

# Call for tender: Graphic Design - EPF Coalition Building Toolkit

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24/10/2016



## Contents

1. EPF General Information.....	3
2. Purpose of the tender .....	3
3. Description of services .....	3
4. Participation in the tendering procedure .....	4
Tender process.....	4
Tender evaluation .....	4
exclusion criteria .....	5
Schedule.....	5
5. Terms of payment.....	5
6. Quality issues .....	5
7. Confidentiality and conflict of interest .....	6
8. Terms and conditions.....	6
9. Contracting authority.....	7

## 1. EPF General Information

The **European Patients' Forum (EPF)** was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU.

EPF currently represents 67 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients affected by various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic and/or lifelong conditions in the EU have access to high quality, patient-centred equitable health and social care.

EPF produces a range of publications, such as annual reports, brochures, leaflets, infographics, thematic papers, newsletters, etc. made available on paper and using electronic means of communication, bearing in mind the Forum's [corporate identity](#).

## 2. Purpose of the tender

The purpose of this tender is to select a Graphic Designer to provide a service in the fields of graphic design for the European Patients' Forum, hereafter referred to as the 'EPF'.

The objective of this tender is to procure the provision of design services to produce the "EPF Coalition Building Toolkit".

The publication arises from the EPF 2016 Work Programme, which has received funding from the European Union, in the framework of the Health Programme.

## 3. Description of services

The successful tenderer will provide high-quality services in the field of graphic design. The following tasks will need to be carried out:

- Task 1: Meet EPF Membership Manager and EPF Communication Officer to understand the communication briefing for the Graphic Designer.
- Task 2: Propose at least two different mood boards/ artwork designs for the cover and two also for internal pages to agree on a visual line. These proposals are subject to change until EPF satisfaction.
- Task 3: Provide text layout and page make-up with the graphic design of the full toolkit, including table of contents, text, infographics, charts, etc.
- Task 4: Implement set of corrections after rounds 1 and 2.
- Task 5: Coordination, follow-up and project-management.

- Task 6: Provide the final document in ready-to-print files as well as in low resolution PDF for the website use; in designer’s format (InDesign, Xpress, etc.); and provide all the fonts and images in a separate folder to ensure EPF is the final owner of the produced material.

EPF’s products need to reflect the visual identity.

## 4. Participation in the tendering procedure

### TENDER PROCESS

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

### TENDER EVALUATION

Participation in this tendering procedure is open on equal terms to all natural and legal persons fulfilling the abovementioned eligibility criteria and language requirements. EPF may, in 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 (75%) and price (25%).

All applicants will receive acknowledgement of receipt of their tender and will be informed of the outcomes of the selection process within one week following the deadline date. EPF is not obliged to provide reasons for its decision to shortlist; accept or reject any particular tender.

Offers to the tender will be evaluated based on the following criteria:

Qualitative award criteria
<b>Qualitative criteria 1:</b> A cost proposal - Most economically advantageous tender for a maximum budget of 2500€, VAT included.
<b>Qualitative criteria 2:</b> A list of references - Quality of the technical and professional capacity proposed by the tenderer in terms of graphic design and layout. The tenderer is requested to provide at least three examples of graphic design and layout done for other clients that are similar to EPF’s request.
<b>Qualitative criteria 3:</b> Quality of the assurance mechanisms proposed by the tenderer to ensure the production of high quality products (number of mood board/ artwork proposals, round of corrections etc.).
<b>Qualitative criteria 4:</b> Congruence of proposal with the timeline - Measures in place to ensure timely delivery of the services concerned.

Applicants must have excellent knowledge of the English language.

## EXCLUSION CRITERIA

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

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the EPF 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 EPF 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 Union's financial interests;
- f) 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.

## SCHEDULE

The tender is open from 24/10/2016 to 04/11/2016.

The assignment shall start in November 2016 and shall be completed by 14 December 2016.

## 5. Terms of payment

Prices must be fixed amounts in Euro and will not be subject to revision. The amount of VAT should be shown separately on the price offer and invoice.

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

## 6. Quality issues

In delivering the service the tenderer shall ensure the highest quality standards of which EPF shall be the sole judge.

## 7. Confidentiality and conflict of interest

The Tenderer 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 EPF. 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 tenderer will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform EPF's communications officer should this status change.

## 8. Terms and conditions

EPF 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. EPF reserves the right to waive any formalities in the call for tender process. EPF may respond to questions or provide information from tenderers, and is under no obligation to provide such responses or information to all other tenderers.

By submitting a proposal, the tenderer agrees that:

- EPF 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 EPF based in any misunderstanding concerning the information provided or concerning EPF'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 the EPF to award the contract. Should the invitation to tender cover several items or lots, EPF reserves the right to award a contract for only some of them. EPF shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

## 9. Contracting authority

European Patients' Forum (EPF)

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