
TENDER SPECIFICATIONS

OJ/2008/04/11 - PROC/2008/005

“Impact of Climate Change on Food- and Water-borne (FWB) Diseases in Europe”

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

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. What is the tender about?

ECDC wishes to engage the services of a company, organisation or consortium for comprehensively analysing the evidence base on the links between climate change and changing transmission patterns of food- and water-borne diseases in the EU, with a particular focus on salmonellosis, listeriosis, campylobacteriosis and cryptosporidiosis. The main outputs are a comprehensive risk assessment, which will assess and prioritise the different risks facing the EU, and mathematical models, which will be made available to individual Member States for planning and forecasting purposes.

The analysis aims at an evaluation of the Impact of Climate Change on Food- and Water-borne (FWB) Diseases in Europe. It will serve as reference material for ECDC advice activities to Member States.

4. Who can participate in this tender?

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

¹ **More information can be found at the following link:**

http://www.wto.org/english/docs_e/legal_e/legal_e.htm#procurement

Section B – Guidelines and general information related to this tender

1. What should my offer consist of?

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

A. Technical proposal

The technical proposal must be consistent with the terms of reference and contain all information requested in **sections C.2. and C.3.** In preparing the technical proposal you should bear in mind the award criteria against which it will be evaluated, see **section C.7.**

B. Financial proposal

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

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

C. Supporting documentation

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

- *Eligibility documents*

Documents proving that the tenderer is eligible to tender for this contract must be provided. Information on these documents can be found in point **B.5.1** below.

- *Selection criteria documentation*

All documentation requested in **section C.6.**

- *Tenderer administrative information*

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

- *Checklist*

The checklist found in **section D.5.1** must be included as a cover page of your technical proposal.

2. Contacts between ECDC and the tenderer

2.1 Written clarification before the closing date for submission of tenders

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

ECDC

Attn: Procurement

171 83 Stockholm, Sweden

Address for visits: Tomtebodavägen 11a, Solna, Sweden

Fax: +46 (0) 8 586 01 10 01

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 in the following way:

- If you have requested the tender documentation by email, fax or by mail, you will receive written clarifications by email or by fax.
- If you have downloaded the tender documentation from the ECDC web site then you should check regularly the following URL address where the written clarifications will be available for download: <http://www.ecdc.europa.eu>

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 inform candidates at its own instance.

2.2 Oral clarification before the closing date for submission of tenders:

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

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

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

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

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

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

4. Can a consortium of companies submit an offer?

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

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

5.1 Exclusion criteria

Tenderers shall be excluded from participation in a procurement procedure if:

- (a) (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) (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) (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) (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) (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:

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

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

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

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

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

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

9. How should I report on my progress?

In order to ensure that public funds are being spent correctly, the Contractor chosen as a result of this tendering procedure may be required to submit reports on the progress of the assignment. If applicable, the nature and frequency of these reports is detailed in the terms of reference (see **section C.3**).

10. How and when should I present my offer?

Both the technical proposal and the financial proposal should be signed and perfectly legible in order to rule out any ambiguity.

10.1 Language

Offers must be submitted in one of the official languages of the European Union. ECDC prefers however to receive documentation in English, although this does not constitute a selection nor award criteria and will be ignored for the purposes of considering the tender.

10.2 Dates and postal address

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

The offer is to be submitted to the following address:

ECDC

Attn: Procurement

171 83 Stockholm, Sweden

Address for visits: **Tomtebodavägen 11a, Solna, Sweden**

10.3 Double envelope system

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

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

- the reference number of the invitation to tender **OJ/2008/04/11 - PROC/2008/005**
- the project title "Impact of Climate Change on Food- and Water-borne (FWB) Diseases in Europe"
- 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**.

For the Case implementations for Specific Contracts (from Section F), additional separate envelopes An and Bn need to be added, with the same principle, within the outer envelope or parcel, as indicated in Section D.5.

10.4 Confirmation of offer submission

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

1.1 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.

10.5 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

The offer opening session will take place on the date indicated in the timetable in **section C.1** at the premises of the ECDC. Tenderers wishing to attend the opening session should send a confirmation by fax to "Procurement" on fax +46 (0)8 586 01 001 no later than 24 hours before the opening. Maximum one representative per tenderer may attend the opening session and their participation will be restricted to an observer role.

10.6 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.6**. 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 in section C.7. Weighting the technical quality against the price, the economically most advantageous offer is established.

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

The evaluation reports and written records are for official use only and may not be communicated to the tenderers nor to any party other than the ECDC, the European Anti-Fraud Office and the European Court of Auditors.

10.7 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.

1.2 Other information

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

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

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

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

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

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

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

Section C – Specific information related to this Tender

1. Timetable

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

OJ/2008/04/11 - PROC/2008/005

“Impact of Climate Change on Food- and Water-borne (FWB) Diseases in Europe”

Summary timetable		Comments
Launch date	11/04/2008	Dispatch of contract notice to the OJ
Site visit or clarification meeting (if any)		Not applicable for this tender
Last date on which clarifications are issued by ECDC	03/06/2008	
Deadline for submission of offers	10/06/2008 at 16.00 hours	
Interviews (if any)		Not applicable for this tender
Opening session	17/06/2008 at 10.00 am	
Date for evaluation of offers	19/06/2008	Estimated
Notification of award to the selected tenderer	evaluation date plus 1 weeks	Estimated
Contract signature	evaluation date plus 3 weeks	Estimated

2. Terms of reference for Framework Contract

Impact of Climate Change on Food- and Water-borne (FWB) Diseases in Europe

2.1 Tender Specifications

ECDC wishes to conclude a framework contract with one tenderer or a consortium of tenderers. The duration of this contract is planned to be one year, with one additional year subject to ECDC approval. The tenderer's offer should be accompanied with a technical proposal and a financial proposal for the framework contract. Concurrently, the tenderer's offer should be composed of two (or more) offers of specific contracts, each one composed also of technical proposal and a financial proposal. The first specific contract is designed to be implemented starting in 2008 and completed by June 2009.

The purpose of these terms of reference is to give instructions and guidance to candidates about the nature of the offer they will need to submit and to serve as the contractor's mandate during project implementation. The terms of reference ensure that the project will be properly conceived by the contractor, that the work is carried out on schedule and that resources will be properly used. The terms of reference will become part of the contract that may be awarded as a result of this tender.

2.2 Introduction

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

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

In all activities, ECDC is responsible for ensuring scientific excellence through the best expertise available. Further, ECDC is responsible for collecting, collating and analysing information and data with a view to the identification of emerging health threats.

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>.

2.3 Background

In the wake of the International Panel on Climate Change's (IPCC) recent series of reports, it is now nearly universally acknowledged that global climate change poses a substantial challenge to humankind. The links between climate change and human health have also been well established.

As specifically concerns the impact of climate change on food- and water-borne (FWB) infectious diseases, links have been suggested but not fully established. For example, temperature and salmonellosis incidence rates are highly correlated, and heavy rainfall events are associated with

cryptosporidiosis outbreaks. There remains the need to further identify and assess the extent to which climate change may be a causative or exacerbating factor of these diseases.

Some projects funded by the European Commission have started to develop the evidence base and/or methodological know-how for approaching the topic and are relevant to this call for tender. These include the cCASHh project (Climate Change and Adaptation Strategies for Human Health), which was funded by the Fifth Framework Programme and coordinated by WHO, and the EDEN project (Emerging Diseases in a Changing Environment), funded through the European Commission's 6th Framework Programme.

2.4 Project Goals

The research conducted as part of this call for tender will play a role in assisting ECDC and EU Member States in:

- Identifying and assessing the anticipated impact of climate change on the transmission patterns of food- and water-borne diseases, including salmonellosis, listeriosis, cryptosporidiosis and campylobacteriosis;
- Identifying measurable key indicators of changing food- and water-borne disease incidences induced by climate change (e.g. average annual rainfall; sales of anti-diarrheal remedies; etc.);
- Establishing sensitive and user-friendly tools for evaluating the impact of climate change on food- and water-borne disease spread;
- Developing regionally targeted approaches to public health, based on the climatic features of the region.

In order to ensure a multi-disciplinary approach to the problem, ECDC wishes to conclude a contract with a group of experts that represent the relevant scientific (such as clinical and veterinary medicine, epidemiology, microbiology, virology, hydrology, meteorology, modelling) and managerial expertise needed to fulfil this task. If the group of experts are not from the same institute, a consortium may be considered.

2.5 Selected References

1. Confalonieri, U. et al. 2007. Human health. *Climate Change 2007: Impacts, Adaptation and Vulnerability. Contribution of Working Group II to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change*. Parry, M.L. et al. (eds.), Cambridge: Cambridge University Press.
2. Kovats RS et al. (2004). The effect of temperature on food poisoning: a time-series analysis of salmonellosis in ten European countries. *Epidemiol Infect*, 132 (3):443-453.
3. Menne, B. & Ebi, K.L. (eds) 2006. *Climate Change and Adaptation Strategies for Human Health*. Darmstadt: Steinkopff Verlag Darmstadt.
4. The EDEN project (Emerging Diseases in a Changing Environment See: <<http://www.eden-fp6project.net/>>.
5. EFSA/ECDC. The Community Summary Report on Trends and Sources of Zoonoses, Zoonotic Agents, Antimicrobial Resistance and Foodborne Outbreaks in the European Union in 2006, *The EFSA Journal* (2007) 130. Available at: <http://www.efsa.europa.eu/EFSA/DocumentSet/Full_report_light.pdf>.
6. Semenza JC, Nichols G. Cryptosporidiosis Surveillance and Water-borne Outbreaks in Europe. *Euro Surveillance* 2007;12(5):E13-4.
7. Kovats S. et al. Climate variability and campylobacter infections: an international study. *International Journal of Biometeorology* 2005; 49(4): 207-214.

3. Implementation Reference for Framework Contract

3.1 Objective

This tender aims to comprehensively analyse the evidence base on the links between climate change and changing transmission patterns of food- and water-borne diseases in the EU, with a particular focus on salmonellosis, listeriosis, campylobacteriosis and cryptosporidiosis. The main outputs are a comprehensive risk assessment, which will assess and prioritise the different risks facing the EU, and mathematical models, which will be made available to individual Member States for planning and forecasting purposes.

3.2 Types of Deliverables

The deliverables required for achieving the objective as described in 3.1 include:

Lot 1: Risk Assessment carried out:

a) Implementation plan developed

- Project management plan and communication plan are established; and methodology is agreed upon.

b) Risk assessment carried out

- Significant EU knowledge gaps and data requirements are identified;
- Measurable key indicators of changing food- and water-borne disease incidences induced by climate change (e.g. average annual rainfall; sales of anti-diarrheal remedies; etc.) are identified;
- Identification of significant EU knowledge resources are identified;
- Risk maps are developed.

c) Key findings disseminated

- A comprehensive report outlining key findings of risk assessment is written;
- A minimum of 6 disease-specific fact sheets (1000-2000 words) are written, detailing how individual FWB diseases relate to climate change, including fact sheets for salmonellosis, listeriosis, campylobacteriosis and cryptosporidiosis;
- An expert workshop is facilitated by tenderer.

Lot 2: Decision-making tools developed

A decision-making tool (based on mathematical models and/or decision algorithms) is developed and designed to facilitate analyses of future FWB disease incidences as a result of climate change.

a) An implementation plan is developed

- Project management plan and communication plan are established; and methodology is agreed upon.

b) Development and pilot testing of decision-making tools

- a User-friendly tools for evaluating the impact of climate change on food- and water-borne disease spread are developed;

c) Decision-making tools for distribution to EU Member States are delivered to ECDC

3.3 Types of activities of the Tenderer (towards Deliverables)

All work conducted under this contract is expected to build upon and not repeat the findings of:

- ECDC initiatives including the *call for tender* entitled 'Assessment of magnitude and importance of vector-borne diseases in Europe (OJ/2007/04/13 - PROC/2007/003)', and a Workshop hosted by ECDC in Stockholm on March 29-30, 2007, entitled 'Environmental Change and Infectious Diseases'.
- Previous relevant initiatives, including the WHO cCASHh project and the IPCC's *Climate Change 2007 Report on Impacts, Adaptation and Vulnerability*, and
- Ongoing relevant initiatives, including the EDEN project and the EEA's development of environmental indicators².

3.4 Types of Activities of the contractor related to each Lot:

The activities here indicated are intended to be a guide for the tenderer. Alternative and/or additional activities can be considered, provided a rationale is presented and provided the activities address the types of deliverables specified in 3.2 in order to obtain the objective stated in 3.1. The activities offered by the tenderer need to be clearly stated in the offer and be directly linked to a financial offer related to each of them.

Lot 1: Risk Assessment

a) Implementation plan

Before conducting the remainder of the work specified in this Lot, the tenderer shall design an implementation plan complete with a methodology for the risk assessment, timelines, a dissemination strategy, and a project management and a communication plan for regular correspondence with designated ECDC personnel. This plan should be submitted within 25 days of signing of the specific contract, and is subject to approval and/or modification by ECDC.

b) Design and Produce a Risk Assessment

Design the risk assessment in order that it will:

- Identify and assess how climate change might contribute to and/or exacerbate the spread of food- and water-borne infectious diseases in Europe in the short (3 to 5 years) and longer term (15 to 20 years);
- Characterise and prioritise the risks (e.g. according to European climatic regions, disease classes, vulnerable population groups, direct vs. indirect risks, etc.) in light of the existing resources in Europe so as to inform priorities for future prevention and control;
- Take into consideration the complex and myriad ways in which climate change might impact infectious disease spread in Europe;
- Identify measurable key indicators of changing food- and water-borne disease incidences induced by climate change (e.g. average annual rainfall; sales of anti-diarrheal remedies; etc.);
- Develop risk maps.

In particular, provide the following activities as parts of the risk assessment:

- Using the existing data and resources, *identify and prioritise* the main short- (3 to 5 years) and longer-term (15 to 20 years) impacts that climate change may pose to the diseases in question. The risk assessment should specifically examine: the degree to which a disease's distribution, incidence and prevalence may be due to climate changes; links between transmission patterns and other drivers of disease spread (e.g. trade, transport, travel, migration, social behaviours) that might themselves have associations with climate change; which EU geographical areas are

² http://reports.eea.europa.eu/climate_report_2_2004/en

particularly at risk for which diseases; which diseases could be expected to increase in magnitude; which vulnerable population groups exist for which diseases.

- Identify any gaps in the European knowledge base that pose an impediment to the future development and implementation of European evidence-based public health adaptation measures. Thus the assessment should also address the potential data sources and surveillance indicators that might be applied/developed to overcome these gaps.
- Clearly discuss any uncertainties related to the analysis.
- Produce risk maps outlining the key trends for specific diseases in the EU.

c) Provide for dissemination

- Provide reports designed in such a way as to clearly communicate, in English, to scientific and policy communities, the methodology and key findings of the risk assessment, as described in section b) above.
- For diseases examined, develop also for each a paper/fact sheet of 1000 - 2000 words, discussing short- and long-term trends in the epidemiology of the diseases according to differing climate scenarios.
- Assist in the organization of expert Workshops and Conferences. The tenderer is not expected to provide logistical support for these meetings, but is expected to provide input on the content of the meeting and assistance with selection of external participants/invitees.

Lot 2: Development of a decision-making tool for predicting and forecasting FWB infectious disease incidences related to climate change in the EU

a) Develop an implementation plan

Before conducting the work specified in this Lot, design an implementation plan complete with a methodology for the risk assessment, timelines, project management and a communication plan for regular correspondence with designated ECDC personnel. This plan should be submitted within 25 days of signing of the specific contract, and is subject to approval and/or modification by ECDC.

b) Develop and perform pilot testing of decision-making tools

Develop a decision tool (based on mathematical models and/or decision algorithms) to support decision-making on how climate change and other key drivers (identified in the risk assessment) may impact upon the disease's transmission patterns in the short- and long-term. The tool should help forecasting of how specific food and water-borne disease incidence rates might change in specific EU regions as a result of climate change, and depending on other key variables identified in Lot 1.

Furthermore, render the tools apt to facilitate analysis of how various intervention strategies might alter incidence levels. The development and pilot-testing of the tool could be carried out using the data for a specific Member State, so long as the data is thought to be generally available and applicable to other Member States.

c) Deliver decision-making tools to ECDC

Deliver to ECDC finalised, operable working tools for dissemination to EU Member States.

3.5 ECDC Technical Supervision, Support, and Co-Ordination of the Work

The assignment shall be guided by and in agreement with the ECDC through the Head of the Scientific Advice Unit and his delegated staff.

ECDC will provide input through discussion with the tenderer during regularly scheduled meetings, teleconferences and email exchange. A plan for regular communication shall be agreed prior to commencement of works.

As concerns the workshop and conference, ECDC will arrange the meeting venues; invitations; travel costs of meeting participants (excluding the contractor's experts and personnel); rapporteurs; meeting reports, and the other logistical aspects.

3.6 Budget

For each of the two first years, the estimated maximum budget is of EUR 150,000.

The tenderer is expected to provide a detailed budget proposal concerning the costs indicated in Section D.4 , considering also the cases (Section F and below) and their price setting (Section H).

3.7 Payments

The contractor must take into account the following in the preparation and use of the budget:

Payments will be performed as follows:

Payments are performed in relation to deliverables, as provided for in the specific contracts.

3.8 Reporting requirements for each specific contract

The contractor will ensure that the following reports are provided to ECDC in English, within the deadlines stated below:

- **Reports as specified in the “deliverables” of the specific contract.**
- **A final report should be submitted to the ECDC within one month from the completion of the assignment.** This final report should include:
 - a comprehensive technical report on the implementation explaining clearly when, where and how activities were implemented,
 - the final financial report and all the required supporting documents (including a brief translation in English of eventual invoices/documents in local language),
 - relevant written correspondence, including ECDC's approval on any item mentioned above.

4. 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, which must clearly contain the following information.

THE PROPOSAL ON HOW THE TENDERERS OFFERS TO CARRY OUT THE IMPLEMENTATION DESCRIBED IN SECTION C.3

Experience of the team mobilized by the tenderer

Tenderers should give a description of the team from the tenderer that would be working with ECDC. Tenderers should describe how team will be organised and how they will ensure successful organization of services to be rendered.

Specific experience in rendering services as specified in the requested deliverables

Evidence of previous experience in providing such services should be provided.

Modality of delivery of services

Tenderers should describe how they propose to deliver the items requested in Section C.3

Timeliness of service offered

Tenderers should indicate the times required for carrying out each activity/tasks indicated in section C.3.

The technical proposal forms the content of Envelope A (see point B.10.3)

5. 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.**

The financial proposal forms the content of Envelope B (see point B.10.3)

6. 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.

6.1 Economic and financial capacity

The Tenderer must have the following economic and financial capacity to perform the contract:

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

Evidence of this capacity must be provided by:

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

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

6.2 Technical capacity

The Tenderer must document and support that they have the following technical capacity to perform the contract:

- Expertise and experience

A list of your publications related to this call for tender.

Copies of the CVs of the supervisory and other staff proposed by the tenderer to perform the work related to the tender. **It is recommended that the tenderer considers the wide range of threats and pathogens concerned, and proposes a group of relevant experts or a consortium who work together as a multi-disciplinary team to carry out this project. For each member of the group or consortium, a CV and/or short description of relevant expertise should be provided, as well as an explanation on how to ensure an optimal collaboration between the different partners. Previous involvement in similar multi-disciplinary expert groups and the connection to relevant networks or projects should be indicated.**

Examples of work done in the areas covered by this tender in the past three years; if this work was done in part by subcontractors, tenderers must clearly indicate their own role and contribution.

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

- Languages abilities

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

▪ Technical capabilities

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

Particulars of the consortium, group partners, or subcontractors, already selected by the tenderer which they may use for certain types of work.

Statement of the average annual workforce of the service provider and the size of the management staff during the last 3 years.

Evidence of this capacity must be provided by:

- A presentation of the organisation or consortium and its internal organisation and what organisational changes may be needed to provide services to ECDC.
- A presentation of two recent similar relevant assignments undertaken by the Tenderer.

6.3 Professional capacity

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

- The tenderer must be registered in a relevant commercial or trade register.

Evidence of this capacity must be provided by:

The tenderer must provide evidence of enrolment (declaration or certificates) in one of the professional trade registers, in its country of establishment.

If the tenderer is not required or permitted to enrol in such a register for reasons of his statute or legal status, an explanation should be provided.

7. Award criteria

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

The award criteria serve to identify the tender offering the best value for money, which will be the one with the best price-quality ratio. The quality of each offer will be evaluated in accordance with the award criteria and the associated weighting. No award criteria and sub criteria others than those detailed below will be used to evaluate the offer.

The tenderer should propose a sound methodology and a realistic work plan to ensure the deliverables are provided in a comprehensive and timely manner. A timeline for reaching the main milestones should be presented. The tenderer will describe the different activities to be undertaken, and specify the methodology to be used and the resources needed.

For the two lots, the following award criteria will be used for the evaluation of the tender:

<p>Award criterion 1a: Representation of relevant & multi-disciplinary expertise</p> <p>It is recommended that the tenderer considers the wide range of threats and pathogens concerned, and proposes a group of relevant experts or a consortium who work together as a multi-disciplinary team to carry out this project. The following is included:</p> <ul style="list-style-type: none"> • Characteristics of the practical and scientific aspects of multidisciplinary approach to the implementation; • Coordination and mobilization of the team in view of the multidisciplinary approach. 	<p>40 points</p>
<p>Award criterion 2a: Project Design</p> <p>The tenderer should provide sufficient guarantee that all deliverables of the project will be carried out from a multi-disciplinary perspective, so as to enable the consideration of as many key factors and determinants as possible when pursuing the deliverables described in C.3.2.</p> <p>Guiding in the evaluation of the tender will be a clear description of how the tenderer plans to carry out the project, including:</p> <ul style="list-style-type: none"> • a risk assessment methodology; • criteria for select the relevant diseases for Europe; • evidence that assessments will be as comprehensive as possible when evaluating and prioritising the impacts on communicable disease spread due to climate change; • the criteria to be used to for prioritising for future action; • a collaboration and communication plan for the coordination of the multi-disciplinary research and for co-ordinating with ECDC; • the planned use of predictive risk mapping. 	<p>35 points</p>
<p>Award criterion 3a: Proposal of realistic work plan</p> <p>The tenderer should propose a realistic work plan to ensure the deliverables are provided in a comprehensive and timely manner. A timeline for reaching the main milestones should be presented. The tenderer will describe the different activities to be undertaken and specify the methodology to be used and the resources needed.</p> <p>The proposed work plan will be evaluated on whether it is realistic, clear and transparent.</p>	<p>25 points</p>

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

Minimum attainment per award criterion

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

Minimum attainment overall

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

8. Subcontracting

If the tenderer plans to use subcontractors for any part of the work then names and details (e.g. company details or CV of individuals) should be given of these companies or individuals. The subcontractor should

also provide a legible copy of any official document showing the legal entity's name, address and registration number given to it by the national authorities.

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

Section D – Standard Forms

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

1) Exclusion criteria & non conflict of interest 2) Tenderer's administrative data 3) Financial identity forms 4) Financial proposal 5) Checklist 6) Confirmation of offer submission

1. Exclusion criteria & non conflict of interest form



EXCLUSION CRITERIA & NON CONFLICT OF INTEREST FORM

TO BE COMPLETED AND SIGNED BY THE TENDERER

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

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

- Am/are not in any of the situations excluding me/us from participating in contracts which are mentioned below and I will produce the corresponding certificates if so requested;
- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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

- (a) are subject to a conflict of interest;

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

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

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

Signature of the tenderer or of authorised representative

.....
Full name

.....
Position

.....
Date

.....
Signature

2. Tenderers administrative data

2.1 Address and contact details

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

3. Third party Form - enclosed

4. Financial Proposal for the main call to offer for a Framework Contract

4.1 PRICE SCHEDULE – Impact of Climate Change on Food- and Water-borne (FWB) Diseases in Europe

Company: _____
 Date: _____
 Signature: _____

Please consider that the list of activities in Section C.3.3. is only intended as a general guide for the tenderer. The contractor can consider conducting additional or alternative activities to meet the objectives outlined in Section C.3.1 and the deliverables of Section C.3.2. The activities should be clearly stated in the proposal and accompanied with a financial offer related to them in the price schedule.

Where applicable please provide detailed breakdown such as unit (e.g. person days/hours, items), no of units, times performed (e.g. no of meetings), amount per unit, total amount. All applicable costs need to be detailed in the templates provided.

Activity financial blocks

For the price schedule please use the corresponding Excel sheets for **each** activity (see templates). Annex the filled forms to your offer.

Please describe each activity, indicate the expertise typed applied and its results as related to the deliverables of Section C.3.2.

Please quantify the resources needed in terms of expertise (e.g. days needed for experts) and in terms of other resources needed to achieve the activity and indicate the total lump sum in Euro.

These rates are to be used for the specific contracts. In order to have usable financial blocks, it is requested that the tenderer indicates how the activity financial block can be reproduced/added in order to broaden the scope of the activity. For example, if the activity is given for one country, then the indication will specify that for three countries, it has to be multiplied by three. It is requested to the tenderer also to indicate when there is offered rebate, when the activity is multiplied in such way (e. g. from one to 5 countries, or adding a group of variables to the initial one, or adding a report to the initial one, or other).

Activity financial block for human resources (template)

Activity Description: <i>Detailed quantifiable description of the activity (e.g. indicating the number of countries surveyed etc.). Indicate the expertise typed applied and the outcome of the activity related to the deliverables of Section C.3.2.</i>	Senior Expert		Expert		Junior Expert		Other personal		TOTAL Activity
	Person Days	Total lump sum	Person Days	Total lump sum	Person Days	Total lump sum	Quantity	Total lump sum	Activity lump-sum
	e.g. secretary, documentalist	...	

Activity financial block for other resources/materials/expenditures (template)

ACTIVITY DESCRIPTION (clearly quantifiable specification of the activity)		
RESOURCE/MATERIAL/EXPENDITURE	Quantity	AMOUNT LUMP SUM
.. Description .. (e.g. administrative expenditure, consumables, software)		€
... description ...		€
... description ...		€
...		€
...		€
...		€
...		€
...		€
...		€
...		€
...		€
...		€
TOTAL Activity other resources/mat/exp		€

Price list for Case implementations for Specific Contracts:

For the Case implementations for Specific Contracts, the financial blocks defined here above, have to be added, multiplied, or combined, in order to implement the activities requested to obtain the deliverables and achieve the objectives. See Section H for the price setting for the Case implementations for Specific Contracts.

5. Checklist for the main call and for the offers for Cases for Specific Contracts

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** (for the Framework Contract).

Envelope C is one only envelope and is valid for the main call for tender for Framework Contract and for the offers for Case implementation for Specific Contracts.

The **innermost envelopes** for the Cases for Specific Contracts, to be added to those for the main call for tender for Framework contract, are:

Envelope A1, containing one original (unbound, signed and clearly marked as "Original") of the **Technical Proposal for the offer for the Specific Contract 1** and four copies (bound and each marked as "Copy").

Envelope B1, containing one signed original and four copies of the **Financial Proposal for the offer for the Specific Contract 1**.

Envelope A2, containing one original (unbound, signed and clearly marked as "Original") of the **Technical Proposal for the offer for the Specific Contract 2** and four copies (bound and each marked as "Copy").

Envelope B2, containing one signed original and four copies of the **Financial Proposal for the offer for the Specific Contract 2**.

Envelope An, containing one original (unbound, signed and clearly marked as "Original") of the **Technical Proposal for the offer for the Specific Contract n** and four copies (bound and each marked as "Copy").

Envelope Bn, containing one signed original and four copies of the **Financial Proposal for the offer for the Specific Contract n**.

5.1 Checklist

Please Tick ✓ the boxes provided

Indicate here to which offer this Checklist applies, main call of which case for specific contracts

Envelope 'A' for the Framework Contract offer (and A1...An for the Specific Contract offers) must contain

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

Envelope 'B' for the Framework Contract offer (and B1...Bn for the Specific Contract offers) must contain

- one original signed copy and 4 copies of the financial proposal based on the format found in **section D.2.**

Envelope 'C' must contain

- the 2 eligibility documents as described in **section B.5.**
- The evidence documentation related to the selection criteria found in **section C.6.**
- administrative data following the format found in **section D.1.**

You should also ensure that:

- your offer is formulated in one of the official languages of the European Union. ECDC prefers however to receive documentation in English, although this does not constitute a selection nor award criteria and will be ignored for the purposes of considering the tender.
- Both the technical and financial proposals of the offer are signed by the tenderer or his duly authorised agent.
- your offer is perfectly legible in order to rule out any ambiguity.
- your offer is submitted in accordance with the double envelope system as detailed in **section B.10.**
- the outer envelope bears the information mentioned in **section B.10.**

Name:

Signature:

Date _____

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.

“Impact of Climate Change on Food- and Water-borne (FWB) Diseases in Europe”

OJ/2008/04/11 - PROC/2008/005

Attn: ECDC, Attention to **Procurement**

Fax: +46 (0)8 586 01 001

Email: procurement@ecdc.europa.eu

I have submitted an offer for this tender on ___/___/200__ using the following delivery service:

- Normal mail
- Express mail
- Courier Service
- Other _____

Tenderer name:	
Email:	
Telephone N°:	

Section E – Draft Framework 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 – Guidelines and general information concerning the offers to the Cases for Specific Contracts and price setting

7. What should my offer to the Cases for Specific Contracts consist of?

Tenderers must submit offers for Specific Contracts, each of which comprises of the following 3 elements:

7.1 Technical proposal

The technical proposal must be consistent with the terms of reference for Cases for Specific Contracts. The technical proposal for each Specific Contract offer is to be sent in a separate envelope. It contains all information requested in **section G.1**. In preparing the technical proposal you should bear in mind the award criteria against which it will be evaluated, see **section C.7** (the award criteria are the same for the Framework Contract and the Specific Contracts).

- *Checklist*

The checklist found in **section D.5.1** must be included also as a cover page of your technical proposal for each offer to Case for Specific Contract.

7.2 Financial proposal

The financial proposal must include a detailed financial breakdown based on the format found in **section H.1**. The financial proposal for each Specific Contract offer is to be sent in a separate envelope. Prices must be quoted in EURO using the conversion rates published in the C series of the Official Journal of the European Communities on the day when the invitation to tender was issued. This information is also available on the Website of the European Central Bank at the following URL: <http://www.ecb.int/stats/eurofxref/>.

Prices must be quoted free of all duties, taxes and other charges (including VAT) as the ECDC is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities.

7.3 Supporting documentation

No further supporting documentation is needed, as it is given with the main tender.

7.4 Where do I find the standard provisions ECDC applies in its Specific Contracts?

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

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

1.3 How should I mail present my offer for Specific Contract?

These offers are to be presented concurrently with the offer to the call for tender for the main framework contract.

7.5 Double envelope system

Offers for Cases for Specific Contracts must be submitted in accordance with the **double envelope system**, as indicated in section B.10.3 and the checklist as indicated in section D.5.

1.4 How will my offer be evaluated?

Offers for Cases for Specific Contracts are opened and evaluated in the same sessions as the offers for the main framework contract, using the same evaluation criteria. The evaluation criteria for the technical and financial offers are applied to each Case for Specific Contract.

1. Terms of reference Case Implementation for Specific Contracts and price setting

Impact of Climate Change on Food- and Water-borne (FWB) Diseases in Europe

1.1 Request for Offer specifications -

The purpose of this Request for Offer is to give instructions and guidance to the offerer about the nature of the offer for Cases for Specific Contracts and to serve as the contractor's mandate during project implementation of specific contracts. These Terms of Reference ensure that the project will be properly conceived by the contractor, that the work is carried out on schedule and that resources will be properly used.

These Terms of Reference will become part of the specific contract(s) that may be awarded as a result of the concerned offer(s).

This case implementation is designed in order to evaluate how the price list is applied to a specific case. This case implementation is proposed as Specific Contracts. ECDC wishes to contract immediately two specific contracts, one for each lot, in which the tenderer is asked to subdivide the implementation. These offers for each case can be considered as specific Lots of implementation. ECDC wishes to contract in 2008, subject to confirmation of budget availability, a first part of implementation, Case 1 for Lot 1. The amount currently budgeted for contracting in 2008 is up to a maximum of 150,000 Euro.

The specific contract offered to be signed in 2008, have to be designed in order to be self standing and generate practical deliverables that can be used, without needing further specific contracts implementation afterwards. The specific contract signed in 2008 should be implemented by end of June 2009. The successive specific contract can be signed from 2009 to implement other self standing steps of the implementation.

ECDC is subject to budget availability in order to perform specific contracts for all the offers (lots) relative to this case implementation. This entails that, after any contract signed in 2008 subject to budget availability, in the year(s) after specific contracts signed in 2008, the amount to be budgeted for specific contracts cannot be indicated now, as it depends from the ECDC budget cycle and is confirmed further on after 2008. This means that the ECDC, when would be signing any specific contract in 2008, is not in a position to take legal commitments in the current year for next years as its budget cycle does not allow it in any case. As normal practice, the signature of the framework contract implies no obligation, but only implementation of specific contracts is binding and this implementation is depending notably on budget availability.

THE TENDERER IS REQUESTED TO PRESENT ALREADY THE OFFERS FOR ALL THE SPECIFIC CONTRACT RELATIVE TO THE WHOLE OF THE CASE IMPLEMENTATION SUBDIVIDED IN IMPLEMENTATION LOTS FOR SPECIFIC CONTRACTS AND SPECIFIED HERE BELOW.

1.2 Background and selected references

Please refer to the background and selected references of the Tender Specifications in section C.2 for offer for the framework contract.

2. Terms of implementation of Cases for Specific Contracts and price setting

2.1 Objective

This request for offer, cases for price setting, aim at comprehensively analyse the evidence base on the links between climate change and changing transmission patterns of food- and water-borne diseases in the EU, with a particular focus on salmonellosis, campylobacteriosis, cryptosporidiosis and listeriosis. The main outputs are a comprehensive risk assessment, which will assess and prioritise the different risks facing the EU, and mathematical models, which will be made available to individual Member States for planning and forecasting purposes.

2.2 Deliverables

The deliverables necessary to this tender are all targeted at its objective:

The deliverables foreseen for obtaining the objective are:

Case 1 for Lot 1: Risk Assessment

a) Implementation plan developed

- Project management plan and communication plan are established; and methodology is agreed upon.

d) Risk assessment carried out

- Significant EU knowledge gaps and data requirements are identified;
- Measurable key indicators of changing food- and water-borne disease incidences induced by climate change (e.g. average annual rainfall; sales of anti-diarrheal remedies; etc.) are identified;
- Identification of significant EU knowledge resources are identified;
- Risk maps are developed.

e) Key findings disseminated

- A comprehensive report outlining key findings of risk assessment is written;
- A minimum of 6 disease-specific fact sheets (1000-2000 words) are written, detailing how individual FWB diseases relate to climate change, including fact sheets for salmonellosis, listeriosis, campylobacteriosis and cryptosporidiosis;
- An expert workshop is facilitated by tenderer.

Case 2 for Lot 2: Decision-making tools

A decision-making tool (based on mathematical models and/or decision algorithms) is developed and designed to facilitate analyses of future FWB disease incidences as a result of climate change.

a) An implementation plan is developed

- Project management plan and communication plan are established; and methodology is agreed upon.

d) Development and pilot testing of decision-making tools

- a User-friendly tools for evaluating the impact of climate change on food- and water-borne disease spread are developed;

c) Decision-making tools for distribution to EU Member States are delivered to ECDC

2.3 Approach

All work conducted under this contract is expected to build upon and not repeat the findings of:

- ECDC initiatives including the *call for tender* entitled 'Assessment of magnitude and importance of vector-borne diseases in Europe (OJ/2007/04/13 - PROC/2007/003)', and a Workshop hosted by ECDC in Stockholm on March 29-30, 2007, entitled 'Environmental Change and Infectious Diseases'.
- Previous relevant initiatives, including the WHO cCASHh project and the IPCC's *Climate Change 2007 Report on Impacts, Adaptation and Vulnerability*; and
- Ongoing relevant initiatives, including the EDEN project and the EEA's development of environmental indicators³.

2.4 Scope of Activities of the contractor related to each Lot:

The activities here indicated are intended to be a general guide for the tenderer. Alternative and/or additional activities can be considered, provided a rationale is presented and provided the activities address the types of deliverables specified in G.2.2 in order to obtain the objective stated in G.2.1. The activities offered by the tenderer need to be clearly stated in the offer and be identifiable by a financial offer related to each of them. These activities constitute the building blocks of the Framework Contract object of this tender. The actual implementation is carried out with Specific Contracts that build only on activities present in the offer to this Framework Contract.

Case 1 for Lot 1: Risk Assessment

c) Implementation plan

Before conducting the remainder of the work specified in this Lot, the tenderer shall design an implementation plan complete with a methodology for the risk assessment, timelines, a dissemination strategy, and a project management and a communication plan for regular correspondence with designated ECDC personnel. This plan should be submitted within 25 days of signing of the specific contract, and is subject to approval and/or modification by ECDC. The implementation plan should include at least 2 meetings to be held at ECDC premises in Stockholm, one near the onset of the project and one timed to coincide with submission of the draft final report, which is due April 30, 2009.

³ http://reports.eea.europa.eu/climate_report_2_2004/en

b) Design and Produce a Risk Assessment

Design the risk assessment in order that it will:

- Identify and assess how climate change might contribute to and/or exacerbate the spread of food- and water-borne infectious diseases in Europe in the short (3 to 5 years) and longer term (15 to 20 years);
- Characterise and prioritise the risks (e.g. according to European climatic regions, disease classes, vulnerable population groups, direct vs. indirect risks, etc.) in light of the existing resources in Europe so as to inform priorities for future prevention and control;
- Take into consideration the complex and myriad ways in which climate change might impact infectious disease spread in Europe;
- Identify measurable key indicators of changing food- and water-borne disease incidences induced by climate change (e.g. average annual rainfall; sales of anti-diarrheal remedies; etc.);
- Develop risk maps.

In particular, provide the following activities as parts of the risk assessment:

- Using the currently existing data and resources, *identify and prioritise* the main short- (3 to 5 years) and longer-term (15 to 20 years) impacts that climate change may pose to the diseases in question. The risk assessment should specifically examine: the degree to which a disease's distribution, incidence and prevalence may be due to climate changes; links between transmission patterns and other drivers of disease spread (e.g. trade, transport, travel, migration, social behaviours) that might themselves have associations with climate change; which EU geographical areas are particularly at risk for which diseases; which diseases could be expected to increase in magnitude; which vulnerable population groups exist for which diseases.
- Identify any gaps in the European knowledge base that pose an impediment to the future development and implementation of European evidence-based public health adaptation measures. Thus the assessment should also address the potential data sources and surveillance indicators that might be applied/developed to overcome these gaps.
- Clearly discuss any uncertainties related to the analysis.
- Produce risk maps outlining the key trends for specific diseases in the EU.

e) Provide for dissemination

- Provide a report designed in such a way as to clearly communicate, in English, to scientific and policy communities, the methodology and key findings of the risk assessment, as described in section b) above. Submit the draft final report by April 30, 2009 and the final report by June 15, 2009.
- For each disease examined, and for a minimum of 6, develop also a paper/fact sheet of 1000 - 2000 words, discussing short- and long-term trends in the epidemiology of the diseases according to differing climate scenarios.
- Assist in the organization of an expert Workshop. The tenderer is not expected to provide logistical support for these meetings, but is expected to provide input on the content of the meeting and assistance with selection of external participants/invitees.

Case 2 for Lot 2: Development of a decision-making tool for predicting and forecasting FWB infectious disease incidences related to climate change in the EU

a) Develop an implementation plan

Before conducting the work specified in this Lot, design an implementation plan complete with a methodology for the risk assessment, timelines, project management and a communication plan for regular correspondence with designated ECDC personnel. This plan should be submitted within 25 days of signing of the specific contract, and is subject to approval and/or modification by ECDC.

d) Develop and perform pilot testing of decision-making tools

Develop a decision tool (based on mathematical models and/or decision algorithms) to support decision-making on how climate change and other key drivers (identified in the risk assessment) may impact upon the disease's transmission patterns in the short- and long-term. The tool should help forecasting of how specific food and water-borne disease incidence rates might change in specific EU regions as a result of climate change, and depending on other key variables identified in Lot 1.

Furthermore, render the tools apt to facilitate analysis of how various intervention strategies might alter incidence levels. The development and pilot-testing of the tool could be carried out using the data for a specific Member State, so long as the data is thought to be generally available and applicable to other Member States.

c) Deliver decision-making tools to ECDC

Deliver to ECDC finalised, operable working tools for dissemination to EU Member States.

2.5 Time schedule of the Case implementations

The contractor is requested to propose a detailed time schedule, specified at the level of activities, for the implementation of each offer for Specific Contract in coherence with the proposed activities implementation.

2.6 Budget

The maximum budget is **Euro 150,000** for each of the two cases (Euro 150,000: Case 1 for Lot 1; Euro 150,000: Case 2 for Lot 2).

The tenderer is requested to use for Section H.1 the pricelist provided in section D.4 for the offer for the framework contract, and use the financial blocks that are specified in Section D.4, combining and adding them in order to add up to those necessary to carry out each specific contracts proposed. Each lot proposed corresponding to a specific contract offer should be presented in a separate envelope and be self explanatory independently from each other lot for specific contract.

The prices given in the tender should be final and should include all costs, including administrative costs.

The activities should include the expected coordination meetings that take place. These remain under the each specific Lot.

2.7 Payments

The contractor must take into account the following in the preparation and use of the budget:

Payments will be performed as follows:

The contractor is requested to provide, for each lot corresponding to a specific contract offer, a payment plan, with maximum three payments, of which the last is the final payment. These payments have to be related to the deliverables produced, and the amounts should correspond to the pro-quota of the total work performed. So, it may be clear that, if the proposed payments are 40% interim and 60% final, this has to correspond to deliverables equivalent to the 40% of the implementation for the interim payment and to the 60% for the final payment.

AN EXAMPLE for the total of the implementation, before it is split in specific contracts offers, is the following:

- 40% interim payment upon receipt of a correct invoice/request for payment and approval of the delivery of final version of the study protocols.
- 60% final payment upon receipt and approval of a final invoice, final financial and technical report, the related supporting documents, and all the deliverables.

2.8 Reporting requirements

The contractor will ensure that the following reports are provided to ECDC in English, within the deadlines stated below:

- **Reports as specified in the “deliverables” above.**
- **A final report should be submitted to the ECDC within one month from the completion of the assignment.** This final report should include:
 - a comprehensive technical report on the implementation explaining clearly when, where and how activities were implemented.
 - the final financial report and all the required supporting documents (including a brief translation in English of eventual invoices/documents in local language),
 - relevant written correspondence, including ECDC’s approval on any item mentioned above.

3. Content of the technical proposal for Cases for Specific Contracts

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

Modality of delivery of services

Tenderers should describe how they propose to deliver the items requested in Section G.3

Timeliness of service offered

Tenderers should provide a detailed schedule/calendar for carrying out activities in order to deliver the services within the timeline provided by June 2009 for the specific contract(s) offered for signature in 2008, and to end by June 2010 at the latest for specific contract(s) offered for signature in 2009. The schedule is to be in line with the needed organisation of the activities indicated in section G.3.

Template

	Month	1				2				3				4				5				6				7				8				9				ff			
Activity	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
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4. Content of the technical proposal for Cases for Specific Contracts

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

Experience of the team mobilized by the tenderer

Tenderers should give a description of the team from the tenderer that would be working with ECDC. Tenderers should describe how team will be organised and how they will ensure successful organization of services to be rendered.

Modality of delivery of services

Tenderers should describe how they propose to deliver the items requested in Section G.1

Timeliness of service offered

Tenderers should provide a detailed schedule/calendar for carrying out activities in order to deliver the services within the timeline provided by June 2009 for the specific contract(s) offered for signature in 2008. The schedule is to be in line with the needed organisation of the activities indicated in section G.1.

1.5 Content of the financial proposal

The financial proposal must be based on the format found in **section H.1**.

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.**

1.6 Selection criteria

The Tenderer must submit evidence of his capacity to perform the contract, for the Framework Contract. Please refer to section C.6 above.

1.7 Award criteria

The award criteria used are those indicated in **Section C.7** above.

The tenderer should propose a sound methodology and a realistic work plan to ensure the deliverables are provided in a comprehensive and timely manner. The tenderer will describe the different activities to

be undertaken, and specify the methodology to be used and the resources needed. A timeline for reaching the main milestones should be presented (see template).

The award criteria serve to identify the quality of the offer in terms of feasibility and value of implementation. The quality of the offer for the specific contracts will be evaluated in accordance with the award criteria and associated weighting as for the framework contract. No award criteria and sub criteria others than those detailed in Section C.7 above will be used to evaluate the offer.

This tenderer is requested to propose the time schedule for the implementation of the Specific Contracts.

Section H – Standard Forms for Specific Contracts and price setting

The standard forms are to be completed and provided as part of your offer for specific contracts.

1. Proposal - for each offer for Case for Specific Contract

1.1 CASE IMPLEMENTATION FINANCIAL SCHEDULE - Impact of Climate Change on Food- and Water-borne (FWB) Diseases in Europe

Company: _____
Date: _____
Signature: _____

Please consider that the list of activities is only intended as a general guide for the tenderer. The contractor can consider conducting additional or alternative activities to meet the objectives outlined in Section G.3.1 and deliverables of Section G.2.1. Proposed activities should be clearly stated in the proposal and accompanied with a financial offer related to them.

Where applicable please provide in the heading the detailed breakdown such as unit (e.g. person days/hours, items), no of units, times performed (e.g. no of meetings), amount per unit, total amount. All applicable inputs costing need to be detailed in the templates provided.

The tenderer is requested to build up this schedule using the pricelist provided in section D.4 for the offer for the framework contract, using the financial blocks that are specified in Section D.4, combining and adding them in order to add up to those necessary to carry out each specific contracts proposed. Each lot proposed corresponding to a specific contract offer should be presented in a separate envelope and be self explanatory independently from each other lot for specific contract.

All components in this schedule need to be a combination, addition, multiplication of financial blocks specified in Section D.4 for the offer to the Call for the Framework Contract. This applies also for any further Specific Contract Offer within the duration of the Framework Contract. The financial blocks of Section D.4 for the offer to the main Call have therefore to be planned all already to be usable for different offer for Specific Contracts. Financial expenditures of Offers for Specific Contracts that are absent in Section D.4 of the main offer are out of the scope of the would be signed Framework Contract, and therefore unusable.

Please report each activity and quantify the resources needed in terms of expertise and in terms of other resources, quantifying them (days needed for experts).

Activity block (template) for human resources

Activity Description: Detailed quantifiable description of the activity (e.g. indicating the number of countries surveyed etc.). Indicate the expertise typed applied and the outcome of the activity related to the deliverables of Section C.3.2.	Senior Expert	Expert	Junior Expert	Other personal	TOTAL Activity HR
	N. Person Days	N. Person Days	N. Person Days	Quantity	Activity lump-sum
	e.g. secretary, documentalist	

Other resources/materials/expenditures (template)

ACTIVITY DESCRIPTION (clearly quantifiable specification of the activity)	
RESOURCE/MATERIAL/EXPENDITURE	Quantity
.. Description .. (e.g. administrative expenditure, consumables, software)	
... description ...	
... description ...	
...	
...	
...	
...	
...	
...	
...	
...	
...	
TOTAL lump-sum Activity other resources/mat/exp	amount €

Section I – Draft Specific Contract

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