



## ***Prior information in relation to low-value contracts ≤ € 60.000***

### ***Services contract: Scientific and administrative support to the Scientific Panel for Health<sup>1</sup>***

This publication is made pursuant to Article 124 of the Rules for Applications of the Financial Regulation that provides for ex ante publication on the Institutions' websites of contracts with a value up to €60 000.

DG Research and Innovation is launching a low value contract in relation to the following subject:

#### **Scientific and administrative support to the Scientific Panel for Health**

##### **Summary of the assignment**

The Scientific Panel for Health (SPH), provided in both the Regulation<sup>2</sup> establishing Horizon 2020 and the Decision<sup>3</sup> establishing the specific programme implementing Horizon 2020, is a science-led stakeholder platform which elaborates scientific input concerning the Societal Challenge 1: Health, demographic change and wellbeing<sup>4</sup>. It will provide a coherent scientific focused analysis of research and innovation bottlenecks and opportunities related to this societal challenge, contribute to the definition of its research and innovation priorities and encourage EU-wide scientific participation in it. Through active cooperation with stakeholders, it will help to build capabilities and to foster knowledge sharing and stronger collaboration across the EU in this field. All work performed until now by the SPH can be found on the dedicated webpage<sup>1</sup>.

The Health directorate<sup>5</sup> of the Directorate General for Research and Innovation requires the professional expertise from an external contractor to provide scientific and administrative support to the Scientific Panel for Health.

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<sup>1</sup> [http://ec.europa.eu/research/health/pdf/mandate-of-the-sph-18062014\\_en.pdf](http://ec.europa.eu/research/health/pdf/mandate-of-the-sph-18062014_en.pdf)

<sup>2</sup> REGULATION (EU) No 1291/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and repealing Decision No 1982/2006/EC

<sup>3</sup> COUNCIL DECISION of 3 December 2013 establishing the specific programme implementing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and repealing Decisions 2006/971/EC, 2006/972/EC, 2006/973/EC, 2006/974/EC and 2006/975/EC

<sup>4</sup> <https://ec.europa.eu/programmes/horizon2020/en/h2020-section/health-demographic-change-and-wellbeing>

<sup>5</sup> Health portal: [http://ec.europa.eu/research/health/index\\_en.html](http://ec.europa.eu/research/health/index_en.html)

The contractor will carry out the following tasks:

- prepare, assist and follow up workshops, meetings and conferences organised by the SPH (content, agenda, presentations, minutes, proceedings/technical report). The Commission services will provide the premises, including technical equipment and catering services
- draft scientific reports on scientific topics covered by the SPH
- draft and monitor press releases for the SPH
- ensure high-quality documentation related to the tasks of the SPH (collect background information, digest, and present to the SPH)
- organise and track stable communication within the SPH (internal communication)
- liaise with relevant stakeholders and the European Commission services (external communication)

**Estimated working days:** 115 man/days

**Estimated amount:**

EUR 55,000 – 60,000 (maximum). Tenders proposing a budget higher than EUR 60,000 will be excluded from evaluation.

**Contract duration:** 12 months

**Selection criteria:**

The candidate must have the necessary technical, professional, economic and financial capacity to execute the contract and particularly:

- a Masters in natural sciences
- at least 3 years relevant research and policy experience
- proficient level of English, written and spoken
- experience in the organisation of at least 2 meetings/workshops/conferences

**Award criteria:**

Best-value-for-money procedure:

The tender will be awarded according to the best-value-for-money procedure. The quality of the tender will be evaluated based on the following criteria:

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| No                            | Qualitative award criteria  | Weighting (maximum points)               |
|-------------------------------|---|--|
| 1.                            | <b>Proposed methodology:</b> this criterion will assess the completeness, feasibility and structure of the methodology and tools for the tasks to be performed by the tenderer.                       | <b>50 points – minimum threshold 50%</b> |
| 2.                            | <b>Proposed organisation of day-to-day work:</b> this criterion will assess the organisation, management and coordination of the work, and the overall allocation of time and resources to each task. | <b>50 points - minimum threshold 50%</b> |
| <b>Total number of points</b> |   | <b>.../100</b>                           |

The maximum total quality score is 100 points. Tenders must score above 50% for each criterion and above 60% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be admitted to the next stage of the evaluation.

The contract will be awarded to the most economically advantageous tender. This will be determined on the basis of the price and the quality of the tender, both parameters having the same weight. The formula that will be used in order to determine the quality-price ratio will be as follows:

Score for tender X = lowest price / price of tender X \* total quality score for all criteria of tender X

**Estimated launching date:** 22 May 2015

Economic operators interested in participating in this call for tenders may express their interest by writing to [RTD-HEALTH-TENDERS@ec.europa.eu](mailto:RTD-HEALTH-TENDERS@ec.europa.eu) **no later than two weeks after its publication.**

An acknowledgement of receipt will be sent to interested bodies by the EC services in charge of the procedure.

Only the candidates invited by the contracting authority will be admissible to participate in this procedure. The personal data collected in relation to this prior information notice shall be made available on request to the various services of DG RTD and will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

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Any entity having expressed its interest shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Any queries concerning the processing of the personal data should be addressed to RTD-HEALTH-TENDERS@ec.europa.eu. Any entity shall have right of recourse at any time to the European Data Protection Supervisor.