any person confidential information relating to the affairs of EUPATI. This restriction shall continue to apply after the termination of the service without limit in point of time.

To ensure the independence of terms of their contract, the winning applicant will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform Maria Duterte, EUPATI Executive Director ([maria.dutarte@eupati.eu](mailto:maria.dutarte@eupati.eu)) should this status change. All data submitted to EUPATI will be treated in accordance with Dutch law.

## Terms and Conditions

EUPATI reserve the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this call for tender at any time prior to the execution of the written contract. EUPATI reserves the right to waive any formalities in the call for tender process. EUPATI may respond to questions or provide information from applicants and is under no obligation to provide such responses or information to all other applicants.



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By submitting a proposal, the applicant agrees that:

- EUPATI may copy the proposal for purposes of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party.
- It will not bring any claim or have any cause of action against EUPATI based in any misunderstanding concerning the information provided or concerning EUPATI's failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this call for tender.

The accomplishment of a tendering procedure imposes no obligation on EUPATI to award the contract. Should the invitation to tender cover several items or lots, EUPATI reserves the right to award a contract for only some of them. EUPATI shall not be liable for any compensation with respect to applicants whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

## Contact Person and Contracting Authority

For more information, please contact:

- **Maria Duterte, EUPATI** Executive Director ([maria.dutarte@eupati.eu](mailto:maria.dutarte@eupati.eu))
- **Bojan Cigan**, Partnerships and Operations Coordinator ([bojan.cigan@eupati.eu](mailto:bojan.cigan@eupati.eu))

### **Contracting Authority:**

Stichting EUPATI Foundation

Daltonlaan 600

3584BK Utrecht

The Netherlands

[www.eupati.eu](http://www.eupati.eu)

VAT Nr: NL861533197B01



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